

**Forsyth Township Board  
Regular Meeting  
Emergency Services Building  
October 23, 2014**

Supervisor Minelli called the meeting to order at 6:30 p.m. followed by the Pledge of Allegiance to the American Flag.

**Board Members Present:** Supervisor Minelli, Clerk Nordeen, Treasurer Roberts, Trustee Adams and Trustee Bodenus

**Board Members Absent:** None

**Also Present:** Assistant Fire Chief Greg Orchard, Public Works Superintendent Eric Jancsi, UPEA Representative Carr Baldwin, Assessor Henry DeGroot, Library Board President Donna Adams, Senior Center Director Brian Veale, a number of township employees and concerned citizens.

**Approval of Minutes:** Supervisor Minelli announced the minutes from the October 16, 2014 Special Board Meeting were not available, falling under the 8 day preparation regulation, and would be discussed at the next Board Meeting.

**Public Comment:** Library Board President Donna Adams thanked the Library Board and Staff for a successful ground-breaking ceremony on Saturday. She also announced there would be a sidewalk sale on Saturday for selling fundraising book bags. Elizabeth Robbins announced it was an exciting time for the Library. She stated there was an average of 155 people currently using the library daily. She is a proud member of our community. Assessor Henry DeGroot thanked Assessing/Zoning Assistant Rebecca Stachewicz for making the relocation of the Assessing and Zoning Office go so smoothly. He stated she did a great job organizing and made the move go very quickly. Michelle Borrett introduced Aaron Borrett from Scout Troop 333. He was at the meeting to earn one of his badges. Pat Johnson questioned the hours of Trick-or-Treating. Trick-or-Treating will be held on Halloween from 5:00 pm to 7:00 pm. Carl Bryzek again announced his disagreement with the property taxes.

**Department Reports:** Supervisor Minelli briefed the public on the large projects that Public Works are currently working on. He listed the DEQ Landfill project was approximately 60% completed, the Clubhouse ramp was 25% completed, and the Assessing and Zoning Office is complete. Clerk Nordeen gave an oral report on the KI Sawyer Community Center. She stated that things were busy at the Center. There will be a Volunteerism Fair on Saturday October 25<sup>th</sup>. There are many parties on the schedule. Supervisor Minelli stated they had requested for bids for the boiler at the Center. Only one bid was received. He would like it rebid in the spring. An alarm system should be in place, in the event that the boiler goes out again this year.

**Agenda:** Motion by Nordeen, supported by Roberts, to approve the agenda with the following additions: **10m. Financial Services for SAW Grant, 10n. Policy and Procedures Manual, 10o. Compensate Clerk, 11a. Camera for Transfer Station, and 11b. Photo ID Employees.** Motion carried.

**Department Reports:** The following reports were accepted and placed on file: Assessing/Zoning, Senior Citizens Director, Fire Department, Library, Police Department, Public Works, and General Operating

Financial Report. Reports not filed: Water Project, Ambulance, and Parks Committee. Clerk Nordeen updated the Board on the KI Sawyer Community Center.

**Attorney's Report:** Attorney Koch stated that there are two current lawsuits. The Johnson suit has been resolved. The Vultaggio violation is moving forward. A deed will be prepared for the Library relocation project as soon as a combined description is drafted. Attorney Koch has reviewed the Police Department Policy and Procedure Manual, and is recommending the Board approve the manual. He is currently trying to locate the DNR deed required for the Water Project.

**Approval of Bills & Vouchers:** Motion by Roberts, supported by Nordeen, to approve bills and vouchers totaling, \$136,599.64, as presented. Motion carried.

**Forsyth Township  
Bills For Approval  
10/23/14**

<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
4-Safety, The Safety Store	PW Uniforms	362.55
Airgas	Gas and Cylinder Rental PW	21.70
Aramark	Carpet and Uniform Service	1,691.11
Auto Value	Parts for Various Departments	1,506.73
Apex Software	Assessing/Zoning Software Maintenance	470.00
Beauchamp Plumbing & Heating	KISCC Furnace Repair	590.63
Clarey's Safety Equipment	FD Storz	162.95
City of Marquette	Bacteriological Analysis/Pipe	1,085.12
Compudyne	Computer Support	412.50
Dalco	Clubhouse Supplies	206.58
Dixon Engineering	ROV Inspection, Travel, & Report	2,000.00
Drug Screen Plus	Employee Screening	48.00
Elcom Systems	PD Patrol Vehicle Equipment	120.00
Federal Licensing	EMS FCC Rule Book	238.00
Final Touch	Assessing/Zoning Floor Stripping	389.00
Frei Chevrolet	PD Patrol Vehicle Equipment	235.40
Galls	PD Uniform and Supplies	501.86
Harris	PACE Certification Renewal	60.00
Jacklin Steel Supply	Clubhouse Supplies	137.61
Johnson Printing	Envelopes	353.08
Johnson Telecommunications	PD Voice Mail Reprogramming	74.00
Kevin Koch PC	Attorney Fees	1,544.00
KI Sawyer Heritage Air Museum	Rental for September Board Meeting	60.00
Kristi Uren	Reimbursement for PD Uniform Alterations	25.00
Leutz Sign	MIOSHA Safety	724.20
Menards	Supplies for Various Depts	4,758.81

Norm's Service Center	PD Patrol Vehicle Alignment	45.95
North Country Septic	Portable Restroom October	95.00
Pomasl Fire Equipment	FD Truck Lights	288.56
Pomps Tire Service	PD Patrol Vehicle Tire	142.08
Quill	Supplies for Various Depts	584.56
R&R Fire Truck Repair	FD Uniforms	2,640.56
Rang Telecommunications	Miss Dig	18.50
Standard Electric	Clubhouse Supplies	294.52
The Mining Journal	Publishing	1,252.94
Tunnel Vision	SAW Grant Televising and Cleaning	57,047.90
UPEA	Engineering Services	18,770.68
White Water Associates	Water Analysis	250.00
Wright Electric	Tourist Park	2,500.00
WS Darley	FD Saw Blade	<u>508.23</u>
		<b>102,218.31</b>

**Forsyth Township  
Additional Bills For Approval  
10/23/14**

<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
Ace Hardware	Supplies for Various Depts	786.65
Airgas	PW and EMS Supplies	132.36
Anderson Communications	Set up EMS Tones	35.00
Beauchamp Plumbing & Heating	Clubhouse Supplies	89.54
Bill Snethkamp's Lansing Dodge	PD 2014 Dodge Patrol Vehicle	25,372.00
Comfort Inn West	Hotel for MTA Training	159.00
Compudyne	Computer Support	198.75
Crossroads Truck Repair	FD Truck Repair	220.00
Embroidery Wear House	EMS Uniforms	727.47
Emergency Medical Products	EMS Medical Supplies	1,399.60
Fox Marquette	Shaft for PW Truck	352.76
Holiday Cleaners	PD Dry Cleaning	33.84
Johnsons Printing	PD Forms	53.05
Marquette General Hospital	EMS Medical Supplies	785.87
Marquette General Occupational	Employment Physical	133.00
Midway Rentals	Landfill & Clubhouse Supplies	371.97
MyTana	Sewer Cable	573.10
Owens Supply	Clubhouse Ramp Materials	1,029.50
Peter Ghiringhelli	Glucose Strips & Drug Bag	40.60
Rebecca Stachewicz	Assessing Supplies and Mileage	140.05
Richard Cooke	Senior Center Supplies Reimbursement	38.63
Post Master	Senior Center Newsletter Postage	74.30

Quill	Office Supplies	228.02
Sirchie	Forensic Supplies	215.76
Sorensen Development	Mailbox Repair	38.56
UP Minimovers	Relocate Assessing Office	455.00
White Water Associates	Water Analysis	201.00
WS Darley	Nozzle	495.95
		<b>34,381.33</b>
	<b>Original Bill Listing</b>	<b>102,218.31</b>
	<b>Total Accounts Payable</b>	<b>136,599.64</b>

Voucher Numbers for GO, Police, Clubhouse, Ambulance, Library, Water & Sewer: 67015-67243  
Voucher Numbers for Tax 1525-1530

**ACTION ITEMS:**

**Assessing/Zoning – Post Position (10a.):** Motion by Roberts, supported by Adams, to approve hiring a permanent full-time assistant for the Assessing and Zoning Office. Motion carried.

**Assessing/Zoning – Timber Harvest (10b.):** Motion by Nordeen, supported by Roberts, to approve a public hearing on the proposed timber harvest to be held on November 20, 2014 at 6:00 pm in the Emergency Services Building. Motion carried.

**Police – Locker Room (10c.):** Motion by Adams, supported by Roberts, to consider the bids to update the Police Department Locker Room. Discussion ensued. Supervisor Minelli informed the Board of the one bid. There was discussion of possibly revising the source of heat from forced air to water. Motion was rescinded by Adams, support rescinded by Roberts. Motion by Adams, supported by Roberts, to reject the bid of improvements to the Police Department and to rebid the project. Motion carried.

**Police – Police Chief Training (10d.):** Motion by Adams, supported by Roberts, to approve sending Interim Police Chief LaFave to Chiefs School on November 3<sup>rd</sup> through November 7<sup>th</sup>. Discussion ensued. Roll call: Adams – aye, Bodenus – aye, Roberts – nay, Nordeen – nay, Minelli – nay. Motion failed.

**Police – Body Cameras (10e.):** Motion by Adams, supported by Roberts, to approve ordering 8 body cameras based upon the 50% matching grant, not to exceed \$7,000.00. Discussion ensued. Officer U’Ren showed the Board the camera she was wearing, which was on loan from another agency. She and officer Cadwell stated after reviewing the recordings, the best option would be to order the night cameras. Motion carried.

**Police – Camera for New Patrol Vehicle (10f.):** Motion by Roberts, supported by Nordeen, to approve equipping the new patrol vehicle with a computer system for \$2,732.99, plus or minus \$200.00. Motion carried.

**Fire Dept – Nozzle (10g.):** Motion by Adams, supported by Nordeen, to approve the purchase of a nozzle for the Fire Department at Sawyer, totaling \$525.00. Motion carried.

**Fire Dept – Retiree (10h.):** Motion by Nordeen, supported by Bodenus, to approve the retirement of Dave Sherwin, with regret, from the Fire Department after 16.5 years of service. Motion carried.

**MTA Conference (10i.):** Supervisor Minelli reminded the Board that the MTA conference was coming up in January. No action was taken.

**KI Sawyer Community Center Lease (10j.):** Motion by Adams, supported by Nordeen, to approve the Sawyer Community Center Lease with Woodview Estates Condominium Association, as presented. Motion carried.

**Senior Center – Marijuana Policy (10k.):** Motion by Adams, supported by Nordeen, to approve the Senior Center Marijuana Policy as presented. Senior Center Director Brian Veale explained the complications involved regarding medical marijuana and chore workers. Motion carried.

**Budget Adjustments (10l.):** Motion by Adams, supported by Roberts, to approve the Budget Adjustments as presented. Motion carried.

**FORSYTH TOWNSHIP  
BUDGET ADJUSTMENTS  
23-Oct-14**

GENERAL FUND				
Department	Department #	Original/Amended	New	Difference
<b>Revenue</b>		2,268,325	2,364,725	96,400
<b>Expense</b>				
Buildings & Grounds	265	107,350	112,350	5,000
Fire Department	336	95,450	106,220	10,770
NMIS	426	4,540	10,140	5,600
Insurance	851	30,300	36,800	6,500
Tax Refunds/Bad Debt	899	43,500	50,000	6,500
Capital Outlay	900	47,600	48,600	1,000
			<b>Total</b>	<b>35,370</b>
<b>Beginning Fund Balance:</b>	1,619,102	4/1/14		
<b>Estimated Revenues:</b>	2,364,725			
<b>Estimated Expenses:</b>	(2,293,425)			
<b>Estimated Ending Fund Balance:</b>	1,690,402	3/31/15		

Police			
	Original/Amended	New	Difference
<b>Revenue</b>	909,750	909,750	0

<b>Expenses</b>	877,530		881,930	4,400
<b>Beginning Fund Balance:</b>	207,851	4/1/14		
<b>Estimated Revenues:</b>	909,750			
<b>Estimated Expenses:</b>	(881,930)			
<b>Estimated Ending Fund Balance:</b>	235,671	3/31/15		

<b>Ambulance Equipment</b>				
	<b>Original/Amended</b>		<b>New</b>	<b>Difference</b>
<b>Revenue</b>	80,875		80,875	0
<b>Expenses</b>	2,750		3,350	600
<b>Beginning Fund Balance:</b>	265,056	4/1/14		
<b>Estimated Revenues:</b>	80,875			
<b>Estimated Expenses:</b>	(3,350)			
<b>Estimated Ending Fund Balance:</b>	342,581	3/31/15		

<b>Clubhouse/Recreation</b>				
	<b>Original/Amended</b>		<b>New</b>	<b>Difference</b>
<b>Revenue</b>	314,950		341,285	26,335
<b>Expenses</b>	336,635		388,735	52,100
<b>Beginning Fund Balance:</b>	506,517	4/1/14		
<b>Estimated Revenues:</b>	341,285			
<b>Estimated Expenses:</b>	(388,735)			
<b>Estimated Ending Fund Balance:</b>	459,067	3/31/15		

<b>Library</b>				
	<b>Original/Amended</b>		<b>New</b>	<b>Difference</b>
<b>Revenue</b>	300,275		327,520	27,245
<b>Expenses</b>	672,190		802,990	130,800
<b>Beginning Fund Balance:</b>	650,502	4/1/14		
<b>Estimated Revenues:</b>	327,520			
<b>Estimated Expenses:</b>	(802,990)			
<b>Estimated Ending Fund Balance:</b>	175,032	3/31/15		

**Financial Services for SAW Grant (10m.):** Motion by Adams, supported by Nordeen, to approve the agreement with H.J. Umbaugh and Associates regarding financial services for the SAW Grant, per SAW Grant regulations. Motion carried.

**Policy and Procedures Manual (10n.):** Motion by Adams, supported by Bodenus, to approve the Police Policy Manual as published. Discussion ensued. Updates will be needed as laws change. It was suggested by Attorney Koch to perhaps update annually. Motion carried.

**Compensate Clerk (10o.):** Motion by Roberts, supported by Adams, to compensate Clerk Nordeen three hours per day, six days per week, \$10.00 per hour, up to December 1, 2014, for her work at the KI Sawyer Community Center. Clerk Nordeen abstained from voting. Motion carried.

**UPSET Letter (13a.):** Motion by Roberts, supported by Nordeen, to contribute \$10,000.00 to the UPSET program. Motion carried.

#### **DISCUSSION ITEMS:**

**Camera for Transfer Station (11a.):** The cameras at the Transfer Station are not of high enough quality to identify the persons violating the rules posted. The time that it takes to clean up the area in the morning, specifically Monday mornings, would be money well spent to purchase new cameras. Superintendent Jancsi will look into putting up higher quality cameras to deter continued violations.

**Photo ID Employees (11b.):** Supervisor Minelli questioned the status of the employee photo IDs. Clerk Nordeen will draft a letter to Mr. Hillock, Manager for National Incident Management Systems, for an update on the issue.

**OLD BUSINESS:** None

#### **CORRESPONDENCE:**

**UPSET Letter (13a.):** UPSET wrote a letter to the Board requesting financial support for the upcoming year. The Board took action, see action item section above, contributing \$10,000.00 to UPSET.

**Fire Fighter Certified (13b.):** Tamara Eplett passed the Michigan Fire Fighter Test, making her a certified Fire Fighter. Supervisor Minelli thanked her and all the Fire Fighters for wanting to serve our community.

**Public Comment:** Pat Anderegg stated that she went to the Planning Commission regarding the Shooting Range by her house, and they sent her back to Supervisor Minelli. She also reminded the Board about her unprofessional treatment by the Interim Police Chief. Supervisor Minelli stated that more research needed to be done, and they would consider the issue when the ordinances were revised. She also commented on the short staffed Police Department and her support for former Police Chief Rector. Library Board President Donna Adams requested that the Library personnel receive photo IDs also. Senior Director Brian Veale also requested his personnel receive the IDs. Maureen (Chic) Hakes questioned the attendance of the Interim Police Chief. Supervisor Minelli explained he had been excused from the meetings. Officer Kjellin thanked the Board for the contribution to UPSET, explaining the costs involved with the organization. Officer Cadwell expressed the importance of UPSET in our community. He thanked the Board contributing.

**Board Member Comment:** Trustee Adams would like to have an Energy Audit for the Township buildings. Supervisor Minelli expressed his opposition to the Power Plant electricity hike. He encouraged all the Board Members to write letters to their representatives. Trustee Bodenus encouraged all the residents to write letters regarding the energy increase.

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

Respectfully submitted,

Stacy Filizetti  
Clerk/Secretary

Jane Nordeen  
Forsyth Township Clerk