

AGENDA
CHOCOLAY TOWNSHIP BOARD

Township Fire Hall Room
September 11, 2023 – 6:00 P.M.

- I. MEETING CALLED TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL:** Richard Bohjanen (Supervisor), Max Engle (Clerk), Ben Zyburt (Treasurer), Dave Lynch, Kendra Symbal, Donald Rhein, Judy White (Trustees).
- IV. APPROVAL OF AGENDA – Additions/Deletions.**
- V. PUBLIC COMMENT**
- VI. CONSENT AGENDA**
 - A. Approve Minutes of Previous Meeting – Regular Meeting, August 21, 2023.
 - B. Approve Revenues and Expenditure Reports – August 2023.
 - C. Approve Bills Payable, Check Register Reports – August 1, 9, 17, and 29, 2023.
 - D. Approve Regular Payroll – August 3, 17, and 31, 2023.
- VII. SUPERVISOR REPORT**
- VIII. CLERK’S REPORT**
- IX. PUBLIC HEARING**
- X. PRESENTATIONS**
- XI. UNFINISHED BUSINESS**
- XII. NEW BUSINESS**
 - A. Consider Board Meeting Start Time.
 - B. Consider Township Hall Room Rental Group Clarification.
 - C. Consider Resolution for Use of Township Hall for Regional Early Voting Precinct.
 - D. Manager Update for the Sewer and Budget.
- XIII. BOARD MEMBER’S COMMENTS**
- XIV. PUBLIC COMMENT**
- XV. CORRESPONDENCE, MEETING MINUTES AND INFORMATION.**
 - A. Minutes – Chocolay Township Planning Commission; Regular Meeting of August 21, 2023, Draft.
 - B. Minutes - Marquette County Solid Waste Management Authority; Regular Meeting of August 16, 2023, Draft.
 - C. Minutes – Marquette Area Wastewater Advisory Board; Regular Meeting of July 20, 2023.
 - D. Information – Chocolay Township Newsletter – August 2023.
 - E. Information - Letter from Fire Chief about Fire Department Operations
- XVI. ADJOURNMENT**

August 21, 2023

The joint meeting of the Chocolay Township Board and the Chocolay Township Planning Commission was held on Monday, August 21, 2023, in the Chocolay Township Fire Hall. Supervisor Bohjanen called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE.

TOWNSHIP BOARD.

PRESENT: Richard Bohjanen, Max Engle, Ben Zyburt, David Lynch, Don Rhein

ABSENT: Judy White (excused), Kendra Symbal

STAFF PRESENT: William De Groot, Suzanne Sundell, Dale Throenle

APPROVAL OF AGENDA.

Rhein moved, Zyburt supported to approve the agenda as presented.

MOTION CARRIED

PUBLIC COMMENT

The Johnsons, Lakewood Lane – have attended several meetings where accessory housing was on the agenda. Interested in finding out changes that are being considered. They have three issues: (1) detached versus attached unit; (2) size of unit – 1,000 square feet to accommodate a barrier free home; and (3) what happens to unit after initial use.

Deborah Mulcahey, 633 Lakewood Lane – spoke on keeping things legal and accurately reflecting data in minutes. Feels entire community has not spoken in regard to the zoning changes that are being proposed – she supports the concept of allowing smaller homes. Mulcahey wondered about the problems with non-conforming properties as there has only been one ZBA meeting in the past 12 months. She is opposed to changes in Agricultural / Forestry and feels the Township is fixing a problem that doesn't exist. Does not support changing waterfront from 125' to 100'. Use Flashvote to find out what residents want.

Frank Jeffries, 545 Mangum Road – questioned what is actually being done with the rezoning – would like to understand this better. (Supervisor Bohjanen indicated this will be discussed later in the agenda.)

CONSENT AGENDA

- A. Approve Minutes of Previous Meeting – Regular Meeting, July 10, 2023.
- B. Approve Revenue and Expenditure Reports – July 2023.
- C. Approve the Quarterly Financial Reports – Second Quarter (April – June) 2023.
- D. Approve Bills Payable, Check Register Reports – July 11, 2023 (Check # 26236 - 26259, in the amount of \$35,985.47), July 20, 2023 (Check #26260 – 26283, in the amount of 65,197.52), and July 28, 2023 (Check # 26284 – 26295, in the amount of \$18,102.10).

- E. Approve Bills Payable – Regular Payroll of July 6, 2023 (Check #'s DD3429 – DD3466 and Check #'s 11381 – 11386, Federal, State, and MERS in the amount of \$49,716.54), and Regular Payroll of July 20, 2023 (Check #'s DD3467 – DD3494 and Check #'s 11387 – 11392, Federal State, and MERS in the amount of \$49,083.79).

Zybert moved, Rhein supported to approve the consent agenda as presented.

MOTION CARRIED

SUPERVISOR'S REPORT

Supervisor Bohjanen introduced the two newest members of the Chocloy Township Police Department – Mason Mitchell and Tyler Harvala. They have just completed the Police Academy and graduated on August 18.

Bohjanen feels there is a significant amount of concern in not getting the public's input regarding zoning changes. Zoning is a living document and changes with time. Later in the meeting, there will be a discussion between the Township Board and the Planning Commission about this subject. Only a small representation of the public is in attendance at the meetings, but there is a plan to have community meetings, use Flashvote to get public input, followed by public hearings, 2 readings and then adoption. This is a long process and hopefully will involve a lot of input from the public.

CLERK'S REPORT

Clerk Engle indicated that more laws have passed, but there is still not a lot of clarity on the 2024 election process. Engle suggested that on the Presidential Primary it may be best to wait until closer to the election to vote, as there tends to be many candidates that drop out before the actual election. Once the ballot has been cast through the tabulator there is no opportunity to spoil the ballot and change your vote.

TREASURER'S REPORT - NONE

PUBLIC HEARING – NONE

PRESENTATIONS - NONE

JOINT MEETING WITH THE PLANNING COMMISSION

The Chocloy Township Planning Commission was asked to join the joint meeting – called to order by Chair Soucy at 6:18 pm

PLANNING COMMISSION

PRESENT: Ryan Soucy (Chair), Donna Mullen-Campbell, Kendell Milton, Stephanie Gencheff, Don Rhein

ABSENT: George Meister, Rebecca Sloan

APPROVAL OF AGENDA.

Milton moved, Mullen-Campbell supported to approve the agenda as presented.

MOTION CARRIED

PUBLIC COMMENT

Deborah Mulcahey, 633 Lakewood Lane – spoke on keeping things legal and accurately reflecting data in minutes. Feels entire community has not spoken in regard to the zoning changes that are being proposed – she supports the concept of allowing smaller homes. Mulcahey wondered about the problems with non-conforming properties as there has only been ZBA meeting in the past 12 months. She is opposed to changes in Agricultural / Forestry and feels the Township is fixing a problem that doesn't exist. Does not support changing waterfront from 125' to 100'. Use Flashvote to find out what residents want.

- A/F FRAMEWORK PRESENTATION BY PLANNING COMMISSION

Chair Soucy explained that the Planning Commission's task was to develop a proposed plan for the AF zoning district to strike a balance between eliminating non-conformity, allow for the reasonable splitting of lots, and preserve the integrity and character of the Township's rural areas in a way that mitigates the possibility of sprawl. This has now been narrowed down to a framework that reflects the 1977 Zoning Ordinance by breaking the AF district into three districts. These districts are differentiated by intent, size, and use. These may look like:

AF 1 – under 3 acres (rural residential area)

AF 2 – between 3 – 15 acres (hobby farms to allow for more agricultural uses)

AF 3 – over 15 acres (more of the larger scale farming operations)

More public input would need to be gathered to see if this may be an option. Neighborhood scale with town hall meetings throughout the Township. Possibly some small scale maps.

Milton feels that the Planning Commission came up with a format that is easy to read in explaining the types of changes that are being proposed. This is more of a list type proposal.

Gencheff explained that the Planning Commission will not be creating any smaller lots, just trying to bring more areas into conformity.

Supervisor Bohjanen commented that the rezoning that took place in 2008 took the rural residential properties and made them AF, which at the same time made them non-conforming to AF. This seems to affect three areas where property rights were taken away from them. The whole object of this new process is not to take people's rights away from them, but to add uses and rights back. The Township has talked with the attorney on this. The public did not have that much input into the 2008 Zoning Ordinance. The Zoning Board of Appeals has been stable at this point because the property ownership has been stable. It is now coming to a generational change where it may not be as stable anymore.

Rhein indicated that this has been a long drawn-out process, and he feels they are doing their due diligence to reach out to the residents.

Engle stated that he lives in a non-conforming parcel. He has not had a problem but has known people that are trying to sell in his area that are having problems. Bohjanen indicated that there are many different size lots on Karen Road.

Bohjanen stated that the agricultural aspect has diminished – people that are farming already have the land. Others don't want to farm.

Bohjanen also stated that there has been talk about possibly having Agricultural (AG 1, AG 2, and AG 3) as its own zoning district, and keeping Forestry separate, because of the difference between open fields and forest.

Township Manager De Groot indicated that the Township has never declared state lands with an underlying land use. 31% of the land in the Township (which is owned by the State) is not zoned.

- TOWN HALL MEETINGS – TIMING, DUTY, AND ATTENDANCE

Bohjanen indicated that the Planning Commission will be moving forward with a document, possibly by spring / summer of 2024. Mullen-Campbell wondered if this is something that the Planning Commission should try to accomplish by the February 2024 joint meeting. Bohjanen indicated that would be an acceptable time frame.

Bohjanen feels that having three town hall meetings would be the most effective. Soucy indicated that he feels they should be based on location and meet people where they are to give people a chance to attend. Bohjanen indicated that everyone within the districts should be given notice for the town hall meetings.

Soucy feels that releasing a map on what this proposed zoning may look like, it will draw immediate scrutiny on what the Planning Commission is trying to accomplish. Doing it in smaller sections may help mitigate some of the comments.

Bohjanen asked how Flashvote can be used to gain insight. Rhein suggested starting simple to find out what people actually know about the zoning. Soucy indicated that would help the Planning Commission know what needs to be addressed at the town hall meetings.

De Groot stated that having a map for land use categories that don't exist could be very confusing. It may be better to do maps based on roads, not parcels. The Township has the power to rezone with public input – the danger is on what is enough public input. Need to be able to take a concept to the public, and then get feedback from the public. One thing that needs to be settled is the question (which was not addressed in 2008) if base zoning exists at the AF level for State-owned property. With the State looking at selling their

property, how we look at base zoning is important. Bohjanen feels that in that case Forestry should be what looks like forestry, and Agricultural should be agriculture.

Soucy questioned what kind of buy-in is needed for State land. De Groot indicated that what can be done is a statement at the beginning of the Zoning Ordinance stating that “upon sale of State land private base zoning exists”. Base zoning would need to be identified for this statement.

- STRUCTURE SIZE BELOW 800 SQUARE FEET

Soucy indicated that the Planning Commission is looking at the possibility of tiny homes and ADUs. They have looked at a variety of sources (such as AARP) along with the fact that we are in a regional housing crisis. Supply and demand in the housing market are driving up prices, which makes it very challenging for younger people with smaller budgets to find housing. The addition of tiny homes could be a possibility in helping to solve this problem.

Bohjanen asked if this would require just amending dimension requirements or does this require another zoning district. Soucy felt that this could fall under “Special Use” or possibly a tiny home community. Bohjanen indicated that a tiny home community would require a developer. Gencheff feels that the size requirement should be lowered and tiny homes permitted. Rhein feels that we shouldn’t go too small – there needs to be a limit (such as 720 sq. ft.). This is also something that should go to the Town Hall Meetings.

Mullen-Campbell wondered if “homesteads” need to be considered, and how they would be sold.

Soucy indicated that the Planning Commission will come up with Flashvote questions at their regular meeting following the joint meeting.

MANAGER UPDATE FOR SEWER AND BUDGET

Sewer – Manager De Groot stated that the final reconciliation and punch list are done. Everything has been submitted to the state to close out the project.

Budget – staff has been working diligently, and the draft will be presented at the next meeting in September. December is the last month to approve the budget. We are not expecting any big projects going into 2024, unless they are funded by grant funds.

BOARD MEMBER COMMENTS

Don Rhein – None

Kendra Symbal – Absent

Judy White – Absent

Dave Lynch – None

Ben Zybert – None

Max Engle - None

Richard Bohjanen – None

PUBLIC COMMENT

Deborah Mulcahey, 633 Lakewood Lane – spoke on people not going before the Zoning Board of Appeals. She feels that there are lots of changes, so does not agree with references to no changeovers. Questioned how bank or insurance company would know if a property is non-conforming. Spoke on the implications of changing the zoning district – taking. Applauds the idea of community and town hall meetings. Feels we need to find ways to get the information out to the public. As we move forward in doing presentation to the community, she feels it is sometimes difficult to follow what zoning is about – need to “dummy it down”.

The Johnsons, Lakewood Lane – just wondered if any decisions have been made, and how does this apply the accessory housing.

Frank Jeffries, 545 Mangum Road – spoke on the cost of building – young people are not able to afford. This is a heavy load for the next generation.

Zybert moved, Rhein supported that the meeting be adjourned.

MOTION CARRIED

The meeting was adjourned at 7:22 pm.

PLANNING COMMISSION PUBLIC COMMENT

Deborah Mulcahey, 633 Lakewood Lane – spoke on people not going before the Zoning Board of Appeals. She feels that there are lots of changes, so does not agree with references to no changeovers. Questioned how bank or insurance company would know if a property is non-conforming. Spoke on the implications of changing the zoning district – taking. Applauds the idea of community and town hall meetings. Feels we need to find ways to get the information out to the public. As we move forward in doing presentation to the community, she feels it is sometimes difficult to follow what zoning is about – need to “dummy it down”.

Johnson, Lakewood Lane – feels the Planning Commission needs to keep in mind that with an aging population the need for barrier free square footage.

Rhein moved, Mullen Campbell supported that the meeting be adjourned.

MOTION CARRIED

INFORMATIONAL REPORTS AND COMMUNICATIONS.

- A. Minutes – Chocolay Township Planning Commission; Regular Meeting of June 19, 2023, Revised Draft.
- B. Minutes – Chocolay Township Planning Commission; Regular Meeting of July 17, 2023, Draft.

- C. Minutes – Marquette County Solid Waste Management Authority, Special Meeting of July 3, 2023.
- D. Minutes – Marquette County Solid Waste Management Authority, Work Session Meeting of July 19, 2023, Draft.
- E. Minutes - Marquette County Solid Waste Management Authority, Regular Meeting of July 19, 2023, Draft.
- F. Minutes – Marquette Area Wastewater Advisory Board, Regular Meeting of June 15, 2023.
- G. Information – Chocolay Township Newsletter – June 2023
- H. Information – Chocolay Township Newsletter – July 2023.
- I. Correspondence – D. Mulcahey, 633 Lakewood Lane.
- J. Correspondence – B. Sanders, Sanders & Czapski Associates, LLC.
- K. Correspondence – M. James, 1805 M28 East.

Max Engle, Clerk

Richard Bohjanen, Supervisor

ACCOUNT DESCRIPTION	2023		YTD BALANCE 08/31/2023	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	2023 AMENDED BUDGET			
Fund 101 - GENERAL FUND					
000.000	2,779,572.00	2,799,395.00	671,196.59	2,128,198.41	23.98
TOTAL REVENUES	<u>2,779,572.00</u>	<u>2,799,395.00</u>	<u>671,196.59</u>	<u>2,128,198.41</u>	<u>23.98</u>
103.000 - TOWNSHIP BOARD	192,694.00	196,194.00	125,796.25	70,397.75	64.12
175.000 - TOWNSHIP SUPERVISOR	20,399.00	20,399.00	8,778.83	11,620.17	43.04
190.000 - ELECTION DEPARTMENT	30,192.00	37,650.00	11,276.50	26,373.50	29.95
202.000 - ASSESSOR	73,936.00	73,936.00	46,709.43	27,226.57	63.18
215.000 - CLERK	142,503.00	142,503.00	87,938.54	54,564.46	61.71
247.000 - BOARD OF REVIEW	2,753.00	2,753.00	1,211.99	1,541.01	44.02
253.000 - TREASURER	75,625.00	75,625.00	53,126.49	22,498.51	70.25
258.000 - TECHNOLOGY	47,321.00	47,321.00	30,485.89	16,835.11	64.42
265.000 - TOWNSHIP HALL & GROUNDS	200,455.00	200,455.00	73,220.61	127,234.39	36.53
285.000 - OTHER GENERAL GOVERNMENT	466,562.00	466,562.00	335,598.59	130,963.41	71.93
305.000 - POLICE DEPARTMENT	531,101.00	538,143.00	267,440.55	270,702.45	49.70
340.000 - FIRE DEPARTMENT	207,447.00	208,847.00	48,608.25	160,238.75	23.27
440.000 - STREETS	22,750.00	22,750.00	14,511.57	8,238.43	63.79
526.000 - SANITARY LANDFILL	35,300.00	35,300.00	18,462.12	16,837.88	52.30
756.000 - RECREATION AND PROPERTIES	570,751.00	571,050.00	107,715.10	463,334.90	18.86
800.000 - ZONING	124,965.00	125,089.00	79,279.66	45,809.34	63.38
805.000 - ZONING/PLANNING COMMISSION	12,754.00	12,754.00	4,901.56	7,852.44	38.43
815.000 - ZONING/APPEALS BOARD	4,569.00	4,569.00	605.84	3,963.16	13.26
TOTAL EXPENDITURES	<u>2,762,077.00</u>	<u>2,781,900.00</u>	<u>1,315,667.77</u>	<u>1,466,232.23</u>	<u>47.29</u>
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	2,779,572.00	2,799,395.00	671,196.59	2,128,198.41	23.98
TOTAL EXPENDITURES	<u>2,762,077.00</u>	<u>2,781,900.00</u>	<u>1,315,667.77</u>	<u>1,466,232.23</u>	<u>47.29</u>
NET OF REVENUES & EXPENDITURES	17,495.00	17,495.00	(644,471.18)	661,966.18	3,683.74

08/09/2023

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 08/09/2023 - 08/09/2023

Check Date	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING			
08/09/2023	26297	ACE HARDWARE	65.00
08/09/2023	26298	ALGER-DELTA CO-OPERATIVE	1,982.83
08/09/2023	26299	AMAZON CAPITAL SERVICES	51.96
08/09/2023	26300	ANDERSON, TACKMAN & CO.	960.00
08/09/2023	26301	BARAGA TELEPHONE COMPANY	2.07
08/09/2023	26302	BENSINGER, COTANT, & MENKES,PC	921.85
08/09/2023	26303	CDW-G GOVERNMENT	1,664.02
08/09/2023	26304	CORE & MAIN	737.85
08/09/2023	26305	LAKESTATE INDUSTRIES	78.00
08/09/2023	26306	LOYALTEES CUSTOM APPAREL	10.50
08/09/2023	26307	MARES-Z-DOATS FEED	521.88
08/09/2023	26308	MENARDS	269.49
08/09/2023	26309	MESC-STATE OF MICHIGAN	347.28
08/09/2023	26310	NORTH COUNTRY SEPTIC	1,332.84
08/09/2023	26311	NORTHGATE EQUIPMENT & SALES	107.99
08/09/2023	26312	O'REILLY AUTOMOTIVE INC.	15.18
08/09/2023	26313	ODP BUSINESS SOLUTIONS LLC	54.36
08/09/2023	26314	PENINSULA FIBER NETWORK LLC	507.35
08/09/2023	26315	POMP'S TIRE SERVICE, INC.	434.20
08/09/2023	26316	RENT-A-FLASH	158.40
08/09/2023	26317	TOTAL TOOL	631.44
08/09/2023	26318	TRAVIS LARSON	20.96
08/09/2023	26319	UPAWS	156.00
08/09/2023	26320	VERIZON	423.12
08/09/2023	26321	WEX BANK	2,194.52
			2,194.52
GEN TOTALS:			
Total of 25 Checks:			13,649.09
Less 0 Void Checks:			0.00
Total of 25 Disbursements:			13,649.09
GENERAL FUND	\$	11,106.89	
SEWER FUND	\$	2,542.20	
	\$	13,649.09	

08/17/2023

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 08/17/2023 - 08/17/2023

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
08/17/2023	GEN	26322	ACE HARDWARE	54.35
08/17/2023	GEN	26323	AMAZON CAPITAL SERVICES	233.88
08/17/2023	GEN	26324	B & M TECHNICAL SERVICES, INC.	212.50
08/17/2023	GEN	26325	CHOCOLAY TWP. VOL. FIRE. DEPT.	327.60
08/17/2023	GEN	26326	CITY OF MARQUETTE	3,253.10
08/17/2023	GEN	26327	DELTA DENTAL	1,015.85
08/17/2023	GEN	26328	DMI MARQUETTE	1,038.46
08/17/2023	GEN	26329	ELAN FINANCIAL SERVICES	758.60
08/17/2023	GEN	26330	HOLIDAY CLEANERS	29.86
08/17/2023	GEN	26331	MARQUETTE COUNTY TREASURER	8.65
08/17/2023	GEN	26332	MEDICAL AIR SERVICES ASSOCIATION	180.00
08/17/2023	GEN	26333	MENARDS	567.60
08/17/2023	GEN	26334	MINING JOURNAL	171.85
08/17/2023	GEN	26335	PRINTING SYSTEMS	168.19
08/17/2023	GEN	26336	PRO-TECH SALES	3,104.00
08/17/2023	GEN	26337	SBAM PLAN	15,201.36
08/17/2023	GEN	26338	TRAVIS LARSON	29.04
08/17/2023	GEN	26339	VERIZON	283.93
08/17/2023	GEN	26340	WASTE MANAGEMENT OF WI-MN	281.48
08/17/2023	GEN	26341	WOLVERINE DOOR SERVICE	75.00

GEN TOTALS:

Total of 20 Checks:	26,995.30
Less 0 Void Checks:	0.00
Total of 20 Disbursements:	<u>26,995.30</u>

GENERAL FUND	\$	21,151.30
CAPITAL FUND	\$	1,254.00
SEWER FUND	\$	4,590.00
	\$	26,995.30

08/29/2023

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 08/28/2023 - 08/29/2023

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
08/29/2023	GEN	26342	A. LINDBERG & SONS, INC.	248.80
08/29/2023	GEN	26343	ACE HARDWARE	13.07
08/29/2023	GEN	26344	AMAZON CAPITAL SERVICES	73.06
08/29/2023	GEN	26345	LASCO DEVELOPMENT CORPORATION	1,004.50
08/29/2023	GEN	26346	MARQUETTE BD OF LIGHT & POWER	3,467.64
08/29/2023	GEN	26347	MARQUETTE COUNTY ROAD COMM.	1,066.34
08/29/2023	GEN	26348	MENARDS	313.08
08/29/2023	GEN	26349	MICHIGAN STATE POLICE	33.00
08/29/2023	GEN	26350	MOUSER ELECTRONICS INC.	148.75
08/29/2023	GEN	26351	MUNICIPAL EMERGENCY SERVICES, INC.	1,088.53
08/29/2023	GEN	26352	POMP'S TIRE SERVICE, INC.	54.50
08/29/2023	GEN	26353	RED POWER DIESEL	850.98
08/29/2023	GEN	26354	RINGCENTRAL INC	713.91
08/29/2023	GEN	26355	STANDARD INSURANCE COMPANY	920.98
08/29/2023	GEN	26356	THE UNIFORM SHOPPE	291.85
08/29/2023	GEN	26357	TOTAL TOOL	143.64
08/29/2023	GEN	26358	VSP-VISION SERVICE PLAN	639.35
08/29/2023	GEN	26359	WASTE MANAGEMENT OF WI-MN	150.00
08/29/2023	GEN	26360	WOLVERINE POWER SYSTEMS	2,640.00

GEN TOTALS:

Total of 19 Checks:	13,861.98
Less 0 Void Checks:	0.00
Total of 19 Disbursements:	<u>13,861.98</u>

GENERAL FUND	\$	8,812.41
CAPITAL FUND	\$	1,088.53
SEWER FUND	\$	3,961.04
	\$	13,861.98



Simple Motion: Room Rental Policy

Meeting: Discussion September Meeting

Date: Sept 11, 2023

Simple Motion

I, _____ move that the Board allow the rental of Township Meeting Rooms for the purpose of Concealed Carry, Hunters Education, or other similar education classes with the following conditions:

1. Loaded weapons of any kind are prohibited on Township Premises.
2. The display of functional weapons is for educational purposes only.
3. Live ammunition is not allowed on Township Premises.
4. The group renting the Township rooms carry the appropriate general liability insurance naming the Township additionally insured.

Supported by:

Voice Vote:

OR:

Simple Motion

I, _____ move that the Board **NOT** allow the rental of Township Meeting Rooms for the purpose of Concealed Carry, Hunters Education, or other similar education classes.

Supported by:

Voice Vote:



Issue Brief: Township Hall Meeting Room Rental

Meeting: Discussion September 11th Board Meeting

Date: 9/11/2023

Issue Summary:

Request from a community group to rent the meeting room for Concealed Carry Classes.

Background:

The Township Board developed a policy to rent out the Township Meeting Room to community groups. The general policy is:

POLICY

The Chocolay Township Hall is owned by the Charter Township of Chocolay and maintained for governmental use. However, on a limited basis, the hall is available for public use for the purpose of recreation, cultural, educational, and social activities.

The entire application and policy is attached for your review. The Township has been approached by a local group about renting the room for a Concealed Carry Class. The question arose could this be conducted on the premises given recent court cases for uses in governmental buildings.

During the research, it was found that the Board has never determined if this type of education would qualify for the rental of the room. This line of education could extend to hunter safety, concealed weapons, or other general weapons training. Does this fall into the category of educational and will the Board permit this line of rentals to community groups.

There was a time in the past when staff rented the room to these groups without Board review. This was before recent court cases broadened the definition of “sensitive spaces” when applied to governmental buildings and weapons.

Analysis:

After consultation with our legal counsel, a recent Michigan Court of Appeals case *Wade v. University of Michigan* left the determination of “sensitive areas” to the governmental policy makers based on a United States Supreme Court decision in the *New York Rifle & Pistol Association, Inc. v. Bruen, Superintendent of New York State Police*.

In each case the definitions of “carry”, “sensitive areas”, and the U.S. Constitution’s 2nd Amendment rights were examined. The most compelling outcome affecting the Township are found in the Michigan Appellate case, finding that local policy makers can determine their definition to sensitive areas and apply rules for weapons within those areas.

The Township currently does not have any policy restricting or allowing such groups from renting the Township facility. After consultation with our general liability insurer, it was determined that our current coverage does not cover this specific issue so the recommendation was that the renter purchase the proper insurance naming the Township co-insured.

The education of weapons is an important topic as is personal rights and freedoms. The analysis conducted is intended only to state that the decision to rent or not rent Township buildings to this line of educational options is solely the right of the Board.

Recommendation:

This relevant court cases supports this is a local policy makers decision. The existing rental policy does allow the contractor to supply additional information to justify the purpose of the rental. The Board should discuss thoroughly tow questions: 1) Is the Township Meeting Room open to this line of educational classes; and 2) If yes, then what additional requirements will be placed on this line of educational options if any?

Author: William De Groot

Date: 9/6/2023



Charter Township of Chocolay

5010 US 41 South
Marquette, MI 49855
Phone: 906-249-1448 Fax: 906-249-1313
www.chocolay.org

CHOCOLAY TOWNSHIP HALL MEETING ROOM

APPLICATION AND AGREEMENT

Date of Event _____

Group Name _____

Representative _____

Address _____

Phone (Home) _____ (Work) _____

User Fee \$25.00 Per Day _____ Deposit \$50.00 _____ Date ____/____/____

User Fee Receipt # _____ Key Deposit Receipt # In _____ # Out _____ Collector _____

Key Issued ____/____/____ # of Keys _____

Annual User Fee \$150 Per Year _____ **Extra Day** \$12.50 (when paying Annual Fee only) _____

Annual User Fee Date Paid ____/____/____ **Receipt #** _____ **Key Deposit # In** _____ **#Out** _____

Start Date ____/____/____ **End Date** ____/____/____

Winter Weekend Plowing Charges \$30.00 extra if DPW Dept deems it necessary \$_____

Date(s) of meeting(s) _____ Time _____ # of People _____

Furniture requirements _____

1. Nothing is to be fastened to the walls, windows, doors or woodwork.
2. Refuse in the meeting room and restrooms must be placed in garbage bags.
3. Whenever people are present in the hall, the doors must be unlocked and entrances and exits must not be blocked. **The maximum capacity of the meeting room is 59 people per National Fire Protection Association (NFPA) Code 101.**
4. All lights must be shut off and doors locked upon leaving the hall.

5. A fan switch is located on the left side of the large display cases. This will help circulate air in the hall. Do not open any windows or prop open doors.
6. Groups cannot store any items at the Township Hall.
7. Furnishings will be situated, at completion of use, in the same manner in which they were found. **when moving other tables, they must be lifted.**
8. The hall cannot be used to conduct work projects that involve the use of materials, tools, or machinery.
9. Meeting Room hours are 8:00 AM to 10:00 PM only.

I understand that if the conditions of this agreement are violated the deposit will be retained and my group may lose the privilege of using the hall. Chocolay Township and its agents are not responsible for injuries or losses suffered as a result of the program/event described above.

I, the undersigned, on behalf of myself, associates, my heirs, legatees, and assigns, hereby agree to indemnify, save, and hold harmless the Charter Township of Chocolay or any of its agents, representatives, employees, or assigns, for any injury and/or disability arising out of or resulting from the use of Chocolay Township facilities.

I have read and understand the Reservation Policy and the foregoing.

Signature _____

Date _____

Signature of authorized Township representative _____

Condition following use _____

Deposit and key returned _____ not returned _____ on ____/____/____

CHOCOLAY TOWNSHIP MEETING HALL

RESERVATION POLICY

We are pleased you are considering the Chocolay Township Hall for your next meeting. This leaflet will help you reserve the space you need and describes some important policies and regulations. For further information, please contact the Administrative Assistant in the Clerk's Department at 249-1448.

POLICY

The Chocolay Township Hall is owned by the Charter Township of Chocolay and maintained for governmental use. However, on a limited basis, the hall is available for public use for the purpose of recreation, cultural, educational, and social activities.

AUTHORITY

The Administrative Assistant schedules the use of the Township Hall. Any groups or individuals wishing to appeal decisions regarding the use of the hall may petition the Chocolay Township Board.

REGULATIONS

The Township Hall is scheduled based on availability. An application must be submitted and can be obtained at the Township Hall office.

The Charter Township of Chocolay reserves the right to cancel or prohibit use of the Township Hall, if such use would fall into conflict with regular or emergency use of any body of Township government.

Before making an application, be advised that the following regulations must be followed:

- No alcoholic beverages are allowed in or on the Township Hall premises.
- The maximum capacity of the meeting room is 59 people per National Fire Protection Association (NFPA) Code 101.
- Smoking is not allowed inside the Township Hall or within 20' of any entrance.
- Some fund-raising events require State of Michigan authorization and gambling is expressly forbidden.
- Profanity, excessive noise, disorderly conduct, and indecent behavior will not be tolerated.
- No illegal conduct of any kind is permitted.
- Parking is allowed in legally marked areas only. It is expressly forbidden to park in the Chocolay Township Fire Hall or Police parking lots.
- No partisan political material may be posted or distributed in or near the Township Hall.
- Children must be supervised at all times.

- A deposit, except for authorized government agencies, in the amount of \$50.00 will be made along with a user fee of \$25.00 per day, or \$150.00 per year, before a key to the hall is issued. The deposit will be returned when the key is returned within one week of rental date and all conditions of the agreement are met. The user fee is nonrefundable.
- Regular use by any individual or group may be evaluated at sixty (60) day intervals. Continued use depends upon additional requests for hall on like dates and times.
- Food may not be prepared at the Township Hall.
- The Township Hall cannot be used to conduct work projects that involve the use of materials, tools, or machinery.
- Winter weekend users of the facility may be charged with snowplowing (at DPW discretion) of \$30.00 per day.

Depending on the nature of your meeting and/or event, there may be additional requirements for Township Hall use, including, but not limited to:

- Certificate of Insurance
- Permits or Licenses

RESPONSIBILITY

Individuals or groups using the hall shall abide by the following:

- Each group shall be financially responsible for any damage or loss of Township Hall equipment.
- Charges for damages will be determined by the DPW Superintendent. Charges will be invoiced and due within thirty (30) days.
- In some situations, additional supervision for the Township Hall use must be provided and pre-approved by the Township.

Groups and organizations renting or utilizing the Township Hall on a continuous basis, or for special activities, may be required to purchase and maintain minimum personal injury and property damage liability insurance as follows:

- Maintain liability insurance for personal injuries in the amount of \$300,000 per person and \$500,000 per group.
- Maintain liability insurance for property damage in the amount of \$50,000.
- The Charter Township of Chocolay must be named as "additional insured" on all policies.
- The Charter Township of Chocolay must be provided with a Certificate of Insurance certifying that insurance requirements are maintained.



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Any user signing out keys for room rentals or the sheds in the recreation areas must follow these rules.

1. The user is the only person authorized to sign out keys from Chocolay Township
2. The user is responsible for all keys that they sign out.
3. The keys must be turned in no later than 1 week after their last scheduled meeting/game.
4. If for any reason a key gets lost, the user is responsible for the cost of rekeying the lock(s) and the cost of the new keys.
5. Replacing a lock on a Chocolay Township sheds is not allowed.

Signature _____ Date _____

Printed _____ Phone _____

Key number and quantity signed out _____



Issue Brief: Resolution for Township Hall Meeting Room as Early Voting Site

Meeting: Discussion September 11th Board Meeting

Date: 9/11/2023

Issue Summary:

Request from the County Clerk to use the Township Meeting Room as an Early Voting Site.

Background:

The passage of Proposal 22-2 by the Michigan voters in the November 8, 2022 election allows registered voters of Michigan to vote early and in person for each Statewide and Federal election. An early voting site is open for nine consecutive days before the election and open for at least eight hours a day. The County Clerk has recommended Chocolay Township to serve as an Early Voting site due to its location for the other Townships involved.

Analysis:

By having the Early Voting site in Chocolay, it would not impact any of the Township Boards and Commission meetings as they are now held in the Chocolay Township Fire Hall. The Township meeting room will have to be locked and off limits during all non-Early Voting times of the nine days. There would be some groups affected by this that have annual rental of the facility. The number of rentals this would affect is not known at this time as the date of the election is not finalized. However, advance notice will be given so alternate arrangements can be made.

Recommendation:

It is the recommendation for the Chocolay Township Board to consider the attached resolution to designate the Chocolay Township meeting room as a polling location and an Early Voting precinct for Chocolay Township, Sands Township, Skandia Township, and West Branch Township.

Author: Lisa Perry

Date: 9/6/2023



Resolution Establishing Early Voting Location

WHEREAS, the voters in Michigan on November 8, 2022, approved the passage of Proposal 22-2, which in part, entitles voters the right, once registered, to vote in each statewide and Federal election in person at an early voting site prior to election day, open for nine (9) consecutive days beginning on the second Saturday before the election and ending on the Sunday before the election, for at least eight hours each day; and

WHEREAS, the Chocolay Charter Township’s Early Voting Precinct for State and Federal Elections will be open for nine (9) consecutive days beginning the second Saturday before election day through the Sunday before election day during the hours of 10:00 a.m. to 6:00 p.m., Eastern Standard Time.

WHEREAS, the Early Voting Precinct may also be utilized, operating with different hours as may be set by the Clerk, for local and countywide elections; and

WHEREAS, the County, with staff input has determined that the Chocolay Charter Township, located at 5010 U.S. 41 S. in Chocolay Township, is centrally located and meets all polling location requirements established by state law, and as such is an excellent location for an Early Voting Precinct for all registered voters in the Chocolay Township, Skandia Township, West Branch Township, Sands Township; and

WHEREAS, all Early Voting dates and times will be posted sufficiently forty-five (45) days prior to every election to notify voters;

NOW THEREFORE BE IT RESOLVED, that the Chocolay Township Board, in accordance with MCL 168.662, hereby approves the establishment of the Chocolay Township Hall Meeting Room, located at 5010 U.S. 41 S., Chocolay 49855, as Chocolay Township, Skandia Township, West Branch Township, and Sands Township polling location, for the Early Voting Precinct for the Chocolay Township, Skandia Township, West Branch Township, and Sands Township registered voters.

This resolution will take immediate effect.

Duly adopted by the Chocolay Charter Township Board on September 11, 2023.

Richard A. Bohjanen, Supervisor

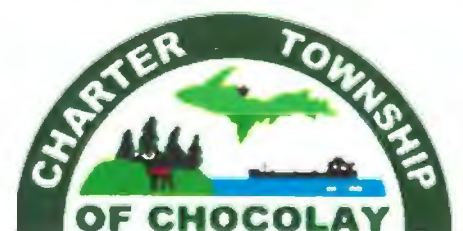
Certified to be a true copy on September 11, 2023.

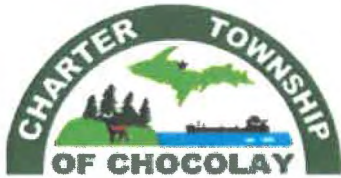
Max L. Engle, Township Clerk

Charter Township of Chocolay



Proposed Fiscal Year 2024 Budget





5010 US 41 South
Marquette, MI 49855
(906) 249-1448

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5010 US 41 South
Marquette, MI 49855
(906) 249-1448



2024 Township Board

Supervisor Richard Bohjanen

Treasurer Ben Zyburt

Trustee David Lynch

Trustee Judy White

Clerk Max Engle

Trustee Don Rhein

Trustee Kendra Symbal

Appointees

Township Manager
William De Groot

Township Assessor
John Gehres

Township Attorney
Roger Zappa

Administrative Leaders

Fire Chief
Lee Gould

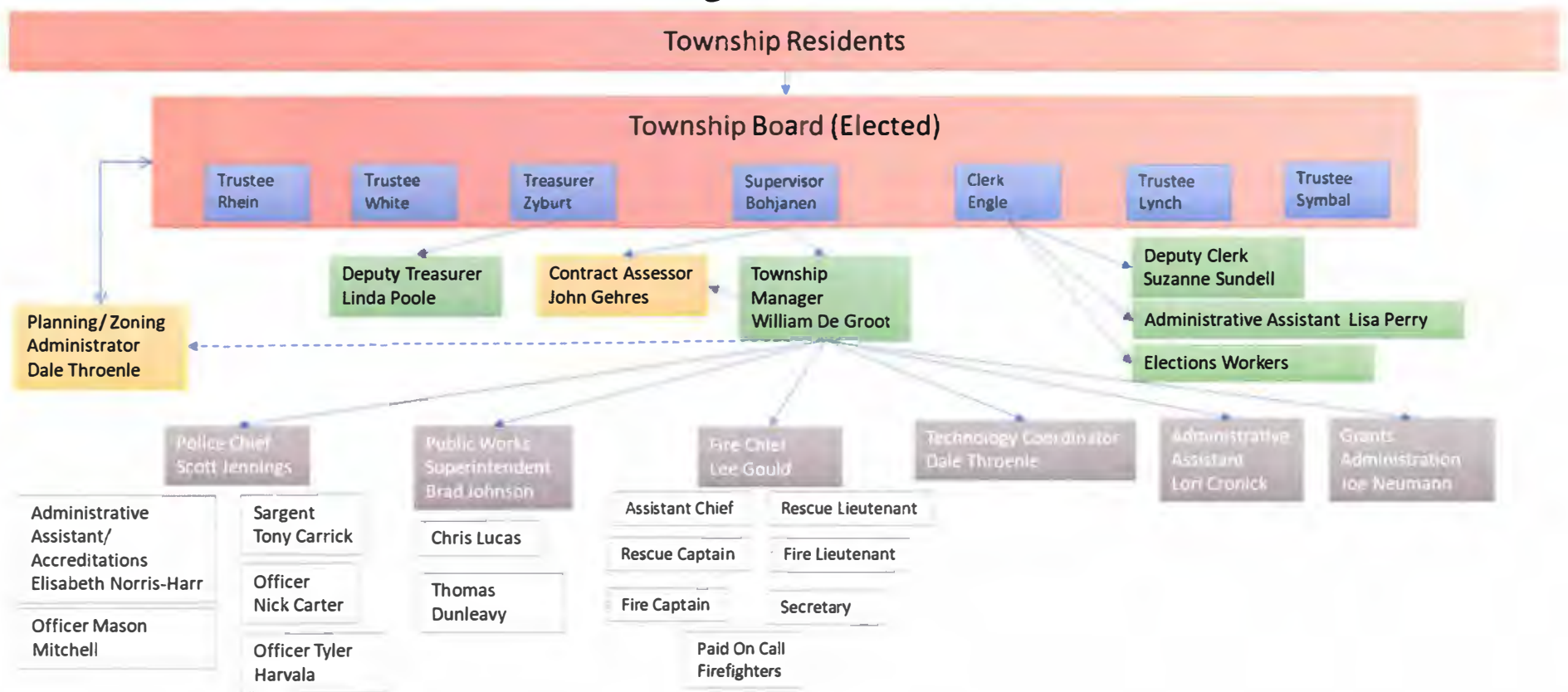
Planning/ Zoning Administrator
Dale Throenle

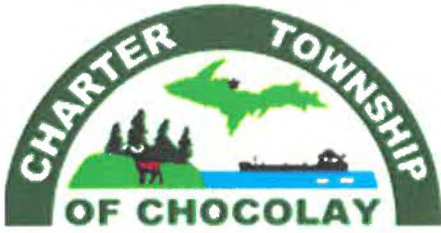
Police Chief
Scott Jennings

Public Works Superintendent
Brad Johnson

Charter Township of Chocolay

2024 Organizational Chart





Introduction Tab



Office of the Township Manager
5010 US 41 South
Marquette, MI 49855
(906) 249-1448

FISCAL YEAR 2024 BUDGET TRANSMITTAL LETTER

To: Richard Bohjanen, Township Supervisor, and Township Board of Trustees

From: William De Groot, Township Manager

Subject: Fiscal Year 2024 Budget

Date: August 31, 2023

I am pleased to present the Fiscal Year 2024 Draft Budget for consideration. This draft budget continues to align our business practices with the community's values set through the Township Board's annual priority review.

We are in our fourth year of budget transition. The feedback staff received from the Board and Community has been positive about the transition. In the past year of transition, staff have fully developed the computerized revenue capture or treasury side of our financial enterprise software system. This allows us to capture full financial information in real time. In 2024, staff will concentrate on training department leaders how to use the full software to keep track of expenses throughout the year. That prediction will help reduce costs by increasing efficiencies within the office.

This is the third budget cycle for a newly seated Board. The Board has selected again to be budget-wise based on external factors of local markets and interest rates. As a reflection of our Board priorities and the project alignment discussion, staff presents a balanced budget with proposed revenues exceeding expenditures. The strategic goals remain the same for this year as last:

Strategic Goal

1. Strengthen Critical Systems and Public Health

Projects that are linked to critical human and environmental needs relating to water, food, energy, mobility, and public safety systems, or systems with a direct relationship to public health, will receive higher priority than non-critical needs.

Projects:

- Develop a work program for Gravel Roads
- Develop the next five-year program for Public Paved Roads
- Review New Pathway to the School

2. Integration with other jurisdictions

Facilities or services that are consistent with the goals or strategies of other project collaborators or planning entities within the region will receive higher priority because of the potential to attract additional resources, funding, and work capacity; address issues that cross jurisdictional boundaries; deliver solutions to complex problems; provide more coherence and support; and provide broader benefits.

Projects:

- Complete Update to the Township Zoning Ordinance

3. Sustainability or Resilience over time

To what extent does the project have the necessary support over the life of the project? Projects that have multi-year or enduring support for the life of the project will receive higher priority.

Projects:

- Maintain Asset Management Plans for all Capital Purchases (Buildings, vehicles, properties, etc.)

4. Renewable Resources

Projects or activities that provide greater sustainability by reducing dependence on non-renewable resources will receive higher priority.

Projects:

- Develop and maintain recreational opportunities for all community residents
- Develop a park plan for all property at Beaver Grove

5. Catalytic opportunity

Projects or activities that include greater potential for catalytic economic, environmental, or social impacts will receive higher priority.

Projects:

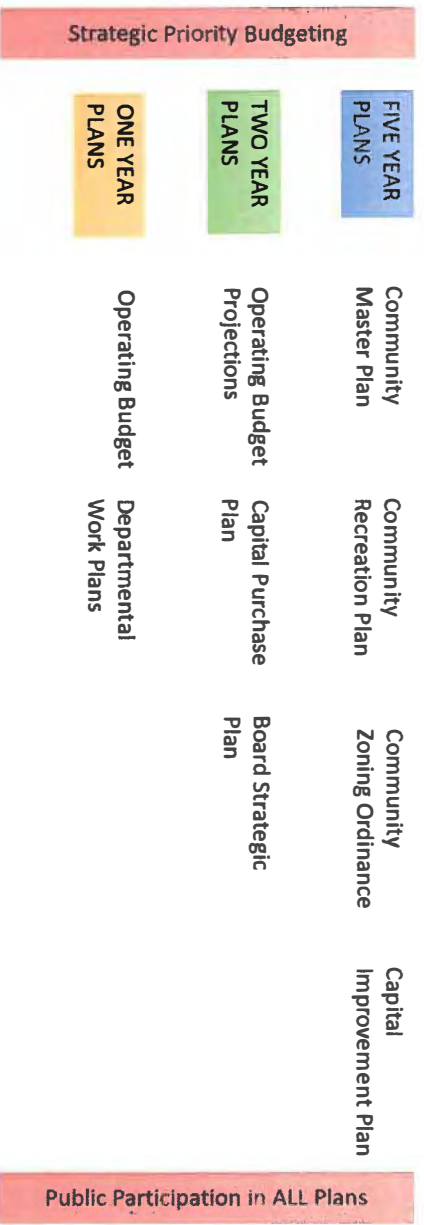
- Develop a plan for a Community Center

From Vision to Action

Our community has had a history of determining long term directions through the creation of Board policy. The Board's adopted budget program takes public direction from discussion to implementation. Here is a plan alignment diagram to help illustrate the connection:

Plan Alignment Diagram

5:2:1 Plan



The simple to remember 5:2:1 method is designed as a filter for implementation. All the five-year plans have broad goals and projects set with public involvement that create an acceptable future for our community. The two-year plans develop defined work plans or projects for those board items associated with the goals of the five-year plans. Finally, the last step or bottom of the filter is the annual budget process that allocates resources to complete the project or work plan during that fiscal year.

With this framework the Board can build projects that help answer public involvement each year. This year our one-year plans or development projects costs can be found in more detail through the appropriate sections. Below are quick summaries to understand this year's budget highlights.

Budget Summaries:

General

As the local economy and contracting market recover from the long COVID-19 delays, our projects still reflect conservation. Our project this year is heavily reflective of the grant cycle capitalization of State and Federal dollars still available for recovery projects. Our parks, recreation, and grounds budgets reflect improvement projects that are highly dependent on grant funding. Meaning if the grant does not materialize the project will not be moved forward. The Fire Department will have to replace a Brush Truck, and the Elections Department is preparing for three full elections. The rest of the budget reflects conservative costs.

Inflationary Concerns

As stated above, the economic outlook continues to be very volatile based on inflationary concerns. This puts extra pressure on our budget projection process since we are seeing historical highs in fuels and insurance. The outlook for 2024 suggests a cooling of interest rates but that will take a while to materialize within our local market. Additionally, the lack of contractor's post covid has changed how we purchase goods and services with no change in sight. These realities have and will continue to place downward pressure on our budgets over time.

Revenue Table

The increases in interest rates and the generational transition have had a direct influence on raising property values, in turn raising tax collections for the second year in a row. Which means that projecting revenue still becomes challenging based on the overall volatility that interest rates play on the housing market or the cost of construction. As a simple example we have seen the cost of construction start at \$200.00 a square foot a year ago to now around \$400.00 per square foot. Below is our best estimate for the upcoming year:

Charter Township of Chocolay							
General Fund # 101							
Revenue							
		2019	2020	2021	2022	2023	2024
402.000	Property Taxes	\$ 779,000.00	\$ 913,177.00	\$ 854,544.02	\$ 911,161.83	\$ 919,278.52	\$ 974,334.38
441.00	Local Comm Stab Share Tax	\$ 7,000.00	\$ 7,000.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00
446.000	Penalties & Interest	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
487.000	Trailer Park Fees	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
501.000	Due from Federal Grant	\$ -	\$ -	\$ 175,000.00	\$ 344,662.00	\$ 434,662.00	\$ 269,898.00
504.000	Zoning Permit Fees	\$ 6,400.00	\$ 6,000.00	\$ 6,400.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
511.000	Animal Licenses	\$ 300.00	\$ 300.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
540.00	Other Grants	\$ -	\$ -	\$ -			
541.000	Federal Revenue Sharing	\$ -	\$ -	\$ -			
543.000	State of Michigan	\$ 4,400.00	\$ 4,000.00	\$ 4,500.00	\$ 55,500.00	\$ 245,500.00	\$ -
545.000	Liquor Inspection Fee	\$ 2,900.00	\$ 2,000.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00
565.000	State Rev. Sharing	\$ 471,048.00	\$ 515,000.00	\$ 510,382.00	\$ 546,431.00	\$ 604,435.00	\$ 645,000.00
566.000	State Reimbursements	\$ -		\$ -			
579.000	Payment in Lieu	\$ 15,200.00	\$ 15,000.00	\$ 15,200.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
582.000	KBIC 2% Gaming Money	\$ -		\$ 103,000.00	\$ 120,000.00	\$ 111,000.00	\$ 175,000.00
583.000	Franchise Fees	\$ 88,000.00	\$ 88,000.00	\$ 88,000.00	\$ 88,000.00	\$ 88,000.00	\$ 88,000.00
585.000	Telecommunications	\$ 7,400.00	\$ 7,400.00	\$ -			
610.000	Payment for Fire Fees	\$ -	\$ -	\$ -			
618.000	Tax Collection Fees	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 44,224.50	\$ 44,000.00
640.000	Refuse Collection	\$ 177,000.00	\$ 30,000.00	\$ 16,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
645.000	Recycling Revenue	\$ -	\$ -	\$ -			
651.000	Landfill Admin Fee	\$ 5,300.00	\$ 4,000.00	\$ 5,300.00	\$ 5,300.00	\$ 5,300.00	\$ 5,300.00
660.000	County Reimbursement - Police	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
665.000	Interest Income	\$ 6,500.00	\$ 8,000.00	\$ 16,000.00	\$ 25,000.00	\$ 25,000.00	\$ 57,000.00
668.00	Investment Gain / Loss	\$ -	\$ -	\$ -	\$ -	\$ 51,000.00	
672.00	Premium Interest	\$ -	\$ -	\$ -	\$ -	\$ -	
674.000	Interest on Loan	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	
677.000	Due from Cap Impr. Fund	\$ -	\$ -	\$ 300,855.00	\$ 129,121.00	\$ 129,121.00	\$ 422,080.00
678.000	Reimburse for Prop. Tax*	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 2,800.00
693.000	Tax Collection Reimb.	\$ 8,500.00	\$ 8,300.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
695.000	Trans Gen Fund Balance	\$ 65,000.00	\$ 1,103,000.00	\$ 560,000.00	\$ -	\$ -	
698.000	Miscellaneous	\$ 26,374.50	\$ 26,000.00	\$ 27,335.50	\$ 31,850.00	\$ 31,850.00	\$ 59,850.00
699.000	Administrative Fees	\$ -	\$ -	\$ -			
Totals		\$ 1,747,422.50	\$ 2,822,277.00	\$ 2,781,716.52	\$ 2,407,225.83	\$ 2,779,571.02	\$ 2,829,462.38

Operating Expense Table:

We have submitted a very operating budget for FY 2024. Each department manager was given the same budget framework and the strategic goals of the Board which allowed them to generate this year’s operating budget. The large changes in the budget are the planning for three elections, the purchase of a fire department brush truck replacement, and grant assisted recreational improvements. We have also separated our operating expenses and our capital expenses so the Board and our public can start to see how our government operates like a business.

Charter Township of Chocoley General Fund # 101 Expenditure							
Account	Account Description	2019	2020	2021	2022	2023	2024 Requested
103	Township Board	\$ 114,150.00	\$ 128,000.00	\$ 128,385.00	\$ 192,396.64	\$ 192,693.64	\$ 203,300.45
175	Township Supervisor	\$ 14,400.00	\$ 14,500.00	\$ 15,418.00	\$ 20,118.48	\$ 20,398.37	\$ 20,817.56
190	Elections	\$ 9,500.00	\$ 35,000.00	\$ 19,180.00	\$ 51,825.00	\$ 24,991.50	\$ 76,292.50
202	Assessor	\$ 64,000.00	\$ 74,000.00	\$ 80,385.00	\$ 67,718.00	\$ 73,935.12	\$ 75,974.80
215	Clerk	\$ 102,500.00	\$ 128,800.00	\$ 127,267.95	\$ 129,158.16	\$ 140,502.14	\$ 151,478.73
247	Board of Review	\$ 3,100.00	\$ 3,000.00	\$ 2,700.00	\$ 2,600.00	\$ 2,753.00	\$ 2,753.00
253	Treasurer	\$ 63,200.00	\$ 70,000.00	\$ 66,815.00	\$ 68,580.20	\$ 75,624.95	\$ 82,183.62
258	Technology	\$ 26,200.00	\$ 28,000.00	\$ 56,513.00	\$ 35,600.00	\$ 35,021.00	\$ 50,000.00
265	Township Hall & Grounds	\$ 17,800.00	\$ 18,000.00	\$ 135,000.00	\$ 59,650.00	\$ 70,455.00	\$ 63,675.00
285	Other General Government	\$ 423,050.00	\$ 1,449,000.00	\$ 337,722.00	\$ 400,340.18	\$ 466,560.11	\$ 501,864.59
305	Police	\$ 405,574.50	\$ 418,000.00	\$ 597,007.88	\$ 543,414.25	\$ 513,900.26	\$ 562,968.85
340	Fire	\$ 135,300.00	\$ 137,000.00	\$ 912,888.57	\$ 129,696.60	\$ 117,446.60	\$ 139,053.67
440	Streets	\$ 23,000.00	\$ 22,000.00	\$ 22,040.96	\$ 19,650.00	\$ 22,750.00	\$ 23,400.00
526	Sanitary Landfill	\$ 180,000.00	\$ 9,100.00	\$ 49,800.00	\$ 28,600.00	\$ 35,300.00	\$ 36,400.00
722	Recreation Grants		\$ -	\$ -	\$ -	\$ -	
756	Recreation and Properties	\$ 112,300.00	\$ 115,000.00	\$ 218,498.46	\$ 212,528.26	\$ 328,249.44	\$ 173,922.93
800	Zoning	\$ 67,900.00	\$ 65,700.00	\$ 74,454.94	\$ 73,813.02	\$ 124,964.49	\$ 80,343.01
805	Planning Commission	\$ 8,700.00	\$ 9,000.00	\$ 12,841.95	\$ 10,081.95	\$ 12,753.23	\$ 13,364.82
815	Zoning Board of Appeals	\$ 3,100.00	\$ 3,700.00	\$ 4,780.00	\$ 4,475.24	\$ 4,568.25	\$ 4,523.79
Totals		\$ 1,773,774.50	\$ 2,727,800.00	\$ 2,861,698.72	\$ 2,050,245.97	\$ 2,262,867.10	\$ 2,262,317.31

The draft operating budget total is slightly reduced from last years approved budget.

Capital Budget Table:

The FY 2024 Capital Proposal is \$422,080 but many of these proposal projects are tied to grant revenue that if awarded the capital budget will only pay for a part of the project not the full cost listed. The one exception to this is the replacement of the fire department brush truck. Since we must draft a

proposed budget many months before a grant is reviewed, we cannot guarantee if the projects listed below will happen in 2024.

Charter Township of Chocoley Capital Budget 2021-2025 Expenditure							
Account	Department Description	2021	2022	2023	2024	2025	Total in Program
103	Township Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
175	Township Supervisor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
190	Elections	\$ 6,000.00	\$ -	\$ 5,200.00	\$ 1,200.00	\$ -	\$ 12,400.00
202	Assessor	\$ 355.00	\$ -	\$ -	\$ -	\$ -	\$ 355.00
215	Clerk	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
247	Board of Review	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
253	Treasurer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
258	Technology	\$ 19,100.00	\$ -	\$ 12,300.00	\$ -	\$ -	\$ 31,400.00
265	Township Hall & Grounds	\$ 102,000.00	\$ 34,000.00	\$ 130,000.00	\$ 65,000.00	\$ -	\$ 331,000.00
285	Other General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
305	Police	\$ 75,400.00	\$ 33,000.00	\$ 17,200.00	\$ 20,280.00	\$ 1,000.00	\$ 146,880.00
340	Fire	\$ 667,500.00	\$ -	\$ 90,000.00	\$ 152,000.00	\$ -	\$ 909,500.00
440	Streets	\$ -	\$ 6,200.00	\$ -	\$ -	\$ -	\$ 6,200.00
526	Sanitary Landfill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
722	Recreation Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
756	Recreation and Properties	\$ 97,200.00	\$ 215,000.00	\$ 242,500.00	\$ 183,000.00	\$ -	\$ 737,700.00
800	Zoning	\$ 800.00	\$ -	\$ -	\$ 600.00	\$ -	\$ 1,400.00
805	Planning Commission	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
815	Zoning Board of Appeals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals		\$ 968,355.00	\$ 288,200.00	\$ 499,200.00	\$ 422,080.00	\$ 1,000.00	\$ 2,178,835.00

Conclusions

Staff proposes a total operating budget of \$2,684,397.31 and a projected surplus of \$145,065.07 which will be applied to future capital purchases creating a long-term balanced budget. I would like to thank Lee Gould, Scott Jennings, Brad Johnson, Linda Poole, Suzanne Sundell, and Dale Throenle for further tightening the budget to protect against short term inflation.

In addition, I would like to thank the Township Board for their guidance, direction, and commitment to the new budget process. Pursuant to the General Appropriations Act we are proud to present this balanced budget document for consideration.

Thank you,

William De Groot, Township Manager



Policies Tab



5010 US 41 South
Marquette, MI 49855
(906) 249-1448

FY 2024 Budget Policies

State Laws and Charter Requirements

Basic Summary of Compliance

The Charter Township of Chocolay budget policies are governed by the Township Charter Act, the Uniform Budgeting and Accounting Act for Local Units of Government in Michigan, the General Property Tax Act of Michigan, the General Appropriations Act, other pertinent Laws of the State of Michigan, and generally accepted accounting principles. These laws provide a framework and budget control guidelines that help establish the proper levels of annual revenues collected and appropriate expenses within the Township.

The Township Board has adopted a fiscal year starting January 1st to December 31st in compliance with Section 42.28 of the Michigan Charter Act. The Township Board must produce or have cause to produce a budget proposal for the public to review before passage each year. The budget proposal must be balanced to comply with the General Appropriations Act of Michigan. An appropriations resolution cannot be adopted that would cause total expenditures to exceed total revenues.

The budget process is explained over the next series of pages to comply with generally accepted accounting principles and clarity to our residents and public.

ACCOUNTING

Basis of Accounting Principles

All governmental and agency funds utilize the modified accrual basis of accounting. Under this method, revenues are recognized when received, or accrued as a receivable when they become measurable and available to finance current operations. Significant revenues accrued by the Township include property taxes, expenditure reimbursement type grants, certain inter-governmental revenues, and special assessments.

Expenditures are recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for interest on long-term debt and compensated absences, which are recorded when paid. The financial statements are reflected on the accrual basis of accounting, the revenues are recorded when earned and expenses are recorded as incurred.

Budgetary Basis vs. "Generally Accepted Accounting Policies" (GAAP)

The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP) except for certain items that are adjusted on the Township's accounting system at fiscal year-end. During the year, the Township's accounting system is maintained on the same basis as the adopted budget. This enables department leaders to monitor their budgets monthly through reports generated

by the accounting system. The differences between the budgetary basis and GAAP include the following:

- Principal payments on outstanding debt in the Enterprise funds are expensed for budgetary purposes instead of being recorded as an adjustment to the balance sheet long-term liability.
- Capital outlay in Enterprise Funds is expensed for budgetary purposes instead of being recorded as an adjustment to the balance sheet capital asset.
- Pension and Other Post-Employment Benefits (OPEB) in Enterprise Funds are expensed for budgetary purposes when paid. GAAP requires pension and OPEB to be accrued when earned by the employees.

BUDGET PROCESS

Budget preparation begins with a priority setting session with the Township Board. Once the Board's priorities are determined each Spring, then budget instructions are distributed to department leaders that outline annual budgeting expectations.

The department leaders review and submit their budget requests using the expectations outlined by Township Manager. Once a draft budget is developed a technical review is completed by the Township Auditor. The Township Manager prepares and submits to the Township Board the recommended budget each fall, for the next fiscal year beginning January 1.

The Township Board reviews the Township Manager's proposed budget. All review sessions are open to the public. A copy of the proposed budget, as presented by the Township Manager to the Township Board is available for viewing at the office of the Township Clerk, and on the Township web-site.

A Public Hearing is held prior to the budget adoption to allow for citizen input. The notice of public hearing must be posted in accordance with the Open Meetings Act of Michigan. After the public hearing is closed, the budget is ready for formal adoption before January 1st.

FUND DESCRIPTIONS

Understanding how a Township reports its revenue and expenses is important, so the introduction of "Funds" is necessary to describe. Like a private business the Township has many parts of operations, from roads, to parks, to administration. Each has a budget associated with it or "fund" associated with the revenues and expenses. These budgets are normally associated by fund type General Fund, Special Revenue, Capital Project, and Enterprise. Summary schedules of each fund are presented in the Budget Summary section of the Annual Budget.

The financial activities of the Township are recorded in separate funds and account groups, categorized, and described as follows:

Major Governmental Funds

General Fund

This fund is used to account for all general operating revenues and expenditures of the Township not accounted for in another fund. Revenues are derived primarily from property taxes, state distributions, charges for inter-departmental services and transfers from other funds. These revenues are used to finance basic Township services such as Public Safety, Parks & Recreation, General Government activities, and Public Services.

Roads Funds

These funds are used to account for the Road Millage associated with improvements for our Township paved roads.

Capital Improvement Projects Fund

This fund is used to account for acquisitions and construction of major capital facilities other than those financed by proprietary fund operations and special assessments.

Library Millage Fund

This is a locally assessed millage for the Peter White Library. This is a pass-through revenue for the Library to use as part of their operating budget.

Non-Major Governmental Funds

Fire Fund

Budgets within this type of fund are associated with local millage funding for Fire Department improvements. The last time this was used was for the construction of the fire hall.

Drug Law Enforcement Fund

This fund is for the pass-through funding from Federal or State sources for drug enforcement. These funds are specific only for police agencies for related investigations and education to stop drug abuse.

Liquor Law Fund

These are funds associated with the inspection and permitting process for local liquor sales per the State of Michigan permitting process.

Fiduciary Funds

These funds are used to account for assets held in trust or as an agent for others. Fiduciary funds include the General Trust and Agency Fund, and Tax Collector's Fund.

BUDGET FORMAT

Budgeted Funds

The annual appropriation resolution shall apply to all funds. The Township Board is also required to approve the administrative budget for the daily operations.

Operating Budget

The operating budget will be based on the principle of financing current expenditures with current revenues or accumulated reserves. Budgeted expenditures will reflect the Township's perceived needs and desires of the community based on the results of Priority Based Budgeting and the priorities established by the Township Board. The budget will be based on generally accepted accounting principles.

The Operating Budget provides for general services including personnel costs, supplies, services, and capital equipment and improvements. These capital purchases are on-going and include vehicles such as cars and trucks, miscellaneous machinery, and equipment, and building improvements. Revenues for the Operating Budget include property taxes, user fees and intergovernmental sources and local contributions.

Multi-year projections are included for the General Fund, the Major and Local Street Funds, and the Capital Projects Fund. The five-year projections for the Capital Improvement Program for sewer, fire, and police are also included.

OPERATING BUDGET STRUCTURE

The Township is organized on a departmental basis. The Township is required to comply with the General Appropriations Act of Michigan, which means that the Township's operations are accounted for under various cost centers known as activities or organizations within the departments.

This is like a private business because each department cost center is broken down into programs or units consistent with the State of Michigan Chart of Accounts. Each unit has a cost line item and is maintained each month by the finance staff as credits and debits are drawn against each line item for the acquisition of items or services. As in a private business these are rolled into broad categories listed in the Revenues and Expense Report. The Township also lists these totals each year as part of the annual Audit in the Statement of Revenues, Expenditures, and Changes in Fund Balance.

The annual expenses are rolled up into the following categories:

Legislative

Includes all salaries, training, per meetings costs, legal and professional contracts, and other associated expenses of the Township Board, and the Township Manager.

General services and administration

The operating expense of the Township which includes expenses for the general operations of all departments other than Police, Fire, Planning, and Zoning. These expenses include training, supplies, contractual services, and other daily operational costs.

Public safety

Includes all the general expenses associated to operating the Police and Fire Departments.

Public works

This includes the costs associated with the Road Millage, the sanitary land fill, Waste Management contracts, and the sales of garbage bags.

Community and Economic Development

Includes expenditures for the operations of the Planning and zoning department, the Planning Commission, and the Zoning Board of Appeals.

Recreation and Culture

These expenses are categorized as those associated with the normal operations and maintenance of the various properties and recreations areas within the Township.

Capital Outlay

This includes expenditures for items added to the Township's general fixed assets. These expenditures include the purchase of land, land improvements, building additions and improvements, machinery and equipment, office equipment and furniture, and vehicular equipment.

The annual revenues are rolled up into the following categories:

Taxes

These revenues are collected by the direct levy of the Township Charter Millage upon all properties within the Township.

Licenses and permits

These revenues include zoning permit fees collected for conformance with construction and land use required by the Zoning Ordinance. This revenue source also includes animal license fees associated with dog licenses.

Federal sources

The federal government used to have a program that shares revenues with local governments, this has been eliminated by recent Federal changes. This source could include federal grant sources in the future.

State sources

The State disburses funds to local governments in a variety of ways. They are listed here and include revenue sharing, and liquor inspections fees. This line does not normally include state grants.

Local sources

These are local government sources that contribute revenues to our Township for services. These are not collected at this time.

Charges for services

The charges for services revenue are generated by contractual agreements or franchise fees paid to the Township by companies operating within our jurisdiction, such as franchise utility fees, land fill administration fees, and refuse collection fees

Interest

This is exactly how it sounds. This is the listed interest from investments or bank accounts interest from the various holdings.

Other

This revenue is generated from zoning compliance fines, and administrative fees for hall or grounds rentals.

CAPITAL IMPROVEMENT PROGRAM STRUCTURE

In addition to budgets for Township Operations, the Township Budget includes the Capital Improvement Program. The Capital Improvements Program (CIP) is a five-year forecast of capital expenses together with available funding resources. The first year of the forecast is adopted as the current year CIP budget.

The Capital Improvements Program (CIP) will reflect a consensus of the perceived needs and desires of the community based on long-range planning. Projects included in the Capital Improvements Program shall be consistent with the Township Board's Strategic Vision. The CIP provides funding for those operations exclusive of enterprise funds. Eligible uses include capital projects, major equipment, debt

service, and non-utility environmental expenses. The Capital Improvements Program will, to the extent possible, be designed to protect the Township's investments in capital and operating assets through timely and adequate maintenance and replacement of those assets. Examples include construction of buildings or other structures, roads, sewers, parks, and the purchase of heavy equipment, fire trucks and police cruisers. Funding for CIP include bond proceeds, donations, grants, and intergovernmental sources.

RESERVES

General Fund Undesignated Reserve

General Reserves are the measure of government's profitability. A government can turn a profit from year to year when revenues exceed annual expense, just as in private business. The difference is that at the end of the year, these profits are not turned back to shareholders equally, they are added to the "general reserves" which is part of the general fund. These reserves are then able to be used the following year to help balance the budget in difficult times or for high expenses.

The Township does not have a reserve policy but will be developing one within the next two years.

Contingency Reserve

Funds will be designated in a contingency reserve account within the General Fund. The funds will be available for priority initiatives. The Township Board or the Township Manager can appropriate funds from this reserve for emergency use since they are part of the approved annual budget.

INVESTMENTS

The Township Board policy places the limits on the Township Treasurer for investing. The policy states:

Safety:

Safety of principle is the foremost objective of the Charter Township of Chocolay investment policy

Diversification:

The investments shall be diversified by avoiding over concentration in securities from a specific issuer of business sector (excluding U.S. Treasury securities and insured certificates of deposit)

Liquidity:

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment:

Return on investment is of secondary importance compared to safety and liquidity objectives. Investments shall be selected to obtain a market average rate of return. The core of investments is limited to relatively low risk securities.

The Treasurer may elect to have certificated and other evidence of investments held by a financial institution, provided that the financial institution presents to the Township Treasurer on a quarterly basis, sufficient documentation and acknowledgement of the investment instruments held on behalf of the Township. The Township must comply with all applicable statutes relating to public fund investments.

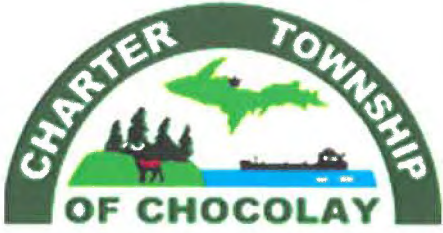
LONG TERM DEBT

Subject to the provisions of the State of Michigan, Chocolay Township applied for and sold a General Obligation Junior Bond for a sewer improvement project in 2020. The sale of this bond obligated the Township to payback roughly \$3,500,000 over the next twenty years by annual payments of \$180,000. These payments are due every October.

The obligation will be repaid through the sewer users monthly fee from those residents that are connected to the sanitary sewer system. This budget is shown within the sewer fund.

The Township does not have any other long-term debt or debt service agreements.

This summary serves as a basic tool to understand how our budget process is similar to private business, or other public agencies within the State of Michigan.



Profile Tab



5010 US 41 South
Marquette, MI 49855
(906) 249-1448

History

Chocolay Township was established on March 17, 1860 by order of the Marquette County Board. The first Township Board served from 1860-1883 who included Albert Day, Joseph W. Edwards, H.S. Bacon, William G. Boswell, David Preston, and Lorenzo D. Harvey. The community is located along Lake Superior and has the Chocolay River flowing through the entire Township. In the early days of commerce this intersection was an important stop for trading and commerce. The focus of this commerce was the Chocolay Furnace, which cast marketable iron products.

A building boom happened in the Township creating the Village of Harvey from 1908-1909. This boom created the existing look of the Village. Although the Village was still focused on river or lake based commerce such as forestry and smelting, our community introduced new ventures like bars, eateries, and others.

In 1926, when the Federal Highway System officially recognized US-41, this changed how community residents traveled through our community and really started to bring outsiders to the Township.

Today, the Township values have not changed significantly. Our residents still enjoy the natural beauty of Lake Superior and the Chocolay River. We still value open spaces, agriculture, and solid land use priorities of smart development that enhances the local community.

For more information about Chocolay's history, you can visit our website Chocolay.org.

Location

The Township encompasses approximately 60 square miles in the Upper Peninsula of Michigan. The Township is located just east of the City of Marquette. The Township is framed to the north and west by M-28 (North) and US-41 (West) serving as the major travel corridors for residents and visitors.

Population

We have a growing population of 5,898 yoopers living in 2,324 households. Our diverse population is made up of Native American, Asian, Hispanic/Latino, Finnish, German, English, Irish, Swedish, Italian, and White according to the US Census Bureau.

Employment

Many of our employment opportunities are in the service-based sector. We have many construction based employers, auto repair, and commercial based employers. The Township has five restaurants. Many of our residents work outside of the township for the health or university system.

Education

The Township has an elementary school that is associated with the Marquette Area Public School system. We also have many preschools throughout the community. For the older grade school students, they are bussed into the City of Marquette. For those that choose post-secondary education Northern Michigan University is located just 5 miles away.

Public Safety

The Township has its own Police and Fire Departments. Our Police Department employs four full time officers and one part time officer. We are able to cover 18 hours per day and serve as road patrol for all parts of the Township.

The Township Fire Department is a paid-on call fire department. That means it is made up of dedicated and trained volunteers. Our department has 35 fire fighters trained in firefighting, water rescue, brush fire, and search and rescue tactics.

Public Services

The Township offers many public services to its residents. The most significant is the operations of the Township Sewer System around the Village area. The sewer system has approximately 850 equivalent users on the system. The sewer flows to the City of Marquette's sewer treatment facility. The Township is researching water for the same area.

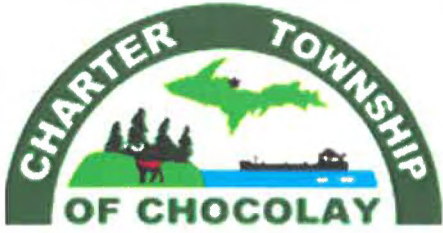
The Township has contracted with Waste Management to remove garbage, debris, and recycling for those residents who want to participate in the program. There are many community-based non-profits that conduct a variety of programs for our residents, such as 4-H to senior programs.

Parks & Recreation

Along with the Lake and river options, the Township owns eleven different recreation areas for use by our Township residents. The areas range from sports fields to wooded areas for hiking. There are also regional hiking and ATV trails throughout the Township.

2021 Township Master Plan

The current Township vision was developed by surveying our community from 2010 to 2014. This process led to the development of the 2021 Community Master Plan. This plan not only sets the land use strategies for the community, but also suggests the priorities of spending to achieve the supported vision.



Tables Tab



5010 US 41 South
 Marquette, MI 49855
 (906) 249-1448

Summary of Revenues

Charter Township of Chocolay General Fund # 101 Revenue							
		2019	2020	2021	2022	2023	2024
402.000	Property Taxes	\$ 779,000.00	\$ 913,177.00	\$ 854,544.02	\$ 911,161.83	\$ 919,278.52	\$ 974,334.38
441.00	Local Comm Stab Share Tax	\$ 7,000.00	\$ 7,000.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00
446.000	Penalties & Interest	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
487.000	Trailer Park Fees	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
501.000	Due from Federal Grant	\$ -	\$ -	\$ 175,000.00	\$ 344,662.00	\$ 434,662.00	\$ 269,898.00
504.000	Zoning Permit Fees	\$ 6,400.00	\$ 6,000.00	\$ 6,400.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
511.000	Animal Licenses	\$ 300.00	\$ 300.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
540.00	Other Grants	\$ -	\$ -	\$ -			
541.000	Federal Revenue Sharing	\$ -	\$ -	\$ -			
543.000	State of Michigan	\$ 4,400.00	\$ 4,000.00	\$ 4,500.00	\$ 55,500.00	\$ 245,500.00	\$ -
545.000	Liquor Inspection Fee	\$ 2,900.00	\$ 2,000.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00
565.000	State Rev. Sharing	\$ 471,048.00	\$ 515,000.00	\$ 510,382.00	\$ 546,431.00	\$ 604,435.00	\$ 645,000.00
566.000	State Reimbursements	\$ -	\$ -	\$ -			
579.000	Payment in Lieu	\$ 15,200.00	\$ 15,000.00	\$ 15,200.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
582.000	KBIC 2% Gaming Money	\$ -		\$ 103,000.00	\$ 120,000.00	\$ 111,000.00	\$ 175,000.00
583.000	Franchise Fees	\$ 88,000.00	\$ 88,000.00	\$ 88,000.00	\$ 88,000.00	\$ 88,000.00	\$ 88,000.00
585.000	Telecommunications	\$ 7,400.00	\$ 7,400.00	\$ -			
610.000	Payment for Fire Fees	\$ -	\$ -	\$ -			
618.000	Tax Collection Fees	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 44,224.50	\$ 44,000.00
640.000	Refuse Collection	\$ 177,000.00	\$ 30,000.00	\$ 16,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
645.000	Recycling Revenue	\$ -	\$ -	\$ -			
651.000	Landfill Admin Fee	\$ 5,300.00	\$ 4,000.00	\$ 5,300.00	\$ 5,300.00	\$ 5,300.00	\$ 5,300.00
660.000	County Reimbursement - Police	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
665.000	Interest Income	\$ 6,500.00	\$ 8,000.00	\$ 16,000.00	\$ 25,000.00	\$ 25,000.00	\$ 57,000.00
668.00	Investment Gain / Loss	\$ -	\$ -	\$ -	\$ -	\$ 51,000.00	
672.00	Premium Interest	\$ -	\$ -	\$ -	\$ -	\$ -	
674.000	Interest on Loan	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	
677.000	Due from Cap.Impr. Fund	\$ -	\$ -	\$ 300,855.00	\$ 129,121.00	\$ 129,121.00	\$ 422,080.00
678.000	Reimburse for Prop. Tax*	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 2,800.00
693.000	Tax Collection Reimb.	\$ 8,500.00	\$ 8,300.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
695.000	Trans Gen Fund Balance	\$ 65,000.00	\$ 1,103,000.00	\$ 560,000.00	\$ -	\$ -	
698.000	Miscellaneous	\$ 26,374.50	\$ 26,000.00	\$ 27,335.50	\$ 31,850.00	\$ 31,850.00	\$ 59,850.00
699.000	Administrative Fees	\$ -	\$ -	\$ -			
Totals		\$ 1,747,422.50	\$ 2,822,277.00	\$ 2,781,716.52	\$ 2,407,225.83	\$ 2,779,571.02	\$ 2,829,462.38



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Summary of Expenses

Charter Township of Chocolay General Fund # 101 Expenditure							
Account	Account Description	2019	2020	2021	2022	2023	2024 Requested
103	Township Board	\$ 114,150.00	\$ 128,000.00	\$ 128,385.00	\$ 192,396.64	\$ 192,693.64	\$ 203,300.45
175	Township Supervisor	\$ 14,400.00	\$ 14,500.00	\$ 15,418.00	\$ 20,118.48	\$ 20,398.37	\$ 20,817.56
190	Elections	\$ 9,500.00	\$ 35,000.00	\$ 19,180.00	\$ 51,825.00	\$ 24,991.50	\$ 76,292.50
202	Assessor	\$ 64,000.00	\$ 74,000.00	\$ 80,385.00	\$ 67,718.00	\$ 73,935.12	\$ 75,974.80
215	Clerk	\$ 102,500.00	\$ 128,800.00	\$ 127,267.95	\$ 129,158.16	\$ 140,502.14	\$ 151,478.73
247	Board of Review	\$ 3,100.00	\$ 3,000.00	\$ 2,700.00	\$ 2,600.00	\$ 2,753.00	\$ 2,753.00
253	Treasurer	\$ 63,200.00	\$ 70,000.00	\$ 66,815.00	\$ 68,580.20	\$ 75,624.95	\$ 82,183.62
258	Technology	\$ 26,200.00	\$ 28,000.00	\$ 56,513.00	\$ 35,600.00	\$ 35,021.00	\$ 50,000.00
265	Township Hall & Grounds	\$ 17,800.00	\$ 18,000.00	\$ 135,000.00	\$ 59,650.00	\$ 70,455.00	\$ 63,675.00
285	Other General Government	\$ 423,050.00	\$ 1,449,000.00	\$ 337,722.00	\$ 400,340.18	\$ 466,560.11	\$ 501,864.59
305	Police	\$ 405,574.50	\$ 418,000.00	\$ 597,007.88	\$ 543,414.25	\$ 513,900.26	\$ 562,968.85
340	Fire	\$ 135,300.00	\$ 137,000.00	\$ 912,888.57	\$ 129,696.60	\$ 117,446.60	\$ 139,053.67
440	Streets	\$ 23,000.00	\$ 22,000.00	\$ 22,040.96	\$ 19,650.00	\$ 22,750.00	\$ 23,400.00
526	Sanitary Landfill	\$ 180,000.00	\$ 9,100.00	\$ 49,800.00	\$ 28,600.00	\$ 35,300.00	\$ 36,400.00
722	Recreation Grants		\$ -	\$ -	\$ -	\$ -	
756	Recreation and Properties	\$ 112,300.00	\$ 115,000.00	\$ 218,498.46	\$ 212,528.26	\$ 328,249.44	\$ 173,922.93
800	Zoning	\$ 67,900.00	\$ 65,700.00	\$ 74,454.94	\$ 73,813.02	\$ 124,964.49	\$ 80,343.01
805	Planning Commission	\$ 8,700.00	\$ 9,000.00	\$ 12,841.95	\$ 10,081.95	\$ 12,753.23	\$ 13,364.82
815	Zoning Board of Appeals	\$ 3,100.00	\$ 3,700.00	\$ 4,780.00	\$ 4,475.24	\$ 4,568.25	\$ 4,523.79
Totals		\$ 1,773,774.50	\$ 2,727,800.00	\$ 2,861,698.72	\$ 2,050,245.97	\$ 2,262,867.10	\$ 2,262,317.31



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Summary of Capital Improvement Expense

Charter Township of Chocolay Capital Budget 2021-2025 Expenditure							
Account	Department Description	2021	2022	2023	2024	2025	Total in Program
103	Township Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
175	Township Supervisor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
190	Elections	\$ 6,000.00	\$ -	\$ 5,200.00	\$ 1,200.00	\$ -	\$ 12,400.00
202	Assessor	\$ 355.00	\$ -	\$ -	\$ -	\$ -	\$ 355.00
215	Clerk	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
247	Board of Review	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
253	Treasurer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
258	Technology	\$ 19,100.00	\$ -	\$ 12,300.00	\$ -	\$ -	\$ 31,400.00
265	Township Hall & Grounds	\$ 102,000.00	\$ 34,000.00	\$ 130,000.00	\$ 65,000.00	\$ -	\$ 331,000.00
285	Other General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
305	Police	\$ 75,400.00	\$ 33,000.00	\$ 17,200.00	\$ 20,280.00	\$ 1,000.00	\$ 146,880.00
340	Fire	\$ 667,500.00	\$ -	\$ 90,000.00	\$ 152,000.00	\$ -	\$ 909,500.00
440	Streets	\$ -	\$ 6,200.00	\$ -	\$ -	\$ -	\$ 6,200.00
526	Sanitary Landfill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
722	Recreation Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
756	Recreation and Properties	\$ 97,200.00	\$ 215,000.00	\$ 242,500.00	\$ 183,000.00	\$ -	\$ 737,700.00
800	Zoning	\$ 800.00	\$ -	\$ -	\$ 600.00	\$ -	\$ 1,400.00
805	Planning Commission	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
815	Zoning Board of Appeals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals		\$ 968,355.00	\$ 288,200.00	\$ 499,200.00	\$ 422,080.00	\$ 1,000.00	\$ 2,178,835.00



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Proposed Revenue and Expense by Fund 2024

	2024 Budgetted				Non-Major			Total All Funds
	General Fund	Road Fund	Library Millage Fund	CIP Fund	Drug Law Enforcement Fund	Fire Fund	Liquor Law Fund	
Revenues								
Taxes	\$ 974,334	\$ 409,458.85	\$242,500.13					\$ 1,626,293.36
Licenses and permits	\$ 9,700.00							\$ 9,700.00
Federal sources	\$ 255,000.00			\$ 382,398.00				\$ 637,398.00
State sources	\$ 655,500.00							\$ 655,500.00
Local sources (KBIC 2% Funds)	\$ 334,080.00			\$ 175,000.00			\$ 2,900.00	\$ 511,980.00
Charges for services	\$ 123,300.00							\$ 123,300.00
Interest	\$ 57,500.00			\$ 100,000.00	\$ 1,300.00			\$ 158,800.00
Other	\$ 297,650.00			\$ 147,850.00	\$ -			\$ 445,500.00
Total Revenues	\$ 2,707,064.38	\$ 409,458.85	\$242,500.13	\$ 805,248.00	\$ 1,300.00	\$ -	\$ 2,900.00	\$ 4,168,471.36
Expenditures								
Current operations:								
Legislative	\$ 201,511.89							\$ 201,511.89
General services and administration	\$ 1,004,870.28							\$ 1,004,870.28
Public safety	\$ 699,278.94				\$ 1,300.00		\$ 2,900.00	\$ 703,478.94
Public works	\$ 52,800.00							\$ 52,800.00
Community and economic development	\$ 98,415.22							\$ 98,415.22
Recreation and culture	\$ 174,032.99		\$242,500.13					\$ 416,533.12
Capital outlay		\$ 426,000.00		\$ 422,080.00				\$ 848,080.00
Total Expenditures	\$ 2,230,909.32	\$ 426,000.00	\$242,500.13	\$ 422,080.00	\$ 1,300.00	\$ -	\$ 2,900.00	\$ 3,325,689.45
Excess of Revenues Over (Under) Expenditures								
	\$ 476,155.06	\$ (16,541.15)	\$ -	\$ 383,168.00	\$ -	\$ -	\$ -	\$ 842,781.91
Other Financing Sources (Uses)								
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers (out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Change in Fund balance	\$ 476,155.06	\$ (16,541.15)	\$ -	\$ 383,168.00	\$ -	\$ -	\$ -	\$ 842,781.91
Fund balance beginning of the year	\$ 2,297,362.00	\$ 213,293.00	\$ -	\$ 811,562.08	\$ -	\$ -	\$ -	\$ 3,322,217.08
Fund balance, end of the year	\$ 2,773,517.06	\$ 196,751.85	\$ -	\$ 1,194,730.08	\$ -	\$ -	\$ -	\$ 4,164,998.99



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Revenue and Expense by Fund 2019-2024

Charter Township Of Chocolay Summary of Revenues and Expenditures - All Funds						
	2019	2020	2021	2022	2023	2024
Revenues						
General Fund	\$ 1,690,449.00	\$ 2,705,000.00	\$2,781,716.52	\$2,407,225.83	\$ 2,779,571.02	\$ 2,707,064.38
Road Fund	\$ 368,661.00	\$ 365,000.00	\$ 380,142.00	\$ 428,934.99	\$ 409,479.97	\$ 409,458.85
Fire Millage	\$ 15.00	\$ -	\$ -	\$ -	\$ -	\$ -
Liquor Law Enforcement	\$ 2,781.00	\$ 2,900.00	\$ 3,000.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00
Drug Law Enforcement	\$ 1,315.00	\$ -	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
Library Millage	\$ 215,968.00	\$ 220,000.00	\$ 237,427.93	\$ 254,047.88	\$ 242,510.92	\$ 242,500.13
Capital Improvements Fund	\$ 742,288.00	\$ 81,000.00	\$ -	\$ 69,581.00	\$ 1,114,349.00	\$ 805,248.00
Total Revenues	\$ 3,021,477.00	\$ 3,373,900.00	\$3,403,586.44	\$3,163,989.70	\$ 4,550,110.90	\$ 4,168,471.36
Expenditures						
General Fund	\$ 1,513,070.00	\$ 2,705,000.00	\$2,861,698.72	\$2,050,245.97	\$ 2,762,067.10	\$ 2,230,909.32
Road Fund	\$ 469,081.00	\$ 500,000.00	\$ 500,000.00	\$ 100,000.00	\$ 426,000.00	\$ 426,000.00
Fire Millage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Liquor Law Enforcement	\$ 2,781.00	\$ 2,900.00	\$ 3,000.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00
Drug Law Enforcement	\$ 767.00	\$ -	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
Library Millage	\$ 215,968.00	\$ 220,000.00	\$ 237,427.93	\$ 254,047.88	\$ 242,510.92	\$ 242,500.13
Capital Improvements Fund	\$ 841,851.00	\$ 89,324.00	\$ 300,855.00	\$ 288,200.00	\$ 499,200.00	\$ 422,080.00
Total Expenditures	\$ 3,043,518.00	\$ 3,517,224.00	\$3,904,281.65	\$2,696,693.85	\$ 3,933,978.02	\$ 3,325,689.45
Excess of Revenues Over (Under) Expenditures	\$ (22,041.00)	\$ (143,324.00)	\$ (500,695.21)	\$ 467,295.84	\$ 616,132.88	\$ 842,781.91
Other Financing Sources (Uses)						
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers (out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Change in Fund balance	\$ (22,041.00)	\$ (143,324.00)	\$ (500,695.21)	\$ 467,295.84	\$ 616,132.88	\$ 842,781.91
Fund balance beginning of the year	\$ 3,036,580.00	\$ 3,014,539.00	\$2,871,215.00	\$2,370,519.79	\$ 2,837,815.63	\$ 3,453,948.52
Fund balance, end of the year	\$ 3,014,539.00	\$ 2,871,215.00	\$2,370,519.79	\$ 2,837,815.63	\$ 3,453,948.52	\$ 4,296,730.43

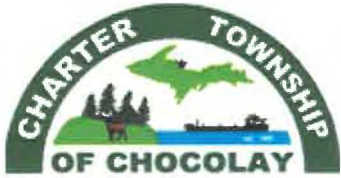


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Revenue and Expense Wastewater Fund 2019-2024

Charter Township Of Chocolay
 Summary of Revenues and Expenditures - Wastewater Fund (Proprietary)

	2019	2020 Budget	2021 Proposed	2022	2023	2024
Revenues						
Charges for services, net	\$ 506,922.00	\$ 524,500.00	\$ 525,000.00	\$ 574,000.00	\$ 574,000.00	\$ 547,740.00
Misc. income	\$ 4,877.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 55,000.00
Total Revenues	\$ 511,799.00	\$ 524,500.00	\$ 530,000.00	\$ 579,000.00	\$ 579,000.00	\$ 602,740.00
Expenditures						
Personnel Services	\$ 90,551.00	\$ 108,610.00	\$ 97,349.46	\$ 49,563.53	\$ 58,915.93	\$ 59,804.25
Supplies	\$ 9,836.00	\$ 20,000.00	\$ 10,000.00	\$ 30,000.00	\$ 30,001.00	\$ 30,002.00
Other services	\$ 312,285.00	\$ 3,361,390.00	\$ 417,945.00	\$ 605,186.67	\$ 562,070.00	\$ 609,361.00
Depreciation	\$ 46,074.00	\$ 50,000.00	\$ 87,500.00	\$ 87,500.00	\$ 150,000.00	\$ 87,500.00
Total Expenditures	\$ 458,746.00	\$ 3,540,000.00	\$ 612,794.46	\$ 772,250.19	\$ 800,986.93	\$ 786,667.25
Operating Income (Loss)	\$ 53,053.00	\$(3,015,500.00)	\$ (82,794.46)	\$ (193,250.19)	\$ (221,986.93)	\$ (183,927.25)
Non-Operating Revenues						
Investment income	\$ 30,991.00	\$ 500.00	\$ 7,500.00	\$ 46,443.52	\$ 7,500.00	\$ 45,000.00
Gain (Loss) on invest in wastewater facility	\$ 103,819.00	\$ 3,000,000.00	\$ -	\$ -	\$ -	\$ -
Gain (Loss) on investment	\$ 24,322.00	\$ -	\$ 1,500.00	\$ -	\$ 55,000.00	\$ 55,000.00
Capital contribute	\$ 114,120.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -
Total Non-Operating Revenues (Expenses)	\$ 273,252.00	\$ 3,000,500.00	\$ 39,000.00	\$ 46,443.52	\$ 62,500.00	\$ 100,000.00
Change in Net Position	\$ 326,305.00	\$ (15,000.00)	\$ (43,794.46)	\$ (146,806.67)	\$ (159,486.93)	\$ (83,927.25)
Net Position, beginning next year	\$ 2,591,415.00	\$ 2,917,720.00	\$ 2,902,720.00	\$ 2,858,925.54	\$ 2,712,118.87	\$ 2,552,631.93
NET POSITION END OF YEAR	\$ 2,917,720.00	\$ 2,902,720.00	\$ 2,858,925.54	\$ 2,712,118.87	\$ 2,552,631.93	\$ 2,468,704.69



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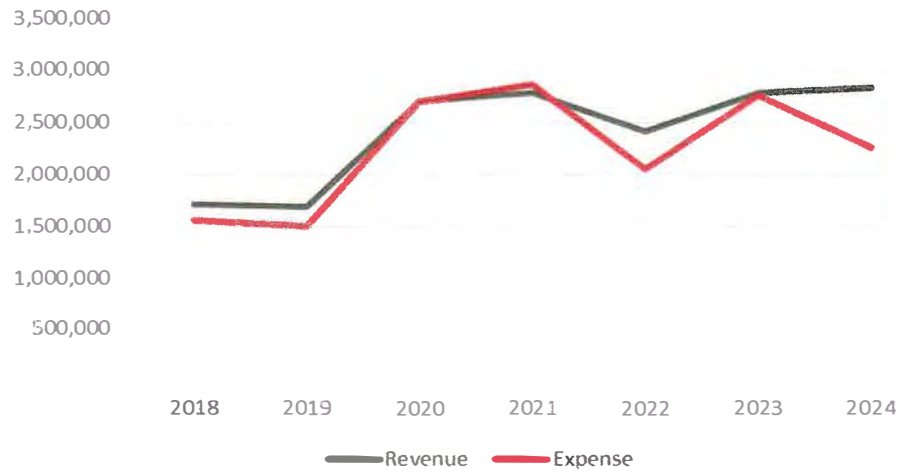
Summary of Positions by Department FY 2024

Employee Requirements	2021	2022	2023	2024
PERMANENT FULL TIME AUTHORIZED POSITIONS	Budget	Budget	Budget	Projected
Department				
Administration				
Township Manager	1.0	1.0	1.0	1.0
Administrative Assistant	0.5	1.0	1.0	1.0
Total Administration	1.5	2.0	2.0	2.0
Assessor				
Contract Assessor	1.0	1.0	1.0	1.0
Seasonal Assistant	0.5	0.5	0.5	0.5
Total Assessor	1.5	1.5	1.5	1.5
Clerk				
Deputy Clerk	1.0	1.0	1.0	1.0
Assistant - Elections Clerk	0.5	1.0	1.0	1.0
Part Time Clerical Worker	0.5	0.5	0.5	0.5
Part time Elections Workers (working one election)	3.0	3.0	3.0	3.0
Total Clerk	5.0	5.5	5.5	5.5
Fire Department				
Paid on Call Fire Staff (FTE Equivalants)	5.0	5.0	5.0	6.0
Total Fire	5.0	5.0	5.0	6.0
Planning and Zoning				
Director of Planning and Zoning	1.0	1.0	1.0	1.0
Grants Planner			1.0	1.0
Total Planning and Zoning	1.0	1.0	1.0	1.0
Police				
Chief	1.0	1.0	1.0	1.0
Sergeant	1.0	1.0	1.0	1.0
Patrol	2.0	3.0	3.0	4.0
Part Time Patrol	0.5	0.5	0.5	0.0
Admin Assistant	1.0	1.0	1.0	1.0
Total Police	5.5	6.5	6.5	7.0
Public Works				
Superintendent	1.0	1.0	1.0	1.0
Maintenance Worker	2.0	2.0	1.0	2.0
Total Public Works	3.0	3.0	2.00	3.00
Treasury				
Deputy Treasurer	1.0	1.0	0.5	1.5
Total Treasury	1.0	1.0	0.5	1.5
Total Full Time Employee Equivalents	23.5	25.5	24.0	27.5

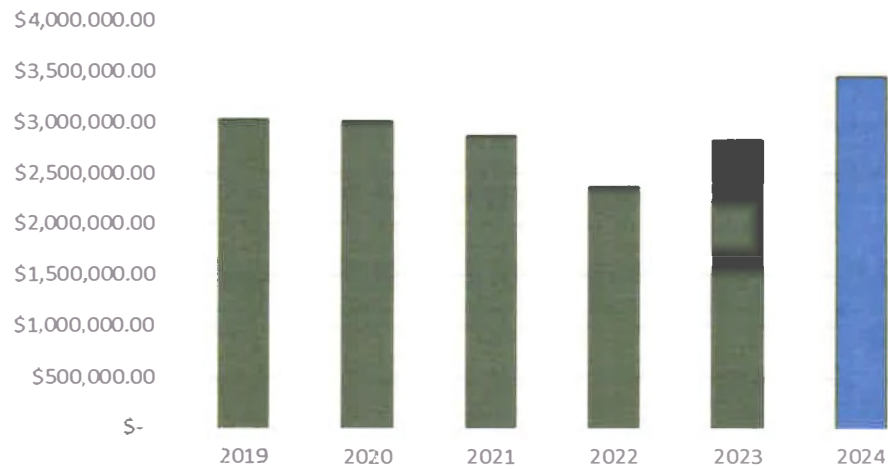


Summary Tables

General Fund

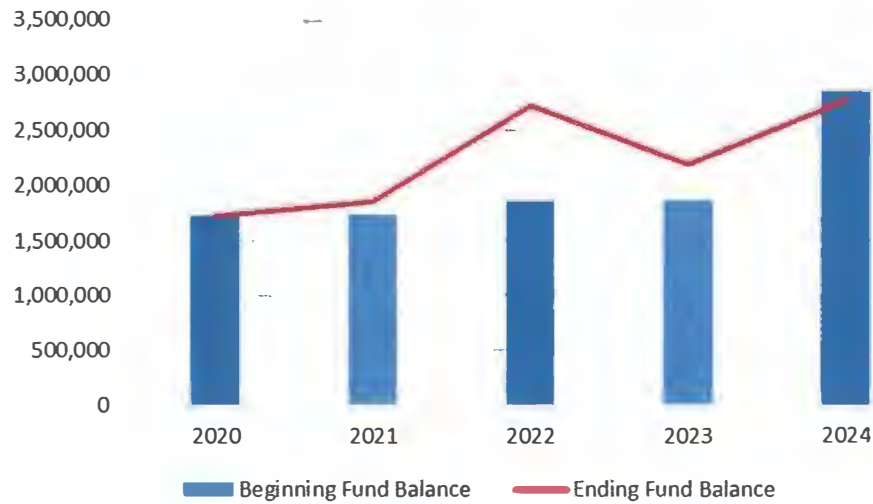


Historical Annual Fund Balance

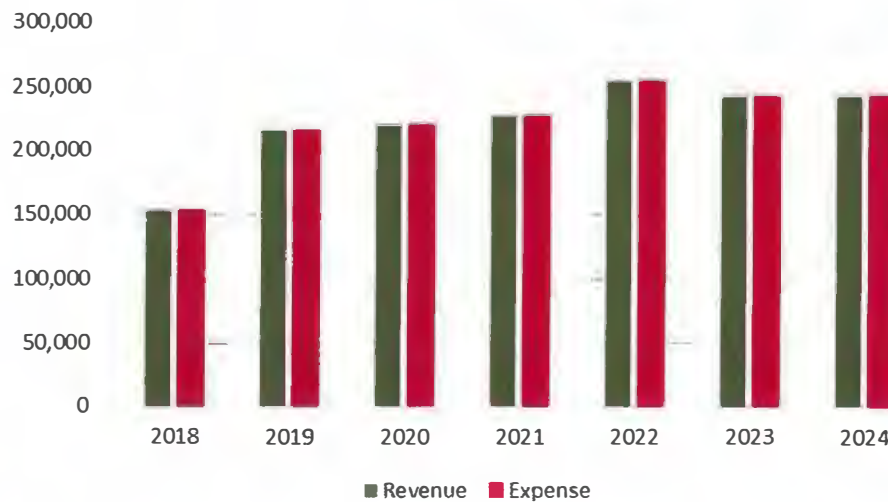




Historical General Fund Balance

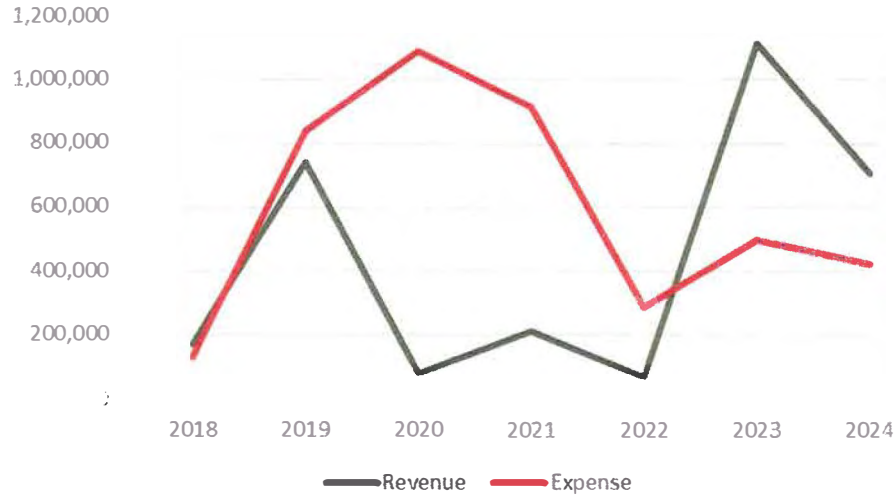


Library Millage

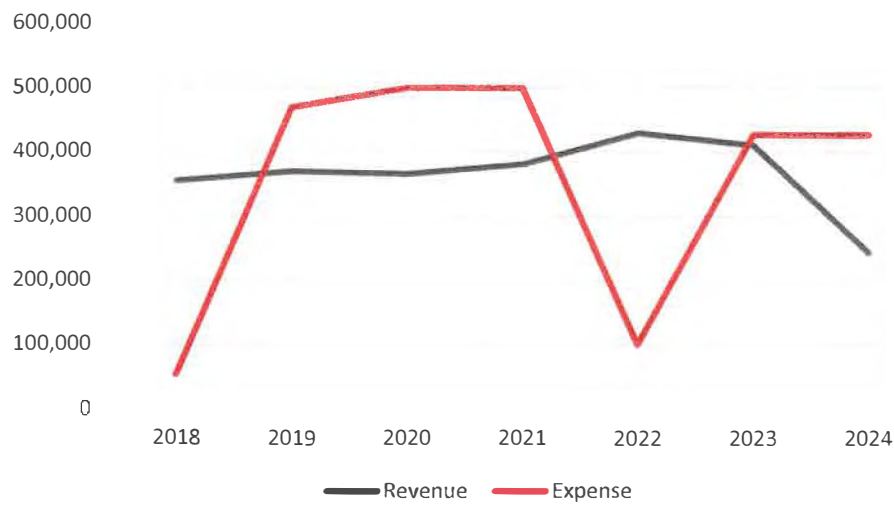




Capital Improvement

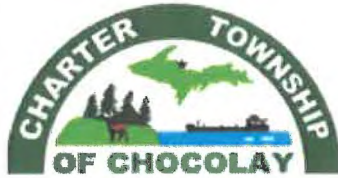


Road Millage





Departments Tab



2024 BUDGET DEPARTMENT DESCRIPTION

DEPARTMENT BUDGET OVERVIEW:

REVENUE: The Elections Department revenue is drawn from the general fund.

DEPARTMENT DESCRIPTION

MISSION: The Elections Department is an extension of the Clerk’s Office. The department is responsible for the proper administration of elections in compliance with Federal and State Laws.

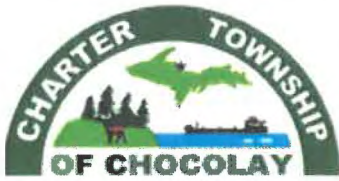
PRIORITY COMPLIANCE: This is a regulatory requirement per Federal and State Election Laws.

OPERATING EXPENDITURES: There is an increase because 2024 is a major election year. There will be a minimum of three elections planned for in 2024.

GENERAL FUND	2023 Budgeted	2023 Projected	2024 Proposed	2023/2024 VARIANCE
Department Total	\$29,192	\$18,137	\$76,292.50	161% Increase

CAPITAL EXPENDITURES: The department has very few items that are purchased through capital funds. The ballot tabulators and the election booths are the only two items that are part of the capital replacement program.

GENERAL FUND	2022 Approved	2023 Approved	2024 Proposed
Department Project Total	\$6,000.00	\$5,200.00	\$1,200
Major Items			
1. Tabulator	\$6,000.00		
2. Voter Booths		\$5,200.00	\$1,200



2024 BUDGET DEPARTMENT DESCRIPTION

DEPARTMENT BUDGET OVERVIEW:

REVENUE: The township hall and grounds department revenue are drawn from the general fund. The responsible department is the Public Works department with advisory authority of the Administration Department.

DEPARTMENT DESCRIPTION

PRIORITY COMPLIANCE: This is a requirement to operate the function of government.

OPERATING EXPENDITURES: There is a decrease in this department because of moving Capital Expenses out of the general operating.

GENERAL FUND	2023 Budgeted	2023 PROJECTED	2024 Proposed	2023/2024 VARIANCE
Department Total	\$199,955	\$39,893.26	\$63,675	70% Decrease

CAPITAL EXPENDITURES: It has become time to replace the carpet in the Township Offices. The other project is preparing for future grant options to develop the design for a new Public Works Building.

GENERAL FUND	2022 REQUESTED	2023 APPROVED	2024 Proposed
Department Project Total	\$34,000	\$130,000	\$65,000
Major Items			
1. Tree Removal	\$5,000		
2. Floor Scrubber	\$9,000		
3. Design DPW Building	\$20,000		
4. Siding the TWP Hall		\$120,000	
5. Irrigation around Buildings		\$10,000	
6. Carpeting			\$25,000
7. New DPW Building Design			\$40,000



2024 BUDGET DEPARTMENT DESCRIPTION

DEPARTMENT BUDGET OVERVIEW:

REVENUE: The Fire Department's budget only generates revenue from Federal, State and Local Grants as awarded. Our budget is taxpayer funded annually.

DEPARTMENT DESCRIPTION

MISSION: The fire departments mission: Service, Honor, Integrity. The fire department meets our mission by helping those in need as an undivided group earning a high level of respect from the community we serve.

PRIORITY COMPLIANCE: Life Safety of the fire department members by providing them quality equipment designed to withstand the job duties, providing longstanding quality thus saving the township money over time, and providing a high level of life safety services to the citizens of Chocolay Township. Due to the nature of firefighting, equipment needs frequent maintenance and replacement.

OPERATING EXPENDITURES: Our annual budget provides the fire department our daily operating expenditures allowing the highest level of service to protect the citizens we serve. These expenditures cover a variety of items ranging from new and replacement equipment, repairs as required and supplies to keep the members safe.

GENERAL FUND	2023 Budgeted	2023 PROJECTED	2024 Proposed	2023/2024 VARIANCE
Department Total	\$207,446	\$78,620	\$127,742	38% Decrease

PRIORITY COMPLIANCE: The fire department provides critical life safety response to the residents of the township and other fire departments through mutual aid agreements. Building on our program each year, the focus of purchasing quality equipment that generally has a longer duration of life providing an additional level of safety to the members of the department and ultimately the citizens we serve. The focus of continually being better provides surety to those we serve thus attracting others.

CAPITAL EXPENDITURES: The Department is working with local communities on a regional grant to replace and upgrade the remaining radios to the new 800mhz.

GENERAL FUND	2022 Budget	2023 APPROVED	2024 Proposed
Department Project Total	\$175,000	\$90,000	
Major Items			
1. SCBA Replacement	\$175,000		
2. Radio Replacement		\$90,000	

3. Brush Truck and Equipment		\$127,500
4. Dry Hydrant Replacement		\$10,000
5. Various Tools and Gear		\$14,500



2024 BUDGET DEPARTMENT DESCRIPTION

DEPARTMENT BUDGET OVERVIEW:

REVENUE: The recreation department revenue is drawn from the general fund. The responsible department is the Public Works department with advisory authority of the Administration Department.

DEPARTMENT DESCRIPTION

Mission: The recreation department implements the direction for Chocolay Township to acquire, development, renovate, and maintain outdoor recreation opportunities for Township residents and visitors.

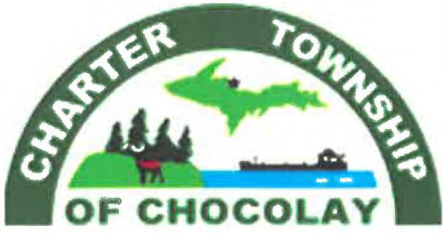
PRIORITY COMPLIANCE: The Township has an approved recreation plan that aligns with the Board's goals of Sustainability or Resilience and Integration with other Jurisdictions.

OPERATING EXPENDITURES: There is a decrease in this department's general expenses because of a reduction in capital maintenance and long term pricing in maintenance contracts.

GENERAL FUND	2023 Budgeted	2023 PROJECTED	2024 Proposed	2023/2024 VARIANCE
Department Total	\$570,750	\$132,439	\$42,725	92% Decrease

CAPITAL EXPENDITURES: The large item this year is the resurface of the other half of the tennis court. We will be applying for a State of Michigan Recreational Grant to offset the costs.

GENERAL FUND	2022 Budgeted	2023 APPROVED	2024 Proposed
Department Project Total	\$215,000	\$242,500	
Major Items			
1. Redesign of all recreation areas		\$50,000	
2. Restroom update at the Marina	\$35,000		
3. Boardwalk at Marina replacement	\$20,000		
4. Resurface of Tennis Court	\$160,000	\$160,000	\$113,000
5. Township Entrance Signs		\$7,500	
6. New Pick-up Truck			\$70,000



Glossary Tab



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Glossary

ACCRUAL BASIS of ACCOUNTING – Method of accounting that recognizes the financial effect of transactions, events and inter-fund activities when they occur, regardless of the timing of the related cash flows.

APPROPRIATION - An authorization made by the Township Board that permits the Township to incur obligations and to make expenditures for specific purposes.

ASSESSED VALUATION - The total value of real estate and personal property as determined by the Assessor that is the basis used for levying taxes. (S.E.V. = State Equalized Value)

BALANCED BUDGET – A spending plan where revenues and/or other financing sources match expenditures.

BOND - A written promise to pay a specific sum of money plus interest at a specified rate within a specific period of time, primarily to finance street construction, facility improvements, or public safety equipment.

BUDGET - A financial plan for a specified fiscal year that contains estimated expenditures and revenues.

- a) Operating Budget - the portion of the budget that relates to daily operations that provide governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies and services.
- b) Capital Improvements Program Budget - a Capital Improvements Program (CIP) Budget includes projects which are usually construction or renovation projects designed to improve the value of the government assets. Examples are street construction, water and sewer facilities, recreational projects, park improvements and building renovations.
- c) Budget Amendment - A procedure to revise a budget appropriation either by Township Board approval or by Township Manger authorization to adjust appropriations.

CAPITAL IMPROVEMENT PROGRAM (CIP) - A long range plan which outlines proposed capital improvement projects and estimates the costs and funding sources associated with those projects.

CAPITAL OUTLAY - Expenditures budgeted to acquire or add to fixed assets costing \$500 or more and with an expected useful life of a least one year.

CIP FUNDED – Projects supported by resources in the Capital Improvement Program (CIP).

DEBT SERVICE - The amount of interest and principal that the Township must pay each year on direct long-term debt plus the interest it must pay on direct short-term debt.

DEPARTMENT - A major administrative section of the Township that indicates overall management responsibility for an operation or a group of related operations within a functional area.

DIVISION - A group of costs centers within a service group, i.e., the Water Division is a cost center within the Public Service Group (which is considered a department).

ENCUMBRANCE - A legal financial commitment of appropriated funds to purchase an item or service. To encumber funds, means to set aside or commit funds for a future expenditure.

EXPENDITURE/EXPENSE - Cost of goods and services obtained, including debt service and capital outlay.

FEDERAL - Refers to a United States of America national government entity.

FISCAL YEAR – The twelve month time period designated by the Township that signifies the beginning and ending periods for recording financial transactions. The Chocloy Township’s fiscal year is January 1 to December 31.

FIXED ASSETS - Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

FULL-TIME EQUIVALENT (FTE) - Combines all full time and part time personnel into a standard equivalent for time management.

FUND - A set of accounts to record revenues and expenditures associated with a specific purpose.

FUND TYPES:

Governmental Funds: Funds generally used to account for tax supported activities. There are five different types of governmental funds: general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

General Fund: The general fund typically serves as the chief operating fund of a government. The general fund is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund: Governmental fund type used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditure for specified purposes.

Debt Service Funds: Governmental fund type used to account for the accumulation of resources for, and the payment of, general long term debt principal and interest.

Capital Improvement Project Funds: Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

Permanent Funds: Government fund type used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs (i.e. for the benefit of the government or its citizenry).

Proprietary Funds: Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Enterprise Fund: Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services.

Internal Service Funds: Proprietary fund type that may be used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis.

Fiduciary Funds: Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds and agency funds.

Pension (and Other Employee Benefit) trust funds: Fiduciary fund type used to report resources that are required to be held in trust for the members and beneficiaries of defined benefit pension plans, defined contribution plans, or the postemployment benefit plans, or other employee benefit plans.

Investment trust funds: Fiduciary Fund type used to report governmental external investment pools in separately issued reports and the external portion of these same pools when reported by the sponsoring government.

Private-purpose trust funds: Fiduciary Fund type used to report all trust arrangements, other than those properly reported in pension trust funds or investment trust funds, under which principal and income benefit individuals, private organizations, or other governments.

Agency funds: Fiduciary fund type used to report resources held by the reporting government in a purely custodial capacity (assets equal liabilities). Agency funds typically involve only the receipt, temporary investment, remittance of fiduciary resources to individuals, private organizations or other governments.

FUND BALANCE - Fund Balance is the difference between assets and liabilities in a governmental fund.

GENERAL OBLIGATION BONDS - A municipal bond backed by the credit and "taxing power" of the issuing jurisdiction rather than the revenue from a given project.

GENERAL APPROPRIATION RESOLUTION - The budget as adopted by the Township Board.

GOALS - A statement of broad direction, purpose or intent based on the needs of the community; a goal is general, timeless, and is not concerned with a specific accomplishment, but with the nature of desired effects of activities and operations.

GRANT - A contribution by the state or federal government or other organization to support a specific function. Grants may be classified as either categorical or block.

IN-LIEU PROPERTY TAXES - An amount charged enterprise operations equivalent to the Township property taxes that would be due on plant and equipment if the enterprise operations were for-profit companies.

INTERFUND TRANSFERS - The exchange of resources between funds that are not recorded as revenues to the fund receiving or expenditures to the fund providing.

LONG TERM DEBT – Borrowings with a maturity of more than one year after issuance date.

MODIFIED ACCRUAL BASIS – An accounting method that recognizes revenues when they are both “measurable and “available,” to finance expenditures of the current period. Expenditures are recognized when the related liability is incurred.

OBJECTIVES - Are time-related, goal directed, quantified statements of results expected within the fiscal year. They are measurable, realistic and obtainable, and are consistent with overall department and Township goals.

PERFORMANCE MEASURERS - Specific quantitative and qualitative indicators of work performed as an objective of a service group/division. Indicators in some instances may not have measurable results, nor be measured on a recurring basis, but success may be measured by the accomplishment of the goal and objective.

RESERVE - An account used to indicate that a portion of a fund's assets are legally restricted for a specific purpose and is, therefore, not available for general appropriation.

REVENUE or RESOURCES - Funds received as income, including taxes, charges and fees for specific services, subsidies from other governments, fines, forfeitures, grants, shared revenues and interest income.

REVENUE BOND: A municipal bond supported by the revenue from a specific project or operation, such as a toll bridge, highway, utility or local stadium.

RISK MANAGEMENT - An effort organized to protect assets against loss most economically.

STATE – Refers to the State of Michigan

STATE EQUALIZED VALUE (SEV) - The final assessed value after equalized by the State Tax Board. If the County Equalization considers the assessments to be relatively unequal, they will equalize the assessments by adding to or deducting from the valuation of the taxable property, resulting in final SEV.

TAX LEVY - Taxes imposed for the support of governmental activities.

TRANSFERS - Transfers are the authorized exchanges of cash or other resources between funds.

WORKING CAPITAL – Funds used from or contributed to unreserved and undesignated balances.

**CHOCOLAY TOWNSHIP
PLANNING COMMISSION**

Monday, August 21, 2023 Minutes

I. Meeting Call to Order

Chair Ryan Soucy called the meeting to order at 7:30 PM.

II. Roll Call

Members present at roll call:

Ryan Soucy (Chair)
Donna Mullen-Campbell (Secretary)
Don Rhein (Board)
Stephanie Gencheff
Kendall Milton

Members absent at roll call:

George Meister (Vice Chair)
Rebecca Sloan (Vice Secretary)

Staff present:

Richard Bohjanen (Township Supervisor), Bill DeGroot (Township Manager), Dale Throenle (Planning Director / Zoning Administrator)

III. Additional Agenda Items / Approval of Agenda

Rhein moved, Milton seconded, to approve the agenda as presented.

Vote: Ayes: 5 Nays: 0 Motion carried

IV. Minutes

A. June 19, 2023 Meeting

B. July 17, 2023 Meeting

Soucy requested that both sets of minutes be approved together.

Rhein moved, Mullen-Campbell seconded to approve the minutes as presented.

Vote: Ayes: 5 Nays: 0 Motion carried

V. Public Comment

None

VI. Presentations

None

VII. Unfinished Business

None

VIII. New Business

A. Joint Meeting Debrief

Commissioner Discussion

Soucy recommended the Commissioners start with the AF district discussion and asked for comments from DeGroot.

DeGroot stated that he was pleased regarding the amount of discussion on the issue. He added that it was time to ask the community about the future direction.

Soucy stated that feedback was necessary for the issue to be presented to the community. He asked for Commissioners for ideas related to the township hall meetings (such as charettes and maps).

Rhein stated that using maps needed to be done with the idea that the public would look at the maps as "final", and that needed to be done with caution.

Gencheff stated that the maps would be important as the public would want to know what district they are associated with. Soucy stated that it would be better to ask what district they wanted to be in; Rhein agreed with the concept. Milton stated that information on the issue was readily available, and easy to understand. Gencheff asked what happens if only a few show up at the meetings; Rhein suggested that FlashVote be used to gain additional information, which would give additional sources for the decision process.

Gencheff stated that she had attended a Michigan Township Association meeting, and asked questions about getting the public involved in the process. She suggested sending FlashVote notifications with the tax bills. She stated she was not happy with the advertising cards that were sent out previously with the notice about FlashVote.

Commissioners discussed the use of email for notification purposes. Gencheff asked what the obstacles were concerning sending out emails; Throenle stated that sending out mass emails generally wound up in junk folders and that it was difficult to get people to sign up for the email process. Throenle added that the fastest way to get information out in the Township was word of mouth. He added that inserts with the tax bills were additional costs that would have to be considered. DeGroot added that communication methods were researched and reviewed in the past, and the communication issue that existed in the past and now is very similar. He suggested that the Commissioners address one issue at a time instead of trying to address all of them at the same time.

Throenle asked Soucy how he approached information while working with CUPPAD. Soucy responded that the primary method was word of mouth, followed by a post card sent to all the affected parties. Bohjanen added that residents do look at the posted agendas on the website, but it does not generate citizen input.

Gencheff asked about sending text messages; DeGroot suggested that staff would look at the methods to get the data out to the public. DeGroot also described the process of getting set up with FlashVote, including the negative response from the public when a text was received with the last vote that was sent out.

Throenle asked the Commissioners to consider the timeframe for the townhall meetings, especially since the time was short for those that would be leaving the Township for the winter. He suggested that the Township be divided into quadrants to gain public participation.

Bohjanen asked if a FlashVote question could be asked regarding attending a townhall meeting. DeGroot responded that the question had already been asked, and that participants generally stated that they would not attend.

Commissioners discussed the locations for the meetings. Locations discussed included the Township hall, Township public parks, Cherry Creek School, Lakenenland, and the casino.

Rhein suggested three meetings prior to the middle of October, at the Township hall.

DeGroot suggested that one meeting should be a later start time to accommodate those that have things to do at 4:30 through 6:00 PM. Commissioners decided that the meeting dates would be September 26 from 4:30 to 6:00 PM, October 10 from 7:00 to 8:30, and October 17 from 4:30 to 6:00 PM. The Commissioners decided that all meetings should be in the Township firehall with the ability for any resident to attend any session.

Maps were discussed as part of the presentation materials. Throenle asked Soucy to describe what the meetings should look like. Mullen-Campbell suggested that the meetings should be informal. Soucy added that an informational process should be available that directs the questions that the citizens might ask. Throenle suggested a pre-recorded presentation; Soucy suggested that it be one that could also be shared before the meeting.

Throenle asked what documents the Commissioners would like to be presented to the public as the "final draft." Gencheff suggested that a document that showed what was permitted and was conditional for the AG districts be put together. Gencheff asked if accessory dwelling units would be discussed; Rhein responded the focus should be only on the AF question.

DeGroot asked how fast documents could be produced on foam presentation boards to get the data for the public presentations. Gencheff responded she felt the boards could be finished in forty-eight hours.

Soucy asked the Commissioners to develop a list of suggested documents that would be used for the public presentations and that list would be discussed at the next meeting. Gencheff asked if information would be available to show citizens what zoning they are ready are in. Throenle stated the information could be available if the Commissioners wanted that.

Throenle changed the topic to accessory dwelling units and minimum square footage. He stated that the ordinance stated floor area and not footprint, and that a structure could be two floors at 400 square feet each that achieves the current 800 square feet requirement.

Gencheff asked about the 30 percent requirement for accessory dwelling units.

Throenle stated that was causing concern because of the size of the original structure. Gencheff asked that staff research how other communities addressed the issues, especially when considering owner-occupied and rentals.

IX. Public Comment

Richard Bohjanen, 140 Edgewood Drive

Suggested that a map be available for AF residents to put a pin on the map where they live to indicate the proposed zoning that they would be prefer. He suggested colored pins to represent the difference between AG 1, AG 2 and AG 3.

X. Commissioner's Comments

Rhein

Stated that there were great discussions, especially with the Board. He suggested that DeGroot's direction of one item at a time be followed.

Mullen-Campbell

Felt neighborhood canvassing was important.

Milton

Asked where the FlashVote information was on the website.

Gencheff

Expressed that she agreed with Rhein's comments.

Soucy

Thanked the Commissioners for a good job.

XI. Director's Report

Planning / Zoning Administrator Throenle

none

XII. Informational Items and Correspondence

A. Township newsletter – July 2023

B. Marquette County Planning Commission minutes 08.02.23 draft

C. City of Marquette Planning Commission minutes 06.20.23

D. City of Marquette Planning Commission minutes 07.18.23

E. Correspondence – Sanders

F. Correspondence – James

G. Correspondence – Mulcahey

XIII. Adjournment

Rhein moved, Milton seconded, to adjourn the meeting.

Vote: Ayes: 5 Nays: 0 Motion carried

Soucy adjourned the meeting at 8:43 PM.

Submitted by:

Planning Commission Secretary

Donna Mullen-Campbell

DRAFT

MARQUETTE COUNTY SOLID WASTE MANAGEMENT AUTHORITY

Board Meeting Minutes

Regular Meeting

August 16, 2023

DATE: Wednesday, August 16, 2023

PLACE: Landfill Administration Complex
600 County Road NP
Marquette, MI 49855

MEMBERS PRESENT: In Person: Randall Yelle, Glenn Adams, Carr W. Baldwin, Dave Campana, Joe Minelli, Dennis Honch, Amy Manning and Helen Amiri (Alternate Board Member)

MEMBERS ABSENT: None

OTHERS: In Person: William T. Nordeen, Attorney; Beth Bonanni, Recording Secretary; Chris Magnuson, MCSWMA; John Anderson, MCSWMA; Gary Wommer, Negaunee Township; Judy White, Chocolay Township and Brian Schuhmacher. By Zoom: Lyn Durant, Marquette Township

1. Call to Order: R. Yelle called the meeting to order at 4:00 p.m.

Pledge of allegiance recited.

2. Approval of Agenda: D. Honch made a motion to approve the Agenda as presented. G. Adams supported. Motion passed unanimously.
3. Public Comment: G. Wommer requested that the microphones for the Board members be turned on and placed in the direction of the Board Members when they are speaking at the meetings so that people on Zoom can hear them. Lyn Durant asked about the exact amount of post-closure costs and if the amount will change. Ms. Durant also asked if MCSWMA had more information on the fire that occurred at the Landfill so she could provide the information at the Board meeting for Marquette Township.
4. Approval of Minutes
 - a. 7/19/23 – Regular Meeting

b. 7/19/23 – Special Meeting

C. Baldwin requested a correction be made to the Regular Meeting Minutes on page 4, in the middle of the paragraph, the word “moved to” should be added and the word “approved” taken out of the sentence to read: “C. Baldwin moved to approve the purchase of the gas monitoring equipment from PK Safety Supply ...” . C. Baldwin made a motion to approve the 7/19/23 Regular Meeting Minutes and the 7/19/23 Special Meeting Minutes with the correction C. Baldwin noted above. G. Adams supported. Motion approved unanimously.

5. Consent Agenda

- a. Statistics – July 2023
- b. Accounts Payable
- c. EGLE Violation Notice

C. Baldwin requested that 5 a, Statistics be pulled from the Consent Agenda and A. Manning requested that 5 c, EGLE Violation Notice also be pulled from the Consent Agenda for further discussion. A. Manning made a motion to approve the Consent Agenda with 5 a, Statistics, and 5 c, EGLE Violation Notice pulled out. G. Adams supported. Motion approved unanimously.

C. Baldwin pointed out on 5 a, that the monthly tonnage numbers listed for 2021 and 2023 are almost the same. C. Magnuson said the numbers reflected for the monthly tonnage were accurate.

A. Manning asked what EGLE was requesting in their notice and if EGLE imposed any new requirements due to the fire. Discussion took place on the action required by EGLE.

A. Manning made a motion to accept 5 a, Statistics and 5 c, EGLE Violation Notice. D. Honch supported. Motion approved unanimously.

6. Business

- a. Banking – D. Campana made a motion to approve banking. G. Adams supported. Motion approved unanimously.
- b. Financials – C. Baldwin made a motion to accept the financials. J. Minelli supported. Motion approved unanimously. C. Magnuson addressed questions regarding the financials.
- c. Recycling Financials – J. Minelli made a motion to approve the Recycling Financials. A. Manning supported. Motion approved unanimously.

7. Reports

- a. Director Report – R. Yelle provided a Director’s Report.

An extension of the Administrative Consent Order was requested by MCSWMA.

A team is being put in place to update the County Solid Waste Plan.

The Landfill is pursuing and completing paperwork to obtain USDA-RD project funding.

It was determined that the recent fire at the Landfill was caused by batteries. Staff worked 24/7 to put the fire out and four local fire departments assisted in the effort. MCSWMA has had advertising campaigns out to the public to try and keep batteries from coming to the Landfill. The terminals of the batteries should be taped before they are disposed of.

MCSWMA has not heard back from the State on the EGLE recycling infrastructure grant.

The meeting with EGLE recycling officials went well. In regards to the Upper Peninsula recycling coalition, R. Yelle and Josh Wales attended a meeting with Thyra and Emily from the County and Ryan from CUPPAD.

R. Yelle said that the Landfill hired Daniel Holmes for the operations department.

- b. Attorney Report – B. Nordeen handed out a written report to the Board and discussed certain action items that included the following: NTH correspondence requesting more funding, meetings with Senator Stabenow and USDA-RD Michigan representatives concerning PFAS processor funding, issues with hiring a new Director, issues with the Director leaving and various other issues.

C. Baldwin made a motion to approve the Director Report and Attorney Report. G. Adams supported. Motion passed unanimously.

- c. Subcommittee Report – A. Manning said the subcommittee met and recommended the hiring of Robert Bennett for the Director’s position. A. Manning spoke about Mr. Bennett’s background and qualifications. R. Yelle said a Special Meeting will be set to discuss the hiring.

8. Public Comment: Gary Wommer made comments which were indiscernible from the tape.

9. Trustee Comments: A. Manning requested that Landfill staff make sure before meetings to check that the Board member's microphones are on and working properly.
10. Adjournment. R. Yelle adjourned the meeting at 4:38 p.m.

Randall L. Yelle, Chairperson

Dennis Honch, Secretary

DRAFT



**MARQUETTE AREA WASTEWATER TREATMENT FACILITY
ADVISORY BOARD MEETING MINUTES
July 20, 2023**

A regular meeting of the Marquette Area Wastewater Treatment Facility Advisory Board was held at 10:01 a.m., July 20, 2023, at the Wastewater Treatment Plant.

ROLL CALL

PRESENT Brad Johnson, Chocolay Township (Chair)
Leonard Bodenus, Marquette Township
Sean Hobbins, City of Marquette

ABSENT George Patrick, City of Marquette
Jim Compton, City of Marquette

OTHERS Mark O'Neill, City of Marquette
Melissa Erkkila, City of Marquette
Dan Johnston, City of Marquette
Mary Schlicht, City of Marquette

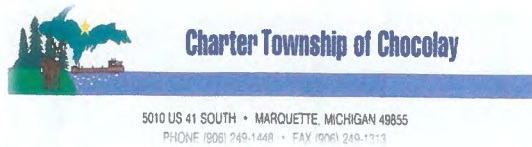
AGENDA It was moved by L. Bodenus, supported by S. Hobbins to approve the agenda. Approved 3-0.

MINUTES It was moved by L. Bodenus, supported by S. Hobbins to approve the June 15, 2023, meeting minutes as written. Approved 3-0.

FINANCIAL REPORT

M. Schlicht, City of Marquette, presented the Financial Report.

- **Financial Report:** M. Schlicht stated everything is as expected. We are currently sitting at 2 million in revenue and 2.8 in expenditures. Revenue is through May and expenditures is through late June. M. Schlicht stated she has been working with M. O'Neill on the new bond project.
- **FY24 Budget Presentation:** M. Schlicht presented the FY24 budget. It is status quo, with no big changes. We are looking at approving revenue and expenditures at 4.785 million dollars. This will be presented to the Commission for their approval at the end of next month. M. O'Neill stated the only big change is for hauling biosolids which increased 30% this year. We do not have a contract in place for FY24; the staff is still looking at other options. M. O'Neill stated the high fuel usage in the FY23 budget is due to the diesel fuel



used in the pumps during the wet weather event. B. Johnson asked about the unit rate. M. Schlicht stated that they estimated expenditures at 2.6 million with an estimated flow of 1.7 billion which calculates to a flow rate of 2.421. FY23 is at 2.204 and FY22 was at 2.067. B. Johnson asked if the flow rate needs to be approved by the Board or Commission. M. O'Neill stated the Commission does not approve the flow rate, only the budget. However, the Board also needs to approve the budget before it is presented to the Commission. It was moved by S. Hobbins, supported by L. Bodenus to approve the FY24 budget. Approved 3-0

OPERATIONS REPORT

D. Johnston, City of Marquette, presented the Operations Report.

PERMIT COMPLIANCE FOR THE MONTH(S):

- PERMIT COMPLIANCE: No permit violations occurred during the month of June.

PLANT NOTES:

- Staff continues weekly COVID-19 tracing sampling for NMU from the WWTP's influent, our four major lift stations, and from the sewer leaving the Marquette Branch Prison.
- The Solids Handling Improvement Project has been gradually ramping up in its intensity over the last few weeks. So far there have not been any serious issues from an operational standpoint. We are doing our best to work with the contractors, and they are doing the same.
- Staff cleaned the sand that had accumulated in the hopper of the #2 Primary Clarifier, with an assist from the DPW's sewer crew and their tractor truck. We are in the process of evaluating the status of the equipment in the tank and making any repairs necessary before its re-activation.
- The IT Department is nearly finished with setting up the new fiber switches for our SCADA network. The switches will replace old equipment within our facility, as well as outside at our lift stations.
- We are in the process of setting up our liquid biosolids loading station. We are currently waiting for the installation of an adaptor for the discharge pipe so VanDamme can connect to it with their tractor/pump.
- We experienced an overflow/spill event with our sodium bisulfite bulk storage tank. Each bulk load order must be made about two weeks in advance, and the timing must be perfect to ensure we don't run out before the shipment arrives, and that when it *does* arrive that we have enough room in the tank. The tanks are 4200 gallons each with a typical load being 4000 gallons, and it is very expensive to send any back if we don't have the space in the tanks. It turns out the indicated level was off by about 500 gallons, so the tank overflowed. All chemical spilled was contained within the containment area, as per design. Specialists were called in to safely pump the spilled material into 55-gallon drums to be stored until it can be used in a normal fashion. As a result, we have developed a new procedure that will help ensure this does not happen again.
- Something came through the plant July 3rd that killed some of our bugs used to remove phosphorus. The activity in the regular population is down but treatment is still good except for phosphorus. Staff began using chemical as a backup, which takes a while to take



effect. This may cause a permit violation this month. This is the third time this has happened in fifteen years.

- CoGen unit #2 is scheduled to have a top end rebuild next week. The unit recently backfired and may have done more damage. There is money in the budget to perform the repairs needed.

INDUSTRIAL WASTEWATER ACCEPTANCE ACTIVITY FOR JUNE 2023

Source	Volume (gallons)	Total
Wisconsin Electric	52,500	\$2,100.00
Grand Totals	52,500	\$2,100.00

MAINTENANCE MANAGEMENT

- **Preventive Maintenance Work Orders:** staff continues to perform routine maintenance tasks. I continue to create work orders that have not been created since we began using Lucity.

NEW BUSINESS

- **Rules of Procedure:** B. Johnson stated he requested this to be drafted to put some rules into place for the meetings similar to Commission procedures. S. Hobbins stated he fully supports this procedure. L. Bodenus stated it looks standard and he likes it. It was moved by L. Bodenus, supported by S. Hobbins to adopt the Rules of Procedure. Approved 3-0.

OLD BUSINESS

- **Solids Handling:** M. O'Neill stated things have been very busy. They have grubbed out the area where the two buildings are going. They are ready to begin digging for the septage receiving station. Parking is at a premium with the employees and workers. Miron has been great to work with. M. O'Neill stated the AT&T line coming into the plant will be removed because it is in the way and a cellular modem is in place for all the emergency call outs. The dewatering plan is in place and waiting for final approval. They will then begin digging there. The vector pad is out of operation while it is being modified. If an emergency arises, there is a spot in the cake storage area that can be used.
- **Fire Alarm Project:** S&T Electric have the conduit in place and the sprinkler boxes. They still need to run wiring and install the electrical panels.

PUBLIC COMMENT

None

BOARD COMMENT

- B. Johnson stated he appreciated M. Erkkila putting together the Rules of Procedure for the Board.

ADJOURNMENT



Charter Township of Chocolay

5010 US 41 SOUTH • MARQUETTE, MICHIGAN 49855
PHONE (906) 249-1448 • FAX (906) 249-1313



The meeting was adjourned at 10:33 a.m.

Mark O'Neill

Reviewed by:

Mark O'Neill

Director of Municipal Utilities

Prepared by:

Melissa Erkkila

CHOCOLAY TOWNSHIP NEWSLETTER

August 2023

DEPARTMENT REPORTS

Assessing

By John Gehres

At this point in the annual re-appraisal there have been over 400 inspections done and entered into the system. Most of those were on M-28 and Lakewood Lane. Yearly reports are being filed and new construction is being inspected.

Clerk

By Lisa Perry

Staff has been busy with Election updates that were part of Proposal 22-2. This includes the roll out of the nine days of early voting. There have been meetings to finalize how this will look for the Township. Once it is complete, a letter with the details will be mailed out to the registered voters in Chocolay Township. The nine days of early voting will begin with the Presidential Primary election that will take place either in February or March. This date has yet to be determined.

Please be patient and understanding with the 2024 election cycle, as there are many new laws/changes, and we will all be doing the best we can to execute them. Remember that you can always contact your Clerk’s office with any questions you may have or check your voter information at

<https://mvic.sos.state.mi.us/Home/RegisterToVote>.

Fire Department

By Lee Gould

August the fire department participated in the last race of the year at the Marquette County Fair. The races held each summer are great training for firefighters and getting to know mutual aid departments. Overall, we placed in the events we participated in. It was a fun summer.

Several members of our department participated in an Active Shooter Training in Marquette. The Fire Department is preparing to become a Rescue Task Force Team. These teams assist Law Enforcement with patient extraction when needed. We are developing a training program that includes working with Law Enforcement, mutual aid fire departments and EMS.

Our emergency call volume continues to be steady. We responded to two mutual aid structure fires in August. We are at about the same pace as last year for call volume.

Public Works

By Brad Johnson

Fall is fast approaching us. We have started our annual sewer cleaning. We will be blowing out our irrigation lines this month at the recreation areas.

Dust control has been completed and the bills have been sent out to the residents who requested it.



New Township signs have arrived for the recreation areas and the welcome to Chocoday signs on the 4 major entries into the Township. We will start installing them in the very near future.

The start up for lift station 9 is going to be on August 6. Once the startup is completed, Smith construction will start tying in all the homes on the reservation. The sewer easement has been redlined by the Townships attorney and should be finished up very soon for the approval of the Board.

Planning / Zoning

By Dale Throenle

Planning Commission

The Planning Commissioners participated in two meetings held on August 21 in the Township Fire Hall.

The first meeting was a joint meeting with the Township Board. There were three discussion items on the agenda:

1) AF Framework presentation

The Board and Commissioners discussed the direction for structuring the AF district and related zoning. Commissioners were commended on the work that had already taken place and were told to continue to work on the issue.

2) Townhall meetings

The Board requested that the Commissioners decide where and when the townhall meetings would take place regarding the AF issue.

3) Structure Size Below 800 Square Feet

The Board and Commissioners discussed the possibility of reducing the required structure footprint from 800 square feet to a different value, while adding considerations for tiny homes and accessory dwelling units.

The second meeting was the regular Planning Commission meeting. There was one item on the agenda:

1) Joint Meeting Debrief

Commissioners discussed the items presented during the joint meeting with the Board. Commissioners decided to continue working on finishing the discussion and related documents regarding the AF zoning district and decided to set up three townhall meetings to present the materials to the public for the public's input. Commissioners decided to use the results from the townhall meetings to formulate the final decision for the AF zoning district.

Commissioners further discussed the 800 square foot structure size topic and decided to continue to research the accessory dwelling unit (ADU) issue, with concerns related to the use of the ADU after the initial use was no longer valid.

Zoning Board of Appeals

The Zoning Board of Appeals did not meet for its regular meeting in August and will not meet in September.



Police

By Liz Norris-Harr

We are proud to announce the successful graduation from NMU's Police Academy, Officer Harvala and Officer Mitchell. They will now be

doing the Field Training with Detective Carter and Sgt. Carrick. We are excited to have them on board with our department.

Prescription Drug Collection

Prescription drug collection through the drop-off box at the Township Police Station.

Month 2019	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Pounds To-Date	5.5	4	8.5	7	2.5	6.5	12					
Pounds Year To-Date	5.5	9.5	18	25	27.5	34	46					

FOIA

REQ #	Date Rec	Res by Date	Invoice Sent	48 Days Invoice	10 day Ext Sent	10 day Ext	Response Date	Link to Documentation	Description
23-1	2/6/2023	2/10/2023					2/7/2023	23-1 Glendon	Police Reports
23-2	2/15/2023	2/21/2023					2/15/2023	23-2 Dankin	Police Reports
23-3	2/24/2023	3/3/2023					2/28/2023	23-3 Skyline Lein Search 02.24.23	Property Information
23-4	3/6/2023	3/10/2023					3/10/2023	23-4 Hyde 03.06.23	Police Reports
23-5	3/14/2023	3/20/2023					3/17/2023	23-5 Mulcahey 3-14-23	Job descriptions
23-6	3/14/2023	3/20/2023					3/16/2023	23-6 McLaughlin 3-14-23	Police Reports
23-7	3/17/2023	3/24/2023					3/21/2023	23-7 Brjoser Request 3-17-23	Police Reports
23-8	3/20/2023	3/27/2023					4/5/2023	23-8 Mulcahey request 3-20-23	Job descriptions
23-9	3/14/2023	3/21/2023			03/24/2023	4/11/2023	3/23/2023	23-9 Metropolitan request 3-14-23	Fire Report
23-10	4/5/2023	4/12/2023			03/21/2023	4/4/2023	4/12/2023	23-10 Eric Riley- GFL Environmental	Refuse/Recycle Information
23-11	4/12/2023	4/18/2023					4/18/2023	23-11 Carrie Vanlandshoot 04-12-23	Police Reports
23-12	4/14/2023	4/21/2023					4/18/2023	23-12 Tormis Request 4-14-23	Contracts and accounts receivable
23-13	4/19/2023	4/25/2023					4/19/2023	23-13 Ryan Talbot-Flaestar Bank 4-19-23	Police Reports
23-14	4/25/2023	5/2/2023	5/10/2023	6/27/2023	04/25/2023	5/16/2023	Expired	23-14 Miller request 4-25-23	Election Materials
23-15	5/3/2023	5/9/2023					5/8/2023	23-15 Nicole Borzek-Curran & Co 05.03.23	Police Reports
23-16	5/4/2023	5/10/2023					5/8/2023	23-16 Lombard 05.04.23	Police Reports
23-17	5/17/2023	5/24/2023					5/24/2023	23-17 Cass 05.17.23	Police Reports
23-18	6/6/2023	6/13/2023					6/6/2023	23-18 Holm 6-6-23	Police Reports dog bite
23-19	6/13/2023	6/19/2023					6/19/2023	23-19 Harry 6-13-23	Police Reports
23-20	6/22/2023	6/28/2023					6/27/2023	23-20 Roose 6-22-23	Police Reports
23-21	6/27/2023	7/3/2023	6/27/2023	8/11/2023				23-21 Miller 6-27-23	Election Materials
23-22	7/13/2023	7/19/2023					7/14/2023	23-22 Johnson 7-13-23	Police Reports
23-23	7/21/2023	7/27/2023					7/24/2023	23-23 Mulcahey 7-21-23	Rental Registrations
23-24	7/24/2023	7/31/2023					7/27/2023	23-24 Barnes and Thornburg, LLP 7-24-23	Fire Report



Web Page Statistics

Year to date totals through August are shown in the table.

Month	Unique Visits	Number of Visits	Pages	Hits	Bandwidth (GB)
January	2,166	4,268	16,517	31,093	14.68
February	1,972	4,032	22,272	34,526	20.39
March	1,808	4,059	18,225	30,410	13.34
April	1,843	4,028	17,535	29,540	17.12
May	2,641	4,149	48,219	72,440	20.17
June	2,926	4,611	50,005	73,856	21.70
July	3,186	5,079	46,655	75,335	27.54
August	2,771	4,292	51,041	74,387	25.63
Totals	19,313	34,518	270,469	421,587	161
Averages	4,292	7,671	60,104	93,686	35.68

Highest hits per day in August for the Township web site occurred on Wednesday and the highest peak usage time was 11 PM to 12 AM.

Downloads

There were 1359 downloaded documents in August. The top ten documents downloaded were:

Page	Number of Downloads
2023 Meeting Dates	157
2023 Notification Dates	116
Township Zoning Ordinance	116
Township history	99
Township Board minutes – 07.10.23 draft	99
Township Board minutes – 06.12.23	84
Township Board minutes – 05.08.23	84
FOIA Request	82
Township Information Guide	80
Township Board minutes – 04.10.23	78

Page Visits

Top ten pages visited in August were:

Top ten pages visited in July were: Page	Number of Views
Directory email	1,161
Recreation listing	782
Recycling	754
Agendas and Minutes – Township Board	613
Contacts	498
Agendas and Minutes – Planning Commission	461
Information and Newsletters	432
Directory	411
Ordinances	398
Ordinances and Maps - Maps	394

Zoning Permit Counts

Zoning permit counts through August, 2023:

2023 Reviewed Permits by Month		2023 Reviewed Permits by Type		
Month	Number of Permits	Permit Type	Approved Number	Denied Number
January	0	Addition	5	0
February	0	Alteration	0	0
March	6	Commercial Outbuilding	0	0
April	11	Conditional Use	2	0
May	11	Deck	3	0
June	9	Fence	12	0
July	15	Garage	5	0
August	6	Grading	0	0
		Home	4	0
		Home / Garage	1	0
		Home Occupation	1	0
		New Commercial	1	0
		Outbuilding	14	0

2023 Reviewed Permits by Month		2023 Reviewed Permits by Type		
			Approved	Denied
		Pole Building	2	0
		Rezoning Application	1	0
		Sign	5	0
		Site Plan Review	2	0
		Zoning Variance Request	0	0
Total	58	Total	58	0





Chocolay Township Fire-Rescue

5010 U.S. 41 S.
Marquette, MI 49855
(906) 249-1448

Email: fire@chocolay.org
<http://www.chocolay.org/fire/fire.php>

Issue Brief: Fire Department Emergency Management/Planning Initiative

Meeting: Discussion July Board Meeting

Date: July 10, 2023

Issue Summary:

Provide the Chocolay Township Board of Trustees with an update on the Fire Department Emergency Management/Planning Initiative.

Background:

When I took over as Fire Chief in April of 2018, the focus was building relationships with staff and other public safety partners. The other goal was getting the department to look into the future of change to build resiliency. A fire department of our nature needs time to change as we are a non-career department.

Meeting with Manager De Groot when he got hired, priorities were discussed. Our discussions centered on continuing to develop the current focus of change and resiliency. Inter-township relationships grew, and the fire department became stronger.

In time, additional goals were developed to continue the building process. After reviewing Manager De Groot budget priorities Issue Brief in January 2021, the fire department reviewed the core concepts of this memo and how it relates to our department. Recognizing social and economic changes occurring within our township, efforts are focused on sustainability and growth of Fire/Rescue services within our community.

Update:

We focused on four main concepts within the memo that were measurable for sustainability and growth of Fire/Rescue services within our community. The four concepts are:

1. Strengthen Critical Systems
2. Integration with other Jurisdictions
3. Sustainability or resilience over time
4. Catalytic Opportunity

Each concept provides a strong future for Chocolay Township as we continue to grow and expand. The following provides a background of each concept and how it relates to future change:

1. Strengthening our Critical Systems relating to Public Safety focused solely on the fire departments development and strengthening. New and stronger mutual aid programs have been developed focusing on firefighter safety, water supply and dispatching efficiency. Program development for Rapid Intervention Crew and Rescue Task Force Teams provide additional support to the department and community. Firefighting equipment has been reviewed for the changes in fire loading as construction has changed.

2. Integration with other Jurisdictions provides the biggest focus for the future. The volunteer and part-paid fire service is in critical need of help. Firefighter recruitment and retention is at all-time lows. We have focused on this as a department but also recognize the need for strong mutual aid partnerships. We have developed new programs and strengthened existing programs. This provides the needed resources on emergency scenes that exceed our fire departments capacities and mutual aid is needed. This adds additional layers to firefighter and public safety. This expands beyond fire/rescue departments. Reviewing critical situations with Marquette County Central Dispatch and the Emergency Manager to help keep up with social changes. The final focus of this concept is the review and potential adoption of the Michigan Mutual Aid Box Alarm System (MI MABAS). This program provides critical support when a major disaster occurs, and specialized resources are needed.
3. Sustainability or Resiliency over time wraps the concepts into focus. Building programs that are achievable, measurable, and sustainable ensures a strong department and community for the future. Starting from the bottom and building up slowly provides everyone with the opportunity to learn and grow together.
4. Catalytic Opportunity recognizes the social change happening in the world and community. Online training programs allowing new firefighters to get trained while maintaining a two-income family will help with recruitment and retention. Developing a stronger officer training program ensuring leadership has the necessary skills to handle the change in the fire service. Allowing fire staff to attend higher skilled training programs bringing the concepts back to the department for growth and resiliency. Wrapping this into one focus provides a strong department for the future.

Analysis:

The fire department continues to review the Chocolay Township Board of Trustees and Managers vision for the future and applying the necessary concepts to ensure a robust Fire/Rescue Program and Emergency Management/Planning Initiative

Author: Lee Gould

Date: 06/07/2023