

Au Train Township Regular Board Meeting
March 12, 2018
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 Supervisor Doucette, second by Clerk Rogers, to approve the Agenda as amended. MOTION CARRIED.

*MINUTES

MOTION by Clerk Rogers, second by Trustee Cota, to approve the minutes of the February 12, 2018 Regular Board Meeting, as presented. MOTION CARRIED.

MOTION by Clerk Rogers, second by Trustee Cota, to approve the minutes of the February 19, 2018 Special Board Meeting, as presented. MOTION CARRIED.

MOTION by Trustee Carr, second by Trustee Cota, to approve the minutes of the February 26, 2018 Special Board Meeting, as presented. MOTION CARRIED.

*BILLS AND CLAIMS

MOTION by Clerk Rogers, second by Supervisor Doucette, to accept this month's bill list as presented and authorize that they be paid as funds are available. ROGERS, YES; DOUCETTE, YES; COTA, YES; CARR, YES; CLAPP, YES. MOTION CARRIED. (General Fund Checks Numbered #15762 through #15785- Fire Fund Checks Numbered #8023 through #8033- Garbage Fund Check Numbered #2031).

*BOARD MEMBER REPORTS -

•TREASURER'S REPORT - For the Month of February 28, 2018, as presented by Ann Clapp, Treasurer

GENERAL FUND CHECKING

Beginning Balance	\$	111,688.19
Deposits		25,342.35
Interest		1.25
Disbursements		15,674.45
Ending Balance	\$	121,656.94

FIRE FUND CHECKING

Beginning Balance	\$	189,951.03
Deposits		53,891.47
Interest		2.64
Disbursements		6,461.16
Ending Balance	\$	237,383.98

Certificate of Deposit	\$	50,450.44
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GARBAGE FUND CHECKING

Beginning Balance	\$	117,014.63
Deposits		24,135.49
Interest		1.11
Disbursements		41,442.40
Ending Balance	\$	99,708.83

ROAD FUND CHECKING

Beginning Balance	\$	146,479.67
Deposits		16,090.29
Interest		1.79
Disbursements		
Ending Balance	\$	162,571.75

*A Complete copy of the February 28, 2018 Report is on file with Clerk Rogers.

Treasurer Clapp noted that the Winter Tax Collection is complete. We can expect the final settlement payment from the County in May or June.

Treasurer Clapp also noted that she will be attending BSA Software Training all day on April 24, 2018.

*CLERK'S REPORT - Clerk Rogers updated the Board on the recent activities, which included preparation for the Budget Workshops, and Draft Budget Prep for Presentation tonight. In addition she noted that the QVF Training was completed and held in Marquette, rather than the Soo as the State added an additional location, and also noted that she is working on her Clerk Accreditation and Certification.

*SUPERVISOR'S REPORT - Supervisor Doucette updated the Board on recent activities, which include addressing Assessor issues, and working with Attorney Murphy on the Kleeman matter. In addition she attended the Board of Review Meeting earlier today and will attend the one scheduled for Thursday. And after review by the Board of comments submitted by Nancy Bailey in regards to the proposal from the USDA Forest Service for the Au Train River Access and Parking Project, Supervisor Doucette noted that she would contact her to address some of her concerns and point out and correct some misinformation she cited about the Townships position on the project and costs and funding for the previous Heritage Trail Project.

*TRUSTEE'S REPORT - Trustee Carr noted that he attended the Pretrial Conference for Au Train Township vs. Kleeman.

*SPECIAL PRESENTATION - None

*PUBLIC COMMENTS - None

*COMMITTEE REPORTS

Zoning Administrator/Planning Commission/ZBA - Clerk Rogers noted that there have been 2 Zoning Compliance Applications reviewed and approved, and that requests for 3 different Conditional Use Permit Applications have been received. The meeting for the Planning Commission to conduct the hearings related to the CUP's has been scheduled for 7:00 pm on March 29th.

The next Planning Commission meeting is scheduled for May 10, 2018.

Treasurer Clapp noted that Clerk Rogers should be compensated the Zoning Administrator Salary for acting in that role as the position is being advertised. After Board Discussion, MOTION by Treasurer Clapp, second by Trustee Carr, to authorize the Zoning Administrator Salary to Clerk Mary Rogers for the period in which she serves in that capacity. CLAPP, YES; CARR, YES; DOUCETTE, YES; ROGERS, ABSTAIN; COTA, YES. MOTION CARRIED.

Assessor - Clerk Rogers noted that no Regular Board Report has been received. Supervisor Doucette noted that the Land Value Maps are still not complete from CUPPAD as they have been waiting for additional information from Assessor Maki. They were supposed to be available for the Board of Review.

Supervisor Doucette also noted that Alt. BOR Member Donna Sheilds has been present for the meetings and has been very helpful to herself and members of the Board of Review.

Cemetery - No report

Community Building/Promotion - Treasurer Clapp noted that April and May will be busy with rentals for baby showers, events and graduations.

Fire Department – Monthly report has been received and is on file. There were 3 calls this past month. Bids for a new plow truck should be available for review at the April Regular Board Meeting. The UP Fire Chiefs meeting will be held on April 21st. Chief King and 2 officers plan to attend. May include an overnight stay. As discussed previously, the Department would like to have a Credit Card. Treasurer Clapp will contact People State Bank to request this. Review of the computer system purchase is being done. May be in the \$2,000 range, and include the printer. Also looking to purchase a projector and screen for training. The price would be in the \$600.00 to \$700.00 range. The Department is now set up with the State for NFIRS. Chief King also noted that the 6 month DOT's for the Department vehicles are due at the end of the month.

Chief King noted that Brad Gurski will be transferring to the Fire Department from Munising Township.

County Commission Update - Mr. Doucette is attending the County Commission meeting this evening and may arrive later.

*Public Hearing - 2018/2019 Budget - Supervisor Doucette noted that the Public Hearing was Open. (6:24 PM)

Proposed Budgets for the Fiscal Year 2018/2019 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 2.9697 was reviewed.
The Garbage Fund Budget, based on voted millage of 3.0000 was reviewed.
The Road Fund Budget, based on voted millage of 2.0000 mills was reviewed.

Public Comments - Comments were received regarding the process and funds.

Supervisor Doucette noted the Public Hearing Closed. (6:40 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, Fire Fund, Garbage Fund and Road Fund Fiscal Year 2018-2019 Budgets as proposed, supported by 0.7069 allocated mills for the General Fund, 2.9697 voted mills for the Fire Fund, 3.0000 voted mills for the Garbage Fund and 2.0000 voted mills for the Road Fund, and authorize said collection of all allowable millage to support the funds. ROGERS, YES; COTA, YES; CLAPP, YES; DOUCETTE, YES; CARR, YES. MOTION CARRIED.

General Appropriations Act -
RESOLUTION No. 2018 - 001
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 10, 2018 and March 7, 2018 and a public hearing on the proposed budget was held on March 12, 2018.

Section 5: Estimated Revenues

Estimated township General Fund revenues for fiscal year 2018/2019, including an allocated millage of 0.7069 mills; and various miscellaneous revenues shall total \$308,376.00 for the General Fund, which includes a 3/31/2018 approximate Fund Balance of \$119,975.00.

Estimated township Fire Fund revenues for fiscal year 2018/2019, including a voted millage of 2.9697 mills; and various miscellaneous revenues shall total \$504,559.00, for the Fire Fund, which includes a 3/31/2018 approximate Fund Balance of \$304,657.00.

Estimated township Garbage Fund revenues for fiscal year 2018/2019, including a voted millage of 3.0000 mills; and various miscellaneous revenues shall total \$341,460.00, for the Garbage Fund, which includes a 3/31/2018 approximate Fund Balance of \$137,600.00.

Estimated township Road Fund revenues for fiscal year 2018/2019, including a voted millage of 2.0000 mills; and various miscellaneous revenues shall total \$340,933.00, for the Road Fund, which includes a 3/31/2018 approximate Fund Balance of \$194,728.00.

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 8.6766 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 2018/2019 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 2018/2019 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 16: 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, Doucette, Carr

The following voted nay: None

The Supervisor declared the motion carried and the resolution duly adopted on the 12th day of March, 2018.

Signed: Mary F Rogers, Au Train Township Clerk

***UNFINISHED BUSINESS -**

Kleeman Matter - Trustee Carr, who attended the Pretrial Conference explained the Discovery Process. Attorney Murphy can request written answers or request a Deposition. Attorney Murphy recommended holding Depositions. The Board agreed to proceed under the recommendation of Attorney Murphy.

Assessor Maki - Supervisor Doucette presented information to the Board regarding Assessor Maki and the status of actions by the State Tax Commission. As of this date no updates have been received. Supervisor Doucette noted that Assessor Maki arrived late to the Board of Review Hearing on Monday March 12th, wanted to leave early, was not organized or professional. Concerns were discussed.

Street Light Request - Supervisor Doucette noted that the street light requested at Harbor View Drive has yet to be installed. Will follow up again with UPPCO.

USFS Au Train River Public Access, Park and Rehab Project - Supervisor Doucette noted that the Open House for Public Comments on the Project was held on March 1st. A final decision is expected in August or September. Questions still remain on which plan will be recommended, if any, if they want to move forward at all and who and how will the project be funded.

***NEW BUSINESS**

Zoning Administrator - Clerk Rogers noted that 3 applications and letters of interest have been received for the Zoning Administrator position. After discussion, MOTION by Clerk Rogers, second by Trustee Carr to hold a Special Board Meeting on March 19th at 6:00 pm, to conduct interviews for the position and, if applicable, make a decision about hiring a candidate. MOTION CARRIED.

CUPPAD Membership - Motion by Trustee Cota, second by Supervisor Doucette, to continue with membership with CUPPAD for an additional year, with annual dues in the amount of \$228.00. COTA, YES; DOUCETTE, YES; CARR, YES; CLAPP, YES; ROGERS, YES. MOTION CARRIED.

Alger County Chamber - Motion by Supervisor Doucette, second by Clerk Rogers, to continue with membership with the Alger County Chamber of Commerce for an additional year, with annual dues in the amount of \$160.00. DOUCETTE, YES; ROGERS, YES; CLAPP, YES; CARR, YES; COTA, YES. MOTION CARRIED.

***PUBLIC COMMENT** - 7:00 pm. Public comments were received.

***ADJOURNMENT**

Being no further business, MOTION by Clerk Rogers, second by Trustee Carr, to adjourn the meeting. MOTION CARRIED. MEETING ADJOURNED at 7:43 pm.

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