

**Forsyth Township Board  
Regular Meeting  
Emergency Services Building  
December 17, 2015**

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

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

**Board Members Absent:** None

**Also Present:** Attorney Kevin Koch, UPEA Representatives Matt Treado, Police Chief Gordon Warchock, Assessor Rebecca Stachewicz, Superintendent of Public Works Eric Jancsi, Librarian Pam Withrow, Assistant Fire Chief Greg Orchard, EMS Director Peter Ghiringhelli, a number of township employees and concerned citizens.

**Approval of Minutes:** Motion by Roberts, supported by Nordeen, to approve the Minutes for November 19, 2015 Regular Board Meeting, as presented. Motion carried.

**Agenda:** Motion by Adams, supported by Bodenus, to approve the agenda with the additions of **10m. Hire Zoning Official/Assessing Assistant, 10n. DNR Snowmobile Patrol Grant, and 10o. Fire Dept – Purchase Office Chairs.** Motion carried.

**Public Comment:** Patty Stevens commented on the Water/Sewer Project. Donna Adams commented on the Clubhouse railing. Janet Crick commented on the low lake levels. UPEA Representative responded to the low lake levels. Pat Anderegg commented on the water, Water/Sewer Project, and low lake levels. Superintendent Jancsi and Supervisor Minelli responded to Pat Anderegg's comments.

**Department Reports:** The following reports were accepted and placed on file: Ambulance, Assessing/Zoning, Senior Citizens Director, Fire Department, Library, Police Department, Public Works and General Operating Financial Report. Reports not filed: KI Sawyer Community Center and Parks Committee. UPEA Representative Matt Treado gave an oral report on the Water/Sewer Project.

**Attorney's Report:** Attorney Koch stated the SEI Tax Tribunal decision was not in favor of the Township. The judge used the "Dark Store" theory. The Morrison violation has been dismissed, as he is no longer in violation. Manning and Haglund are now headed back to court. There will be action on the Beauchamp fire bill. An amendment to the Fire Ordinance will be presented at the next meeting.

**Approval of Bills & Vouchers:** Motion by Roberts, supported by Nordeen, to approve the bills and vouchers totaling \$150,675.14, as presented. Motion carried.

**Forsyth Township  
Bills For Approval  
12/17/15**

<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
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Airgas	PW Gases & Cylinder Rental	276.57
American Welding & Gas	EMS Gases	91.21
Anderson Communications	EMS Radio Parts	392.00
Auto Value	Parts for Various Depts	985.29
Beauchamp Plumbing & Heating	Boiler Repair	713.90
Compudyne	Computer Support	1,010.75
Elcom Systems	PD Service Agreement	77.00
Emergency Medical Products	EMS Supplies	80.94
Galls	PD Equipment and Uniforms	1,431.07
Harris	Flexibill	2,817.40
Holiday Cleaners	PD Uniform Cleaning	70.25
Industrial Marketing	PW Holder Parts	285.84
Jacobson Excavating	Clubhouse Topsoil	450.00
Joyce Styer	Birthday Cakes	25.00
Kevin Koch PC	Attorney Fees	1,629.62
Marquette County	Taxes	13,242.48
Marquette Embroidery	PD Uniform Alteration	41.48
Menards	Supplies for Various Depts	689.25
LERMA Inc	PD Membership Dues	45.00
MERS	Additional Payment	35,000.00
Mid-American Research	PD Paint	258.00
Miss Dig System	Fees	746.98
MML	Work Comp Audit	9,623.00
Newman Traffic Signs	Signs	335.59
Nye Uniform	PD Uniforms	309.40
PACC/PAAM	PD Renewal Subscription	100.00
Pomps	PD and PW Tires	1,278.28
Psybus	PD Evaluations	1,170.00
Quill	Supplies for Various Depts	546.38
Range Telecommunications	Miss Dig Calls	18.50
Recovery Systems	Transfer Station Bailer Wire	468.52
Sim Supply	EMS Bldg Cleaning Supplies	114.42
Snyder Drug	PD Supplies	58.28
The Mining Journal	Publishing	805.13
The Stitch Witch	PD Uniform Alteration	48.00
Transunion Risk	PD Background Checks	10.25
UPEA	Engineering Services	18,458.55
UP Fabricating	Clubhouse Railing	22,184.00
UPSET	KIBC Money	20,000.00
UP Office Equipment	Senior Center Copier	261.00

136,149.33

**Forsyth Township  
Additional Bills For Approval  
12/17/15**

<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
Ace Hardware	Supplies for Various Depts	1,058.40
Airgas	PW Gases and Cylinder Rentals	44.90
American Welding & Gas	EMS Gases and Cylinder Rentals	174.85
Aramark	Uniform and Carpet Service	1,519.51
Bell Roofing	KISCC Roof Repair	214.36
City of Marquette	Bacteriological Analysis	80.00
Dalco	Clubhouse Supplies	264.80
Daryl Johnson	Reimbursement for Boots	132.37
Drug Screens Plus	Drug Screening	159.00
Emergency Medical Products	Ambulance Supplies	1,379.90
Galls	PD Uniforms	38.83
Marquette County Fire Fighter Assoc	FD Books	420.00
Menards	Supplies for Various Depts	379.89
Michigan State University	Assessing/Zoning Training	70.00
MMTA	2016 Treasurer Dues	100.00
Pacific Telemanagement	Pay Phone	50.00
Pomasl	FD Uniforms	1,641.84
Quill	Office Supplies	27.97
R&R Fire Truck Repair	Fire Truck Maintenance	2,240.11
Rejuvenation	Clubhouse Lights	503.80
Shell	Fuel for PW	55.41
Snyder Drug Store	Supplies for Various Depts	208.42
State of Michigan	Annual Permit Fees	400.00
Upper Great Lakes Family Health	Vaccination	20.00
UP Health System	EMS Supplies	152.27
US Postal Service	Senior Center Postage	49.00
Wex Bank	Fuel for Various Dept	3,140.18
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		<b>14,525.81</b>
	<b>Original Bill Listing</b>	<b>136,149.33</b>
	<b>Total Accounts Payable</b>	<b>150,675.14</b>

Voucher Numbers for GO, Police, Clubhouse, Ambulance, Library, Water & Sewer: 70265-70464

Voucher Numbers for Tax 1607-1611

**ACTION ITEMS:**

**Forester Recommendation (10a.):** Marquette County Conservation Forester Matt Watkeys gave each Board Member a Timber Sale Information Sheet. Discussion ensued. Motion by Adams, supported by Roberts, to approve Forester Watkeys obtaining Survey bids. Motion carried.

Motion by Roberts, supported by Adams, to approve Forester Watkeys moving ahead with the timber sale. Motion carried.

**Bid Opening for Ambulance (10b.):** Supervisor Minelli explained that an Ambulance was put out for bids. Two bids were received. One from R&R Fire Truck Repair and one from Kodiak Emergency Vehicles. Discussion ensued. Kodiak does not meet the bid specifications, therefore was not opened. Motion by Adams, supported by Nordeen, to approve the quote from R&R Fire Truck Repair, as presented, for \$245,244.00 to purchase a new Ambulance. Motion carried.

**Library Millage Resolution (10c.):** Motion by Adams, supported by Bodenus, to approve the Library Millage Resolution, as presented. Roll call: Clerk Nordeen – aye, Trustee Bodenus – aye, Treasurer Roberts – aye, Trustee Adams – aye, Supervisor Minelli – aye. Motion carried.

Forsyth Township  
Millage Resolution and Millage Ballot Language

WHEREAS, the Township of Forsyth wishes to provide Library Operations; and

WHEREAS, townships may impose and levy ad valorem property taxes to finance a Library, as authorized by the Michigan Constitution of 1963 and other laws; and

WHEREAS, the Township of Forsyth wishes to levy one-half (1/2) mill for Library Operations;

NOW, THEREFORE, BE IT RESOLVED that the Township Board of Forsyth Township, Marquette County, approves the following millage ballot question language and directs the Clerk to submit it to be placed on March 8, 2016 election ballot:

SHALL THERE BE, an increase of one-half (1/2) mill (0.50 cents per \$1,000.00), on the total amount of taxes which may be assessed against all property in Forsyth Township, Marquette County, Michigan for the purpose of Library Operations within the Township for a period of (7) years from 2016 through 2022, both inclusive, thereby raising approximately \$89,733.00 in its first year, based upon 2016 taxable value.

Motion made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Upon roll call vote the following voted: \_\_\_\_\_

“Aye”: \_\_\_\_\_

“Nay”: \_\_\_\_\_

The supervisor declared the resolution adopted.

\_\_\_\_\_.

\_\_\_\_\_, Clerk

CERTIFICATE

I, Jane Nordeen, the duly elected and acting Clerk of Forsyth Township, hereby certify that the foregoing resolution was adopted by the Township Board by a roll call vote as a regular meeting of the Board held on \_\_\_\_\_, at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

\_\_\_\_\_, Clerk

**Police Dept – Sell or Trade Vehicle (10d.):** Motion by Bodenus, supported by Nordeen, to approve the Police Department trading in or selling the 2007 Tahoe. Discussion ensued. Motion and support were withdrawn.

Motion by Adams, supported by Bodenus, to table the issue. Motion carried.

**Police Dept – Purchase Rifle and Accessories (10e.):** Motion by Adams, supported by Nordeen, to approve the Police Department purchasing a new patrol rifle and accessories, totaling \$1,719.55. Motion carried.

**Police Dept – Chief Contract (10f.):** Motion by Roberts, supported by Nordeen, to approve renewing Police Chief Warchock’s contract with the recommendations. Motion carried.

**Fire Dept – 2016 Officers (10g.):** Motion by Bodenus, supported by Nordeen, to approve the 2016 Fire Department Officers, as presented. Motion carried.

**Fire Dept – Purchase Thermal Imager (10h.):** Motion by Nordeen, supported by Bodenus, to approve purchasing a Thermal Imager Camera, totaling \$1,400.00. Motion carried.

**Amend Investment Policy (10i.):** Motion by Adams, supported by Roberts, to approve the amended Investment Policy, as presented. Motion carried.

Policy No. \_\_\_\_1\_\_\_\_

FORSYTH TOWNSHIP BOARD

SUBJECT: INVESTMENTS

ADOPTED BY THE FORSYTH TOWNSHIP BOARD ON: October 26, 2006  
AMENDED BY THE FORSYTH TOWNSHIP BOARD ON: December 17, 2015

### Purpose

It is the policy of the Forsyth Township Board to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of Forsyth Township and complying with all state statutes governing the investment of public funds.

### Scope

This investment policy applies to all financial assets of Forsyth Township. These assets are accounted for in the various funds of Forsyth Township and include the general fund, revolving fund, library fund, clubhouse/recreation fund, sewer fund, water fund, perpetual care fund, and any other funds established by the Forsyth Township Board through the Township Treasurer.

### Objectives

The primary objectives, in priority order, of Forsyth Township's investment activities shall be:

Deposits and Investment Risk – deposits and investments shall have sufficient safety and diversity to assure that Forsyth Township's exposure to credit risk is low.

Deposit and investment risk definitions are included later in this policy.

Safety – safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Diversification – the investments will be diversified by security type and institution in order that potential losses in individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity – the investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment – the investment portfolio shall be designated with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

### Delegation

The Treasurer is designated as the investment officer of Forsyth Township and is responsible for carrying out investment decisions and activities as well as instructing the Township Deputy Treasurer to invest excess Forsyth Township funds.

### Authorized Investments

The investment of surplus funds shall be as follows:

In bonds, securities, and other obligations of the United States or any agency or instrumentality of the United States.

In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution.

In commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and which matures not more than 270 days after the date of purchase.

In United States government for federal agency obligation repurchase agreements consisting of bonds, securities, and other obligations of the United States.

In bankers' acceptances of United States banks.

In obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.

The Board approves the following financial institutions as depositories of Forsyth Township funds:

- First Merit Bank
- Wells Fargo
- Honor Credit Union
- M Bank
- River Valley Bank
- Northern Michigan Bank
- Range Bank
- TruNorth Credit Union
- Marquette Community Credit Union
- U.P. Catholic Credit Union

#### Safekeeping, Custody, and Prudence

The investment officer shall recommend financial institutions for approval for the safekeeping of Forsyth Township funds based on an evaluation and solvency of the institution, as well as past performance in exercising due care & prudence in managing the custody of township funds held in trust, if applicable. The investment officer shall periodically evaluate approved and potential financial depositories and shall make recommendations as to appropriate changes in approved depositories when warranted.

In determining safekeeping and custody qualifications, financial institutions document a minimum capital requirements of at least \$10,000,000 and at least five years of operation. All financial institutions and broker/dealers shall be pre-qualified by supplying the following:

- Audited financial statements
- Proof of NASD certification or FDIC insurance
- Proof of state registration
- Certification of having read, understood and agreement to comply with the Forsyth Township investment policy.

“Financial institution” means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that maintains a principal office or branch office located in this state under the laws of this state (Michigan) or the United States.

The investment officer shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived. The standard of prudence to be used shall be the “fiduciary” standard and shall be applied in context of managing an overall portfolio.

All security transactions shall be held by the Forsyth Township Treasurer and evidenced by a safekeeping receipt.

The investment officer shall produce quarterly reports for the Forsyth Township Board, listing by fund each investment within the fund.

The report should disclose the amount of investment and the institution.

A summary of all investments shall be shown at the end of each report, listed by institution and type of investment.

A yearly report for the fiscal year will be provided to the Board and will disclose the following:

Investment disclosures should be organized by investment type such as U.S. Treasuries, bonds, or commercial paper. Dissimilar investments, such as U.S. Treasury bills and U.S. Treasury strips, should not be aggregated into a single investment type.

The report should disclose information about the **credit risk** associated with investments by disclosing the credit quality ratings of investments in debt securities as described by nationally recognized statistical rating organizations.

The report should disclose the credit quality ratings of external investment pools, money market funds, bond mutual funds, and other pooled investments of fixed-income securities. If the investment is unrated, the report should indicate that fact. (Exclude U.S. government obligations or those explicitly guaranteed by the U.S. government).

The report should disclose information about the **concentration of credit risk** associated with investments by illustrating, by amount and issuer, investments in any one issuer that represents 5 percent or more of total investments. (Exclude investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments).

The report should disclose information about the **interest rate risk** of debt investments by one of the following methods:

- Segmented time distribution
- Specific identification
- Weighted average maturity
- Duration
- Simulation model

The report should also disclose the terms of investments with fair values that are highly sensitive to changes in interest rates.

If Forsyth Township has deposits at the end of the year that are exposed to custodial credit risk, the report should disclose the amount of those bank balances, the fact that the balances are uninsured, and whether the balances are exposed because they are

- a) Uncollectible, or
- b) Collateralized with securities held by the pledging financial institution, or
- c) Collateralized with securities held by the pledging financial institution's trust department or agent but not in the depositor-government's (Forsyth Township) name.

The investment officer should select the disclosure method that is most consistent with the method used to identify and manage interest rate risk.

Deposit and Investment Risk Definitions:



**Credit Risk.** The risk that an issuer or other counterparty to an investment will not fulfill its obligations. In addition to the credit quality of the issuer of debt securities, credit risk includes concentrations of credit risk and custodial credit risk, as follows:

**Concentration of credit risk.** The risk of loss attributed to the magnitude of a government's investment in a single issuer.

**Custodial credit risk.** For deposits, the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. For investments, the risks that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

**Interest Rate Risk.** The risk that changes in interest rates will adversely affect the fair value of an investment.

**Segmented time distributions** group investment cash flows into sequential time periods in tabular form.

**Specific identification** does not compute a disclosure measure but presents a list of each investment, its amount, its maturity date, and any call options.

**Weighted average maturity** measure expresses investment time horizons – time when investments become due and payable – in years or months, weighted to reflect the dollar size of individual investments within an investment type.

**Duration** – a measure of a debt investment's exposure to fair value changes arising from changing interest rates. It uses the present value of cash flows, weighted for those cash flows as a percentage of the investment's full price.

**Simulation models** estimate changes in an investment's or a portfolio's fair value, given hypothetical changes in interest rates. Various models or techniques may be used, such as "shock test" or value-at-risk.

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Forsyth Township Supervisor

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Forsyth Township Clerk

**EMS – Hire EMT (10j.):** Motion by Nordeen, supported by Adams, to approve hiring EMT James Meyes II to the EMS Service. Motion carried.

Motion by Adams, supported by Bodenus, to suspend the current Board policy (EMT Training Cost) for this one individual based on the needs of the department due to scarcity of applicants. Discussion ensued. Motion carried.

***Supervisor Minelli called for a short break at 7:37 pm***  
***Supervisor Minelli called the meeting back to order at 7:42 pm***

**Blight Committee (10k.):** Motion by Nordeen, supported by Bodenus, to approve renewing Blight Committee Members: Wes Jourden, Pat Johnson, Maurene Hakes, James Nowak and Chris Adams to another 3 year term. Motion carried.

**Zoning Board of Appeals (10l.):** Motion by Roberts, supported by Nordeen, to approve renewing Zoning Board of Appeals Members: Maurene Hakes, Bonnie Filizetti-Hartzell and James Nowak to another 3 year term. Motion carried.

**Hire Zoning Official/Assessing Assistant (10m.):** Motion by Nordeen, supported by Roberts, to approve hiring Rodney Shaw as the Zoning Official/Assessing Assistant. Motion carried.

**DNR Snowmobile Patrol Grant (10n.):** Motion by Nordeen, supported by Bodenus, to approve supplementing the DNR Snowmobile Patrol Grant for the Police Department. Motion carried.

**Fire Dept – Purchase Office Chairs (10o.):** Motion by Bodenus, supported by Nordeen, to approve purchasing 6 office chairs for the Fire Department, totaling \$700.00. Motion carried.

**Water Issues:** Motion by Nordeen, supported by Adams, to suspend enforcement of penalties, lien placement for those water and sewer customers on the water/sewer improvement system, pending amendment of the water/sewer amendments which is anticipated in the next sixty (60) days. Motion carried.

**DISCUSSION ITEMS:**

**Al Winfield (11a.):** Al Winfield gave the Board and Residents a presentation of the low lake levels located in the Martin Lake area.

**Progress on disposal of Trash Compactor (11b.):** Trustee Adams questioned the progress of disposing of the Trash Compactor. Superintendent of Public Works Jancsi will advertise.

**Police Chief Evaluation (11c.):** Treasurer Roberts commented on Police Chief Warchock's evaluation.

**OLD BUSINESS:** None.

**CORRESPONDENCE:**

**Keweenaw Bay Indian Community Grant (13a.):** Supervisor Minelli informed the Board that we received a grant.

**Hannahville Grant (11a.):** Supervisor Minelli informed the Board that we did not receive a grant.

**Public Comment:** George Sibley commented on the new Ambulance and a Mutual Aide contract. Pat Anderegg commented on property values, Police shooting range, ground contamination, contractor licenses and credentials. Patty Stevens commented on the Water and Sewer billing. Assessor Stachewicz commented on the property value reductions and the MDARD – MAEAP Program. EMS Director commented on the wrong telephone number listing on the internet. Police Chief Warchock thanked the Board for the evaluation and contract.

**Board Member Comment:** Happy Holidays.

**Adjournment:** Supervisor Minelli adjourned the meeting at 8:35 p.m.

Respectfully submitted,

Stacy Filizetti  
Clerk/Secretary

Jane Nordeen  
Forsyth Township Clerk