

Au Train Township Regular Board Meeting  
March 8, 2021  
6:00 o'clock p.m.

Pursuant to adjournment, the Au Train Township Board convened in person and via Zoom, a digital media platform 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; Jake Miller, Trustee; and Tom Balmes, Trustee.

\*VISITORS PRESENT – 7 persons attended in person, in addition to those logged on via Zoom.

\*APPROVAL OF AGENDA

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

\*MINUTES

MOTION by Clerk Johnson, second by Supervisor Doucette, to approve the minutes of the February 8, 2021 Regular Board Meeting, as presented. MOTION CARRIED.

MOTION by Supervisor Doucette, second by Treasurer Cota, to approve the minutes of the February 15, 2021 Budget Workshop Meeting, as presented. MOTION CARRIED.

MOTION by Clerk Johnson, second by Treasurer Cota, to approve the minutes of the February 22, 2021 Budget Workshop Meeting, as presented. MOTION CARRIED.

\*BILLS AND CLAIMS

MOTION by Treasurer Cota, second by Supervisor 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; MILLER, YES; JOHNSON, YES. MOTION CARRIED. (General Fund Checks Numbered #16495 through #16510 - Fire Fund Checks Numbered #8546 through #8555 - Garbage Fund Check Numbered #2080).

\*BOARD MEMBER REPORTS -

•TREASURER'S REPORT - For the Month of February 28, 2021

GENERAL FUND CHECKING

Beginning Balance	\$	142254.30
Deposits		35056.80
Interest		16.84
Disbursements		12645.46
Total Checks Not Cleared		0
Ending Balance	\$	164682.48

FIRE FUND CHECKING

Beginning Balance	\$	458381.79
Deposits		41851.59
Interest		54.49
Disbursements		2283.34
Total Checks Not Cleared		
Ending Balance	\$	498004.53

Certificate of Deposit	\$	51299.02
GARBAGE FUND CHECKING		
Beginning Balance	\$	176315.35
Deposits		27900.70
Interest		20.95
Disbursements		12340.98
Ending Balance	\$	191896.02
ROAD FUND CHECKING		
Beginning Balance	\$	264839.59
Deposits		27900.00
Interest		31.74
Disbursements		
Ending Balance	\$	292722.03

\*A Complete copy of the February 28, 2021 Report is on file with Clerk Johnson.

Treasurer Cota noted that she wrapped up the 2020 Winter Tax Collection and closed out with the Alger County Treasurer. Delinquent tax payments are to be made to the County Treasurer direct.

Also, Treasurer Cota confirmed that the gov.pay account can be set up and there would be no cost to the Township. The administration fee is passed on to the consumer for the convenience of the service.

Clerk Johnson will prepare a Resolution to accept credit cards as payment for tax bills for review by the Board at the April Meeting.

\*CLERK'S REPORT - Clerk Johnson provided the Board with updates over the past month which consisted of Budget docs for the workshops and preparation for the upcoming May 4<sup>th</sup> Election. The absentee ballot applications will be sent out for all those voters on the Permanent Absent Voter List. Clerk Johnson also noted that the Michigan Secretary of State office is rolling out their new website which will offer more online services for residents along with updates to the Qualified Voter File. It should continue to streamline the election administration process.

The Election Commission will meet at 5:30 pm on Monday April 12<sup>th</sup>, just prior to the Regular Board Meeting.

\*TRUSTEE'S REPORT - Trustee Balmes inquired about the No Trespassing signage at the cemetery north end. A resident inquired about it. The signs were placed, along with the gate, to keep 4 wheeler traffic from entering the area. Foot traffic is still allowed.

Trustee Miller noted that he had received inquiries regarding vacation rentals and the Zoning Ordinance Amendments. He also noted that he attended the February Planning Commission Meeting via Zoom.

\*SUPERVISOR'S REPORT - Supervisor Doucette updated the Board on recent activities, which include addressing several calls. She also noted that she attended Board of Review virtual training through the Michigan Townships Association, had a campground inquiry, a Blight Complaint, which was forwarded to Zoning Administrator McCarthy, attended the Planning Commission Meeting via Zoom, and responded to calls regarding garbage pickup.

\*SPECIAL PRESENTATION - None

\*PUBLIC COMMENT - Public Comment period opened. None via Zoom. Lou Kustin read a written statement to the Board regarding Zoning Amendment concerns on vacation rentals, the Board approved moratorium on vacation rental CUP's and shipping containers. Carol Eiseman requested permission to allow motor homes on her property as a overflow location if campgrounds were full. Jason Cain voiced his support for vacation rentals in the community.

\*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.

Au Train Township  
Budget Resolution  
Amendment No. 4  
March 8, 2021

Re: FY Budget 2020-2021

WHEREAS, it is the responsibility of the Au Train Township Board to establish a General Appropriations Act for the purpose of budgeting the Township finances in a manner which does not allow expenditure, to exceed revenues, including any available unappropriated surpluses, and,

WHEREAS, the Au Train Township Board recognizes that some activities may require amendments to this Act, and such amendment shall be made by resolution of the Au Train Township Board; and

WHEREAS, the Au Train Township Appropriations Act for FY 2020-2021 does not permit deviations which cause expenditures for any activity to exceed budgeted amounts without amendment to the Act by the Au Train Township Board; and

WHEREAS, the Au Train Township Board has duly reviewed the budgets for the General Appropriations Act, which includes all funds of Au Train Township, at public meetings of the Au Train Township Board,

THEREFORE BE IT RESOLVED, that the Au Train Township Board hereby amends the Appropriations Act for FY 2020-2021 in accordance with budgetary information presented to the Board and the limitations defined within this Resolution.

The foregoing Resolution offered by Board Member:     Clerk Johnson    

Second offered by Board Member:     Treasurer Cota    

Upon roll call vote the following voted:

"Aye":     Johnson, Cota, Miller, Doucette, Balmes    

"Nay":     None

The Supervisor declared the resolution adopted.

*Signed: Mary Walther Johnson, Au Train Township Clerk*

General Fund - Revenues	Current Budget	Amended Budget	Change
Commercial Forest Reserve 101-429.000	700.00	779.45	79.45
Local Comm. Stabilization 101-441.000	3200.00	3378.47	178.47
Metro Act 101-539.000	2600.00	2840.15	240.15
State Revenue Sharing 101-574.000 Sales Tax	104255.00	100735.00	(3520.00)
Grants/Gaming 101-588.000	5000.00	5500.00	500.00
Charges for Services 101-626.000	6800.00	11265.00	4464.00
Rents	750.00	525.00	( 225.00)
Total Revenue Amendment	123305.00	125023.00	1718.00
Total Revenues	357274.00	358992.00	1718.00
Ending Fund Equity	99894.00	101612.00	1718.00

Changes recommended after review of actual Revenues received through 3/8/2021

*Zoning Administrator/Planning Commission/ZBA* - Zoning Administrator Jason McCarthy provided his report to the Board prior to the meeting.

The next Planning Commission Meeting will be held on March 18, 2021 at 6:00 pm. They plan to continue their work on the Zoning Ordinance Amendment Review. Clerk Johnson noted that John Carr was appointed Chair, with Matt Lang remaining Secretary. The CUP for the Old Gold Course Road Campground was approved at their February 18<sup>th</sup> Meeting, with conditions.

Trustee Balmes suggested that the Township consider a survey again sent to residents for updated opinions regarding vacation rentals in the community. The Township is facing growth challenges that will be addressed as the Master Plan is updated. Clerk Johnson noted that the current Master Plan effective date October 10, 2011.

*Assessor/Board of Review* - The March Board of Review Meetings will have a "virtual" component. The Organizational Meeting was held on March 2<sup>nd</sup>. Donna Shields was appointed Chair. The Board will meet on March 9<sup>th</sup> from 3:00-9:00 pm and March 11<sup>th</sup> from 9:00-3:00 pm. via Zoom

*Maintenance Department Report/Comm Bldg./Promotions* - Ryan Walther provided a department report in person regarding activities over the past month and upcoming plans as spring is near.

*Fire Department/First Responders* – Fire Chief King presented his report to the Board in person. There was one call for the past month. He noted that he participated in the Budget Workshop via Zoom and continues to be updated from Pomasal as our new truck is being built to specifications.

**\*BUDGET PUBLIC HEARING**

Supervisor Doucette opened the Public Hearing at 7:15 pm for the presentation and comment period of the Proposed 2021-2022 Fiscal Year Budget.

Proposed Budgets for the Fiscal Year 2021-2022 for the General Fund Account, Fire Fund Account, Garbage Fund Account and Road Fund Account were presented and reviewed for accuracy.

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 voted millage of 3.0000 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, 2021 will be amended to reflect actual reconciled balances.

No Public Comments were received.

Supervisor Doucette noted the Public Hearing Closed at 7:26 pm.

*General Appropriations Act* -

RESOLUTION No. 2021-002

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, 2021 and March 3, 2021 and a public hearing on the Proposed Budget was held on March 8, 2021.

#### Section 5: Estimated Revenues

Estimated township General Fund revenues for Fiscal Year 2021-2022, including an allocated millage of 0.7069 mills; and various miscellaneous revenues shall total \$365,956.00 for the General Fund, which includes a 2/26/2021 approximate Fund Balance of \$167,168.00.

Estimated township Fire Fund revenues for Fiscal Year 2021-2022, including a voted millage of 3.0000 (Exp 12/31/24) and various miscellaneous revenues shall total \$845,904.00, for the Fire Fund, which includes a 2/26/2021 approximate Fund Balance of \$611,854.00.

Estimated township Garbage Fund revenues for Fiscal Year 2021-2022, including a voted millage of 3.0000 mills (Exp 12/31/21) and various miscellaneous revenues shall total \$430,413.00, for the Garbage Fund, which includes a 2/26/2021 approximate Fund Balance of \$207,113.00.

Estimated township Road Fund revenues for Fiscal Year 2021-2022, including a voted millage of 2.0000 mills (Exp 12/31/21) and various miscellaneous revenues shall total \$484,567.00, for the Road Fund, which includes a 2/26/2021 approximate Fund Balance of \$319,698.00.

#### 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 8.7069 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 2021-2022 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 2021-2022 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 Johnson, seconded by Cota, to adopt the foregoing Resolution.

Upon roll call vote, the following voted aye: Johnson, Cota, Balmes, Doucette, Miller

The following voted nay: None

The Supervisor declared the Motion carried and the Resolution duly adopted on the 8th day of March, 2021.

*Signed: Mary Walther Johnson, Township Clerk*

\*BUDGET APPROVAL

Clerk Johnson 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 2021-2022 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; DOUCETTE, YES; MILLER, YES; BALMES, YES. MOTION CARRIED.

MOTION by Clerk Johnson, second by Supervisor Doucette, to accept the Fire Fund Fiscal Year 2021-2022 Budget as proposed, supported by 3.0000 voted mills for the Fire Fund, and authorize said collection of all allowable millage to support the fund. JOHNSON, YES; DOUCETTE, YES; COTA, YES; MILLER, YES; BALMES, YES. MOTION CARRIED.

MOTION by Supervisor Doucette, second by Trustee Miller, to accept the Garbage Fund Fiscal Year 2021-2022 Budget as proposed, supported by 3.0000 voted mills for the Garbage Fund, and authorize said collection of all allowable millage to support the fund. DOUCETTE, YES; MILLER, YES; BALMES, YES; JOHNSON, YES; COTA, YES. MOTION CARRIED.

MOTION by Supervisor Doucette, second by Treasurer Cota, to accept the Road Fund Fiscal Year 2021-2022 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. DOUCETTE, YES; COTA, YES; BALMES, YES; JOHNSON, YES; MILLER, YES. MOTION CARRIED.

\*UNFINISHED BUSINESS

None

\*NEW BUSINESS

Discussion regarding the upcoming meeting with a GAD Representative. Supervisor Doucette will contact Steve and offer April 19<sup>th</sup> or May 3<sup>rd</sup> at 6:00 pm.

Supervisor Doucette noted that the CUPPAD Alger County Task Force will be meeting on Wednesday, April 7<sup>th</sup> at 10:00 am via Zoom to discuss Covid Relief Funding. She also noted that the Board received a thank you from the Census Bureau thanking us for being a value member of their team.

\*PUBLIC COMMENT - None

\*ADJOURNMENT

Being no further business, MOTION by Clerk Johnson, second by Treasurer Cota to adjourn the meeting. MOTION CARRIED. MEETING ADJOURNED at 7:37 pm.

Submitted by: Mary Walther Johnson, Au Train Township Clerk