

Au Train Township Regular Board Meeting  
March 9, 2020  
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 Johnson, Clerk; Kristy Cota, Treasurer; John Carr, Trustee and Jake Miller, Trustee

\*VISITORS PRESENT – 5 persons attended the Board Meeting. A complete sign up sheet is on file with Clerk Johnson.

**\*APPROVAL OF AGENDA**

Additions and Changes to the Agenda were made as necessary. MOTION by Clerk Johnson, second by Trustee Carr, to approve the Agenda as amended. MOTION CARRIED.

**\*MINUTES**

MOTION by Trustee Carr, second by Clerk Johnson, to approve the minutes of the February 10, 2020 Regular Board Meeting, as presented. MOTION CARRIED.

MOTION by Clerk Johnson, second by Treasurer Cota, to approve the minutes of the February 17, 2020 Special Budget Workshop, as presented. MOTION CARRIED.

MOTION by Treasurer Cota, second by Clerk Johnson, to approve the minutes of the February 24, 2020 Special Budget Workshop, as presented. MOTION CARRIED.

**\*BILLS AND CLAIMS**

MOTION by Trustee Carr, second by Treasurer Cota, to accept this month's bill list as presented and authorize that they be paid as funds are available, including payment for the March 10<sup>th</sup> Election Inspectors and March Board of Review Members . CARR, YES; COTA, YES; MILLER, YES; JOHNSON, YES; DOUCETTE, YES. MOTION CARRIED. (General Fund Checks Numbered #16286 through #16302 -Fire Fund Checks Numbered #8375 through #8383-Garbage Fund Checks Numbered #2064 and #2064)

**\*BOARD MEMBER REPORTS -**

•TREASURER'S REPORT - For the Month of February 29, 2020

**GENERAL FUND CHECKING**

Beginning Balance	\$	141,971.79
Deposits		47,894.36
Interest		126.68
Disbursements		7,906.25
Total Checks Not Cleared		11,154.29
Ending Balance	\$	170,932.29

**FIRE FUND CHECKING**

Beginning Balance	\$	409,018.95
Deposits		82,878.90
Interest		370.41
Disbursements		1,938.87
Total Checks Not Cleared		1,622.81
Ending Balance	\$	488,706.58

Certificate of Deposit \$ 50,955.46

GARBAGE FUND CHECKING

Beginning Balance	\$	175,009.14
Deposits		55,819.45
Interest		162.24
Disbursements		12,268.05
Total Checks Not Cleared		
Ending Balance	\$	218,722.79

ROAD FUND CHECKING

Beginning Balance	\$	220,040.36
Deposits		55,814.98
Interest		204.23
Disbursements		
Total Checks Not Cleared		
Ending Balance	\$	276,059.57

\*A Complete copy of the February 29, 2020 Report is on file with Clerk Johnson.

Treasurer Cota noted that she finishing up the Winter Tax Collection and will be settling with the County at the end of the month.

\*CLERK'S REPORT - Clerk Johnson noted she spent the last month finishing up Budget items and preparation and administration of the Presidential Primary Election. In addition, it was noted that Nominating Petitions and Affidavit's of Identity are available for anyone interested in running for a position on the Township Board. The deadline for filing is 4:00 pm on April 21<sup>st</sup>.

\*TRUSTEE'S REPORT - Trustee Carr noted that he attended the Planning Commission Meeting and the Budget Workshops.

\*SUPERVISOR'S REPORT - Supervisor Doucette updated the Board on recent activities, which include addressing several calls. She attended the February 26, 2020 Regional Government Meeting, contacted Joe Cilc at the County to let him know Jason McCarthy was taking over the blight on Curtis Drive, attended the Planning Commission Meeting on February 20<sup>th</sup>, attended the Board of Review Organizational Meeting with additional meetings being held on March 11<sup>th</sup> and 12<sup>th</sup>, and coordinated a spring burial with Fassbender Funeral Home. In addition Supervisor Doucette noted that she spoke to Becky Cain of the USFS who would like to attend a future Board meeting to update the Board on the status of the project. Information about UPPCO's upcoming Smart Meter installation project was provided. World Renewable Energies President would like to meet with the Board, possibly scheduling a workshop, to get feedback and information regarding the Forest Lake Dam. Finally, information regarding a rumor that the City of Munising was extending their sewer system down through the area of Christmas was addressed. Supervisor Doucette noted she spoke with the City of Munising Manager who indicated they were considering a sewer extension into Grand Island Township to include West Shore Drive and the Holiday Inn Express. It would be several years before they would even explore the area of Christmas, with approval by the Au Train Township Board.

\*SPECIAL PRESENTATION - None

\*PUBLIC COMMENTS - None

\*COMMITTEE REPORTS

Financial Reports - Clerk Johnson presented monthly financial reports for all funds. All reports were emailed to Board members prior to the meeting for review. Any amendments to the Budget Proposed and presented in the Budget Public Hearing will be made at the April Board meeting to reflect actual fund balances. In addition, final fiscal year reports will be presented to the Board at the April Board Meeting.

Zoning Administrator/Planning Commission/ZBA - Zoning Administrator Jason McCarthy's Monthly Report has been received and is on file. The Planning Commission continues to work on the Zoning Ordinance update. The next meeting of the Planning Commission is scheduled for March 19, 2020. Trustee Carr noted that he spoke with Attorney Murphy and confirmed that a CUP continues with the land and not the property owner.

The Zoning Board of Appeals will be scheduling an Organizational Meeting.

Assessor/Board of Review - No Assessor report has been received.

Maintenance Department Report/Comm Bldg./Promotions - Ryan Walther was present and provided updates on the Storage Room progress and flooring schedule from Flynn's. He also noted that he estimates he will need 800' of trim to replace all flooring and door trim.

Fire Department - Monthly report has been received and on file. There were 4 calls for the month of February. Chief King noted that he ordered the AED components.

The Fire Department Meetings will be held on the First Sunday of Each Month at 7:00 pm, with location at the halls on a rotating basis.

Chief Perry provided information to the Board regarding the costs associated with replacing the AED batteries and pads.

MOTION by Trustee Miller and second by Trustee Carr to approve an additional \$2,000.00 for the purchase of the necessary AED supplies. MILLER, YES; CARR, YES; JOHNSON, YES; DOUCETTE, YES; COTA, YES. MOTION CARRIED.

County Commission Report - County Commission Chair Jerry Doucette was present and provided an update to the Board on activities of the Alger County Commission. They are finalizing the 2019 Budget. Discussion regarding a Use Tax, Bill 4590 was made. In addition consideration is being made to allow for 4 year terms on the County Commission, and Mental Health Funding.

\*Public Hearing - 2020/2021 Budget - Supervisor Doucette noted that the Public Hearing was Open. (6:43 PM)

Proposed Budgets for the Fiscal Year 2020/2021 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 was reviewed, noting the current millage expired with the Winter 2019 Tax Collection.

The Garbage Fund Budget, based on voted millage of 2.0000 was reviewed.

The Road Fund Budget, based on voted millage of 2.0000 mills was reviewed.

Clerk Johnson noted that the Fund Balance for all accounts, effective March 31, 2020, will be amended to reflect actual reconciled balances.

No Public Comments were received.

Supervisor Doucette noted the Public Hearing Closed. (6:56 pm)

\*Budget Approval

Clerk Rogers presented each Fund to the Board for final review and consideration:

MOTION by Clerk Johnson, second by Treasurer Cota, to accept the General Fund Fiscal Year 2020/2021 Budget as proposed, supported by 0.7069 allocated mills for the General Fund, and authorize said collection of all allowable millage to support the fund. JOHNSON, YES; COTA, YES; MILLER, YES; CARR, YES; DOUCETTE, YES. MOTION CARRIED.

MOTION by Treasurer Cota, second by Trustee Carr, to accept the Fire Fund Fiscal Year 2020/2021 Budget as proposed, and authorize said collection of all allowable millage to support the fund. COTA, YES; CARR, YES; DOUCETTE, YES; JOHNSON, YES; MILLER, YES. MOTION CARRIED.

MOTION by Clerk Johnson, second by Trustee Miller, to accept the Garbage Fund Fiscal Year 2020/2021 Budget as proposed, supported by 3.0000 voted mills for the Garbage Fund, and authorize said collection of 2 mills to support the fund. JOHNSON, YES; MILLER, YES; DOUCETTE, YES; COTA, YES; CARR, YES. MOTION CARRIED.

MOTION by Trustee Miller, second by Supervisor Doucette, to accept the Road Fund Fiscal Year 2020/2021 Budget as proposed, supported by 2.0000 voted mills for the Road Fund, and authorize said collection of all allowable millage to support the fund. MILLER, YES; DOUCETTE, YES; JOHNSON, YES; CARR, YES; COTA, YES. MOTION CARRIED.

*General Appropriations Act -*

**RESOLUTION No. 2020-001**

**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 8, 2020 and February 26, 2020 and a public hearing on the proposed budget was held on March 9, 2020.

Section 5: Estimated Revenues

Estimated township General Fund revenues for fiscal year 2020/2021, including an allocated millage of 0.7069 mills; and various miscellaneous revenues shall total \$353,232.00 for the General Fund, which includes a 2/29/2020 approximate Fund Balance of \$149,370.00.

Estimated township Fire Fund revenues for fiscal year 2020/2021, does not include a voted millage, which expired with the 2019 Winter Tax Collection; but various miscellaneous revenues shall total \$597,913.00, for the Fire Fund, which includes a 2/29/2020 approximate Fund Balance of \$590,613.00.

Estimated township Garbage Fund revenues for fiscal year 2020/2021, including a voted millage of 2.0000 mills (a total of 3 mills were voted but only 2 will be authorized) and various miscellaneous revenues shall total \$386,485.00, for the Garbage Fund, which includes a 2/29/2020 approximate Fund Balance of \$237,580.00.

Estimated township Road Fund revenues for fiscal year 2020/2021, including a voted millage of 2.0000 mills; and various miscellaneous revenues shall total \$471,447.00, for the Road Fund, which includes a 2/29/2020 approximate Fund Balance of \$306,042.00.

#### 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 4.7069 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 2020/2021 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 2020/2021 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 Johnson, seconded by Treasurer Cota, to adopt the foregoing Resolution.

Upon roll call vote, the following voted aye: JOHNSON, COTA, MILLER, CARR, DOUCETTE

The following voted nay: NONE

The Supervisor declared the motion carried and the resolution duly adopted on the 9<sup>th</sup> day of March, 2020.

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*Signed: Mary Walther Johnson, Township Clerk*

**\*UNFINISHED BUSINESS**

5 Year Road Plan Review - The Board reviewed the current 5 Year Road Plan and expenditures planned for 2020.

Alger County Chamber Membership - After review and discussion MOTION by Treasurer Cota, second by Trustee Carr to not continue with membership with the Alger County Chamber. MOTION CARRIED.

**\*NEW BUSINESS**

Correspondence - Clerk Johnson presented correspondence for the month. Correspondence was received from the Alger Conservation District, the Tri County Volunteer Fire Department and a thank you from UPSET.

Street Lights - Trustee Carr presented information to the Board requesting that a street light located on Mistletoe Lane/Mrs. Claus Lane be moved to Bayberry Lane, a future bus stop on the North side of Highway M28. MOTION by Clerk Johnson, second by Trustee Cota to request that UPPCO move the street light from Mistletoe Lane/Mrs. Claus Lane to Bayberry Lane in Christmas. MOTION CARRIED.

Fire Department Pay - After discussion, MOTION by Trustee Carr, second by Clerk Johnson, to increase fire fighter pay to \$20.00 per hour for all calls, meeting attendance, training and hall monitoring, effective April 1, 2020. CARR, YES; JOHNSON, YES; DOUCETTE, YES; COTA, YES; MILLER, YES. MOTION CARRIED.

**\*PUBLIC COMMENT** - (7:28) Public Comments were received from Matt Lang and Jerry Doucette.

**\*ADJOURNMENT**

Being no further business, MOTION by Trustee Carr, second by Trustee Miller, to adjourn the meeting. MOTION CARRIED. MEETING ADJOURNED at 7:35 pm.

Submitted by: Mary Walther Johnson, Au Train Township Clerk