

Au Train Township Regular Board Meeting
March 9, 2015
6:30 o'clock p.m.

Pursuant to adjournment, the Au Train Township Board convened in the Community Building, Au Train, Michigan, on the above date at 6:30 p.m.

The Meeting was called to order by Supervisor Tom Balmes, with the following members present: Mary Rogers, Clerk; Ann Clapp, Treasurer; Kristy Cota, Trustee and Michelle Doucette, Trustee.

*VISITORS PRESENT – Approximately 6 persons attended the Board Meeting. A complete sign up sheet is on file with Clerk Rogers.

***APPROVAL OF AGENDA**

Additions and Changes to the Agenda were made as necessary. MOTION by Clerk Rogers, second by Trustee Cota, to approve the Agenda. MOTION CARRIED.

***MINUTES**

MOTION by Clerk Rogers, second by Trustee Cota, to approve the minutes of the February 9, 2015 Regular Board Meeting, as presented. MOTION CARRIED.

MOTION by Trustee Cota, second by Trustee Doucette, to approve the minutes of the February 16, 2015 Special Board Meeting - Budget Workshop, as presented. MOTION CARRIED.

MOTION by Clerk Rogers, second by Trustee Cota, to approve the minutes of the February 23, 2015 Special Board Meeting - Budget Workshop, as presented. MOTION CARRIED.

***BILLS AND CLAIMS**

MOTION by Clerk Rogers, second by Treasurer Clapp, to accept this month's bill list as presented and authorize that they be paid as funds are available. ROGERS, YES; CLAPP, YES; COTA, YES; DOUCETTE, YES; BALMES, YES. MOTION CARRIED. (General Fund Checks Numbered #14794 through #14815- Fire Fund Checks Numbered #7425 through #7443- Garbage Fund Check Numbered #1564 and #1565).

***SPECIAL PRESENTATION - None**

***COMMITTEE REPORTS**

Zoning Administrator/Planning Commission/ZBA - Clerk Rogers noted that the Zoning Administrators Report has been received and is on file. Discussion regarding Uncle Ducky Outdoors plans for a campground was made. Trustee Doucette noted that the next Planning Commission meeting will be on April 9th, 2015 with a Public Hearing scheduled prior to the regular meeting to review an application for a conditional use permit.

Assessor - The March Board of Review will has been scheduled for March 9th, and March 12th. Discussion regarding the Personal Property Exemption was made.

Cemetery - Clerk Rogers noted that the Cemetery Committee will be meeting on March 23rd at 7:00 pm. At that time the Ordinance will be approved for submission to the Township Board for approval. In addition, the Committee will be looking at software options and other final steps to go live with the transfer and sale of lots.

Recreation - Member Representative Trustee Doucette noted that the next meeting of the APRD is March 12th at 4:00 pm.

Discussion regarding the installation of the dock/fishing pier was made. The original installation company will need to assist with the re-installation and provide possible missing parts. Supervisor Balmes will contact them to check on the possibility and costs associated with having them come.

In addition, discussion regarding the possible canoe launch site off Au Train Forest Lake Road was made. Supervisor Balmes will contact Charlie Marsh of the USDA Forest Service to see if any progress has been made.

Au Train River/Lakeshore Committee - Committee Member Trustee Doucette presented an email to the Board regarding a DNR law that involves the liability and requirements for life saving equipment on the beaches. They are asking for a letter of support from the Township. Because of the late receipt of the information, no board action was taken at this time.

Community Building/Promotion - Discussion of the guidelines/specifications for the roof replacement at the old town hall building was made. A bid request will be placed in the Munising News for consideration with all bids due by April 13, 2015.

First Responders – Treasurer Clapp noted that she completed the training required for her license renewal. Discussion of the new methods for CPR and upcoming training was made.

Fire Department – The Department report has been received and is on file. There were 5 calls this past month. The MDOT Inspections of the trucks is being completed by Sanderson. Discussion regarding recent repairs to trucks was made.

Bid specifications were reviewed for the upgrades to the Au Train Fire Hall, 16 Mile Lake Fire Hall and the Christmas storage garage. Clerk Rogers will place a request for bids in the Munising News. All bids will be due April 13, 2015 for review at the Regular Township Board Meeting.

Grant Administration - Kathy Reynolds was present and updated the Board on the progress of current grant applications. The Township was not approved for the Laura Mussler Fund. In addition, discussion regarding the interpretive panels for the cabin was made. Kathy Reynolds and Trustee Doucette will work on obtaining approximately 12 photos for display. They will include historical and wildlife photos. Finally, discussion regarding the final requirements for payment from the DNR for the grant was made.

County Commission Update - Commissioner Doucette updated the Board on recent happenings of the Alger County Board. A recent sewer backup at the Court House was addressed. The Jail Project has been finalized and they are in the process of applying for grant funds. Discussion regarding the devastating fire that hit the Altran Garage was made. The temporary headquarters have been set up in the LMAS Health Department building in Wetmore. Discussion regarding training on March 17th, that will close down the Court House was made. And, finally an update and discussion regarding The Hanley Field land swap with the Forest Service was made.

*PUBLIC COMMENTS - None

*TREASURER'S REPORT - For the Month of February 28, 2015, as presented by Ann Clapp, Treasurer

GENERAL FUND CHECKING

Beginning Balance	\$	89,453.88
Deposits		26,152.80
Interest		1.20
Disbursements		13,292.76
Ending Balance	\$	102,314.42

FIRE FUND CHECKING

Beginning Balance	\$	291,343.28
Deposits		31,923.75
Interest		4.07
Disbursements		12,417.04
Ending Balance	\$	310,854.06

Certificate of Deposit \$ 50,074.80

GARBAGE FUND CHECKING

Beginning Balance	\$	150,611.61
Deposits		21,249.05
Interest		2.17
Disbursements		10,521.27
Ending Balance	\$	161,341.52

ROAD FUND CHECKING

Beginning Balance	\$	136,427.09
Deposits		21,249.05
Interest		1.97
Disbursements		
Ending Balance	\$	157,678.11

*A Complete copy of the February 28, 2015 Report is on file with Clerk Rogers.

*CLERK'S REPORT

Clerk Rogers noted that she spent the past month beginning preparations for the May Election and Budget for the workshops and presentation at the Public Hearing today.

*SUPERVISOR'S REPORT

Supervisor Balmes noted that he is reviewing the street light locations and will make a recommendation to the Board. Confirmation on the removal of lights no longer needed on M-94 was made.

Discussion with the companies for Spring Dust Control application was made. Wilkinson Corporation was contacted and they offer the brine at 0.36 per gallon, at 26% - their product will have to be placed twice. Liquid Calcium offers the brine at 0.69 per gallon, at 35% - their product is only placed once. Final review and approval will be made at the April Regular Board Meeting.

Discussion regarding the permit status from the MI-DEQ for the River dredging/ice removal was made. An additional \$100 application fee was requested. Supervisor Balmes will continue to work on getting the permits completed and issued.

***TRUSTEE'S REPORT**

Trustee Doucette noted that she has been working with the Alger Historical Society on obtaining photos for the Interpretive Cabin. In addition she noted that she read that a river downstate used explosives to remove a blockage.

Information was provided regarding the Renewable World Energies possible land sale to the DNR at the Forest Lake Dam as a possible game preserve was provided. The 400 acre sale is still in the beginning stages.

***UNFINISHED BUSINESS - None**

***NEW BUSINESS**

Public Hearing - 2015/2016 Budget - Supervisor Balmes noted the Public Hearing Open. (8:28 PM)

Proposed Budgets for the Fiscal Year 2015/2016 were presented for the General Fund Account, Fire Fund Account, Garbage Fund Account and Road Fund Account.

Public Comments - NONE

Supervisor Balmes noted the Public Hearing Closed. (8:34 pm)

Budget Approval - Clerk Rogers presented each Fund to the Board for final review and consideration.

MOTION by Clerk Rogers, second by Trustee Cota, to accept the General Fund Fiscal Year 2015-2016 Budget as proposed, supported by 0.7142 allocated mills, and authorize said collection of all allowable millage to support the fund. ROGERS, YES; COTA, YES; BALMES, YES; CLAPP, YES; DOUCETTE, YES. MOTION CARRIED.

MOTION by Clerk Rogers, second by Trustee Doucette, to accept the Fire Fund Fiscal Year 2015-2016 Budget as proposed, supported by 2.9706 voted mills, and authorize said collection of all allowable millage to support the fund. ROGERS, YES; DOUCETTE, YES; CLAPP, YES; COTA, YES; BALMES, YES. MOTION CARRIED.

MOTION by Clerk Rogers, second by Treasurer Clapp, to accept the Garbage Fund Fiscal Year 2015-2016 Budget as proposed, supported by 1.0000 (of the 3.5) voted mills, and authorize said collection of all allowable millage to support the fund. ROGERS, YES; CLAPP, YES; DOUCETTE, YES; BALMES, YES; COTA, YES. MOTION CARRIED.

MOTION by Clerk Rogers, second by Trustee Cota, to accept the Road Fund Fiscal Year 2015-2016 Budget as proposed, supported by 2.0000 voted mills, not subject to the Headlee Rollback and authorize said collection of all allowable millage to support the fund. ROGERS, YES; COTA, YES; CLAPP, YES; DOUCETTE, YES; BALMES, YES. MOTION CARRIED.

General Appropriations Act -

RESOLUTION No. 2015 - 002

Au Train Township, Alger County, Michigan

A resolution to establish a general appropriations act for Au Train Township; to define the powers and duties of the Au Train Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Au Train Township resolves:

Section 1: Title

This resolution shall be known as the Au Train Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on December 31, 2014 and March 4, 2015, and a public hearing on the proposed budget was held on March 9, 2015.

Section 5: Estimated Revenues

Estimated township General Fund revenues for fiscal year 2015/2016, including an allocated millage of 0.7142 mills; and various miscellaneous revenues shall total \$307,984.00 for the General Fund, which includes a 3/31/2015 approximate Fund Balance of \$134,886.00. *Should the additional 1.000 millage request, placed before the electorate on May 5, 2015, be approved, additional revenue in the amount of approximately \$65,210.52 would be added to the total.*

Estimated township Fire Fund revenues for fiscal year 2015/2016, including a voted millage of 2.9706 mills; and various miscellaneous revenues shall total \$647,956.00, for the Fire Fund, which includes a 3/31/2015 approximate Fund Balance of \$449,791.00.

Estimated township Garbage Fund revenues for fiscal year 2015/2016, including a voted millage of 1.000 mills (3.5 voted, 1.0 Levied); and various miscellaneous revenues shall total \$244,255.00, for the Garbage Fund, which includes a 3/31/2015 approximate Fund Balance of \$176,483.00.

Estimated township Road Fund revenues for fiscal year 2015/2016, including a voted millage of 2.000 mills, and various miscellaneous revenues shall total \$317,230.00, for the Road Fund, which includes a 3/31/2015 approximate Fund Balance of \$183,685.00.

Section 6: Millage Levy

The Au Train Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to total 6.6648 mills as set forth by the Tax Allocation Board (or as authorized under state law and approved by the electorate), *subject to approval of an additional 1.000 millage request for the General Fund Account, placed before the electorate on May 5, 2015. In which case the total would be 7.6648.*

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2015/2016 for the various township activities (cost centers) are as follows: see attached Exhibit A, B, C, D.

Section 8: Adoption of Budget by Reference

The General Fund, Fire Fund, Garbage Fund and Road Fund Budgets of Au Train Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

Section 9: Adoption of Budget by Cost Center

The Board of Trustees of Au Train Township adopts the 2015/2016 fiscal year general fund budget, fire fund budget, garbage fund budget and road fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment. In addition, those activities with single line item budgets, shall be subject to prior board approval by budget amendment prior to any transfers.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations.

Section 11: Transfer Authority

No Officer shall have the authority to make transfers among the various cost centers (or line items) without prior board approval. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 12: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous quarter;
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter;
- c. a detailed list of:
 - i. expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year, and any revisions in revenue estimates resulting from collection experience to date.
 - ii. for each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 13: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 14: Budget Monitoring

Whenever it appears to the Fiscal Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Fiscal Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 15: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978) and the Au Train Township personnel manual.

Section 17: Board Adoption

Motion made by Clerk Rogers, seconded by Treasurer Clapp, to adopt the foregoing Resolution.

Upon roll call vote, the following voted aye: ROGERS, CLAPP, DOUCETTE, BALMES, COTA.

The following voted nay: NONE.

The Supervisor declared the motion carried and the resolution duly adopted on the 9th day of March, 2015.

Signed: Mary F Rogers, Au Train Township Clerk

*PUBLIC COMMENT - Kathy Reynolds presented information to the Board about upcoming Chamber Events.

***ADJOURNMENT**

Being no further business, MOTION by Supervisor Balmes, second by Treasurer Clapp, to adjourn the meeting. MOTION CARRIED. MEETING ADJOURNED at 8:48 pm.

Submitted by: Mary F. Rogers, Au Train Township Clerk