

Au Train Township Regular Board Meeting
March 14, 2016
6:00 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 6:00 p.m.

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

*VISITORS PRESENT – Approximately 2 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 Trustee Cota, second by Trustee Doucette, to approve the Agenda as amended. MOTION CARRIED.

***MINUTES**

MOTION by Clerk Rogers, second by Trustee Doucette, to approve the minutes of the February 8, 2016 Regular Board Meeting, as presented. MOTION CARRIED.

MOTION by Trustee Doucette, second by Trustee Cota, to approve the minutes of the February 15, 2016 Budget Workshop Meeting, as presented. MOTION CARRIED.

MOTION by Clerk Rogers, second by Trustee Cota, to approve the minutes of the February 22, 2016 Budget Workshop Meeting, as presented. MOTION CARRIED.

***BILLS AND CLAIMS**

MOTION by Trustee Cota, second by Trustee Doucette, to accept this month's bill list as presented and authorize that they be paid as funds are available. COTA, YES; DOUCETTE, YES; BALMES, YES; ROGERS, YES. MOTION CARRIED. (General Fund Checks Numbered #15106 through #15131- Fire Fund Checks Numbered #7624 through #7633- Garbage Fund Checks Numbered #1584 through #1586).

***SPECIAL PRESENTATION**

None

***COMMITTEE REPORTS**

Zoning Administrator/Planning Commission/ZBA - Clerk Rogers noted that the Zoning Administrators Report has been received from and is on file. Discussion regarding advertisement for the Zoning Administrators position was made. Clerk Rogers will post, with review of applicants at the April 11th Regular Board Meeting.

Discussion regarding the Zoning Board of Appeals and upcoming meeting dates was made. Clerk Rogers will contact Secretary Kim Rolfe and let her know that without official business, scheduled meeting dates should be cancelled.

The next meeting of the Planning Commission is April 14, 2016.

Supervisor Balmes presented a recommendation of appointing Stewart Wagener as a member to the Planning Commission, to fill the term expiring on 6/30/2017.

MOTION by Supervisor Balmes, second by Clerk Rogers to appoint Stewart Wagener as a member of the Planning Commission. MOTION CARRIED.

Assessor - Discussion regarding the Board of Review Organizational Meeting scheduled for election day, March 8, 2016, noting that it was held at the Fire Hall.

Supervisor Balmes noted that he is looking for an alternate for the Board of Review.

Correspondence from the State of Michigan regarding their audit of Assessment Records, noting that they have accepted our plan of action and will follow up after one year to see that items are being implemented.

Clerk Rogers noted that she received a call from Charles Mannisto regarding mapping services for the Township. He estimated a cost of \$7,500.00 and a 2 year payment plan. He expected the work would take approximately 1 year to complete. No Board action.

Cemetery - discussion on the replacement sign was made.

Recreation - Trustee Doucette presented information to the Board regarding upcoming recreational activities.

Community Building/Promotion - Discussion about replacement of tables was made.

First Responders – Treasurer Clapp noted that there was one call this past month.

Fire Department – Monthly report has been received and on file. 3 calls this past month. Discussion regarding the completion of the Christmas Storage building was made and it was noted that the reordered doors are on site. New member, Jon Pacl passed his physical. Chief King noted that there was a leak at the propane tank at the 16 Mile Lake Fire Hall that has been repaired by Bowman Gas.

Discussion regarding the Forest Service Operating Plan for Grand Island was made.

*PUBLIC COMMENTS - 6:30 pm - No public comment

*TREASURER’S REPORT - For the Month of February 29, 2016, as presented by Ann Clapp, Treasurer

GENERAL FUND CHECKING

Beginning Balance	\$	83215.55
Deposits		32612.96
Interest		1.03
Disbursements		11080.44
Ending Balance	\$	104,749.09

FIRE FUND CHECKING

Beginning Balance	\$	248391.59
Deposits		51833.57
Interest		3.25
Disbursements		4013.81
Ending Balance	\$	296,275.44

Certificate of Deposit \$ 50,224.74

GARBAGE FUND CHECKING

Beginning Balance	\$	116741.36
Deposits		17276.95
Interest		1.50
Disbursements		
Ending Balance	\$	134,019.87

ROAD FUND CHECKING

Beginning Balance	\$	151733.88
Deposits		34555.31
Interest		2.03
Disbursements		
Ending Balance	\$	186,291.22

*A Complete copy of the February 29, 2016 Report is on file with Clerk Rogers.

*CLERK'S REPORT - Clerk Rogers updated the Board on the recent Presidential Primary, which was held on March 8th and noted that 327 voters cast a ballot. She also did final budget preparation for the Hearings and is preparing for a May Munising Public School Election.

*SUPERVISOR'S REPORT - Supervisor Balmes updated the Board on recent meetings attended. He also provided additional information to the Board from ACRC Engineer/Manager Bob Lindbeck, and USFS Charlie Marsh and canoe launch access and parking. He attended the County ORV Ordinance meeting, as the Township Representative, which reviewed and will be presented to the County Commission.

Supervisor Balmes also noted that he will check on pricing for Dust Control and try and secure a date for the Spring Clean-up prior to the next Board meeting.

*TRUSTEE'S REPORT - No report

*UNFINISHED BUSINESS

Iron Belle Trail Grant Funding - Clerk Rogers noted that the Township was not awarded the grant for the funding as applied.

USDA Special Use Permit - Clerk Rogers presented correspondence from the USDA Forest Service regarding the Special Use Permit for the ballfield and its renewal. Additional information needs to be provided along with legal descriptions and a detailed map. Supervisor Balmes will contact Assessor Maki to review.

Website Hosting - Clerk Rogers presented information to the Board regarding the current website hosting plan and recommended that it increase in bandwidth at a cost of \$250 per year total with 906 Technologies. MOTION by Clerk Rogers, second by Trustee Cota to contract with 906 Technologies to increase the bandwidth for the Township website and contract for services at a rate of \$250.00 per year. ROGERS, YES; COTA, YES; DOUCETTE, YES; BALMES, YES. MOTION CARRIED.

*NEW BUSINESS -
General Fund Millage -

AU TRAIN TOWNSHIP BOARD
RESOLUTION TO ADOPT MILLAGE BALLOT LANGUAGE

Au Train Township, Alger County
Resolution Number 16-001
March 14, 2016

WHEREAS, the Township Board of Au Train Township wishes to provide general services to the residents;
and

WHEREAS, townships may provide general services, as authorized by the Michigan Constitution of 1963;
and

WHEREAS, townships may impose and levy ad valorem property taxes to finance lawful public services, as authorized by Article 9, Section 6, Michigan Constitution of 1963 and other laws; and

WHEREAS, the Township Board of Au Train Township wishes to levy 1.0 mills, for Five (5) years to finance general operations,

NOW, THEREFORE, BE IT RESOLVED that the Township Board of Au Train Township, Alger County, approves the following millage ballot question language and directs the Clerk to submit it to be placed on the August 2, 2016 Primary Election ballot:

GENERAL SERVICES WITHIN THE TOWNSHIP OF AU TRAIN,
COUNTY OF ALGER.

"Shall Au Train Township impose an increase of up to 1 mill (\$1 per \$1,000 of taxable value) in the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution and levy it for Five (5) years, 2016 to 2020, inclusive, for general operating services, which 1-mill increase will raise an estimated \$67,826.00 in the year 2016, the first year the millage is levied".

The foregoing Resolution offered by Board Member: Clerk Rogers

Second offered by Board Member: Trustee Cota

Upon roll call vote the following voted:

"Aye": ROGERS, COTA, BALMES, DOUCETTE

"Nay": NONE

The Supervisor declared the resolution adopted. Mary F Rogers
Mary F. Rogers, Au Train Township Clerk

Correspondence - Clerk Rogers presented correspondence from CUPPAD regarding participation in a Regional Recreation Plan. The Township Rec Plan expires 2016. Also from CUPPAD, correspondence regarding a Regional Prosperity Collaborative Grant Program which provides funds for place making, community gardens, parklets, farmers markets, trail and paths.

Correspondence from the State of Michigan Liquor Control Commission was received regarding the transfers to The Duck Pond, LLC a Class C - SDM License.

Correspondence from Senior All Night Party Committee was received requesting funding. No Board action.

Audit Services Contract - Clerk Rogers presented the Audit Services Contract from Anderson, Tackman and Company. It is a 3 year contract for the years 2016 - 2018, at a rate of \$7,800.00 for 2016; \$2,600.00 for 2017 and \$8,000.00 for 2018.

MOTION by Trustee Cota, second by Supervisor Balmes to enter into a contract with Anderson, Tackman and Company for Audit Services for the years 2016-2018, and the terms as outlined. COTA, YES; BALMES, YES; ROGERS, YES; DOUCETTE, YES. MOTION CARRIED.

ACRC Contract 16 Mile Lake Road - Clerk Rogers presented the contract from the Alger County Road Commission for 2017 Contract Work on 16 Mile Lake Road. After review and discussion, Supervisor Balmes will request changes to the contract to reflect clarification of a payment in 2017 and road bed preparation for paving, which will be at no additional cost to the Township.

*Public Hearing - 2016/2017 Budget - Supervisor Balmes noted the Public Hearing Open. (7:30 PM)

Proposed Budgets for the Fiscal Year 2016/2017 were presented for the General Fund Account, Fire Fund Account, Garbage Fund Account and Road Fund Account.

The General Fund Budget, based on allocated millage of 0.7142 was reviewed.
The Fire Fund Budget, based on voted millage of 3.0000 was reviewed.
The Garbage Fund Budget, based on 2.0000 mills of the 3.5000 voted was reviewed.
The Road Fund Budget, based on voted millage of 2.0000 was reviewed.

Public Comments - Were received by Steve Goings regarding the 16 Mile Lake Road gravel/hard surface project, as proposed.

Supervisor Balmes noted the Public Hearing Closed. (7:43 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 2016-2017 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; DOUCETTE, YES. MOTION CARRIED.

MOTION by Supervisor Balmes, second by Clerk Rogers, to accept the Fire Fund Fiscal Year 2016-2017 Budget as proposed, supported by 3.0000 voted mills, and authorize said collection of all allowable millage to support the fund. BALMES, YES; COTA, YES; DOUCETTE, YES; ROGERS, YES. MOTION CARRIED.

MOTION by Clerk Rogers, second by Supervisor Balmes, to accept the Garbage Fund Fiscal Year 2016-2017 Budget as proposed, supported by 2.0000 (of the 3.5) voted mills, and authorize said collection of all allowable millage to support the fund. ROGERS, YES; BALMES, YES; DOUCETTE, YES; COTA, YES. MOTION CARRIED.

MOTION by Trustee Cota, second by Clerk Rogers, to accept the Road Fund Fiscal Year 2016-2017 Budget as proposed, supported by 2.0000 voted mills, and authorize said collection of all allowable millage to support the fund. COTA, YES; ROGERS, YES; DOUCETTE, YES; BALMES, YES. MOTION CARRIED.

General Appropriations Act -

RESOLUTION No. 2016 - 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 January 6, 2016 and February 26, 2016, and a public hearing on the proposed budget was held on March 14, 2016.

Section 5: Estimated Revenues

Estimated township General Fund revenues for fiscal year 2016/2017, including an allocated millage of 0.7142 mills; and various miscellaneous revenues shall total \$282,231.01 for the General Fund, which includes a 3/31/2016 approximate Fund Balance of \$98,964.56. *Should the additional 1.0000 millage request, placed before the electorate on August 2, 2016 be approved, additional revenue in the amount of approximately \$67,826.00 would be added to the fund total.*

Estimated township Fire Fund revenues for fiscal year 2016/2017, including a voted millage of 3.0000 mills; and various miscellaneous revenues shall total \$608,141.99, for the Fire Fund, which includes a 3/31/2016 approximate Fund Balance of \$373,018.08.

Estimated township Garbage Fund revenues for fiscal year 2016/2017, including a voted millage of 2.000 mills; and various miscellaneous revenues shall total \$264,431.89, for the Garbage Fund, which includes a 3/31/2016 approximate Fund Balance of \$119,467.76.

Estimated township Road Fund revenues for fiscal year 2016/2017, including a voted millage of 2.000 mills; and various miscellaneous revenues shall total \$359,967.98, for the Road Fund, which includes a 3/31/2016 approximate Fund Balance of \$200,993.89.

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 7.7142 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 1.0000 millage request for the General Fund Account, placed before the electorate on August 2, 2016. In which case the total would be 8.7142.*

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2016/2017 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 2016/2017 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 **COTA** , seconded by **DOUCETTE** , to adopt the foregoing Resolution.

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

The following voted nay: **NONE**

The Supervisor declared the motion carried and the resolution duly adopted on the 14th day of March, 2016.

Signed: Mary F Rogers, Au Train Township Clerk

*PUBLIC COMMENT - 7:50 pm. Public comments were received from Steve Goings.

***ADJOURNMENT**

Being no further business, MOTION by Supervisor Balmes, second by Trustee Doucette, to adjourn the meeting. MOTION CARRIED. MEETING ADJOURNED at 7:53 pm.

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