

**Forsyth Township Board
Regular Meeting
Gwinn Community Center
February 22, 2018**

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

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

Board Members Absent: None

Also Present: Attorney Ted Greeley, UPEA Representative Carr Baldwin, Boy Scout Troop 333, a number of township employees and concerned citizens.

Approval of Minutes: Motion by Roberts, supported by Adams, to approve the Minutes for the January 25, 2018 Board Meeting, as presented. Motion carried.

Agenda: Motion by Borrett, supported by Roberts, to approve the agenda with the addition of: **11f.** Voting Precincts. Motion carried.

Public Comment: Laurie VanDamme commented on outdoor recreation and a snowmobile track. Pat Anderegg commented on frozen water meters. Eric Jancsi commented on frozen water meters. John Kay commented on an ice oval track, the location of the track, economic value of the track, and a sports complex for summer sports. Ross Underwood commented on an ice track, the economic value of the track, and the location of the track.

Department Reports: The following reports were placed on file: Ambulance, Senior Citizens Director, Fire Department, Library, Police Department, Public Works Department, General Operating Financial Report, and KI Sawyer Community Center. Reports not filed: Assessing/Zoning.

Attorney's Report: Attorney Greeley stated the Palmer default judgment was granted on February 1st. He also spoke to Attorney Pence from Marquette County about the County Road 456 property which had been condemned. The county is not taking any action on this property at this time. It was the consensus of the Board to have Attorney Greeley look into alternative options to rectify this Blight issue.

Approval of Bills & Vouchers: Motion by Roberts, supported by Armatti, to approve the bills and vouchers, totaling \$58,142.61, as presented. Trustee Adams asked Superintendent of Public Works Eric Jancsi, if the clock tower repair had been completed. Motion carried.

**Forsyth Township
Bills For Approval
2/22/18**

Vendor	Description	Amount
Airgas	PW/FD Cylinder Rental and Gases	487.34
Advanced Auto	PW Van Parts	50.99

American Welding & Gas	EMS Cylinder Rental & Gases	116.21
Auto Value	Parts for Various Depts	2,800.60
Bound Tree	EMS Medical Supplies	158.90
Business Micro Resource Corp	FD Tool Software Fee	400.00
Canon Financial	Office Copier	135.07
Casselman & Henderson PC	Attorney Fees	792.00
City of Marquette	Bacteriological Analysis	100.00
College Laundry	Carpet and Uniform Service	591.33
Compudyne	Computer Support for Various Depts	781.23
Core & Main	Water Dept Supplies	980.93
Crossroads Mini Mart	PD Fuel	30.53
Dickinson County Sheriff's Dept	PD Law Conference	160.00
Elcom Systems	PD Service Agreement	77.00
Emergency Medical Products	EMS Medical Supplies	1,508.86
Fahey Schultz Burzych Rhodes PLC	Attorney Fees	5,480.50
Ferrellgas	Transfer Station Heat	837.68
Galls	PD Uniforms & Equipment	30.52
GFC Leasing	SC Copier	270.00
Ginop Sales	PW Kubota Parts	73.40
Home Comfort Plumbing Heating A/C	Clock Tower Repairs	3,869.00
Gordon Food Service	KISCC Food	445.19
Gordon Warchock	PD Uniform/Supplies Reimbursement	211.24
Harris	Tax Forms	215.86
Menards	Supplies for Various Depts	352.72
Midway Rentals	PW Tools	10.00
OK Industrial	PW Tie Downs	151.29
Personnel Concepts	Personnel Posters	55.45
Physio Control	EMS Chest Compression System	18,135.62
Pomasl	FD Gear	360.69
Pomps Tire	FD/PW Tires	3,303.52
Pride Printing	Envelopes	195.07
Quill	Supplies for Various Depts	154.69
Randy Heidtman	SC Plowing	325.00
Range	Miss Dig Calls	26.40
Rebecca Stachewicz	License Reimbursement	1,000.00
Remy Battery Co.	EMS Batteries	10.80
Roger Hiironen	SC Plowing	60.00
Signs Unlimited	EMS Lettering	575.00
Snyder Drug	Supplies for Various Depts	76.54
Swales Plumbing & Heating	Transfer Station Heater/KISCC Boiler Repair	1,770.00

The Mining Journal	Publishing	1,151.95
The Office Planning Group	A/Z Copier	139.92
TransUnion	PD Background Check	25.00
UPEA	Engineering Services	727.00
Wex	Fuel for Various Dept	1,865.86
TOTAL		51,076.90

**Forsyth Township
Additional Bills For Approval
1/22/18**

Vendor	Description	Amount
Ace Hardware	Various Dept Supplies	1,319.76
American Welding & Gas	EMS Oxygen	145.21
Bound Tree	EMS Medical Supplies	96.22
College Laundry & Rentals	Uniform and Carpet Service	70.50
Compudyne	Computer Support	37.50
Embroidery Wear House	EMS Uniforms	646.33
Flags.com	Flag Pole	109.30
Holiday Cleaners	PD Dry Cleaners	37.91
JT Motor Sports	PW Tools	12.30
Office Max	FD Computers	1,079.97
Pacific Telemanagement	Pay Phone	50.00
Quayle Comm.	FD Pagers	2,760.00
Quill	Various Dept Office Supplies	142.15
Rebecca Stachewicz	A/Z Reimburse Business Cards	14.82
State of Michigan	PD Sex Offender Registration	60.00
Standard Electric	Various Dept Supplies	347.68
The Office Planning Group	A/Z Copier	60.00
US Postal Service	SC Newsletter Postage	76.06
		7,065.71
Original Bill Listing		51,076.90
Total Accounts Payable		58,142.61

Voucher Numbers for GO, Police, Clubhouse, Ambulance, Library, Water & Sewer: 76128-76295

Voucher Numbers for Tax 1785-1789

Voucher Numbers for Sewer 1025

Voucher Numbers for Water 1035

ACTION ITEMS:

Credit Card Policy (10a.): Motion by Roberts, supported by Boogren, to approve the Credit Card Policy, as presented. Motion carried.

FORSYTH TOWNSHIP CREDIT CARD POLICY

In accordance with Public Act 266 of 1995 (MCL 129.241-243), Forsyth Township has adopted the following policy for use of the township's credit card effective July 15, 2004 and amended on February 22, 2018.

- The Township's Bookkeeper is responsible for the local unit's issuance, accounting, monitoring and generally overseeing compliance with the credit card policy. The township credit card will have a maximum credit limit of \$4,000, with an additional library credit card with a maximum of \$1,000. The Library Director will have the same responsibilities as the Township Bookkeeper for the Library issued credit card.
- The credit cards may be used only by an officer or employee of the township for the purchase of goods or services for official business of the township. Only the person whose name is on the card is authorized to use that card.
- Credit cards may be used for traveling on township business for the following expenditures only: travel, meals, and accommodations while on business (excluding expenses incurred in operating a privately owned automobile) gas, oil and other necessary expenses incurred in operating a township owned vehicle.
- Township officers and employees who use township credit cards shall, within three working days of purchase or returning from travel, submit a copy of the credit card slip to the Township Bookkeeper. All credit card slips must state the name of the vendor or entity and a detailed list of all good or services that were purchased, along with the date and the amount of the transaction, as well as the official business for which the transaction was made.
- An officer or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Bookkeeper must be notified immediately. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
- An officer or employee issued a credit card shall return the credit card to the Bookkeeper upon termination of his or her employment or service with the Township.
- The Township Board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.
- The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 30 days of the initial statement date.
- Officers and employees who use a credit card in a manner contrary to this policy shall be subject to disciplinary action, up to and including termination.

Accepted by the township board on: _____

Forsyth Township Supervisor

Forsyth Township Clerk

Purchasing Policy (10b.): Motion by Roberts, supported by Adams, to approve the Purchasing Policy, as presented. Motion carried.

Purchasing Policy

It is the policy of the Forsyth Township Board that the Township Supervisor, Township Clerk and Township Treasurer have the authority to make purchases of \$1,000.00 or less. The Superintendent of Public Works and Police Chief have the authority to make purchases of \$1,000.00 or less from their

respective currently approved Department Budgets. The 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. 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 purchasing policies prior to February 22, 2018.

KISCC Kitchen Completion (10c.): Motion by Boogren, supported by Roberts, to approve completing the kitchen at the KI Sawyer Community Center for the approximate cost of \$2,500. Discussion ensued. Supervisor Boogren explained that the Center was currently working under temporary licenses issued by Marquette County Health Department. Motion carried 4-1.

Appoint SOA Replacement (10d.): Motion by Roberts, supported by Armatti, to approve appointing Mike Prokopowicz to the SOA, as recommended. The Board thanked Scott Bammert for his service. Motion carried.

EMS – Hire EMT (10e.): Motion by Boogren, supported by Roberts, to approve hiring EMT Candi Kjellin. The Board thanked Scott Hanson for his years of service. Motion carried.

Comp Time Roll-Over (10f.): Motion by Adams, supported by Borrett, to approve the Comp-Time roll-over, as presented. Motion carried.

Support Resolution to Reopen Empire Mine (10g.): Motion by Adams, supported by Armatti, to approve the Support for Reopening of the Empire Mine Resolution, as presented. Supervisor Boogren informed the Board of the meeting he had attended, in which Cleveland Cliffs Chairman, President and CEO, Lourenco Goncalves informed the public of the possibility of re-opening the Empire Mine. Discussion ensued. Roll call: Trustee Armatti – yes, Trustee Adams – yes, Treasurer Roberts – yes, Clerk Borrett – yes, Supervisor Boogren – yes. Motion carried.

Ambulance Write-Offs (10h.): Motion by Roberts, supported by Borrett, to approve the Ambulance write-offs, as presented. Trustee Adams stated the total is \$14,821.82 and is uncollectable. Supervisor Boogren reiterated that all other options had been exhausted. Motion carried.

FD – Pagers (10i.): Motion by Boogren, supported by Adams, to approve the Fire Department purchasing 6 additional pagers, not to exceed \$3,000. Motion carried.

FD – Helmet Lights (10j.): Motion by Adams, supported by Armatti, to approve purchasing Helmet Lights, not to exceed \$4,500. Supervisor Boogren commended Fire Chief Stansky for his communication with the Board. Motion carried.

Dust Control (10k.): Motion by Roberts, supported by Borrett, to approve the Dust Control Agreement through Marquette County Road Commission, as presented. Treasurer Roberts pointed out that it was the same as last year. Motion carried.

Appoint Commission of Aging Member (10l.): Motion by Adams, supported by Boogren, to approve Judy Courtright as a replacement for Father Peter Minelli, who has passed away, for the Forsyth Township Commission of Aging. Motion carried.

Cemetery Plot (10.m.): Motion by Boogren, supported by Adams, to approve buying back cemetery lot #36 in block #20 for \$150, and refunding the perpetual care of \$150, totaling \$300, as requested. Motion carried.

DISCUSSION ITEMS:

Millages (11a.): Supervisor Boogren commented on the upcoming millage renewals. He referenced the specific millage language and stated the lengths of each millage needs to be determined. The Library Board will consider the length of the Library millage. He reminded the Board that the millages requesting to be renewed were Police, Library and General Operating. Discussion ensued.

Motion by Roberts, supported by Adams, to adopt the Millage Renewal Resolution, as presented for 7 years. Discussion ensued. Clarification was made on the motion. Motion withdrawn by Roberts, support withdrawn by Adams.

Motion by Roberts, supported by Adams, the proposal presented to the Board in regards to the millage be amended to reflect 7 years, and not 5 years. Motion carried.

Frozen Pipe Relief (11b.): Supervisor Boogren explained the current problem of water freezes. With the freezing temperatures and the lack of snow as insulation, it has pushed the frost level down. He then asked Superintendent of Public Works Jancsi to inform the Board of the current situation. Superintendent Jancsi stated the weather has caused some specific homes to be put on a mandatory "Let-Run". The reason for this "Let-Run" is to keep the integrity of the water supply to the residents on the system, not to address each resident's situation on their specific property. Discussion ensued at length between the Superintendent, Residents and Board Members.

A motion was made by Adams: The people who are on a "Let-Run" because of their own responsibilities that their bill will not be greater than three times their regular bill, unless we find based on the readings, that they are taking water. Discussion ensued. Bookkeeper Rodgers suggested a list and a percentage. Trustee Adams withdrew his motion.

Treasurer Roberts would like this addressed at next month's meeting.

Motion by Boogren, supported by Borrett, that a list, to be provided by public works, of people whose pipes have frozen, that are on a "Self-Letting-Run", that because the Board is considering some kind of remediation to their bills, that we will not charge late fees on those bills until such time as the Board takes action, or doesn't take action, and we will notify them after the next Board Meeting, effective February 1st. Discussion ensued. Bookkeeper Rodgers suggested a list of specific people. Specifically the ones we have thawed their pipes. Clarification was made on the motion. Motion carried.

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

Supervisor Boogren called the meeting back to order at 7:34pm

Police Dept Building Update (11c.): Supervisor Boogren commented on a meeting he had with GEI Consultants regarding the upgrades needed at the Police Departments. Public Works can do some of the fixes. GEI Consultant Sean Beckman recommended using thermal radar to check the integrity of some beams. He will be getting an estimate. Supervisor Boogren then asked Superintendent Jancsi to update the Board on the progression of the bunk rooms. Superintendent Jancsi stated it needed an estimate for wiring, which he is soliciting

Tourist Park Operations (11d.): Supervisor Boogren referenced information he had presented the Board Members. He would like the Board to consider some of the requested changes and take action during next month's meeting.

Recreation Plan Update (11e.): Supervisor Boogren explained the process for applying for future DNR grants. He was thankful for the submissions received from the residents, and welcomed more comments. The Recreation Plan is due to be adopted at the February 28th Special Board Meeting.

Voting Precincts (11f.): Clerk Borrett updated the Board of the tour she took of the new church where precinct 2 will be voting. She brought up the conditions of precinct 3 and suggested perhaps combining the two precincts. This would save considerable money for the Township. She will present the Board with data during next month's meeting.

KI Sawyer Center: Clerk Borrett also brought up the KI Sawyer Center. She would like the Board to make a final decision to leave it open or close the center. When that happens, action can be taken that would benefit the residents. Trustee Adams would also like a definite answer. He is not in favor of funding the KI Sawyer Center in the next budget year. He would like to investigate alternatives for the children currently attending.

OLD BUSINESS: None.

CORRESPONDENCE:

Skandia Fire Department (13a.): Supervisor Boogren commented on the Thank You letter from the Skandia Fire Department.

Public Comment: Laurie VanDamme commented on the liability of a snowmobile track. Pat Anderegg commented on the "Let Run", amount of water, water meter pits, fluoride, KI Sawyer Center, KI Sawyer Center Director pay, Sawyer Operation Authority, and Shooting Range. Supervisor Boogren offered to meet with Mrs. Anderegg.

Board Comment: None.

CLOSED SESSION (16.)

At 7:59pm a motion was made by Supervisor Boogren, supported by Trustee Adams, to enter into closed session to consider confidential written legal opinion. Roll call: Clerk Borrett – yes, Treasurer Roberts – yes, Trustee Adams – yes, Trustee Armatti – yes, Supervisor Boogren – yes. Motion carried.

At 8:15pm a motion was made by Trustee Adams, supported by Trustee Armatti, to come out of closed session. Roll call: Clerk Borrett – yes, Trustee Armatti – yes, Supervisor Boogren – yes, Trustee Adams – yes, Treasurer Roberts – yes. Motion carried.

Adjournment: Supervisor Boogren adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Stacy Filizetti
Board Secretary

Michelle Borrett
Forsyth Township Clerk