

**Forsyth Township Board
Regular Meeting
Gwinn Community Center
March 24, 2016**

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

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

Board Members Absent: Trustee Adams

Also Present: Attorney Kevin Koch, UPEA Representatives Matt Treado, Assessors Henry DeGroot and Rebecca Stachewicz, a number of township employees and concerned citizens.

TRUTH IN TAXATION PUBLIC HEARING: Supervisor Minelli opened the public hearing at 6:31 pm. Assessor DeGroot went over the documents that he presented to the Board. He also explained the qualifications for the Disabled Veterans Exemption Act. There was no public comment. Supervisor Minelli closed the public hearing at 6:39 pm.

BUDGET PUBLIC HEARING: Supervisor Minelli opened the public hearing at 6:39 pm. No public or Board comments were received. Supervisor Minelli closed the hearing at 6:39 pm.

Approval of Minutes: Motion by Roberts, supported by Nordeen, to approve the Minutes for February 25, 2016 Regular Board Meeting and March 12, 2016 Special Board Meeting, as presented. Motion carried.

Agenda: Motion by Bodenus, supported by Nordeen, to approve the agenda with the additions of **12m. Library Millage, 12n. UPSET Pass-Through Agent Letter, 12o. VFW Band, 12p. Employee Time Carry-Over, 12q. FOIA Computer Upgrade, 12r. MTA Workshop, 12s. Extend Clerk Wages at KI Sawyer Community Center**, and delete **12l. Water/Sewer Billing**. Motion carried.

Public Comment: Mr. St. Aubin questioned the safety of the Water Project trucks on M-35. Pat Anderegg commented on the Water and Sewer project funding. Librarian Withrow thanked the community for their support with the millage. Undersheriff Michael Klein introduced himself to the Board and community.

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

Attorney's Report: Attorney Koch stated he had filed on Beauchamp and Family Homes in Circuit Court. It should be approximately two weeks for the Water and Sewer Ordinances to be complete enough to present to the Board. He presented an affidavit for Permanent Disconnection from the Water System. He suggested that it should be approved and presented to a list of water customers.

Motion by Roberts, supported by Nordeen, to approve the Permanent Disconnection Water System Affidavit and send it to whomever needs to be notified. Motion carried.

Approval of Bills & Vouchers: Motion by Roberts, supported by Nordeen, to approve the bills and vouchers totaling \$177,041.52, as presented. Motion carried.

**Forsyth Township
Bills For Approval
3/24/16**

| Vendor | Description | Amount |
|-----------------------------|---|---------------|
| A Jacobson Landscaping | Sidewalk Trees | 2,100.00 |
| Airgas | PW Cylinder Rentals | 43.65 |
| American Welding & Gas | EMS Gases | 215.12 |
| Aramark | Carpet and Uniform Service | 1,676.37 |
| Assessors Education Society | A/Z Training | 125.00 |
| Auto Value | Parts for Various Depts | 709.41 |
| Cannon Financial Services | Office Copier Agreement | 135.07 |
| City of Marquette | Bacteriological Analysis | 80.00 |
| Compudyne | Computer Support for Various Depts | 470.00 |
| Crossroads Minimart | PD Fuel | 23.79 |
| Dalco | Community Center Cleaning Supplies | 420.14 |
| Elcom Systems | PD Service Agreement | 77.00 |
| Emergency Medical Products | EMS Supplies | 317.84 |
| Enright Construction | Landfill Hauler Deposit Refund | 300.00 |
| Froberg's Clothing | PW Safety Boots | 195.00 |
| GBS Governmental | Election Supplies | 964.91 |
| Harris | PACE Recertification, Tax and Election Supplies | 1,063.43 |
| Hedmark Sales and Service | Snow blower Parts | 4.95 |
| HD Supply | Water Equipment | 683.88 |
| Industrial Marketing | PW Holder Parts | 123.14 |
| Industrial Remanufacturing | PW Holder Parts | 240.00 |
| Joe & Sons Service Center | Senior Center Plowing | 90.00 |
| Johnson's Printing | Transfer Station Slips | 319.11 |
| Kevin Koch PC | Attorney and Conference Fees | 2,525.86 |
| Kobas Electric Co. Inc. | PW Cold Storage Electric | 7,436.00 |
| Menards | Supplies for Various Depts | 528.56 |
| MERS | Additional Payment | 35,000.00 |
| Michigan State Police | Sex Offender Registrations | 60.00 |
| Mikes Auto | PD - Patrol Vehicle Repair | 1,855.70 |
| Miller-Bradford & Risberg | PW Compressor Parts | 171.90 |

| | | |
|---------------------------------|--------------------------------|-------------------|
| Miller Canfield Paddock & Stone | Water/Sewer Ordinance Review | 580.00 |
| Neil's Trucking | Landfill Hauler Deposit Refund | 300.00 |
| Pacific Telemanagement | Pay Phone | 50.00 |
| Petty Cash | Various Dept Supplies | 121.91 |
| Pomasl | FD/EMS Supplies | 122.64 |
| Quill | Supplies for Various Depts | 299.99 |
| Range Telecommunications | Miss Dig Calls | 18.50 |
| Remy Battery | Garbage Truck Battery | 299.97 |
| RK Sego Construction | Landfill Hauler Deposit Refund | 300.00 |
| Roger Hiironen | Senior Center Plowing | 350.00 |
| Smeal Fire Apparatus Co. | FD Truck Chassis | 91,981.00 |
| Snyder Drug | PD Supplies | 11.97 |
| TransUnion | Background Checks | 43.75 |
| TriMedia Environmental | Timber Harvest Survey | 1,260.00 |
| UP Abatement | Landfill Hauler Deposit Refund | 300.00 |
| UPEA | Engineering Services | 15,334.46 |
| UP Health System | Ambulance Supplies | 1,182.99 |
| UP Office Systems | Senior Center Copier | 261.00 |
| WS Darley | FD Thermal Camera | 1,322.37 |
| | TOTAL | 172,096.38 |

**Forsyth Township
Additional Bills For Approval
3/24/16**

| Vendor | Description | Amount |
|---------------------------|-----------------------------|---------------|
| Ace | Various Dept Supplies | 655.04 |
| Holiday Cleaners | PD Dry Cleaning | 84.60 |
| IGC | Senior Center Greenhouse | 135.99 |
| Johnson's Printing | Envelopes | 191.93 |
| Joyce Styer | Senior Center Birthday Cake | 25.00 |
| Menards | Supplies for Various Depts | 284.05 |
| Midway Rentals | PW Shovels | 71.92 |
| Miller-Bradford & Risberg | PW Compressor Parts | 323.54 |
| Newman Traffic Signs | PW Letters | 1,083.24 |
| Pitney Bowes | Postage Rental | 397.92 |
| Randy Heidtman | Senior Center Plowing | 60.00 |
| State of Michigan | Groundwater Permit | 1,500.00 |
| UP Fire Chief's Assoc | FD Membership Dues | 50.00 |
| US Postal Service | Senior Center Postage | 81.91 |

| | |
|-------------------------------|-------------------|
| | <u>4,945.14</u> |
| Original Bill Listing | 172,096.38 |
| Total Accounts Payable | 177,041.52 |

Voucher Numbers for GO, Police, Clubhouse, Ambulance, Library, Water & Sewer: 70739-71141
Voucher Numbers for Tax 1628-1644

ACTION ITEMS:

2016-2017 Fiscal Year Budget (12a.): Motion by Roberts, supported by Nordeen, to pass a General Appropriations Act, consistent with the Uniform Chart of Accounts prescribed by the Department of Treasury as Formal Approval of the April 1, 2016 to March 31, 2017 fiscal year budget, by department, for the following funds: General Operating, Police, Ambulance Equipment, Clubhouse/Recreation, Revolving, Library, Sewer System and Water System Funds. Roll call: Trustee Bodenus – aye, Treasurer Roberts – aye, Clerk Nordeen – aye, Supervisor Minelli – aye, Trustee Adams – absent. Motion carried.

Budget Adjustments (12b.): Motion by Roberts, supported by Nordeen, to approve the budget adjustments, as presented. Motion carried.

**FORSYTH TOWNSHIP
BUDGET ADJUSTMENTS
24-Mar-16**

| GENERAL FUND | | | | |
|-----------------------|---------------------|-------------------------|------------|-------------------|
| Department | Department # | Original/Amended | New | Difference |
| Revenue | | 2,628,145 | 2,661,740 | 33,595 |
| Expense | | | | |
| Supervisor | 171 | 16,035 | 14,735 | (1,300) |
| Assessing | 209 | 281,800 | 239,200 | (42,600) |
| Office | 260 | 83,850 | 82,850 | (1,000) |
| Elections | 262 | 13,750 | 11,350 | (2,400) |
| Buildings & Grounds | 265 | 109,405 | 123,255 | 13,850 |
| Attorney | 266 | 16,000 | 18,000 | 2,000 |
| Cemetery | 276 | 33,400 | 30,100 | (3,300) |
| Professional Services | 299 | 35,000 | 30,450 | (4,550) |
| SOA | 337 | 1,000 | 0 | (1,000) |
| Public Works | 441 | 142,050 | 151,290 | 9,240 |
| Road Work | 446 | 10,000 | 8,850 | (1,150) |
| Landfill | 526 | 1,000 | 0 | (1,000) |
| Transfer Station | 528 | 29,540 | 27,880 | (1,660) |
| Ambulance | 651 | 140,575 | 140,075 | (500) |
| Senior Center | 672 | 192,600 | 197,100 | 4,500 |
| Planning & Zoning | 721 | 16,145 | 7,225 | (8,920) |

| | | | | |
|---------------------------------------|-------------|---------|--------------|----------|
| Contingency | 890 | 32,000 | 0 | (32,000) |
| Tax/Bad Debt | 899 | 46,000 | 28,700 | (17,300) |
| Capital Outlay | 900 | 415,500 | 507,500 | 92,000 |
| | | | Total | 2,910 |
| Beginning Fund Balance: | 1,608,364 | 4/1/15 | | |
| Estimated Revenues: | 2,661,740 | | | |
| Estimated Expenses: | (2,670,030) | | | |
| Estimated Ending Fund Balance: | 1,600,074 | 3/31/16 | | |

| Police | | | | |
|---------------------------------------|-------------------------|------------|-------------------|--|
| | Original/Amended | New | Difference | |
| Revenue | 1,000,100 | 990,100 | (10,000) | |
| Expenses | 1,041,750 | 989,750 | (52,000) | |
| Beginning Fund Balance: | 162,862 | 4/1/15 | | |
| Estimated Revenues: | 990,100 | | | |
| Estimated Expenses: | (989,750) | | | |
| Estimated Ending Fund Balance: | 163,212 | 3/31/16 | | |

| Clubhouse/Recreation | | | | |
|---------------------------------------|-------------------------|------------|-------------------|--|
| | Original/Amended | New | Difference | |
| Revenue | 344,100 | 343,640 | (460) | |
| Expenses | 386,900 | 397,900 | 11,000 | |
| Beginning Fund Balance: | 527,732 | 4/1/15 | | |
| Estimated Revenues: | 343,640 | | | |
| Estimated Expenses: | (397,900) | | | |
| Estimated Ending Fund Balance: | 473,472 | 3/31/16 | | |

| Revolving | | | | |
|---------------------------------------|-------------------------|------------|-------------------|--|
| | Original/Amended | New | Difference | |
| Revenue | 48,750 | 48,750 | 0 | |
| Expenses | 130,250 | 160,250 | 30,000 | |
| Beginning Fund Balance: | 757,940 | 4/1/15 | | |
| Estimated Revenues: | 48,750 | | | |
| Estimated Expenses: | (160,250) | | | |
| Estimated Ending Fund Balance: | 646,440 | 3/31/16 | | |

| Sewer | | | |
|---------------------------------------|-------------------------|------------|-------------------|
| | Original/Amended | New | Difference |
| Revenue | 386,155 | 389,955 | 3,800 |
| Expenses | 324,560 | 319,160 | (5,400) |
| Beginning Net Position: | 1,294,571 | 4/1/15 | |
| Estimated Revenues: | 389,955 | | |
| Estimated Expenses: | (319,160) | | |
| Estimated Ending Net Position: | 1,365,366 | 3/31/16 | |

| Water | | | |
|---------------------------------------|-------------------------|------------|-------------------|
| | Original/Amended | New | Difference |
| Revenue | 527,000 | 527,000 | 0 |
| Expenses | 441,765 | 419,865 | (21,900) |
| Beginning Net Position: | 2,090,369 | 4/1/15 | |
| Estimated Revenues: | 527,000 | | |
| Estimated Expenses: | (419,865) | | |
| Estimated Ending Net Position: | 2,197,504 | 3/31/16 | |

Truth In Taxation Resolution (12c.): Motion by Roberts, supported by Nordeen, to approve the Truth in Taxation Resolution, as presented. Roll call: Trustee Bodenus – aye, Treasurer Roberts – aye, Clerk Nordeen – aye, Supervisor Minelli – aye, Trustee Adams – absent. Motion carried.

**TRUTH IN TAXATION
RESOLUTION**

WHEREAS, Act 5, Public Acts of Michigan, 1982, provides that without specific action taken by the Forsyth Township Board, the Board shall not levy ad valorem an amount more than the sum of the taxes levied at the base tax rate on additions within the taxing unit for the ensuing fiscal year plus an amount equal to the taxes levied for operating purposes for the concluding fiscal year on existing property; and

WHEREAS, said Act 5 provides that the Forsyth Township Board may approve the levy of an additional millage rate, within its present authorized or proposed millage rate, only after providing certain notice to the public and holding a public hearing for the purpose of receiving testimony and discussing the levy of an additional millage rate for the ensuing fiscal year; and

WHEREAS, this Forsyth Township Board has been advised by the Township Assessor that the Taxable Value for the 2016/17 tax year of property located within the taxing unit is approximately \$180,631,592 and

WHEREAS, Act 5, based upon the Taxable Value of the taxing unit, this would limit the Forsyth Township

operating tax levy to 6.0798 mills and extra voted mills of 4.7937 for the ensuing fiscal year;

NOW THEREFORE, BE IT RESOLVED THAT:

1. This Forsyth Township Board, pursuant to the said Act 5, proposes a levy not to exceed 6.0798 mills or the maximum allowable as per said Act 5 for operating purposes in 2016/17.
2. A public hearing was held on March 24, 2016 at 6:30 p.m. at the Gwinn Community Center for the purposes of receiving testimony and discussing the levy of an additional millage rate if allowed for the 2016/17 fiscal year.
3. The Forsyth Township Clerk has sent timely written notice of the time, date and place of the public hearing to the Marquette Mining Journal not less than six days prior to the hearing and complies with all requirements of said Act 5.
4. The Forsyth Township Clerk has posted notices of public hearing in compliance with the Michigan Open Meeting Act.

AYES:

NAYS:

Jane Nordeen, Forsyth Township Clerk

Senior Center Director Wage Recommendations (12d.): Motion by Bodenus, supported by Nordeen, to approve the Senior Center Director's recommendation for wage increases, as presented. Motion carried.

EMS ALS Upgrade (12e.): Motion by Roberts, supported by Nordeen, to approve proceeding with the EMS Upgrade to Advanced Life Support, as recommended. Discussion ensued. Supervisor Minelli would like a committee formed. Its members will be Steve Tighe, Carolyn Froberg, Gaylord Hamm, Clerk Jane Nordeen, Supervisor Joseph Minelli and Lynn Rodgers. Motion carried.

PD – Promote Detective Sergeant & Hire Part Time Officers (12f & 12g.): Motion by Nordeen, supported by Roberts, to approve promoting a Detective Sergeant and fill any possible openings created in the road supervisor positions and approve hiring part time police officers. Discussion ensued. Sergeant Kjellin will move to Detective Sergeant, Corporal Cadwell will move to Sergeant, and Officer Mills will become the Corporal. Chief Warchock will start off by hiring three part time Police Officers. Motion carried.

Motion by Roberts, supported by Nordeen, to accept the Union's proposal to side step promotional procedure for this one instance for Detective Sergeant. Motion carried.

PD – Refurbish Office (12h.): Motion by Bodenus, supported by Nordeen, to approve refurbishing the Police Departments upstairs office, not to exceed \$1,200.00. Motion carried.

Landscaping Maintenance (12i.): Motion by Nordeen, supported by Roberts, to accept the estimates from A Jacobson Landscaping with the amendment to the sidewalk box estimate, to only do maintenance on the sidewalk boxes with trees, not all 82 boxes. Motion carried.

Water Project Pay Application (12j.): Motion by Roberts, supported by Nordeen, to approve the Resolution for payment of funds for the Water System Improvements project, as presented. Roll call: Trustee Bodenus – aye, Treasurer Roberts – aye, Clerk Nordeen – aye, Supervisor Minelli – aye, Trustee Adams – absent. Motion carried.

Sewer Project Pay Application (12k.): Motion by Nordeen, supported by Roberts, to approve the Resolution for payment of funds for the Sewer System Improvements project, as presented. Roll call: Trustee Bodenus – aye, Treasurer Roberts – aye, Clerk Nordeen – aye, Supervisor Minelli – aye, Trustee Adams – absent. Motion carried.

Water/Sewer Billing (12l.): Deleted.

Library Millage (12m.): Motion by Roberts, supported by Nordeen, to approve the Library Millage Resolution, as presented. Roll call: Trustee Bodenus – aye, Treasurer Roberts – aye, Clerk Nordeen – aye, Supervisor Minelli – aye, Trustee Adams – absent. 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 August 2, 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.

March 24, 2016

_____, 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 March 24, 2016, at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

_____, Clerk

UPSET Pass-Through Agent Letter (12n.): Motion by Roberts, supported by Nordeen, to approve the UPSET pass through agent letter, as presented. Motion carried.

VFW Band (12o.): Motion by Nordeen, supported by Bodenus, to approve paying the VFW \$500.00 for a band for the 4th of July Celebration. Motion carried.

Employee Time Carry-Over (12p.): Motion by Nordeen, supported by Roberts, to approve the two requests by employees to roll over their personal leave to use before the end of the next fiscal year. Motion carried.

FOIA Computer Upgrade (12q.): Motion by Roberts, supported by Nordeen, to approve the Video Editing Station and Training Proposal from LaDolce Video for redacting video as required by the Freedom of Information Act, without the Backup Drive, totaling \$2,460.00. Motion carried.

MTA Workshop (12r.): Motion by Nordeen, supported by Roberts, to approve the Deputy Clerk going to the MTA Workshop. Motion carried.

Extend Clerk Wages at KI Sawyer Community Center (12s.): Motion by Roberts, supported by Bodenus, to approve extending Clerk Nordeen’s wages at the KI Sawyer Community Center until June 13, 2016, not to exceed 30 hours per week. Discussion ensued. Clerk Nordeen abstained from voting. Motion carried.

DISCUSSION ITEMS:

FD – Active Shooter Response (13a.): Supervisor Minelli explained the letter written by Fire Chief Hutchens regarding the three classifications for Active Shooter Response. Police Chief Warchock will be getting with the Fire Department and EMS for future training.

Fire Truck Lease Option (13b.): Bookkeeper Rodgers received a quote for leasing the new fire truck. Supervisor Minelli explained the option.

OLD BUSINESS: None.

CORRESPONDENCE: None.

Public Comment: A resident commented on the noise upstairs, and how he cannot hear the meeting. He also commented on the water billing, chlorine, and meters. Assessor Stachewicz informed the Board of Assessor DeGroot's retirement. Chief Warchock commented on his budget, hiring part time officers, refurbish the upstairs office, the working atmosphere that his department has with other departments. He then complimented Undersheriff Klein. Undersheriff Klein complimented the working relationship with Chief Warchock.

Supervisor Minelli called for a short break at 8:10 pm
Supervisor Minelli called the meeting back to order at 8:18 pm

ACTION ITEM: USW Letters of Understanding – CLOSED SESSION (17.): At 8:18 pm, motion by Roberts, supported by Bodenus, to go into closed session for collective bargaining. Roll call: Supervisor Minelli – aye, Treasurer Roberts – aye, Trustee Bodenus – aye, Clerk Nordeen – aye, Trustee Adams – absent. Motion carried.

At 8:42 pm, motion by Bodenus, supported by Roberts, to come out of closed session. Roll call: Treasurer Roberts – aye, Supervisor Minelli – aye, Trustee Bodenus – aye, Clerk Nordeen – aye, Trustee Adams – absent. Motion carried.

Supervisor Minelli asked the Board for a motion to approve the Memorandum of Understandings. No motion was made.

Police Secretary Julie Day made a statement stating she was very upset there was no discussion on the motion.

Board Member Comment: None.

Adjournment: Supervisor Minelli adjourned the meeting at 8:49 p.m.

Respectfully submitted,

Stacy Filizetti
Board Secretary

Jane Nordeen
Forsyth Township Clerk