

June 12, 2023

The regular meeting of the Chocolay Township Board was held on Monday, June 12, 2023, in the Chocolay Township Fire Hall. Supervisor Bohjanen called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE.

TOWNSHIP BOARD.

PRESENT: Richard Bohjanen, Max Engle, Ben Zybert, David Lynch, Don Rhein, Judy White, Kendra Symbal (arrived at 5:54 pm)

STAFF PRESENT: William De Groot, Suzanne Sundell

APPROVAL OF AGENDA.

Lynch moved, Rhein supported to approve the agenda as modified (**add Supervisor's Report after Consent Agenda**).

MOTION CARRIED

PUBLIC COMMENT

Mary Jane Lynch, 316 Kawbawgam Road – spoke on attention needed at the park that is at Kawbawgam Road / Magnum Road, grooming the trails at Lake Levasseur, and if there is any way to help MDOT with getting stairways to the lake along M-28.

Deborah Mulcahey, 633 Lakewood Lane – (1) audit report and monies being spent on FOIA, but could not see anything in the data; (2) FEMA and flood plain issues and this may not be communicated to some of our residents – maybe use the sign to get this information out; (3) Master Plan and planning – wonders why the Township has just finished the Master Plan and is now making changes to the zoning; and (4) Flashvote – feels it took too long for the Township to start using.

Daniel Ondov, 555 Cherry Creek Road – looking to see if there is a way to get some type of signage for trucks that are braking at the end of the hill.

CONSENT AGENDA

- A. Approve Minutes of Previous Meeting – Regular Meeting, May 8, 2023.
- B. Approve Revenue and Expenditure Reports –May 2023.
- C. Approve Bills Payable, Check Register Reports – May 11, 2023 (Check # 26116 - 26139, in the amount of \$17,187.12), May 17, 2023 (Check #26140 – 26151, in the amount of \$9,788.27), and May 25, 2023 (Check # 26152 – 26175, in the amount of \$43,169.37).
- D. Approve Bills Payable – Regular Payroll of May 11, 2023 (Check #'s DD3281 – DD3332 and Check #'s 11356 - 11361, Federal, State, and MERS in the amount of \$46,487.81), and Regular Payroll of May 25, 2023 (Check #'s DD3333 – DD3361 and Check #'s 11362 – 11367, Federal State, and MERS in the amount of \$45,669.47).

Rhein moved, Engle supported to approve the consent agenda as presented.
MOTION CARRIED

SUPERVISOR'S REPORT

Supervisor Bohjanen stated that we have a new employee in the Assessing Department that is training and doing the fieldwork – Justin Vasseau. Justin is working out well and seems to be a good fit. We should accomplish our goals this year.

Supervisor Bohjanen also reminded the Board that the meeting time will be changing effective the July 10th meeting to 6:00 p.m.

TREASURER'S REPORT - NONE

CLERK'S REPORT

Clerk Engle pointed out the information in the packet concerning the 2022 election – results / how voted (in person, absentee), and a report regarding elections. There are also close to a dozen bills in the House and Senate to make us compliant with the 2022 election proposal that was passed.

Supervisor Bohjanen asked about the difference between votes of 1,194 and ballot count of 1,196. Clerk Engle indicated this was due to the fact that ballots had been received, but two people had died before the election, so the votes were not counted.

PUBLIC HEARING – NONE

PRESENTATIONS – JEFF JOHNSON 30-YEAR FIREFIGHTER RETIREMENT

Fire Chief Lee Gould read the following background information and presented Jeff with a helmet plaque:

In November of 1991, Jeff Johnson joined the Chocolay Township Fire Department. After passing the State of Michigan Firefighter class, Jeff settled into his role of being a firefighter. During his career, he worked his way up to the rank of Captain in the department. His leadership on the fire ground was unmatched. He brought a calm demeanor and was always teaching others. He sat on many committees for the purchasing of equipment, fire trucks, the building of the fire station and many others. Jeff lived through the change in the fire service from the old days of riding on the tailboard of the truck to calls, using heavy cumbersome gear and being able to work on equipment to modern standards that using a computer to diagnose equipment issues, lightweight gear and trucks with air conditioning.

Jeff's legacy on the Chocolay Township Fire Department will carry on for years to come. His guidance, leadership and passion for the fire service ensures the fire department will stay strong for years to come. The Chocolay Township Fire Department is grateful for his years of service and commitment to Chocolay Township.

PRESENTATIONS – FY 2022 AUDIT – ANDERSON, TACKMAN & COMPANY, PLC

Mike Grentz from Anderson, Tackman and Company PLC presented the FY2022 audit. Grentz indicated that this was an unmodified opinion which means the Township complied with all the General Accepted Accounting Principles and that a sampling of transactions was done. The total net position for the Township is \$11.3 million in equity, which is a \$400,000 increase. The net pension liability is about \$280,000. This took a hit this year from a benefit last year to a liability this year. This loss is all on MERS, and the Township is not the only one that took a hit like this. Even with this, we are still in a good position. The general fund had a loss of about \$62,000, which gives the Township a fund balance of just under \$2 million. This was about \$100,000 under budget – no specific concern.

The only significant deficiency was that Anderson Tackman assists in preparing the financial statements and footnotes, due to the Township not having adequate staffing and / or time to prepare all the information, which is something that is reported every year. There were no other significant issues.

Grentz feels that the audit went good, and everyone is settling into their roles.

Supervisor Bohjanen asked about the pension liability – wondered if MERS uses unrealistic numbers. Grentz felt it was more of a market issue.

Treasurer Zyburt asked about the deficiency that we have been carrying for years on preparing the financial statements. Zyburt wondered if this may be able to be eliminated in the next couple of years. Grentz felt that this could probably be attained next year, but there is also the cost element of the time necessary to put it together.

CONSIDER ACCEPTANCE OF FISCAL YEAR 2022 AUDIT FINDINGS

Lynch moved, Rhein supported that the Chocolay Township Board accept the Annual Audit performed by Anderson, Tackman & Company for Fiscal Year 2022 as presented fairly.

ROLL CALL VOTE

AYES: Rhein, Lynch, White, Zyburt, Engle, Bohjanen

NAYS: None

ABSTAIN: Symbal (arrived at end of discussion – 5:54 pm)

MOTION CARRIED

CONSIDER 6-MONTH BUDGET AMENDMENTS

CIF BA#1 – ALLOCATION OF KBIC 2% GAMING FUNDS

Lynch moved, Rhein supported that:

Whereas, a budget was adopted by the Chocolay Township Board to govern the anticipated Capital Improvement Fund expenditures of the Township on December 12, 2022 for fiscal year 2023; and

Whereas, as a result of unanticipated changes in revenues and / or expenditures, it is necessary to modify the aforesaid budget between revenues and expenditures,

Now Therefore, Be It Hereby Resolved, that the FY2023 budget be modified as follows:

	PREVIOUS	CHANGE (+ / -)	AMENDED
REVENUE			
KBIC 2% Gaming Money			
401.000.582	\$ -	\$ 125,000.00	\$ 125,000.00
EXPENDITURE			
Fire Department Vehicles			
401.340.981	\$ 246,535.00	\$ 125,000.00	\$ 371,535.00

ROLL CALL VOTE

AYES: Symbal, Rhein, Lynch, Zyburt, Engle, Bohjanen

NAYS: None

MOTION CARRIED

White questioned the issue brief – discrepancy between the vehicle and equipment expenditure line item. This was thought to be an error, but Township Manager De Groot indicated that SCBA pack is considered part of the vehicle as they are hard mounted into the seats.

CIF BA#2 – INSURANCE SETTLEMENT FOR 2021 SILVERADO

Zyburt moved, Rhein supported that:

Whereas, a budget was adopted by the Chocolay Township Board to govern the anticipated Capital Improvement Fund expenditures of the Township on December 12, 2022 for fiscal year 2023; and

Whereas, as a result of unanticipated changes in revenues and / or expenditures, it is necessary to modify the aforesaid budget between revenues and expenditures,

Now Therefore, Be It Hereby Resolved, that the FY2023 budget be modified as follows:

	PREVIOUS	CHANGE (+ / -)	AMENDED
REVENUE			
MMRMA - Distributions / Grants			
401.000.586	\$ -	\$ 5,520.00	\$ 5,520.00
EXPENDITURE			
Other General Government			
Miscellaneous			
401.285.956	\$ -	\$ 5,520.00	\$ 5,520.00

ROLL CALL VOTE

AYES: Symbal, Rhein, Lynch, White, Zybert, Engle, Bohjanen

NAYS: None

MOTION CARRIED

CIF BA#3 – ALLOCATION OF CELL TOWER RENT (FIRST 6 MONTHS)

White moved, Zybert supported that:

Whereas, a budget was adopted by the Chocalay Township Board to govern the anticipated Capital Improvement Fund expenditures of the Township on December 12, 2022 for fiscal year 2023; and

Whereas, as a result of unanticipated changes in revenues and / or expenditures, it is necessary to modify the aforesaid budget between revenues and expenditures,

Now Therefore, Be It Hereby Resolved, that the FY2023 budget be modified as follows:

	PREVIOUS	CHANGE (+ / -)	AMENDED
REVENUE			
Rent			
401.000.670		\$ 8,250.00	\$ 8,250.00
EXPENDITURE			
Recreation & Properties			
Land Improvements			
401.756.972	\$ 3,000.00	\$ 8,250.00	\$ 11,250.00

ROLL CALL VOTE

AYES: Symbal, Rhein, Lynch, White, Zyburt, Engle, Bohjanen

NAYS: None

MOTION CARRIED

CIF BA#4 – SALE OF OLD FIRE TRUCK, UNIT 2142

Lynch moved, Rhein supported that:

Whereas, a budget was adopted by the Chocolay Township Board to govern the anticipated Capital Improvement Fund expenditures of the Township on December 12, 2022 for fiscal year 2023; and

Whereas, as a result of unanticipated changes in revenues and / or expenditures, it is necessary to modify the aforesaid budget between revenues and expenditures,

Now Therefore, Be It Hereby Resolved, that the FY2023 budget be modified as follows:

	PREVIOUS	CHANGE (+ / -)	AMENDED
REVENUE			
Miscellaneous			
401.000.698	\$ -	\$ 12,500.00	\$ 12,500.00
EXPENDITURE			
Fire Department Vehicles			
401.340.981	\$ 234,035.00	\$ 12,500.00	\$ 246,535.00

ROLL CALL VOTE

AYES: Symbal, Rhein, Lynch, White, Zyburt, Engle, Bohjanen

NAYS: None

MOTION CARRIED

CIF BA#5 – GRANT FROM MARQUETTE COUNTY POLICE AND FIRE – POLICE DEPARTMENT

Zyburt moved, White supported that:

Whereas, a budget was adopted by the Chocolay Township Board to govern the anticipated Capital Improvement Fund expenditures of the Township on December 12, 2022 for fiscal year 2023; and

Whereas, as a result of unanticipated changes in revenues and / or expenditures, it is necessary to modify the aforesaid budget between revenues and expenditures,

Now Therefore, Be It Hereby Resolved, that the FY2023 budget be modified as follows:

	PREVIOUS	CHANGE (+ / -)	AMENDED
REVENUE			
Miscellaneous			
401.000.698		\$ 1,500.00	\$ 1,500.00
EXPENDITURE			
Police Department			
Equipment			
401.305.977	\$ 62,205.00	\$ 1,500.00	\$ 63,705.00

ROLL CALL VOTE

AYES: Symbal, Rhein, Lynch, White, Zyburt, Engle, Bohjanen

NAYS: None

MOTION CARRIED

GF BA#3 – OVERTIME REIMBURSEMENT – POLICE DEPARTMENT

Symbal moved, White supported that:

Whereas, a budget was adopted by the Chocolay Township Board to govern the anticipated General Fund expenditures of the Township on December 12, 2022 for fiscal year 2023; and

Whereas, as a result of unanticipated changes in revenues and / or expenditures, it is necessary to modify the aforesaid budget between revenues and expenditures,

Now Therefore, Be It Hereby Resolved, that the FY2023 budget be modified as follows:

	PREVIOUS	CHANGE (+ / -)	AMENDED
REVENUE			
Miscellaneous			
101.000.698	\$ 36,750.00	\$ 7,042.00	\$ 43,792.00
EXPENDITURE			
Police Department			
Overtime			
101.305.713	\$ 25,000.00	\$ 7,042.00	\$ 32,042.00

ROLL CALL VOTE

AYES: Symbal, Rhein, Lynch, White, Zyburt, Engle, Bohjanen

NAYS: None

MOTION CARRIED

GF BA#4 – GRANT FROM MARQUETTE COUNTY POLICE & FIRE – FIRE DEPARTMENT

White moved, Zyburt supported that:

Whereas, a budget was adopted by the Chocolay Township Board to govern the anticipated Capital Improvement Fund expenditures of the Township on December 12, 2022 for fiscal year 2023; and

Whereas, as a result of unanticipated changes in revenues and / or expenditures, it is necessary to modify the aforesaid budget between revenues and expenditures,

Now Therefore, Be It Hereby Resolved, that the FY2023 budget be modified as follows:

	PREVIOUS	CHANGE (+ / -)	AMENDED
REVENUE			
Miscellaneous			
101.000.698	\$ 35,350.00	\$ 1,400.00	\$ 36,750.00
EXPENDITURE			
Fire Department			
Capital Outlay			
101.340.957	\$ 90,000.00	\$ 1,400.00	\$ 91,400.00

ROLL CALL VOTE

AYES: Symbal, Rhein, Lynch, White, Zyburt, Engle,

NAYS: None

MOTION CARRIED

AUTHORIZATION TO EXPEND

Lynch moved, Rhein supported that the Chocolay Township Board authorized the Township Manager to work with the Fire Chief in ordering the necessary Thermal Cameras in accordance with the grant application and draw the funds from the Fire Departments’ Capital Outlay budget line item 101.341.957.

MOTION CARRIED

RF BA#1 – INCREASE IN ROAD FUND REVENUE

Symbal moved, Rhein supported that:

Whereas, a budget was adopted by the Chocolay Township Board to govern the anticipated Road Fund expenditures of the Township on December 12, 2022 for fiscal year 2023; and

Whereas, as a result of unanticipated changes in revenues and / or expenditures, it is necessary to modify the aforesaid budget between revenues and expenditures,

Now Therefore, Be It Hereby Resolved, that the FY2023 budget be modified as follows:

	PREVIOUS	CHANGE (+ / -)	AMENDED
REVENUE			
Miscellaneous			
204.000.402	\$ 409,480.00	\$ 16,520.00	\$ 426,000.00
EXPENDITURE			
Streets			
Capital Outlay			
204.440.957	\$ 426,000.00	\$ -	\$ 426,000.00

ROLL CALL VOTE

AYES: Symbal, Rhein, Lynch, White, Zyburt, Engle, Bohjanen

NAYS: None

MOTION CARRIED

Supervisor Bohjanen asked if it would be possible to put the Issue Brief before the Motion, as it tends to get confusing when looking at Budget Amendments. Township Manager De Groot agreed that it could be confusing and will change this. De Groot also gave information on how the timing of the Budget Amendments could be changed – quarterly, every 6 months, or as they come up.

Lynch moved, Rhein supported that Budget Amendments be brought forth as they come up.

MOTION CARRIED

DISCUSSION OF BUDGET PRIORITIES AND UPDATES

Township Manager De Groot discussed where the Township stands on the targeted projects that were discussed last year.

1. Water System / Septic system replacement and the Township securing funding to reduce any potential health harm to the residents. ***The Township has conducted a water study. We are not currently moving forward with this as the revenue sources are limited and would be a significant monthly impact for the residents.***

2. Asset management plans for vehicles within the Public Works, Police, and Fire Department. ***This is in the process of being done – the Police vehicles have all been replaced within the last two years. DPW will be presenting the Asset Management on their vehicles as part of the budget process.***
3. Melding the Master Plan priorities with the Zoning Ordinance especially for agriculture. ***Staff is currently working on aligning the 2008 Zoning Ordinance with the Master Plan.***
4. A Community Center. ***This is still being researched. Two RFP's have been done on how to rebuild Beaver Grove. De Groot stated that there may come a time when our property becomes too valuable, and we would possibly be looking at relocating. The Township owns 20 properties and we need to take a look at what the possibilities are.***

There are two more budgets before a newly elected Board is seated. Historically, in an election year, the outgoing Board will approve the new budget prior to the new Board being seated.

K. Symbal asked if another item could be added to the list – sidewalks at school. Manager De Groot wondered if the school system is ready as that is what halted the project before. That funding stream no longer exists. Supervisor Bohjanen mentioned that there may be other sources, and that J. Neumann has the information and is checking into. There would still be the issue of the school wanting to do it.

Supervisor Bohjanen asked that the Board bring back any suggestions at the August joint meeting. This will be an agenda item for July.

CONSIDER AWARD OF TOWNSHIP HALL SIDING PROJECT

Manager De Groot indicated that constant maintenance is being performed on the Township office building. Bids have gone out, with two bids received. Both bids submitted suggested a composite product that is much more durable than traditional siding.

White asked why we would want to look at replacing the siding with a long life, if we are also thinking about the property being a prime property and the possibility of selling. De Groot indicated that there is no guarantee that day will come, and we could be getting a lesser quality by going with something with a shorter guarantee.

Lynch moved, Zyburt supported that the Chocolay Township Board approves the proposal from Timber Ridge Construction to replace the siding on the Township Office Complex. The total cost shall not exceed \$90,000.

AYES: 6

NAYS: 1 (White)

MOTION CARRIED

MANAGER UPDATE FOR THE SEWER AND BUDGET

Sewer – the grass is growing at the lift stations and we are looking at finalizing. All contingencies have been met.

Budget – we are budgeting conservatively. We are also not getting the bidders we need to look at competitive bidding. Sees no major surprises in the next 6 months. There may be more budget amendments coming if we land some more grants, such as for the Marina. We are also looking at grant funding for feasibility study of our parks. There are also grants available for the police and fire. Our interns at the Police Academy should be graduating in August. They are still doing ride-alongs when they can.

HR – working with department leaders to finalize internal documents in our policy manual. Looking at hiring policy, exempt vs non-exempt. Have applied for a MERS Impact award nomination on MERS recommendation due to the many opportunities we provide our employees for achieving financial security in retirement.

BOARD MEMBER COMMENTS

Don Rhein – none

Kendra Symbal – none

Judy White – none

Dave Lynch – none

Ben Zybert – none

Max Engle - none

Richard Bohjanen – none

PUBLIC COMMENT - NONE

Lynch moved, Engle supported that the meeting be adjourned.

MOTION CARRIED

The meeting was adjourned at 6:45 p.m.

INFORMATIONAL REPORTS AND COMMUNICATIONS.

- A. Minutes – Chocolay Township Planning Commission; Regular Meeting of May 15, 2023, Draft.
- B. Minutes - Marquette County Solid Waste Management Authority, Regular Meeting of May 27, 2023, Draft.
- C. Minutes – Marquette Area Wastewater Advisory Board, Regular Meeting of April 20, 2023.
- D. Information – Chocolay Township Newsletter – May 2023

Max Engle, Clerk

Richard Bohjanen, Supervisor