

Au Train Township Regular Board Meeting
March 13, 2017
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 Michelle Doucette, with the following members present: Mary Rogers, Clerk; Ann Clapp, Treasurer; Kristy Cota, Trustee and John Carr, Trustee.

*VISITORS PRESENT – Approximately 8 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 as amended. MOTION CARRIED.

***MINUTES**

MOTION by Clerk Rogers, second by Trustee Carr, to approve the minutes of the February 6, 2017 Special Board Meeting, as presented. MOTION CARRIED.

MOTION by Trustee Cota, second by Clerk Rogers, to approve the minutes of the February 13, 2017 Regular Board Meeting, as presented. MOTION CARRIED.

MOTION by Clerk Rogers, second by Trustee Cota, to approve the minutes of the February 20, 2017 Budget Workshop Meeting, as presented. MOTION CARRIED.

MOTION by Trustee Cota, second by Trustee Carr, to approve the minutes of the February 27, 2017 Budget Workshop Meeting, as presented. MOTION CARRIED.

***BILLS AND CLAIMS**

MOTION by Clerk Rogers, second by Trustee Carr, to accept this month's bill list as presented and authorize that they be paid as funds are available. ROGERS, YES; CARR, YES; CLAPP, YES; DOUCETTE, YES; COTA, YES. MOTION CARRIED. (General Fund Checks Numbered #15443 through #15472- Fire Fund Checks Numbered #7817 through #7828- Garbage Fund Checks Numbered #2012).

***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. Zoning Administrator Jennifer Wagener presented her report and it was review and discussed by the Board. Ms. Wagener noted that the Zoning Conference she attended was helpful and thanked the Board for allowing her to attend.

Discussion regarding the Kleeman matter was made. Ms. Wagener will continue to monitor the situation and address appropriately.

The next meeting of the Planning Commission is April 13, 2017 at 7:00 pm.

It was noted that a CUP Hearing has been scheduled for April 20, 2017 at 7:00 pm to present Conditional Use Permit Applications for LaFave and Oas.

Assessor - No monthly report was received. The Board of Review met earlier today, from 9:00-3:00 and will again on Thursday from 3:00-9:00. MOTION by Clerk Rogers, second by Trustee Cota, to authorize payment to the members of the Board of Review, including the alternate, for March Board of Review hours. ROGERS, YES; COTA, YES; DOUCETTE, YES; CLAPP, YES; CARR, YES. MOTION CARRIED.

Discussion regarding the Elm Street abandonment request by Mike Sanderson was made. Supervisor Doucette will discuss the situation with Assessor Maki and bring to attorney Murphy if needed for advisement.

Cemetery - Discussion regarding the grave digger position was made. Marcus Quarfoot, who was being trained by Jeff Moore, may no longer be interested. Dan Weathers is the Sexton as part of his Maintenance position. Further action tabled.

Recreation - No report

Community Building/Promotion - LED Lighting replacement was discussed. Cost would be \$60 per case of bulbs and 11 would be needed. Action tabled.

Treasurer Clapp noted that a CPR/AED/First Aid Classes will be held on March 25th from 9:00-1:00 pm. The cost would be \$20 per person. It is being taught by Amber Denman Weathers and Dan Weathers.

Fire Department – Monthly report has been received and on file. There was one call this past month. The repeater was installed at the 16 Mile Lake Fire Hall. Will be meeting with Supervisor Doucette and the Insurance Field Inspector on April 6th. The new inventory list is being updated, for each hall, in the next couple of months. Discussion about the purchase of a laptop computer for Department use and supporting software was made. Further discussion will be made at the April Regular Board meeting.

Discussion regarding the need to purchase a brush truck for the department was made. Action tabled until the April Regular Board Meeting.

Chief Perry noted that Dan Weathers was promoted to captain at the Au Train Fire Hall and Amber Denman Weathers was promoted to Training Officer.

Discussion regarding the current monthly salaries for the Fire Chief and Asst. Fire Chief was made. The matter was discussed thoroughly during the budget process and budgeted to reflect an increase if approved.

MOTION by Clerk Rogers, second by Trustee Cota, to increase the Monthly Salary for the Fire Chief to \$750.00 per month, effective April 1, 2017. ROGERS, YES; COTA, YES; CARR, ES; CLAPP, YES; DOUCETTE, YES. MOTION CARRIED.

MOTION by Clerk Rogers, second by Supervisor Doucette, to increase the Monthly Salary for the Assistant Fire Chief to \$250.00 per month, effective April 1, 2017. ROGERS, YES; DOUCETTE, YES; CLAPP, YES; CARR, YES; COTA, YES. MOTION CARRIED.

*PUBLIC COMMENTS - 7:12 pm - No public comment

*TREASURER'S REPORT - For the Month of March 31, 2017, as presented by Ann Clapp, Treasurer

GENERAL FUND CHECKING

Beginning Balance	\$	96754.15
Deposits		32631.74
Interest		1.10
Disbursements		13163.28
Ending Balance	\$	116,463.71

FIRE FUND CHECKING

Beginning Balance	\$	549485.76
Deposits		43482.46
Interest		6.43
Disbursements		56078.31
Ending Balance	\$	536,895.34

Certificate of Deposit \$ 50,375.10

GARBAGE FUND CHECKING

Beginning Balance	\$	61804.71
Deposits		14641.41
Interest		.73
Disbursements		10893.60
Ending Balance	\$	65,553.25

ROAD FUND CHECKING

Beginning Balance	\$	160744.07
Deposits		21062.10
Interest		1.97
Disbursements		
Ending Balance	\$	181,808.14

*A Complete copy of the March 31, 2017 Report is on file with Clerk Rogers.

*CLERK'S REPORT - Clerk Rogers updated the Board on the recent activities relating to final Budget Prep and Presentation for the Public Hearing, and the General Appropriations Act. Work continues on preparing a General Policy and Procedures Manual.

*SUPERVISOR'S REPORT - Supervisor Doucette updated the Board on recent meetings attended. She also noted that the porta potties have been ordered from Tri County Septic, with a price increase per unit.

Spring Cleanup was scheduled with Wood Island Landfill. MOTION Trustee Carr, second by Trustee Cota, to authorize a Spring cleanup, to be held on Saturday, May 13th from 9:00 to Noon, at the Munising Wood Island Landfill, with costs be paid from the Garbage Fund Account. CARR, YES; COTA, YES; CLAPP, YES; DOUCETTE, YES; ROGERS, YES. MOTION CARRIED.

Supervisor Doucette noted that they will now accept appliances, including those that contain freon.

Clerk Rogers will prepare the notice for the Munising News, Shopper and website.

Information was provided regarding recent river flooding and the action by World Renewable Energy to reduced the dam flow by 50% for 24 hours. State Representative Kivela was notified that the Township would not be dredging.

*TRUSTEE'S REPORT - Trustee Carr noted that he visited all 3 fire halls, obtained the furnace maintenance quotes and attended the Board of Review Organizational Meeting.

*Public Hearing - 2017/2018 Budget - Supervisor Doucette noted that the Public Hearing was Open. (7:32 PM)

Proposed Budgets for the Fiscal Year 2017/2018 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 0.7069 was reviewed.

The Fire Fund Budget, based on voted millage of 3.0000 was reviewed.

The Garbage Fund Budget, based on 0.00 mills as the previous millage has expired.

The Road Fund Budget, based on 0.00 mills as the previous millage has expired.

Public Comments - Were received by Deb Fulcher, Director of the Alger Parks and Recreation Department regarding the lack of funding to remain a partner with the APRD. The current contract expires on June 30, 2017. Ms. Fulcher is concerned that fees will increase for classes and memberships for Au Train Township residents if we are no longer a partner in the program. Board members explained the lack of a General Fund Millage and that funding cuts had to be made. The APRD is disappointed in the Board's decision after a 24 year partnership.

It was noted that the health, safety, and welfare of the Citizens of Au Train Township is the first concern of the Township Board.

Donna Shields also addressed the Board.

Supervisor Doucette noted the Public Hearing Closed. (7:54 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 2017-2018 Budget as proposed, supported by 0.7069 allocated mills, and authorize said collection of all allowable millage to support the fund. ROGERS, YES; COTA, YES; CLAPP, YES; DOUCETTE, YES; CARR, YES. MOTION CARRIED.

MOTION by Trustee Cota, second by Clerk Rogers, to accept the Fire Fund Fiscal Year 2017-2018 Budget as proposed, supported by 3.0000 voted mills, subject to the headlee rollback and authorize said collection of all allowable millage to support the fund. COTA, YES; ROGERS, YES; DOUCETTE, YES; CLAPP, YES; CARR, YES. MOTION CARRIED.

MOTION by Clerk Rogers, second by Supervisor Doucette, to accept the Garbage Fund Fiscal Year 2017-2018 Budget as proposed, currently supported by no additional millage. ROGERS, YES; DOUCETTE, YES; CARR, YES; COTA, YES; CLAPP, YES. MOTION CARRIED.

MOTION by Trustee Cota, second by Treasurer Clapp, to accept the Road Fund Fiscal Year 2017-2018 Budget as proposed, currently supported by no additional millage. COTA, YES; CLAPP, YES; ROGERS, YES; DOUCETTE, YES; CARR, YES. MOTION CARRIED.

General Appropriations Act -
RESOLUTION No. 2017 - 005
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 March 1, 2017, and a public hearing on the proposed budget was held on March 13, 2017.

Section 5: Estimated Revenues

Estimated township General Fund revenues for fiscal year 2017/2018, including an allocated millage of 0.7069 mills; and various miscellaneous revenues shall total \$281,805.00 for the General Fund, which includes a 3/31/2017 approximate Fund Balance of \$103,662.00.

Estimated township Fire Fund revenues for fiscal year 2017/2018, including a voted millage of 2.9697 mills; and various miscellaneous revenues shall total \$807,534.00, for the Fire Fund, which includes a 3/31/2017 approximate Fund Balance of \$599,480.00.

Estimated township Garbage Fund revenues for fiscal year 2017/2018, and various miscellaneous revenues shall total \$66,948.00, for the Garbage Fund, which includes a 3/31/2017 approximate Fund Balance of \$65,911.00.

Estimated township Road Fund revenues for fiscal year 2017/2018, and various miscellaneous revenues shall total \$218,669.00, for the Road Fund, which includes a 3/31/2017 approximate Fund Balance of \$212,009.00.

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 3.6766 mills as set forth by the Tax Allocation Board (or as authorized under state law and approved by the electorate).

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2017/2018 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 2017/2018 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 Trustee Cota, to adopt the foregoing Resolution.

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

The following voted nay: NONE

The Supervisor declared the motion carried and the resolution duly adopted on the 13th day of March, 2017.

Signed: Mary F Rogers, Au Train Township Clerk

*UNFINISHED BUSINESS - None

*NEW BUSINESS

Final Budget Amendments 2016-2017 - Clerk Rogers presented necessary Budget Amendments for the 2016-2017 Budgets.

MOTION by Clerk Rogers, second by Trustee Cota, to approve the budget amendments as presented for the General Fund Account, Fire Fund Account, Garbage Fund Account and Road Fund Account, for Fiscal Year 2016-2017. ROGERS, YES; COTA, YES; DOUCETTE, YES; CARR, YES; CLAPP, YES. MOTION CARRIED.

Correspondence - Clerk Rogers presented correspondence from the Senior All Night Party requesting funds. No Board action.

Computer Purchase - MOTION by Clerk Rogers, second by Trustee Cota, to authorize up to \$1,000.00 for the Clerk to purchase a new desktop computer system. ROGERS, YES; COTA, YES; CLAPP, YES; DOUCETTE, YES; CARR, YES. MOTION CARRIED.

Heating Systems Service Contracts - Trustee Carr presented information to the Board regarding costs to obtain a service contract for all 5 heating units within the Township. Quotes were received from Trudell Plumbing and Heating at a yearly cost of \$575.00 and Swick Home Services at a yearly cost of \$747.00.

Upon further review and discussion, MOTION by Supervisor Doucette, second by Trustee Carr, to agree to the one year service contract with Trudell Plumbing and Heating in the amount of \$575.00. DOUCETTE, YES; CARR, YES; ROGERS, YES; CLAPP, YES; COTA, YES. MOTION CARRIED.

The US National Forest Service Proposal for the parking, river access project in Au Train Township was presented by Supervisor Doucette, who had just received the proposal, for a quick review. Board members should review at their earliest convenience and contact Becky Cain, our project contact at the Forest Service, with any concerns.

*PUBLIC COMMENT - 8:32 pm. Public comments were received from Connie Moore.

*ADJOURNMENT

Being no further business, MOTION by Clerk Rogers, second by Trustee Carr, to adjourn the meeting. MOTION CARRIED. MEETING ADJOURNED at 8:34 pm.

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