

**Forsyth Township Board
Regular Meeting
Gwinn Community Center
January 26, 2017**

Supervisor Boogren called the meeting to order at 6:30 p.m.

Board Members Present: Supervisor Boogren, Treasurer Roberts, Trustee Adams and Trustee Armatti

Board Members Absent: Clerk Borrett

Also Present: Attorney Kevin Koch, UPEA Representatives Matt Treado, Carr Baldwin and Mark Daavettila, a number of township employees and concerned citizens.

Approval of Minutes: Motion by Roberts, supported by Armatti, to approve the Minutes for the December 15, 2016 Regular Board Meeting, as presented. Motion carried.

Agenda: Motion by Roberts, supported by Adams, to approve the agenda as presented. Motion carried.

Public Comment: Pat Anderegg questioned how our government is run and who makes Ordinances. She also commented on the water meters.

Department Reports: The following reports were accepted and placed on file: Ambulance, Assessing/Zoning, Senior Citizens Director, Fire Department, Library, Police Department, Public Works, General Operating Financial Report, and KI Sawyer Community Center. Supervisor Boogren commented on the increased use of the Library and the donated equipment at the KI Sawyer Community Center. Treasurer Roberts was concerned about the food program at the KI Sawyer Community Center and would like a follow up on food grants.

Attorney's Report: Attorney Koch stated the Telkite Tax Appeals are pending. Marquette County Tax Appeals are working out, and they are on the verge of conclusion.

Approval of Bills & Vouchers: Motion by Roberts, supported by Boogren, to approve the bills and vouchers totaling \$81,888.57, as presented. Motion carried.

**Forsyth Township
Bills For Approval
1/26/17**

Vendor	Description	Amount
Airgas	PW Oxygen	51.12
Ace Hardware	Parts and Supplies Various Depts	156.86
Adventure Center	PD Snowmobile Supplies	213.98
Anderson Communications	EMS Radio Parts	494.00
Aramark	Carpet and Uniform Service	1,959.75

Auto Value	Parts for Various Depts	1,045.30
Beauchamp Plumbing & Heating	PD Heat Repair	384.98
Business Micro Resource Corp	FD Annual Software	400.00
Cannon Financial	Office Copier Lease	135.07
Carpet Specialists	Clubhouse Flooring	13,392.00
City of Marquette	Bacteriological Analysis	80.00
Compudyne	Computer Support for Various Depts	1,163.25
Crossroads Minimart	PD Fuel	16.60
Drug Screen Plus	Drug Screening	187.00
EJ USA	PW Water Parts	273.57
Elcom Systems	PD Service Agreement	77.00
Emergency Medical Products	EMS Medical Supplies	1,573.22
Galls	PD Uniform/Equipment	323.61
Ginop Sales	PW Kubota Parts	199.30
Gordon Food Service	KISCC Food	1,106.73
Great America Financial Services	Server Lease	562.43
Jane Nordeen	KISCC Food Reimbursement	123.24
JT Motor Sports	PW Tools	33.95
Joe & Son's Plowing	SC Plowing	50.00
Joyce Styer	SC Birthday Cake	25.00
Kevin Koch PC	Attorney Fees	1,773.62
Lake Superior Community Partnership	Annual Dues	275.00
Marquette County Equalization	Tax Expenses	13,633.16
Marquette Machining & Fabricating	PW Metal Cutting	17.50
Menards	Supplies for Various Depts	520.56
MWEA	PW Membership Dues	70.00
Midway Rentals	Clubhouse Bollard Guard	104.05
NFPA	FD Membership Dues	175.00
PACC/PAAM	PD Warrant Manual	100.00
Pomasl Fire Equip	FD Hose	388.84
Quill	Supplies for Various Depts	1,014.96
R&R Fire Truck Repair	FD Uniforms	3,578.33
Randy Heidtman	SC Plowing	150.00
Range Telecommunications	Miss Dig	25.35
Remy Battery	FD Battery	199.98
Roger Hiironen	SC Plowing	75.00
S&T Electrical	Various Electrical Repairs	776.26
Snyder Drug	PD Supplies	103.43
State of Michigan	PD SOR and Token Fee	393.00
Superior Electric	PW Compactor Repair	182.60

Taser International	PD - Battery	127.23
The Mining Journal	Publishing	423.18
The Office Planning Group	Copier Maintenance	333.83
The Stitch Witch LLC	PD Uniform Repair	26.00
TransUnion	PD Record Research	25.00
TrophyCentral Inc.	PD Plaque	26.10
UP Lab Testing	Drug Screening	27.50
UPAA	A/Z Training	90.00
UP Health System	EMS Medical Supplies	166.10
UPPCO	Street Light Repair	373.05
UPSET	Pass-through for KBIC	20,000.00
US Postal Service	PD Box Renewal, W/S Permit	285.00
USA BlueBook	PW Hose	255.02
Wells Fargo	MTA Classes, PW Supplies, PD Supplies	2,291.76
Wex	Various Dept Fuel	3,937.31
Winston Benz	SC Plowing	130.00
Wolverine Door Service	PD Garage Door Repairs	292.97
	TOTAL	76,394.65

**Forsyth Township
Additional Bills For Approval
1/26/17**

Vendor	Description	Amount
Ace Hardware	Supplies Various Dept	553.36
Adventure Center	PD Snowmobile parts/repair	721.35
Arrow International	EMS Needles	437.56
Beauchamp Plumbing & Heating	Various Dept Heat Repair	589.33
Business Micro Resource Corp	FD Annual Software	(400.00)
Compudyne	Office Computer Support	37.50
Duquaine Inc.	KISCC Heater Repair	163.30
Emergency Medical Supplies	EMS Medical Supplies	133.75
Galls	PD Equipment	147.38
Holiday Cleaners	PD Dry Cleaning	8.35
Joyce Styer	SC Birthday Cake	25.00
MC Sports	PD Pistol	519.39
Menards	Various Dept Supplies	303.91
Quill	Various Dept Office Supplies	534.71
Superior Lock & Security	PD Key code Change	112.50

The Office Planning Group	A/Z Copier	2.41
Traffic Safety Corp	Crossing Guard Paddles	559.50
UP Lab Testing	Drug Screening	25.00
UPEA	Sewer MI Water	908.50
US Post Office	SC Newsletter Postage	72.12
Wells Fargo	Supplies Various Dept	39.00
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		5,493.92
Original Bill Listing		76,394.65
Total Accounts Payable		81,888.57

Voucher Numbers for GO, Police, Clubhouse, Ambulance, Library, Water & Sewer: 73141-73390
Voucher Numbers for Tax 1681-1706
Voucher Numbers for Sewer 1016-1017
Voucher Numbers for Water 1024-1025

ACTION ITEMS:

Welcome Signs (10a.): Motion by Roberts, supported by Adams, to approve the Welcome Signs from the Gwinn Sawyer Area Chamber of Commerce, as presented. Discussion ensued. Treasurer Roberts commented on possible changes. The location of one of the signs will be changed to Township property. Motion carried.

Chief of Police Administrative Hours (10b.): Motion by Roberts, supported by Adams, to rescind the motion from the 12/20/12 Board Meeting approving the Chief of Police hours to be from 7:00 am to 3:00 pm, Monday through Friday. Discussion ensued. This is too restrictive. Motion carried.

Comp Time Extension (10c.): Motion by Roberts, supported by Armatti, to approve the employee request to carry over 40 hours of comprehensive time. Motion carried.

Fire Truck (10d.): Motion by Boogren, supported by Adams, to approve retaining, for the time being, the 1991 mini pumper fire truck acquired from Marquette City. Discussion ensued. Mechanic Daryl Johnson stated it was a sound truck from the cab forward, but required work from the cab back. Motion carried.

Supervisor Purchasing Policy (10e.): Motion by Adams, supported by Armatti, to approve the Department Supervisor Purchasing Policy, as presented. Motion carried.

Department Supervisor Purchasing Policy

It is the policy of the Forsyth Township Board that the Superintendent of Public Works, Fire Chief, Assessor, EMS Director and Senior Center Director have the authority to make purchases of \$500.00 or less from their respective currently approved Department Budgets. The Police Chief has the authority to make purchases of \$1,000.00 or less from the Police Department Budget. These purchases must be

legitimate department expenses. The exception to this policy is any type of vehicle, heavy equipment, or other purchases which may create long term expenses to the Township. In these situations the item must be approved by the Forsyth Township Board prior to purchasing.

This policy replaces any individually specified Department Supervisor purchasing policies written prior to January 26, 2017.

FD – Hire Fire Fighter (10f.): Motion by Roberts, supported by Adams, to approve hiring Tim Tomilson as a Fire Fighter. Motion carried.

FD – Purchase Gloves (10g.): Motion by Adams, supported by Armatti, to approve the Fire Department purchasing 6 pairs of structural gloves for \$700.00. Motion carried.

MTA Conference Registration (10h.): Motion by Roberts, supported by Adams, to approve three Board Members and two Staff attending the 2017 MTA Conference, not to exceed \$6,500.00. Motion carried.

Night Deposit Policy (10i.): Motion by Roberts, supported by Adams, to approve the Night Deposit Policy, as presented. Motion carried.

NIGHT DEPOSIT POLICY

Forsyth Township has a night deposit box at the township office for after hour payments and misc. correspondence. All payments received in the night deposit box by 7:30 am will be considered received on the previous business day. The only exception is on the last day of winter tax collection when payments must be in the township office no later than 5:00 pm.

Budget Adjustments (10j.): Motion by Roberts, supported by Armatti, to approve the Budget Adjustments, as presented. Motion carried.

FORSYTH TOWNSHIP BUDGET ADJUSTMENTS 31-Dec-16

GENERAL FUND				
Department	Department #	Original/Amended	New	Difference
Revenue		2,620,030	2,616,815	(3,215)
Expense				
Audit	202	4,500	3,565	(935)
Election	262	18,700	16,000	(2,700)
Buildings & Grounds	265	95,030	90,355	(4,675)
Attorney	266	10,000	12,000	2,000
Cemetery	276	23,005	25,280	2,275
Professional Services	299	35,700	38,000	2,300
Public Works	441	157,335	167,335	10,000
Road Work	446	120,000	150,000	30,000
Transfer Station	528	22,675	23,875	1,200

Insurance	851	37,210	33,410	(3,800)
Misc. Operating/Equipment Support	895	19,700	23,700	4,000
Capital Outlay	900	282,300	252,300	(30,000)
			Total	9,665
Beginning Fund Balance:	1,597,418	4/1/16		
Estimated Revenues:	2,616,815			
Estimated Expenses:	(2,642,755)			
Estimated Ending Fund Balance:	1,571,478	3/31/17		

Police				
	Original/Amended	New	Difference	
Revenue	993,800	1,009,150	15,350	
Expenses	1,024,250	1,028,550	4,300	
Beginning Fund Balance:	210,122	4/1/16		
Estimated Revenues:	1,009,150			
Estimated Expenses:	(1,028,550)			
Estimated Ending Fund Balance:	190,722	3/31/17		

Ambulance Equipment				
	Original/Amended	New	Difference	
Revenue	88,600	87,000	(1,600)	
Expenses	253,600	253,600	0	
Beginning Fund Balance:	422,137	4/1/16		
Estimated Revenues:	87,000			
Estimated Expenses:	(253,600)			
Estimated Ending Fund Balance:	255,537	3/31/17		

Clubhouse/Recreation				
	Original/Amended	New	Difference	
Revenue	415,575	459,330	43,755	
Expenses	420,550	416,080	(4,470)	
Beginning Fund Balance:	497,225	4/1/16		
Estimated Revenues:	459,330			
Estimated Expenses:	(416,080)			
Estimated Ending Fund Balance:	540,475	3/31/17		

Revolving			
	Original/Amended	New	Difference
Revenue	72,000	78,000	6,000
Expenses	207,750	237,750	30,000
Beginning Fund Balance:	806,299	4/1/16	
Estimated Revenues:	78,000		
Estimated Expenses:	(237,750)		
Estimated Ending Fund Balance:	646,549	3/31/17	

Library			
	Original/Amended	New	Difference
Revenue	163,475	175,715	12,240
Expenses	161,990	182,157	20,167
Beginning Fund Balance:	33,741	4/1/16	
Estimated Revenues:	175,715		
Estimated Expenses:	(182,157)		
Estimated Ending Fund Balance:	27,299	3/31/17	

Sewer			
	Original/Amended	New	Difference
Revenue	353,800	353,800	0
Expenses	351,250	359,650	8,400
Beginning Net Position:	1,314,516	4/1/16	
Estimated Revenues:	353,800		
Estimated Expenses:	(359,650)		
Estimated Ending Net Position:	1,308,666	3/31/17	

Water			
	Original/Amended	New	Difference
Revenue	533,860	536,160	2,300
Expenses	562,110	570,330	8,220
Beginning Net Position:	2,164,791	4/1/16	
Estimated Revenues:	536,160		
Estimated Expenses:	(570,330)		

Estimated Ending Net Position:	2,130,621	3/31/17
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Award Equipment Bid (10k.): Motion by Adams, supported by Armatti, to approve the bid from Jordan Takalo for the 1997 Ford Ambulance for \$2,102.00 and Robert Lesterson for the 1991 GMC 4x4 for \$400.00. The lettering must be removed prior to releasing the vehicles. Motion carried.

Disposal of Township Equipment (10l.): Motion by Adams, supported by Roberts, to approve selling the three trash pumps, eight steel air tanks and the front bumper of the 2016 Ford F-450, for scrap and to re-advertise the Iseki Tractor and the Garbage Truck. Motion carried.

Clerk – Assign Additional Duties (10m.): Motion by Boogren, supported by Armatti, to approve assigning the Clerk additional duties of Social Worker, as presented. Motion carried.

Road Study (10n.): Motion by Boogren, supported by Armatti, to approve a Road Study from UPEA, not to exceed \$3,400.00. Discussion ensued. Treasurer Roberts suggested bidding out projects to other engineering companies. Motion carried.

Carpet, Mat, and Uniform Service Bid (10o.): Motion by Adams, supported by Roberts, to approve for discussion only, the Carpet, Mat, and Uniform Service Bid from Aramark Uniform Services or College Laundry Rentals Inc. Discussion ensued. Motion and support rescinded. It was the consensus of the Board to table this item until more research can be done.

Transfer Station Hours (10p.): Motion by Boogren, supported by Armatti, to approve the proposed Transfer Station hours, as presented. Discussion ensued. Motion and support amended to approve the Transfer Station hours to Monday 8:00am – 12:00pm, Tuesday 10:00am – 2:00pm, Thursday 3:00pm – 7:00pm, and Saturday 8:00am – 12:00pm, effective March 1, 2017. Motion carried.

A/Z – Board of Review Members (10q.): Motion by Roberts, supported by Boogren, to appoint Dwight Sunday, Chic Hakes, and James Nowak to the Board of Review and to re-appoint alternates Bonnie Filizetti-Hartzell and George Bodenus, terms to expire December 31, 2019. Motion carried 4-1

A/Z – Planning Commissions Members (10r.): Motion by Roberts, supported by Armatti, to appoint Timothy Bennett and Peggy Noha as Planning Commission Members, terms to expire December 31, 2019. Motion carried.

A/Z – Blight Committee Members (10s.): Motion by Roberts, supported by Adams, to re-appoint Blight Committee Members Wes Jourden, Pat Johnson, Chic Hakes and James Nowak, terms to expire December 31, 2018. Motion carried.

Supervisor Boogren called for a short break at 7:29 pm

Supervisor Boogren called the meeting back to order at 7:36 pm

EMS – Purchase Protective Cases (10t.): Supervisor Boogren explained because the Department Supervisor Purchasing Policy was adopted earlier in the meeting, this item needs no action.

Water Pay Application Resolution (10u.): Motion by Roberts, supported by Boogren, to approve the resolution for payment of funds for the Forsyth Water System Improvements project, as presented. Roll call: Trustee Armatti – yes, Trustee Adams – yes, Treasurer Roberts – yes, Clerk Borrett – absent, Supervisor Boogren – yes. Motion carried.

Sewer Pay Application Resolution (10v.): Motion by Roberts, supported by Boogren, to approve the resolution for payment of funds for the Forsyth Sewer System Improvements project, as presented. Roll call: Trustee Armatti – yes, Trustee Adams – yes, Treasurer Roberts – yes, Clerk Borrett – absent, Supervisor Boogren – yes. Motion carried.

Pearce Street Change Order and Engineering Agreement (10w.): Motion by Roberts, supported by Boogren, to approve Water Project Change Order W14, as presented. UPEA Representative Matt Treado went on to explain the order. This change order is for Pearce Street from Anthony to Sands. Motion carried.

Motion by Roberts, supported by Boogren, to approve the Water Project Engineering Services Agreement Amendment 10, as presented. Motion carried.

Southgate Change Order and Engineering Agreement (10x.): Motion by Roberts, supported by Adams, to approve Water Project Change Order W13, as presented. UPEA Representative Matt Treado went on to explain the order. This change order is for Southgate, which includes three homes. Motion carried.

Motion by Roberts, supported by Boogren, to approve the Water Project Engineering Services Agreement Amendment 9, as presented. Motion carried.

Birch Street Change Order and Engineering Agreement (10y.): Motion by Roberts, supported by Boogren, to approve Water Project Change Order W12, as presented. UPEA Representative Matt Treado went on to explain the order. This change order is for Birch Street from Carbon to Flint. Motion carried.

Motion by Roberts, supported by Boogren, to approve the Water Project Engineering Services Agreement Amendment 8, as presented. Motion carried.

Nonparticipating Change Order (10z.): Motion by Roberts, supported by Boogren, to approve the Non-Participating Change Order N2, as presented. UPEA Representative Matt Treado explained that this is to repave areas of the roads between project areas. These are areas that are not covered by the project funding, but would make a more uniform area of travel. Motion carried.

PD - Resignation (10aa.): Motion by Boogren, supported by Adams, to approve the resignation from Administrative Assistant to the Chief of Police Julie Day, with regret. Motion carried.

PD – Administrative Assistant to the Chief of Police (10bb.): Motion by Roberts, supported by Adams, to approve proceeding with the internal and external posting procedures for the vacant position of Administrative Assistant to the Chief of Police. Motion carried.

PD – Windows (10cc.): Motion by Adams, supported by Armatti, to approve the quote from Astro UP for Police Department windows totaling \$4,077.98. Motion carried.

PD – Hire Police Officer (10dd.): Police Chief Warchock explained that a Board Member had brought up hiring another Police Officer in a prior meeting. He went on to explain about a possible DARE officer will be needed in our local schools. They are currently looking into alternate funding for a new officer. It was the consensus of the Board to table this item until all research is completed.

DISCUSSION ITEMS:

Water Meter Activity and Frozen Meters (11a.): Supervisor Boogren commented on the information passed on to the residents concerning the projects. UPEA Representative Matt Treado updated Supervisor Boogren on project problems. He stated that he and Attorney Koch would be modifying the ordinances to rectify some situations discussed. Supervisor Boogren requested a meeting with UPEA Representatives and Township Staff to discuss particular concerns with the projects.

Salary Compensation Commission (11b.): Supervisor Boogren explained that a Salary Compensation Commission was established many years ago. In his research, it was advised that this should be changed. Treasurer Roberts commented on her recent training concerning this topic. Discussion ensued.

Motion by Roberts, supported by Adams, to rescind the Forsyth Township Compensation Commission Ordinance. Attorney Koch explained that neither a roll call vote, nor a public hearing, is needed for this situation. He reminded the Board that salaries are now subject to referendum. Motion carried.

Millage Renewals (11c.): Supervisor Boogren stated that there were three millages coming up for renewal. He questioned the option to combine the two police millages. Attorney Koch will review the language in both millages to see if combining them is an option.

Motion by Boogren, supported by Adams, to renew all three in the August 2017 election. Motion carried.

New Zoning Ordinance (11d.): Assessor Stachewicz gave each Board Member a binder for review of the new Zoning Ordinance which was put together by the Planning Commission. This will be an agenda item on next month's meeting. She explained the change options for the Board and explained what changes would require a Public Hearing.

Committee Liaisons (11e.): Supervisor Boogren commented on assigned Liaison positions presented. He made a change of the Fire Department.

Motion by Roberts, supported by Boogren, to appoint Trustee Chris Adams to the Zoning Board of Appeals and Clerk Michelle Borrett to the Planning Commission. Motion carried.

OLD BUSINESS:

Jacob's Letter (12a.): Supervisor Boogren informed the Board of a letter he mailed to Mr. Jacob explaining the zoning requirements for one dwelling, which would transform his water bill to one charge.

He also referred to another water billing issue. He will contact the resident to clear any questions.

CORRESPONDENCE: None.

Public Comment: John Macario questioned the status of the meter installations and how the billing will proceed with water customers without meters. Pat Anderegg questioned the billing for businesses in homes. Nan St. Aubin asked if letters could be sent out to inform the residents on the new Transfer Station hours. Daryl Johnson asked which roads will be studied and who is responsible for hooking up the houses on Southgate to the new water system.

Board Comment: Treasurer Roberts thanked the residents for their patience and sent condolences to the Thomas family. Trustee Adams commented on the MTA Conference. Supervisor Boogren thanked everyone.

Adjournment: Supervisor Boogren adjourned the meeting at 8:41 p.m.

Respectfully submitted,

Stacy Filizetti
Board Secretary

Michelle Borrett
Forsyth Township Clerk