

AGENDA

CHOCOLAY TOWNSHIP BOARD

Township Fire Hall Room
November 13, 2023 – 5:30 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, October 9, 2023.
 - B. Approve Revenues and Expenditure Reports – October 2023.
 - C. Approve Bills Payable, Check Register Reports – October 12, and 25, 2023.
 - D. Approve Regular Payroll – October 12, and 26, 2023.
- VII. SUPERVISOR REPORT**
- VIII. CLERK’S REPORT**
- IX. PUBLIC HEARING**
 - A. Public Hearing for the Draft Fiscal Year 2024 Township Budget.
- X. PRESENTATIONS**
- XI. UNFINISHED BUSINESS**
 - A. 2024 Draft Budget Board Review.
- XII. NEW BUSINESS**
 - A. Consider Application for the Michigan Coastal Grant for Marina Park Funding.
 - B. Consider FOIA Policy and Summary Updates.
 - C. Consider Open Letter to MTA for Annual Review of MTA Policy Priorities Platform.
 - D. Consider Three Year Annual Maintenance Contract for the Lift Stations Emergency Generators through Original Vendor Wolverine Power Systems.
 - E. Review and Consider Annual Sewer Delinquent Billing List.
 - F. 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; Public Work Sessions October 10, 2023, Draft.
 - B. Minutes – Chocolay Township Planning Commission; Public Work Sessions October 17, 2023, Draft.
 - C. Minutes - Marquette County Solid Waste Management Authority; Regular Meeting of September 20, 2023, Draft.
 - D. Minutes – Marquette County Solid Waste Management Authority; Special Meeting of October 5, 2023, Draft.

- E. Minutes – Marquette County Solid Waste Management Authority; Special Meeting of October 10, 2023, Draft.
- F. Information – Chocolay Township Newsletter – October 2023.

XVI. ADJOURNMENT

October 9, 2023

The regular meeting of the Chocolay Township Board was held on Monday, October 9, 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 Zyburt, David Lynch, Judy White

ABSENT: Don Rhein (excused), Kendra Symbal

STAFF PRESENT: William De Groot, Suzanne Sundell

APPROVAL OF AGENDA.

White moved, Lynch supported to approve the agenda as presented.

MOTION CARRIED

PUBLIC COMMENT – NONE.

CONSENT AGENDA

- A. Approve Minutes of Previous Meeting – Regular Meeting September 11, 2023.
- B. Approve Revenue and Expenditure Reports –September 2023.
- C. Approve Quarterly Financials – 3rd Quarter.
- D. Approve Bills Payable, Check Register Reports – September 11, 2023 (Check #26361 – 26376 and ACH 7(A) SRF payment, in the amount of \$197,942.72), September 14, 2023 (Check #26377, in the amount of \$11,875.71), September 20, 2023 (Check #26378 – 26400, in the amount of \$39,598.20), and September 29, 2023 (Check # 26401 – 26415, in the amount of \$13,383.63).
- E. Approve Bills Payable – Regular Payroll of September 14, 2023 (Check #'s DD3578 – DD3615 and Check #'s 11411 – 11416, Federal, State, and MERS in the amount of \$49,832.81) and Regular Payroll of September 28, 2023 (Check #'s DD3616 – DD3644 and Check #'s 11417 – 11422, Federal State, and MERS in the amount of \$47,730.71).

Lynch moved, Zyburt supported to approve the consent agenda as presented.

MOTION CARRIED

SUPERVISOR'S REPORT

Supervisor Bohjanen attended the Michigan Township Association Supervisor's Retreat October 5 and 6. He found the meeting to be interesting, with a couple of take-homes that may be operational in the future. Most topics discussed were informational and things we were already doing.

CLERK'S REPORT

Clerk Engle stated that Chocolay Township has contracted with Marquette County to conduct Early Voting for elections to be conducted in 2024. The Clerk's office will be attending training in Escanaba on Tuesday (October 10) in Escanaba. Additional training will be conducted as more decisions are made regarding how to conduct Early Voting. Election Inspector Certification will be conducted on November 1 and 2. This will be held at Chocolay Township, with the County Clerk's office conducting it.

TREASURER'S REPORT

Treasurer Zyburt reported that during the third quarter one Certificate of Deposit matured in the amount of \$250,000 at 5.1%. This was moved into a federally insured Money Market fund at 5.27% with a slight increase in interest of \$425 per year. As far as the Federal Reserve goes, Zyburt feels we are looking at one more bump before year end. Interest rates will stay higher for longer. With the Presidential election next year, they may start trying to lower rates before November, but this is predicated on what happens with inflation and employment.

PUBLIC HEARING – NONE

There will be a Public Hearing at the November meeting for the budget.

PRESENTATIONS - NONE

2024 DRAFT BUDGET FULL REVIEW

Manager De Groot stated that the budget is reflective of two major concerns. The first is that one of our employees has been moved into a full-time grant position. This is to streamline projects and work with our budget in projecting future needs. We currently have \$1.52 million out for grant request funding. To date, funding that has been received is \$270,000. This is being reflected in the revenues and expenditures that are projected for 2024. The two main areas of interest are the marina and the tennis courts. We have received limited amounts of approvals on these projects. There is also a need to improve parking at the Silver Creek rec area. This may result in a combined project using the funds available.

The other major area is the development of a salary matrix model to account for industry standards and the area that we are in. The base amount for 2024 is 3.5% for employee raises, with additional points awarded for seniority and ability.

Also looking at doing a rate study for the sewer system to make sure we are hitting target for covering expenses and planning for the future.

There has also been approval on a line item in the State budget of \$150,000 for Fire Department radios and other equipment.

Planning for a large increase in the Election department due to the upcoming 2024 elections.

We are trying to save capital at this time for a tanker purchase in 2030. This will be an \$800,000 to \$1.3 million expense. We may also be looking at electric apparatus in the future (2030 – 2040).

White asked about the increase in property taxes and the KBIC 2% money project revenue. White also asked about the decrease in recreation and property expense. De Groot stated this was because we did not receive the grant funding to be able to do the tennis court project. White asked about money being available to update the playground equipment.

De Groot then gave an overview on what information makes up the total amounts with the backup material on individual department sheets, which then is summarized on tables and spreadsheets that are presented to the Board.

CONSIDER ROAD COMMISSION CONTRACT TO PRODUCE GRAVEL CRUSHING AND STOCK PILING FOR THREE WEEKS AT FORMER SAND RIVER AGGREGATES PROPERTY FOR USE ON TOWNSHIP GRAVEL ROADS

Supervisor Bohjanen stated that this is a proposal to contract with a landowner and the Marquette County Road Commission to crush 15,000 tons of gravel and store this to be used on Township gravel roads. These roads would include Mangum Road, Kawbawgam Road, Shot Point, Green Garden and Greenfield roads. This involves three parties besides the Township: the gravel pit owner, the crushing company, and the Road Commission. The cost to the Township is about \$60,000 before the crushing and royalty fee, which would make the cost approximately \$86,700. The request would be in a not to exceed amount of \$105,000. This amount would come from reserves, as the road millage would not cover this. The Road millage did not include gravel roads in the millage language.

Zybur moved, Lynch supported to approve Chocolay Township to proceed with the plan and follow up with agreements with the necessary parties.

MOTION CARRIED

CONSIDER REZONING 52-02-135-016-02 (537 WEST BRANCH ROAD) TO AGRICULTURAL / FORESTRY
Manager De Groot stated that in 2008 there was nothing in the Zoning Ordinance on zoning on State lands. As the state continues to convey to private owners, the new zoning ordinance would include base zoning as being AF. The Township cannot rezone State land, but when conveyed it will be able to revert to base zoning.

Lynch moved, White supported that the zoning for parcel 52-02-135-016-02 located at 537 West Branch Road be changed from State Lands to Agriculture / Forestry (AF).

ROLL CALL VOTE

AYES: White, Lynch, Zybur, Engle, Bohjanen

NAYS: None

ABSENT: Rhein, Symbal

MOTION CARRIED

CONSIDER BUDGET AMENDMENT GF #7 – POLICE ACADEMY REIMBURSEMENT

Zyburt moved, Lynch supported that:

Whereas, a budget was adopted by the Chocoday 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 FY 2023 budget be modified as follows:

	PREVIOUS	CHANGE (+ / -)	AMENDED
REVENUE			
101.698	\$ 51,673.00	\$ 42,368.21	\$ 94,041.21
EXPENDITURE			
Salaries			
101.305.702	\$ 359,278.00	\$ 22,200.00	\$ 381,478.00
Overtime			
101.305.713	\$ 32,042.00	\$ 1,193.26	\$ 33,235.26
Soc Sec / Medicare			
101.305.709	\$ 31,348.00	\$ 1,789.59	\$ 33,137.59
Health Insurance			
101.285.925	\$ 221,946.00	\$ 3,248.59	\$ 225,194.59
UIA			
101.285.927	\$ 2,993.00	\$ 304.00	\$ 3,297.00
Training / Education			
101.285.840	\$ 14,500.00	\$ 12,880.00	\$ 27,380.00
Uniforms & Accessories			
101.305.745	\$ 5,000.00	\$ 752.77	\$ 5,752.77

Roll Call Vote

AYES: Lynch, White, Zyburt, Engle, Bohjanen

NAYS: None

ABSENT: Rhein, Symbal

MOTION CARRIED

CONSIDER BUDGET AMENDMENT CIF #8 – CELL TOWER REVENUE ADJUSTMENT

Lynch 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 FY 2023 budget be modified as follows:

	PREVIOUS	CHANGE (+ / -)	AMENDED
REVENUE			
Rent			
401.000.670	\$ 8,250.00	\$ 8,250.00	\$ 16,500.00
EXPENDITURE			
Recreation & Properties			
Land Improvements			
401.756.972	\$ 105,470.00	\$ 8,250.00	\$ 113,720.00

Roll Call Vote

AYES: Lynch, White, Zyburt, Engle, Bohjanen

NAYS: None

ABSENT: Rhein, Symbal

MANAGER UPDATE FOR THE SEWER AND BUDGET

Sewer – received a confirmation letter from the State stating the sewer project is done. Working on making sure all paperwork is in order in case of an audit and looking at releasing the final payment to Oberstar shortly.

Budget – Currently looking at year-end adjustments for 2023. In regards to Budget Amendments, when looking at KBIC 2% funds, would the Board prefer an estimate from the Manager, or would the Board rather make the decision on the allocation. Zyburt indicated he would prefer recommendations from staff. Others on the Board agreed.

There will be a public hearing on the Budget next month. We are waiting to hear on the premium increase from VAST – anticipating a 7% increase.

BOARD MEMBER COMMENTS

Don Rhein - absent

Kendra Symbal – absent

Judy White – reported on MCSWMA and Library Advisory Council. Asked about the Early Voting that is going to be held in November at PWPL.

Dave Lynch – wondered about a trustee that has not made the last four meetings. Is there any way of replacing the trustee if they do not want to continue on the Board. Supervisor Bohjanen indicated that the method of replacement would be a recall (initiated by the residents) or going through the Governor’s office to have the Trustee removed. An elected office operates differently than other Boards and Commissions where members are appointed and they are governed by by-laws.

Ben Zybert – None.

Max Engle – None.

Richard Bohjanen – Reminded everyone on the Townhall Meetings that are taking place – September 26 (well attended), October 10, and October 17.

PUBLIC COMMENT

Stephanie Gencheff, 597 Lakewood Lane – spoke in regard to the rezoning of 537 West Branch Road. Was surprised that no discussion was included on violation on property. Presented a picture taken from neighbor’s backyard. Wondered about being built without permit. Consequences for violation? Supervisor Bohjanen indicated that building permits are issued by the County, site permits by Township. No rules if land isn’t zoned.

Ruth Ziel, representing League of Women Voters – chose to attend the meeting as she is a resident of Chocolay and found this to be a way to stay more informed.

Engle moved, Lynch supported that the meeting be adjourned.

MOTION CARRIED

The meeting was adjourned at 6:29 p.m.

INFORMATIONAL REPORTS AND COMMUNICATIONS.

- A. Minutes – Chocolay Township Planning Commission; Regular Meeting of September 18, 2023, Draft.
- B. Minutes – Chocolay Township Planning Commission; Work Session of September 26, 2023, Draft.
- C. Minutes - Marquette County Solid Waste Management Authority, Special Meeting of August 25, 2023, Draft.

- D. Minutes – Marquette County Solid Waste Management Authority, Regular Meeting of September 20, 2023, Draft.
- E. Minutes – Marquette Area Wastewater Advisory Board, Regular Meeting of August 24, 2023.
- F. Information – Chocolay Township Newsletter – September 2023.

Max Engle, Clerk

Richard Bohjanen, Supervisor

DRAFT

REVENUE AND EXPENDITURE REPORT FOR CHOCOLAY TOWNSHIP
 PERIOD ENDING 10/31/2023
 % Fiscal Year Completed: 83.29

VI.B

ACCOUNT DESCRIPTION	2023		YTD BALANCE 10/31/2023	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	2023 AMENDED BUDGET			
Fund 101 - GENERAL FUND					
000.000	2,779,572.00	2,841,764.00	840,146.08	2,001,617.92	29.56
TOTAL REVENUES	<u>2,779,572.00</u>	<u>2,841,764.00</u>	<u>840,146.08</u>	<u>2,001,617.92</u>	<u>29.56</u>
103.000 - TOWNSHIP BOARD	192,694.00	196,194.00	150,717.61	45,476.39	76.82
175.000 - TOWNSHIP SUPERVISOR	20,399.00	20,399.00	11,554.86	8,844.14	56.64
190.000 - ELECTION DEPARTMENT	30,192.00	37,650.00	11,396.50	26,253.50	30.27
202.000 - ASSESSOR	73,936.00	73,936.00	59,416.03	14,519.97	80.36
215.000 - CLERK	142,503.00	142,503.00	107,613.38	34,889.62	75.52
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	62,332.68	13,292.32	82.42
258.000 - TECHNOLOGY	47,321.00	47,321.00	36,551.39	10,769.61	77.24
265.000 - TOWNSHIP HALL & GROUNDS	200,455.00	200,455.00	76,330.32	124,124.68	38.08
285.000 - OTHER GENERAL GOVERNMENT	466,562.00	482,995.00	388,289.32	94,705.68	80.39
305.000 - POLICE DEPARTMENT	531,101.00	564,079.00	342,397.47	221,681.53	60.70
340.000 - FIRE DEPARTMENT	207,447.00	208,847.00	73,322.17	135,524.83	35.11
440.000 - STREETS	22,750.00	22,750.00	18,171.47	4,578.53	79.87
526.000 - SANITARY LANDFILL	35,300.00	35,300.00	19,175.08	16,124.92	54.32
756.000 - RECREATION AND PROPERTIES	570,751.00	571,050.00	141,482.33	429,567.67	24.78
800.000 - ZONING	124,965.00	125,089.00	97,822.37	27,266.63	78.20
805.000 - ZONING/PLANNING COMMISSION	12,754.00	12,754.00	7,262.64	5,491.36	56.94
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>2,824,269.00</u>	<u>1,605,653.45</u>	<u>1,218,615.55</u>	<u>56.85</u>
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	2,779,572.00	2,841,764.00	840,146.08	2,001,617.92	29.56
TOTAL EXPENDITURES	<u>2,762,077.00</u>	<u>2,824,269.00</u>	<u>1,605,653.45</u>	<u>1,218,615.55</u>	<u>56.85</u>
NET OF REVENUES & EXPENDITURES	17,495.00	17,495.00	(765,507.37)	783,002.37	4,375.58

10/12/2023

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 10/12/2023 - 10/12/2023

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
10/12/2023	GEN	26416	ALGER-DELTA CO-OPERATIVE	1,957.50
10/12/2023	GEN	26417	AMAZON CAPITAL SERVICES	83.01
10/12/2023	GEN	26418	BARAGA TELEPHONE COMPANY	2.56
10/12/2023	GEN	26419	BENSINGER, COTANT, & MENKES,PC	312.00
10/12/2023	GEN	26420	CAREY-SODERGREN, INC.	900.00
10/12/2023	GEN	26421	CHOCOLAY TWP. VOL. FIRE. DEPT.	311.22
10/12/2023	GEN	26422	ELAN FINANCIAL SERVICES	1,011.38
10/12/2023	GEN	26423	GALLS - LLC	36.81
10/12/2023	GEN	26424	GETZ'S	784.98
10/12/2023	GEN	26425	MARES-Z-DOATS FEED	168.29
10/12/2023	GEN	26426	MARQUETTE COUNTY ROAD COMM.	121.88
10/12/2023	GEN	26427	MARQUETTE EMBROIDERY &	62.50
10/12/2023	GEN	26428	MENARDS	1,856.89
10/12/2023	GEN	26429	MICHIGAN MUNICIPAL RISK	300.00
10/12/2023	GEN	26430	MINING JOURNAL	431.81
10/12/2023	GEN	26431	NORTHGATE EQUIPMENT & SALES	49.10
10/12/2023	GEN	26432	O'REILLY AUTOMOTIVE INC.	56.04
10/12/2023	GEN	26433	ODP BUSINESS SOLUTIONS LLC	76.38
10/12/2023	GEN	26434	PENINSULA FIBER NETWORK LLC	508.80
10/12/2023	GEN	26435	POMP'S TIRE SERVICE, INC.	51.50
10/12/2023	GEN	26436	SUPERIOR WATERSHED PARTNERSHIP	4,263.00
10/12/2023	GEN	26437	VERIZON	325.49
10/12/2023	GEN	26438	WASTE MANAGEMENT OF WI-MN	431.48
10/12/2023	GEN	26439	WEX BANK	2,478.98

GEN TOTALS:

Total of 24 Checks:	16,581.60
Less 0 Void Checks:	0.00
Total of 24 Disbursements:	16,581.60

GENERAL FUND \$ 13,556.24
SEWER FUND \$ 3,025.36

\$ 16,581.60

10/25/2023

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 10/25/2023 - 10/25/2023

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
10/25/2023	GEN	26440	ANDREW DE PUE	35.72
10/25/2023	GEN	26441	BS&A SOFTWARE	1,208.00
10/25/2023	GEN	26442	CITY OF MARQUETTE	3,116.46
10/25/2023	GEN	26443	CONWAY SHIELDS	240.50
10/25/2023	GEN	26444	DELTA DENTAL	1,015.85
10/25/2023	GEN	26445	DIGITAL-ALLY	215.00
10/25/2023	GEN	26446	ESRI INC.	440.00
10/25/2023	GEN	26447	JANDRONS	30.00
10/25/2023	GEN	26448	JEFFERSON FIRE & SAFETY	1,525.20
10/25/2023	GEN	26449	JENNIFER LARSON	13.96
10/25/2023	GEN	26450	JOEL MENDELIN	47.96
10/25/2023	GEN	26451	KONICA MINOLTA BUSINESS	554.50
10/25/2023	GEN	26452	LASCO DEVELOPMENT CORPORATION	960.50
10/25/2023	GEN	26453	LEE GOULD	62.10
10/25/2023	GEN	26454	MARQUETTE BD OF LIGHT & POWER	3,498.15
10/25/2023	GEN	26455	MARQUETTE EMBROIDERY &	311.00
10/25/2023	GEN	26456	MEDICAL AIR SERVICES ASSOCIATION	180.00
10/25/2023	GEN	26457	MENARDS	92.94
10/25/2023	GEN	26458	MIDAMERICA ADMINISTRATIVE &	1,687.26
10/25/2023	GEN	26459	MIDWAY RENTALS INC	772.66
10/25/2023	GEN	26460	NATIONAL FIRE PROTECTION ASSOC	796.95
10/25/2023	GEN	26461	NYE UNIFORM COMPANY	598.21
10/25/2023	GEN	26462	OBERSTAR	109,748.56
10/25/2023	GEN	26463	OHM ADVISORS	441.50
10/25/2023	GEN	26464	POMP'S TIRE SERVICE, INC.	396.42
10/25/2023	GEN	26465	PRIDE PRINTING	44.00
10/25/2023	GEN	26466	RED POWER DIESEL	612.83
10/25/2023	GEN	26467	RINGCENTRAL INC	719.33
10/25/2023	GEN	26468	SBAM PLAN	13,371.21
10/25/2023	GEN	26469	SEMCO ENERGY GAS COMPANY	544.97
10/25/2023	GEN	26470	STANDARD INSURANCE COMPANY	920.98
10/25/2023	GEN	26471	THE UNIFORM SHOPPE	131.00
10/25/2023	GEN	26472	U P TRACTOR, INC.	167.84
10/25/2023	GEN	26473	VERIZON	243.23
10/25/2023	GEN	26474	VSP-VISION SERVICE PLAN	639.35

GEN TOTALS:

Total of 35 Checks:	145,384.14
Less 0 Void Checks:	0.00
Total of 35 Disbursements:	145,384.14

GENERAL FUND	\$ 29,305.66
CAPITAL FUND	\$ 441.50
SEWER FUND	\$ 115,636.98
	\$ 145,384.14

Budget Public Hearing

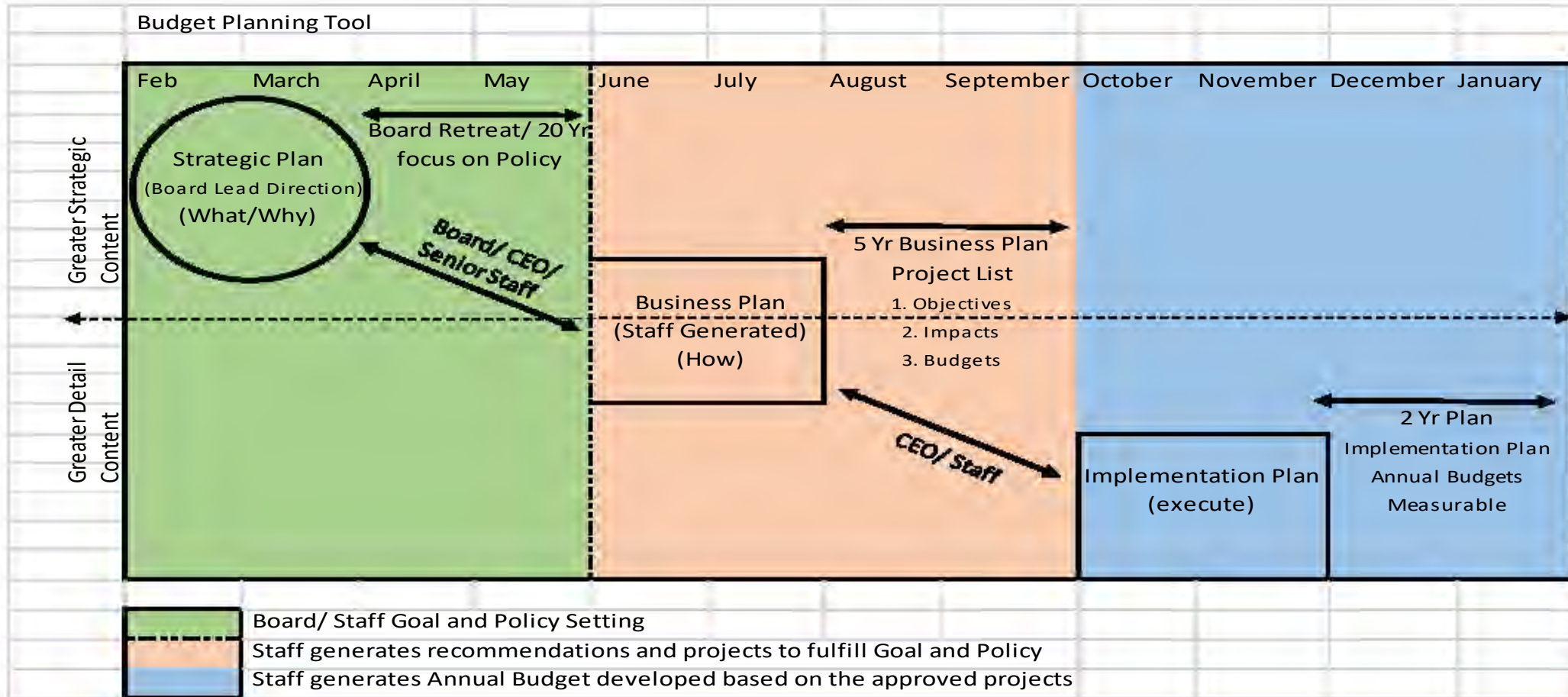
Staff Presentation and Draft FY 2024 Proposal

November 13, 2023
Board Meeting



Budget Process Coordination

- Implemented for 2021 Budget



New Budget Start Point

- Generation of each year Budget
 - Review the year end closure post audit from previous year
- Develop Departmental Request Sheets based on Board Priorities and last year expense outcomes



Streets Account 440	Line Item Description	2023 Budget	2023 Actual (Six Months)	2023 Projected (Actual x 2)	2024 Request
Account Number					
101.440.702.000	Salaries	\$ -	\$ -	\$ -	500
101.440.767.000	Signs and Markers (Road Signs)	\$ 750.00	\$ -	\$ -	500
101.440.780.000	Maintenance	\$ 1,000.00	\$ 77.84	\$ 155.68	700
	Repair of existing signs		\$ -	\$ -	700
	Replacement of trees or shrubs US41		\$ -	\$ -	
101.440.928.000	Street Lights	\$ 21,000.00	\$ 8,423.87	\$ 16,847.74	14500
	78 Street lights - BLP				14500
	31 Street lights - Alger-Delta				6200
101.440.956.000	Miscellaneous (Repair tools)		\$ -	\$ -	1500
Totals		\$ 22,750.00	\$ 8,501.71	\$ 17,003.42	\$ 23,400.00



Generate Revenues for the Upcoming Year

- Review State Constitutional Revenue Sharing, State and Federal Grants
- Calculate Millage Percentage for upcoming year
- Review each fund revenue

	2024	Base amount		\$ 260,444,640.45	
Township GF	3.5400	0	0.0035400	\$ 958,974.03	\$ 9,589.74
Roads	1.6429	0.9928	0.0016429	\$ 409,458.85	\$ 4,094.59
Library	0.9730	0.9928	0.0009730	\$ 242,500.13	\$ 2,425.00
Heritage Trail	0.1970	0.9965	0.0001970	\$ 49,098.18	\$ 490.98
	0.01				
Stb total				\$ 1,660,031.18	
.618 Reve Admin Tax Fee					\$44,617.39

	2024 Budgetted	Non-Major						Total All Funds
		General Fund	Road Fund	Library Millage Fund	CIP Fund	Drug Law Enforcement Fund	Fire Fund	
Revenues								
Taxes	\$ 958,974	\$ 409,458.85	\$242,500.13					\$ 1,610,933.01
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	\$ 2,691,704.03	\$ 409,458.85	\$ 242,500.13	\$ 805,248.00	\$ 1,300.00	\$ -	\$ 2,900.00	\$ 4,153,111.01



Calculate Final Expense

- Review all work proposed for the next year
 1. Review with each department goals and projects
 2. Align our current work with the timelines
 3. Total the entire work plan
- Develop a draft budget (normally expenses are higher than revenues)
- Create a Final Work Plan that is cost efficient and is under annual revenues. Try not to create a budget that spends reserves unless for a specific Board Initiated Project.

	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	
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		\$ 347,980.00				\$ 773,980.00
Total Expenditures	\$ 2,230,909.32	\$ 426,000.00	\$242,500.13	\$ 347,980.00	\$ 1,300.00	\$ -	\$ 2,900.00	\$ 3,251,589.45



Finalize Budget with Board

- Board Involvement
 - Deliver Draft Budget to the Board
 - Allow for Board and Public Review
 - Change Draft based on comments or requests
- Budget Document
 - Board Approves the General Appropriation per State Law by the end of December
- Staff enters the Approved budget into the enterprise software and starts new accounting year.

Charter Township of Chocolay General Fund # 101 Revenue			Charter Township of Chocolay Capital Budget 2021-2025 Expenditure				Charter Township of Chocolay General Fund # 101 Expenditure			
2024			Account	Department Description	2024	2025	Total in Program	Account	Account Description	2024 Requested
402.000	Property Taxes	\$ 958,974.03	103	Township Board	\$ -	\$ -	\$ -	03	Township Board	\$ 200,600.45
441.00	Local Comm Stab Share Tax	\$ 10,500.00	175	Township Supervisor	\$ -	\$ -	\$ -	75	Township Supervisor	\$ 17,012.02
446.000	Penalties & Interest	\$ 500.00	190	Elections	\$ 1,200.00	\$ -	\$ 12,400.00	90	Elections	\$ 76,292.50
487.000	Trailer Park Fees	\$ 600.00	202	Assessor	\$ -	\$ -	\$ 355.00	202	Assessor	\$ 75,974.80
501.000	Due from Federal Grant	\$ 269,898.00	215	Clerk	\$ -	\$ -	\$ 2,000.00	215	Clerk	\$ 151,967.78
504.000	Zoning Permit Fees	\$ 6,000.00	247	Board of Review	\$ -	\$ -	\$ -	247	Board of Review	\$ 2,828.36
511.000	Animal Licenses	\$ 200.00	253	Treasurer	\$ -	\$ -	\$ -	253	Treasurer	\$ 82,253.49
540.00	Other Grants		258	Technology	\$ -	\$ -	\$ 31,400.00	258	Technology	\$ 50,000.00
541.000	Federal Revenue Sharing		265	Township Hall & Grounds	\$ 65,000.00	\$ -	\$ 331,000.00	265	Township Hall & Grounds	\$ 63,675.00
543.000	State of Michigan	\$ -	285	Other General Government	\$ -	\$ -	\$ -	285	Other General Government	\$ 515,886.95
545.000	Liquor Inspection Fee	\$ 2,900.00	305	Police	\$ 16,180.00	\$ 1,000.00	\$ 142,780.00	305	Police	\$ 572,968.85
565.000	State Rev. Sharing	\$ 646,132.00	340	Fire	\$ 152,000.00	\$ -	\$ 909,500.00	340	Fire	\$ 127,303.67
566.000	State Reimbursements		440	Streets	\$ -	\$ -	\$ 6,200.00	440	Streets	\$ 23,400.00
579.000	Payment in Lieu	\$ 15,000.00	526	Sanitary Landfill	\$ -	\$ -	\$ -	526	Sanitary Landfill	\$ 36,400.00
582.000	KBIC 2% Gaming Money	\$ 175,000.00	722	Recreation Grants	\$ -	\$ -	\$ -	722	Recreation Grants	
583.000	Franchise Fees	\$ 88,000.00	756	Recreation and Properties	\$ 113,000.00	\$ -	\$ 667,700.00	756	Recreation and Properties	\$ 192,885.41
585.000	Telecommunications		800	Zoning	\$ 600.00	\$ -	\$ 1,400.00	800	Zoning	\$ 80,343.01
610.000	Payment for Fire Fees		805	Planning Commission	\$ -	\$ -	\$ -	805	Planning Commission	\$ 13,400.09
618.000	Tax Collection Fees	\$ 44,617.39	815	Zoning Board of Appeals	\$ -	\$ -	\$ -	815	Zoning Board of Appeals	\$ 4,712.89
640.000	Refuse Collection	\$ 30,000.00	Totals		\$ 347,980.00	\$ 1,000.00	\$ 2,104,735.00	Totals		\$ 2,287,905.25
645.000	Recycling Revenue									
651.000	Landfill Admin Fee	\$ 5,300.00								
660.000	County Reimbursement - Police	\$ 12,000.00								
665.000	Interest Income	\$ 57,000.00								
668.00	Investment Gain / Loss									
672.00	Premium Interest									
674.000	Interest on Loan									
677.000	Due from Cap.Impr. Fund	\$ 347,980.00								
678.000	Reimburse for Prop. Tax*	\$ 4,000.00								
693.000	Tax Collection Reimb.	\$ 8,500.00								
695.000	Trans Gen Fund Balance									
698.000	Miscellaneous	\$ 59,850.00								
699.000	Administrative Fees									
Totals		\$ 2,742,951.42								



Budget Adherence Process

- Board Involvement
 - Monthly monitoring of Checks (Warrants), Journal Entries, and budget amendments
 - Motions to approve Projects
- Staff Preparations with internal controls
 - Staff Education of budget, project management, and grants
 - Development of finance team
 - Improve our teams understanding of Governmental Accounting
- Audit Preparations
 - Working to closely with the Auditors to understand changes to governmental accounting practices and implement change as necessary

Charter Township Of Chocolay Summary of Revenues and Expenditures - Operating Fund				
	2021	2022	2023	2024
	Final Budget	Final Budget	Budget	Requested
Revenues				
Taxes				
Current Levy	\$ 826,607	\$ 911,162	\$ 919,279	\$ 969,474
Local Community Stabilization Share	\$ 10,500	\$ 10,500	\$ 10,500	\$ 15,000
Payment in Lieu of taxes	\$ 15,200	\$ 15,000	\$ 15,000	\$ 58,217
Tax Collection fees	\$ 73,600	\$ 73,600	\$ 57,825	
Licences and Permits				
Animal Licences	\$ 6,400	\$ 6,000	\$ 6,000	\$ 6,000
Zoning Licences	\$ 200	\$ 200	\$ 200	\$ 200
Federal Sources				
Grant Revenue	\$ 175,000	\$ 344,662	\$ 434,662	\$ 269,898
State Sources				
Grant Revenue	\$ 4,500	\$ 55,500	\$ 245,500	\$ -
Metro Revenue				
State Revenue Sharing	\$ 510,382	\$ 546,431	\$ 604,435	\$ 646,132
Local Sources				
Grant Revenue				
Change in Service				
Francise Fees	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000
Refuse Collection	\$ 21,300	\$ 35,300	\$ 30,000	\$ 30,000
Interest/ Rents				
Interest Gain	\$ 16,000	\$ 25,000	\$ 25,000	\$ 57,000
Other Revenues				
Ordinance Fines and Costs (Police)	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Miscellaneous Other	\$ 133,236	\$ 319,971	\$ 350,994	\$ 522,980
Total Revenue	\$ 1,892,925.00	\$ 2,443,326.00	\$ 2,799,395.00	\$ 2,674,901.42
Expenditures				
103 Township Board	\$ 145,035.00	\$ 210,606.00	\$ 196,194.00	\$ 200,600.45
175 Township Supervisor	\$ 15,418.00	\$ 20,119.00	\$ 20,399.00	\$ 17,012.02
190 Elections	\$ 13,180.00	\$ 62,697.00	\$ 37,650.00	\$ 76,292.50
202 Assessor	\$ 82,950.00	\$ 71,696.00	\$ 73,936.00	\$ 75,974.80
215 Clerk	\$ 126,703.00	\$ 131,199.00	\$ 142,503.00	\$ 151,967.78
247 Board of Review	\$ 2,770.00	\$ 2,753.00	\$ 2,753.00	\$ 2,828.36
253 Treasurer	\$ 83,112.00	\$ 69,779.00	\$ 75,625.00	\$ 82,253.49
258 Technology	\$ 37,260.00	\$ 88,875.00	\$ 47,321.00	\$ 50,000.00
265 Township Hall & Grounds	\$ 33,000.00	\$ 93,650.00	\$ 200,455.00	\$ 63,675.00
285 Other General Government	\$ 321,987.00	\$ 388,023.00	\$ 466,562.00	\$ 515,886.95
305 Police	\$ 521,608.00	\$ 576,415.00	\$ 538,143.00	\$ 572,968.85
340 Fire	\$ 150,142.00	\$ 129,697.00	\$ 208,847.00	\$ 127,303.67
440 Streets	\$ 22,041.00	\$ 19,650.00	\$ 22,750.00	\$ 23,400.00
526 Sanitary Landfill	\$ 18,755.00	\$ 28,800.00	\$ 35,300.00	\$ 36,400.00
722 Recreation Grants	\$ -	\$ -	\$ -	\$ -
756 Recreation and Properties	\$ 121,299.00	\$ 400,477.00	\$ 571,050.00	\$ 192,885.41
800 Zoning	\$ 69,284.00	\$ 76,053.00	\$ 125,089.00	\$ 80,343.01
805 Planning Commission	\$ 12,842.00	\$ 10,082.00	\$ 12,754.00	\$ 13,400.09
815 Zoning Board of Appeals	\$ 4,830.00	\$ 4,476.00	\$ 4,569.00	\$ 4,712.89
Total Expenditures	\$ 1,782,216.00	\$ 2,385,047.00	\$ 2,781,900.00	\$ 2,287,905.25
Operating Income (Loss)	\$ 110,709.00	\$ 58,279.00	\$ 17,495.00	\$ 386,996.17
Non-Operating Revenues				
Transfers in	\$ 300,500.00	\$ -	\$ -	\$ -
Gain (Loss) on investment		\$ -	\$ -	\$ -
Total Non-Operating Revenues (Expenses)	\$ 300,500.00	\$ -	\$ -	\$ -
Change in Net Position	\$ 115,162.00	\$ (61,970.00)	\$ 17,495.00	\$ 386,996.17
Net Position, beginning the year	\$ 1,926,175.00	\$ 2,341,837.00	\$ 2,279,867.00	\$ 2,297,362.00
NET POSITION END OF YEAR	\$ 2,341,837.00	\$ 2,279,867.00	\$ 2,297,362.00	\$ 2,684,358.17

Thank you



William De Groot
Township Manager
Charter Township of Chocolay

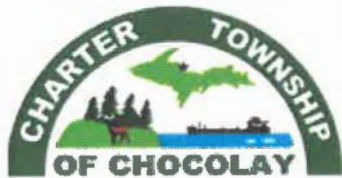
5010 US-41 South
Marquette, MI 49855

Charter Township of Chocolay



Proposed Fiscal Year 2024 Budget





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

Table of Contents

Township Elected Officials & Administration.....	iii
Township Organizational Chart	iv
Introduction Tab	
Transmittal Letter	1
Policies Tab	
State Laws and Accounting Principles	1
Basis of Accounting Principles	1
Budget Process	2
Fund Descriptions	2
General Fund	2
Road Fund	3
Capital Improvement Fund	3
Library Millage Fund	3
Non-Major Governmental Funds	3
Fire Fund	3
Drug Law Enforcement Fund	3
Liquor Law Fund	3
Budget Format	
Budgeted Funds	3
Operating Budget Structure	4
Capital Improvement Program Structure	5
Reserves	6
Investments	6
Long Term Debt	7
Profile Tab	
History	1
Location	1
Population	1
Employment	1
Education	2
Public Safety	2
Public Services	2
Parks & Recreation	2
2021 Township Master Plan	2
Tables Tab	
Summary of Revenues (FY 2019- FY 2024)	1
Summary of Expense (FY 2019-2024)	2

Summary of Capital Improvement Expense (FY 2019-2024)	3
Proposed Revenue and Expense All Funds FY 2024	4
Summary of Revenue and Expense by Fund (FY 2019-2024)	5
Summary of Revenue and Expense Wastewater (FY 2019-2024)	6
Summary of Positions by Department FY 2024	7
Summary of Revenues and Expenses – All Fund Graphical Representation	
General Fund	8
Historical Year Change to Fund Balance	8
Library Millage	9
Capital Improvement	10
Road Millage	10
 Dept’s Tab - Department Alignment to Board Goals	
Elections	Elections Tab
Township Hall and Grounds	Twp. Hall Tab
Fire Department	Fire Dept Tab
Recreation Department	Recreation Dept Tab
 Glossary Tab	
Terms used in budget document.....	1



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

Appointees

Township Manager
William De Groot

Township Assessor
John Gehres

Township Attorney
Roger Zappa

Clerk Max Engle

Trustee Don Rhein

Trustee Kendra Symbal

Administrative Leaders

Fire Chief
Lee Gould

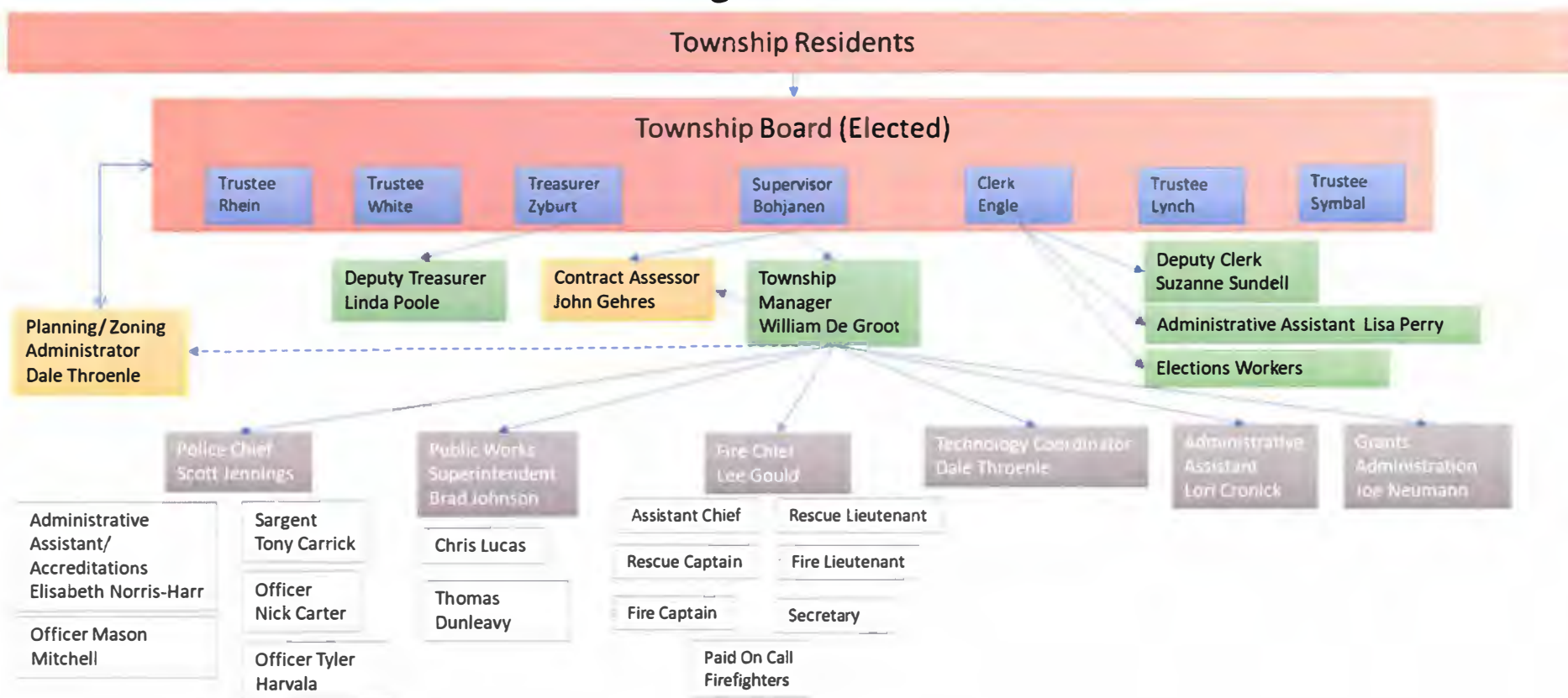
Planning/ Zoning Administrator
Dale Throenle

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:

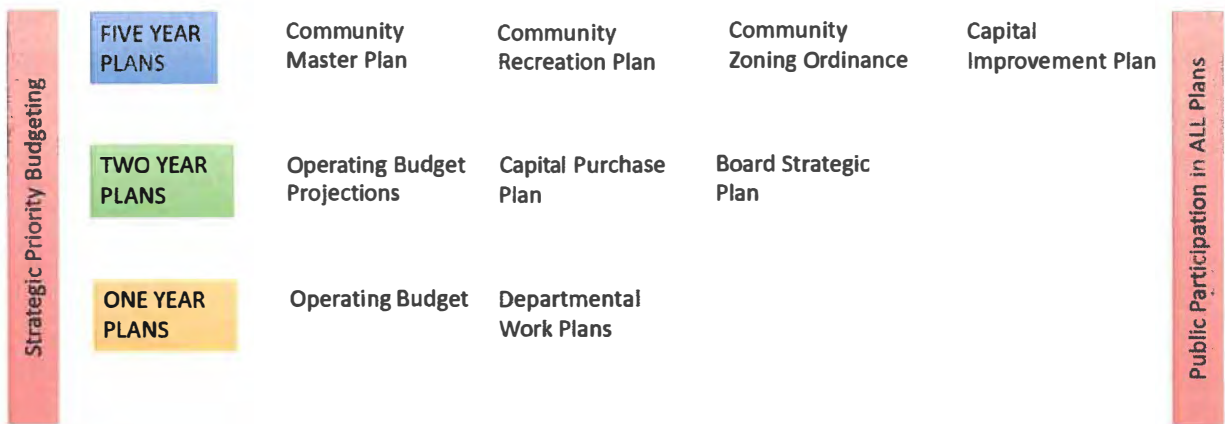
- Develop a plan for a Community Center

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 Chocoy 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 Chocloy 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

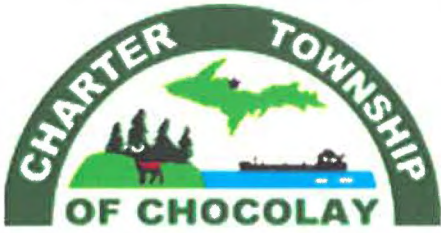
Conclusions

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



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.

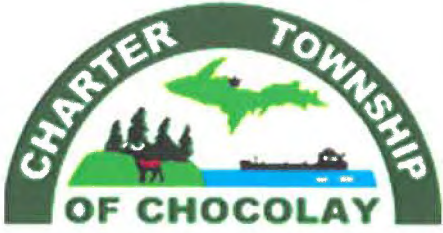
LONG TERM DEBT

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.

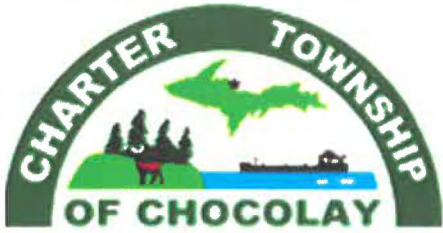
The Township has contracted with Waste Management to remove garbage, debris, and recycling for those residents who want to participate in the program. There are many community-based non-profits that conduct a variety of programs for our residents, such as 4-H to senior programs.

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
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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



5010 US 41 South
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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
Licensees 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



5010 US 41 South
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 (906) 249-1448

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



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

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



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

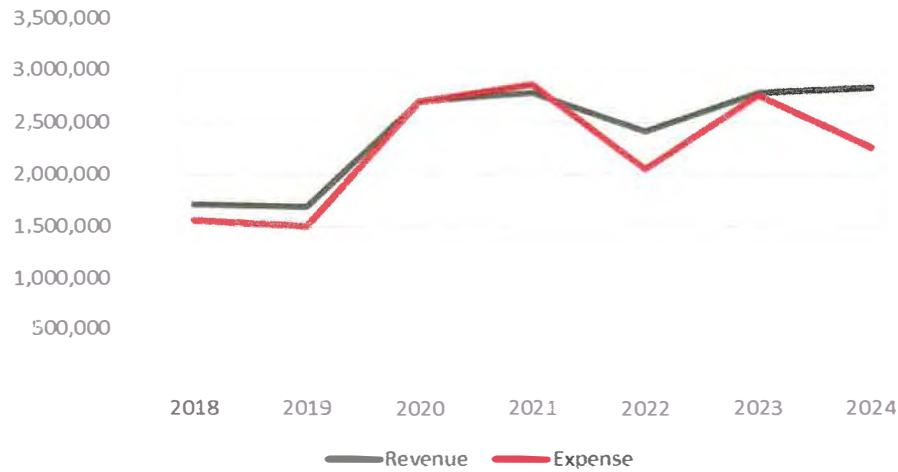
Summary of Positions by Department FY 2024

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 Equivalents)	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

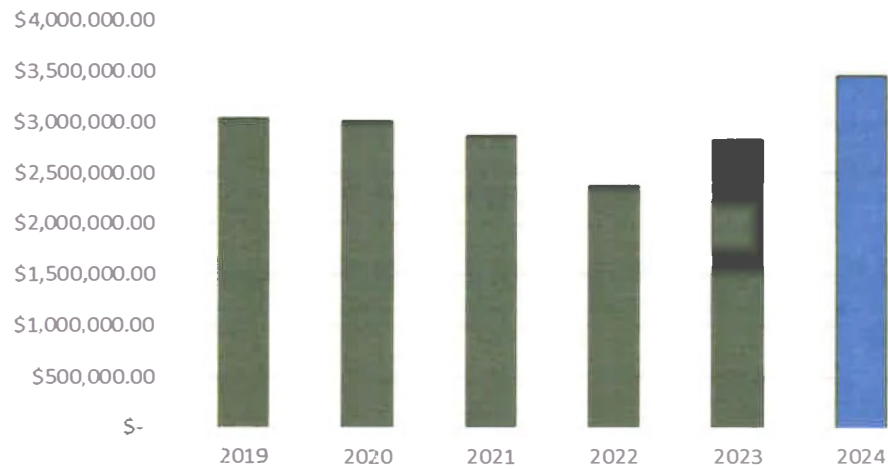


Summary Tables

General Fund

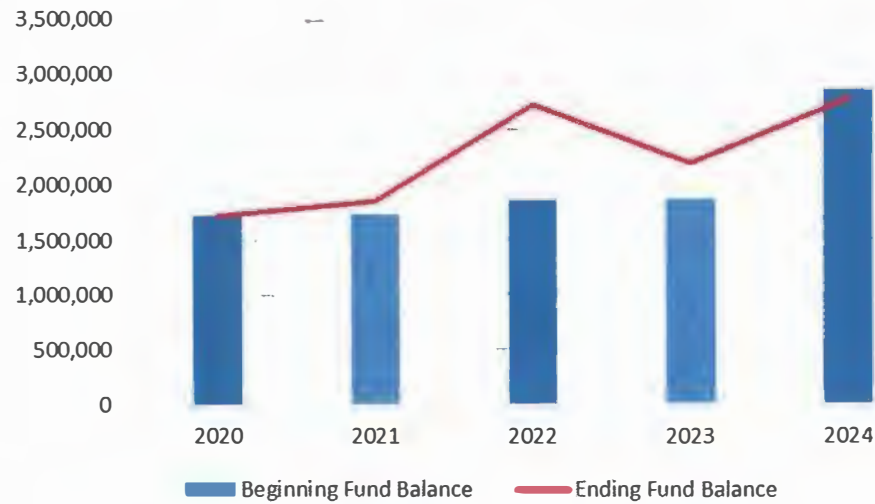


Historical Annual Fund Balance

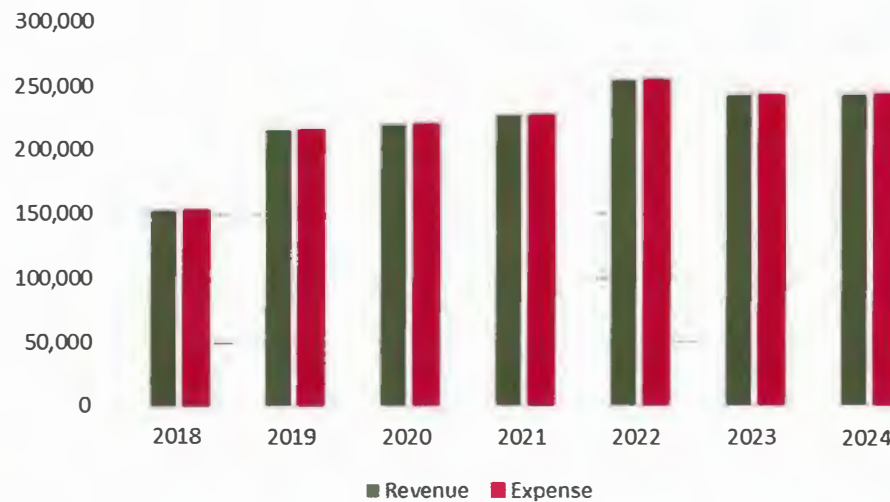




Historical General Fund Balance

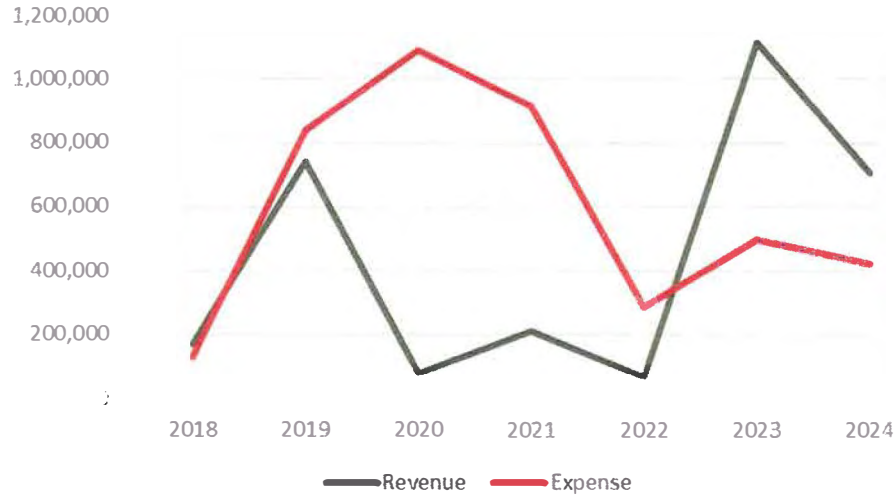


Library Millage

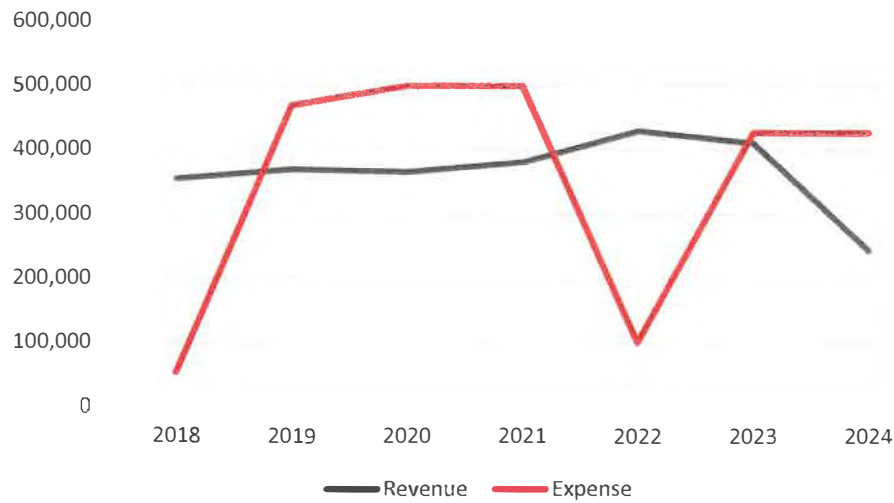




Capital Improvement

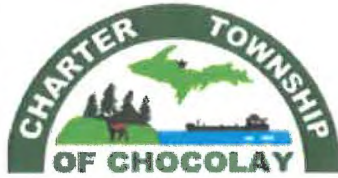


Road Millage





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



5010 US 41 South
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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.



Issue Brief: Request to Authorize River Park Access Improvement Funds

Meeting: Discussion November Board Meeting

Date: November 7, 2023

Issue Summary:

Allocate funds to be used as matching funds to apply to EGLE's Michigan Coastal Management Program (MCMP), Water Resources Division, as part of the phased development of Chocolay Township's River Access Park. This grant provides a 1:1 match up to \$250,000.

Background:

Since 1999 the Chocolay Township River Access Park, formerly Chocolay Township Marina, has provided residents and visitors with public recreation opportunities.

Located in a residential neighborhood, the site is a community park and natural resource area which provides canoe, kayak, stand-up paddleboard and motorized boat access to the Chocolay River and to Lake Superior.

2023 saw the removal of the wooden boardwalk and fishing platform, which had been closed for two years as a result of damage caused by fluctuating water levels coupled with ice buildup. Public input reaffirmed the importance of this structure to the community. A key component of this project will be to identify the viability of constructing replacement fishing/birding platforms designed to withstand water level fluctuations.

Expanding on the 2022 plan to redesign and redevelop the park at an estimated cost of \$673,475 over four years, phasing components of the plan have been modified to better respond to public input and to align with the goals of this funding opportunity. Phase one will deal exclusively with design, engineering and project planning. Phase two will focus on low-cost construction, utilizing phase one design recommendations to align with the goals of the MCMP program. Subsequent phases will focus on remaining construction and development further outlined by phase one design plans and availability of funding opportunities.

This project aims to make our park ADA compliant with age-appropriate playground equipment, increased and improved parking and a restroom accessible to all users. Improvements and repairs to the boat launch will add years of service for motorized boaters and fishermen. The exploding population of kayakers will benefit from an accessible kayak launch.

Recommendation:

Funding for the 2025 project is anticipated to come in part from a Michigan Coastal Management Program award. Should this grant not be awarded, construction activities and timing will be re-evaluated. Staff recommends funds be allocated toward phased redesign and redevelopment of River Access Park property.

Author:
Joe Neumann
11-7-2023



EGLE'S MICHIGAN COASTAL MANAGEMENT PROGRAM GRANT PROGRAM

**RESOLUTION APPROVING SUBMISSION OF WATER RESOURCES DIVISION GRANT APPLICATION
FOR RIVER ACCESS PARK IMPROVEMENTS**

_____ moved, _____ supported that:

WHEREAS, the developed portion of the park needs improvements, and

WHEREAS, the undeveloped portion of the park is both underutilized and subject to coastal impacts, and

WHEREAS, funding is available from the U.S. Department of Commerce through the Water Resources Division, and

WHEREAS, Total project cost is estimated to be \$298,000, 50 percent of which would be funded through the Water Resources Division and 50 percent would be local match;

NOW THEREFORE, BE IT RESOLVED that the Chocolay Township Board hereby authorizes submission of the grant application to the Water Resources Division in the amount of \$149,000 for phased improvements to River Access Park and commits that the local match shall be provided if the project is funded.

AYES:

NAYES:

Absent:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by ____ of ____ at their regular meeting held on November 13th, 2023 at 5:30p.m. in the Chocolay Township Fire Hall, with a quorum present.

Dated: _____

Clerk



Issue Brief: Revisions to the Freedom of Information Act (FOIA) Procedures and Guidelines

Meeting: Discussion November 13th Board Meeting

Date: 11/6/2023

Issue Summary:

Should the Township Board approve the revisions to both the Township FOIA Procedures and Guidelines and the Public Summary of FOIA Procedures and Guidelines?

Background:

To remain fully compliant with State law (State of Michigan PA 563 of 2014), several updates have been made to the FOIA Procedures and Guidelines and the Public Summary of that document. The attached documents highlight the areas that have been revised. There is no revised schedule for fees related to FOIA requests.

Analysis:

Revisions to the FOIA Procedures and Guidelines will have no fiscal effect on revenues at this time.

Recommendation:

It is the recommendation for the Chocolay Township Board to consider the attached revisions to the FOIA Procedures and Guidelines and FOIA Summary of Procedures and Guidelines reflecting changes consistent with the amended law.

Author: Max Engle

Date: 9/6/2023



Suggested Vote: Revisions to FOIA Township FOIA Procedures and Guidelines

Meeting: Board Meeting November 13, 2023

Suggested Vote:

Motion By: _____ **Supported By:** _____ to adopt the proposed revisions to the Chocolay Township FOIA Procedures and Guidelines and the Public Summary thereof for compliance with the amendments to the Michigan Freedom of Information Act.

Simple Vote

Chcocolay Charter Township

FOIA Procedures and Guidelines

Preamble: Statement of Principles

It is the policy of Choccolay Charter Township that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Township's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals. Choccolay Charter Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township's policy is to disclose public records consistent with and in compliance with State law.

The Township Board has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

Section 1: General Policies

The Township Board, acting pursuant to the authority at MCL 15.236, designates the Choccolay Clerk as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a Township spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review Township spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with Township Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect Township systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Township staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves. The FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year.

The Township will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the Township cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and the Township's Written Public Summary must be publicly available by providing free copies both in the Township's response to a written request and upon request by visitors at the Township's office.

Include the following if the township directly or indirectly administers or maintains an official internet presence: This Procedures and Guidelines document and the Township's Written Public Summary will be maintained on the Township's website at: <https://www.chocolay.org/documents/foiapcedure.pdf>, and <https://www.chocolay.org/documents/foiasummary.pdf>, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2: Requesting a Public Record

No specific form to submit a request for a public record is required. However, the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.).

Requests for records may be documented by the Township on the Township's FOIA Request Form.

A written request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

A request from a person, other than an individual who qualifies as indigent under MCL 15.234(2)(a), must include the requesting person's complete name, address, and contact information, and, if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual. An address must be written in compliance with United States Postal Service addressing standards:

JANE SMITH (*or ABC MOVERS*)
1500 E MAIN AVE STE 201
SPRINGFIELD VA 22162-1010

Contact information must include a valid telephone number or electronic mail address.

Written requests for public records may be submitted in person or by mail to any Township office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person making a request may stipulate that the public body's response be electronically mailed (email), delivered by facsimile (fax), or delivered by first-class mail, and the township will comply unless the township lacks the technological capability to provide an electronically mailed or facsimile response.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by Chocolay Charter Township on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the Township will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The Township will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the Township's website.

When a request is granted:

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records*, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the Township's website at: <https://www.chocolay.org/documents/foiaprocedure.pdf>, and <https://www.chocolay.org/documents/foiasummary.pdf>, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the Township will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best efforts estimate of a time frame it will take the Township to provide the records to the requestor. The best-efforts estimate shall be nonbinding on the Township, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Township; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the Township Supervisor or seek judicial review in the Marquette County Circuit Court;
- In addition, you may also seek judicial review of this denial pursuant to MCL 15.240b. If the court determines, in an action commenced under this act, that the public body willfully and intentionally failed to comply with this act or otherwise acted in bad faith, the court shall order the public body to pay, in addition to any other award or sanction, a civil fine
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Township operations.

Upon receiving a written or verbal request to inspect township records, the township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

A person shall be allowed to inspect public records during usual business hours, not less than four hours per day. The public does not have unlimited access to township offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of township personnel.

Township officials, appointees, staff or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.

In coordination with the official responsible for the records, the FOIA coordinator shall determine on a case-by-case basis when the township will provide copies of original records, to allow for blacking out exempt

information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

The FOIA Coordinator is responsible for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.

A person cannot remove books, records or files from the place the township has provided for the inspection.

No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena or for audit purposes. The official shall be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

In coordination with the official responsible for the records, the FOIA coordinator will determine (*by policy, on a case-by-case basis, or both*) when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection. **Optional:** A fee will be charged for copies made to enable public inspection of records, according to the township's FOIA policy.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the Township in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the Township's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the Township; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Township;
- The Township is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

If a deposit is not received by the Township within 48 days from the date that the notice of deposit requirement is sent, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the Township is no longer required to fulfill the request. Notice of a deposit requirement must include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will *not* be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information *unless* failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are “unreasonably high” when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the township’s usual FOIA requests, not compared to the township’s operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the Township:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township’s website if the requester asks for the township to make copies
- The actual and most reasonably economical cost of non-paper physical media when the requester asks for records in any form of non-paper physical media. This may include the cost for copies of records already on the township’s website if the requester asks for the township to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Any form of non-paper physical media (for example, USB drives, computer disks, computer tapes or other digital or similar media) will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The Township will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the Township's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Township will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the Township must:

- Reduce the labor costs by 5% for each day the Township exceeds the time permitted under FOIA up to a 50% maximum reduction, if **any** of the following applies:
 - The Township's late response was willful and intentional,
 - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
 - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.

- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the Township twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
 - Is made directly on behalf of the organization or its clients.
 - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
 - Is accompanied by documentation of its designation by the state, if requested by the public body.

Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Township Board by filing an appeal of the denial with the office of the Township Supervisor or the FOIA Coordinator.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The Township FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board shall respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

If the Township Board fails to respond to a written appeal, or if the Township Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Township Board, he or she may file a civil action in Marquette County Circuit Court within 180 days after the Township's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the Township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the Township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court may also seek judicial review of this denial pursuant to MCL 15.240b. If the court determines, in an action commenced under this act, that the public body willfully and intentionally failed to comply with this act or otherwise acted in bad faith, the court shall order the public body to pay, in addition to any other award or sanction, a civil fine. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Board by submitting a written appeal for a fee reduction to the office of the Township Supervisor, or the FOIA Coordinator.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

Where the Township Board reduces or upholds the fee, the determination must include a certification from the Township Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the Township Board's determination of an appeal, the requesting person may commence a civil action in Marquette County Circuit Court for a fee reduction.

If a civil action is commenced against the Township for an excess fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The Township does not provide for appeals of fees,
- The Township Board failed to respond to a written appeal as required, or
- The Township Board issued a determination to a written appeal.

If a court determines that the Township required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the Township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Township Board or the Township Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Township Board or the Township Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Township Board or the Township Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Township Board of any changes to these Policies and Guidelines.

These FOIA Policies and Guidelines become effective _____, 20__.

Section 11: Appendix of Chocolay Charter Township FOIA Forms

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

Chocolay Charter Township

Public Summary of FOIA Procedures and Guidelines

It is the public policy of this state that all persons (except those persons incarcerated in state or local correctional facilities) are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees.

The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Township's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Township's FOIA Procedures and Guidelines. For more details and information, copies of the Township's FOIA Procedures and Guidelines are available at no charge at any Township office and on the Township's website: [www.https://www.chocolay.org/documents/foiaprocedure.pdf](http://www.chocolay.org/documents/foiaprocedure.pdf).

1. How do I submit a FOIA request to the Township?

- A request must sufficiently describe a public record so as to enable the Township to find it.
- A request from a person, other than an individual who qualifies as indigent under MCL 15.234(2)(a), must include the requesting person's complete name, address, and contact information, and, if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual. An address must be written in compliance with United States Postal Service addressing standards:

JANE SMITH (*or ABC MOVERS*)
1500 E MAIN AVE STE 201
SPRINGFIELD VA 22162-1010

- Contact information must include a valid telephone number or electronic mail address.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Township in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
 - Any verbal request will be documented by the Township on the Township's FOIA Request Form.
 - No specific form to submit a written request is required. However, a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the Township's website at [www.https://www.chocolay.org/documents/foiarequestforpublicrecords.pdf](http://www.chocolay.org/documents/foiarequestforpublicrecords.pdf), or at the Chocolay Township Hall, 5010 U.S. 41 S, Marquette, MI 49855.

- Written requests may be delivered to the Township Hall in person or by mail:
-
- Requests may be faxed to: (906) 249-1313. To ensure a prompt response, faxed requests should contain the term “FOIA” or “FOIA Request” on the first/cover page.
 - Requests may be emailed to: inforequest@chocolay.org. To ensure a prompt response, email requests should contain the term “FOIA” or “FOIA Request” in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the Township will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The Township will respond to your request in one of the following ways:
 - - Grant the request,
 - Issue a written notice denying the request,
 - Grant the request in part and issue a written notice denying in part the request,
 - Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond, or
 - Issue a written notice indicating that the public record requested is available at no charge on the Township’s website, <https://www.chocolay.org/>
 - If the request is granted, or granted in part, the Township will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available. If that cost is less than \$ 1.00 no charges will be made.
 - If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Township will require a deposit before processing the request.

3. What are the Township’s deposit requirements?

- If the Township has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Township will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Township requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Township receives a request from a person who has not paid the Township for copies of public records made in fulfillment of a previously granted written request, the Township will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when **all** of the following conditions exist:
 - The final fee for the prior written request is not more than 105% of the estimated fee;
 - The public records made available contained the information sought in the prior written request and remain in the Township's possession;
 - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the Township to provide the records;
 - Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing;
 - The individual is unable to show proof of prior payment to the Township; and

- The Township has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The Township will not require the 100% estimated fee deposit if any of the following apply:
 - The person making the request is able to show proof of prior payment in full to the Township;
 - The Township is subsequently paid in full for all applicable prior written requests; or
 - Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.
- If a deposit is not received by the Township within 48 days from the date that the notice of deposit requirement is sent, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the Township is no longer required to fulfill the request. Notice of a deposit requirement must include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

4. How does the Township calculate FOIA processing fees?

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.

Labor Costs

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.

- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage)

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Township. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in the particular instance. The Township must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

A person making a request may stipulate that the public body's response be electronically mailed (email), delivered by facsimile (fax), or delivered by first-class mail, and the township will comply unless the township lacks the technological capability to provide an electronically mailed or facsimile response.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

The Township must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefiting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. How do I qualify for an indigence discount on the fee?

The Township will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the Township twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is a sworn statement. For your convenience, the Township has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the Township FOIA Request Form, which is available at the Township Hall.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

7. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Township Board by filing a written appeal of the denial with the office of the Township Supervisor (*or "clerk" or "FOIA Coordinator," etc.*).

The appeal must be in writing, specifically state the word “appeal,” and identify the reason or reasons you are seeking a reversal of the denial. You may use the Township FOIA Appeal Form which is available at the Township Hall 5010 U.S. 41 S., Marquette, Mi 49855.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal. Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Township Board, you may file a civil action in Marquette County Circuit Court within 180 days after the Township's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously in refusing to disclose or provide a public record, in addition, you may also seek judicial review of this denial pursuant to MCL 15.240b. If the court determines, in an action commenced under this act, that the public body willfully and intentionally failed to comply with this act or otherwise acted in bad faith, the court shall order the public body to pay, in addition to any other award or sanction, a civil fine.

Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by the Township to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the Township Board by filing a written appeal for a fee reduction to the office of the Township Supervisor (*or “clerk” or “FOIA Coordinator,” etc.*).

The appeal must specifically state the word “appeal” and identify how the required fee exceeds the amount permitted. You may use the Township FOIA Appeal Form (To Appeal an Excess Fee), which is available at the Township Hall.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal. Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal.

Within 45 days after receiving notice of the Township Board's determination of the processing fee appeal, you may commence a civil action in Marquette County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages.

Chocolay Charter Township

FOIA Procedures and Guidelines

Preamble: Statement of Principles

It is the policy of Chocolay Charter Township that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Township's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

Chocolay Charter Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township's policy is to disclose public records consistent with and in compliance with State law.

The Township Board has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

Section 1: General Policies

The Township Board, acting pursuant to the authority at MCL 15.236, designates the Clerk as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a Township spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review Township spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with the Township Community Development Coordinator to develop administrative rules for handling spam and junk-mail so as to protect Township systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Township staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year.

The Township will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the Township cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and the Township's Written Public Summary must be publicly available by providing free copies both in the Township's response to a written request and upon request by visitors at the Township's office.

Include the following if the Township directly or indirectly administers or maintains an official internet presence: This Procedures and Guidelines document and the Township's Written Public Summary will be maintained on the Township's website at: chocolay.org, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2: Requesting a Public Record

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records will be documented by the Township on the Township's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the Township's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any Township office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by the Chocolay Charter Township on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the Township will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The Township will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the Township's website.

When a request is granted:

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records*, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the Township's website at: chocolay.org, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the Township will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best efforts estimate of a time frame it will take the Township to provide the records to the requestor. The best efforts estimate shall be nonbinding on the Township, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Township; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to the Township Board by filing a written appeal of the denial with the office of the Township Supervisor, or seek judicial review in the Marquette County Circuit Court; and
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Township operations.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the Township in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the Township's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the Township; and

- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Township;
- The Township is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will *not* be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information *unless* failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are "unreasonably high" when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the Township's usual FOIA requests, not compared to the Township's operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the Township:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.

- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage (this will increase if the State minimum wage increases)).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The Township will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the Township's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Township will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the Township must:

- Reduce the labor costs by 5% for each day the Township exceeds the time permitted under FOIA up to a 50% maximum reduction, if **any** of the following applies:
 - The Township's late response was willful and intentional,
 - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
 - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.

- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The Township Board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the Township twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
 - Is made directly on behalf of the organization or its clients.
 - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
 - Is accompanied by documentation of its designation by the state, if requested by the public body.

Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Township Board by filing an appeal of the denial with the office of the Township Supervisor (*or "clerk" or "FOIA Coordinator," etc.*).

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The Township FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board shall respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

If the Township Board fails to respond to a written appeal, or if the Township Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Township Board, he or she may file a civil action in Marquette County Circuit Court within 180 days after the Township's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the Township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the Township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Township to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Board by submitting a written appeal for a fee reduction to the office of the Township Supervisor (or "clerk" or "FOIA Coordinator," etc.).

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

Where the Township Board reduces or upholds the fee, the determination must include a certification from the Township Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the Township Board's determination of an appeal, the requesting person may commence a civil action in Marquette County Circuit Court for a fee reduction.

If a civil action is commenced against the Township for an excess fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The Township does not provide for appeals of fees,
- The Township Board failed to respond to a written appeal as required, or
- The Township Board issued a determination to a written appeal.

If a court determines that the Township required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the Township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Township Board or the Township Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Township Board or the Township Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Township Board or the Township Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Township Board of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

Section 11: Appendix of Chocolay Charter Township FOIA Forms

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

Chocolay Charter Township

Public Summary of FOIA Procedures and Guidelines

It is the public policy of the State of Michigan that all persons (except those persons incarcerated in state or local correctional facilities) are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees.

The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Township's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Township's FOIA Procedures and Guidelines. For more details and information, copies of the Township's FOIA Procedures and Guidelines are available at no charge at any Township office and on the Township's website: Chocolay.org.

1. How do I submit a FOIA request to the Township?

- A request must sufficiently describe a public record so as to enable the Township to search for it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Township in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
 - Any verbal request will be documented by the Township on the Township's FOIA Request Form.
 - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the Township's website at Chocolay.org, Township Government, FOIA and at FOIA Coordinator, Chocolay Twp Hall, 5010 U.S. 41 S., Marquette, MI, 49855.
- Written requests may be delivered to the Township Hall in person or by mail: FOIA Coordinator, Chocolay Twp, 5010 U.S. 41 S., Marquette, MI, 49855
- Requests may be faxed to: (906) 249-1313. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed go to the website: chocolay.org, Township Government, FOIA. To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the Township will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The Township will respond to your request in one of the following ways:
 - - Grant the request,
 - Issue a written notice denying the request,
 - Grant the request in part and issue a written notice denying in part the request,
 - Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond, or
 - Issue a written notice indicating that the public record requested is available at no charge on the Township's website
- If the request is granted, or granted in part, the Township will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Township will require a deposit before processing the request.

3. What are the Township's deposit requirements?

- If the Township has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Township will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Township requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Township receives a request from a person who has not paid the Township for copies of public records made in fulfillment of a previously granted written request, the Township will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when **all** of the following conditions exist:
 - The final fee for the prior written request is not more than 105% of the estimated fee;
 - The public records made available contained the information sought in the prior written request and remain in the Township's possession;
 - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the Township to provide the records;
 - Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing;
 - The individual is unable to show proof of prior payment to the Township; and
 - The Township has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.

- The Township will not require the 100% estimated fee deposit if any of the following apply:
 - The person making the request is able to show proof of prior payment in full to the Township;
 - The Township is subsequently paid in full for all applicable prior written requests; or
 - Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

4. How does the Township calculate FOIA processing fees?

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the Township's website if you ask for the Township to make copies.
- The cost of computer discs, or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the Township's website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.

Labor Costs

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. The Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.

- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage (\$8.15 this may increase if the State minimum wage increases))

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Township. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in the particular instance. The Township must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

The Township must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-Paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets of paper will be at actual cost to produce.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless requested with the FOIA request..

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The Township Board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. How do I qualify for an indigence discount on the fee?

The Township will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the Township twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement. For your convenience, the Township has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the Township FOIA Request Form, which is available on the Township's website: chocolay.org.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

6. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Township Board by filing a written appeal of the denial with the office of the Township Supervisor.

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons you are seeking a reversal of the denial. You may use the Township FOIA Appeal Form (To Appeal a Denial of Records), which is available on the Township's website: chocolay.org, Township Government, FOIA.

Within 10 business days after the first meeting of the Township Board, after the receipt of the appeal, the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Township Board, you may file a civil action in Marquette County Circuit Court within 180 days after the Township's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by the Township to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the Township Board by filing a written appeal for a fee reduction to the office of the Township Supervisor.

The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. You may use the Township FOIA Appeal Form (To Appeal an Excess Fee), which is available at the Township Hall and on the Township's website: chocolay.org, Township Government, FOIA.

Within 10 business days after the first meeting of the Township Board, after the receipt of the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal.

Within 45 days after receiving notice of the Township Board's determination of the processing fee appeal, you may commence a civil action in Marquette County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.



XII.C.1
5010 US 41 South
Marquette, MI 49855
(906) 249-1448

November 14, 2023

Ms. Pauline Bennett
P.O. Box 80078
Lansing, MI 48908-0078

Regarding: MTA Annual Policy Platform

Dear MTA Leadership,

I am Richard Bohjanen, Supervisor of Chocolay Township, in Marquette County. I am writing on behalf of the Chocolay Township Board, as we are constituents of the Marquette County Solid Waste Management Authority and feel the burden of State unfunded mandate policies.

I am submitting this letter as a request to consider as a resolution for the MTA Policy Platform. I am not an experienced legislator, and as such am submitting this as a concept only, and if it is of value feel free to edit it to an acceptable format.

Encourage the State to fund environmental policy, rather than creating statewide unfunded mandates for environmental issues. In particular, regarding waste management, fund recycling options to create new markets where there are no local recycling markets. The second item, fund PFOS research of removal instead of requiring significant mitigation to where there is little proven science behind the actual hazards to health or if the current technologies mitigate risk.

Respectfully

Richard Bohjanen,
Supervisor, Chocolay Township



Issue Brief: Contract with Wolverine Power Systems for Lift Station Generator Maintenance

Meeting: Discussion November Board Meeting

Date: November 13, 2023

Issue Summary:

Should the Board consider contracting Wolverine Power Systems for the maintenance of nine lift station standby generators?

Background:

The township upgraded all their sewer lift stations over the past five years. As part of this project, we added on-site standby generators to each station. We have a total of nine lift stations within our current system. The standby generators were ordered through Wolverine Power Systems, and they are a licensed repair and maintenance company certified to perform service on Generac generators.

Recommendation:

Standby power is important to the basic function of our sewer system. Wolverine Power Systems is the regional distributor of the Generac generator commercial line and is licensed to maintain the units. The amount of \$3,960.00 is an annual amount locked in at that price for the next three years. This contract is ready for Board consideration.

Author: William De Groot

Date: 11/08/2023



**Simple Motion: Contract with Wolverine Power Systems for Lift Station
Generator Maintenance**

Meeting: Discussion November Meeting

Date: November 13, 2023

Simple Motion

I, _____ move that the Board authorize the Township Manager to enter into a three-year maintenance contract with Wolverine Power Systems for the maintenance of the Township standby generator at all of the sewer lift stations.

Supported by:

Voice Vote:



OCTOBER 11, 2023

CHOCOLAY TOWNSHIP Attn:
BRAD JOHNSON 5010 US
41 SOUTH
MARQUETTE, MI 49855

We would like to offer you one of our scheduled maintenance programs for your backup power system. Regular scheduled maintenance is a vital part to keeping your generators functional and ready to work when you need them.

Below you will find options for providing regular maintenance on your generators and their respective pricing for 3 years. You will find a detailed description of what is included in each program on the enclosed Maintenance Program Checklist. To sign up, simply check your preferred level of maintenance, along with the month you would like us to start and return the signed agreement to us within sixty (30) days to secure the rates quoted below.

<input checked="" type="checkbox"/>	Level 1 Maintenance Program on 9 units*	Program Price \$3,960	Starting Month <i>January 2024</i>
	(Includes One (1) Visit Annually – Major only) 2024 to 2026		

*See below list of your units and price breakdown

	Location	Gen Make	Model#	Serial #	Level 1
Gen 1	Pump Stn #1	Generac	SG130	3008146614	\$ 440
Gen 2	Pump Stn #2	Generac	SG80	3008146603	\$ 440
Gen 3	Pump Stn #3	Generac	SG80	3008146602	\$ 440
Gen 4	Pump Stn #4	Generac	SG80	3008146601	\$ 440
Gen 5	Pump Stn #5	Generac	SG60	3007386752	\$ 440
Gen 6	Pump Stn# 6	Generac	SG60	3004623676	\$ 440
Gen 7	Pump Stn #7	Generac	SG60	3004623674	\$ 440
Gen 8	Pump Stn #8	Generac	SG60	3004623675	\$ 440
Gen 9	Pump Stn #9	Generac	G0058022	3008047596	\$ 440

Scheduling Contact:
Brad Johnson

Email: [Redacted]

Phone: [Redacted]

This agreement is for **3 years**, and payment is due after each inspection. Prices do not include applicable tax or surcharges and are subject to change with a 60-day written notice. Customer must submit 30-day written notice to cancel this agreement and any related inspections. Wolverine Power Systems reserves to the right to cancel this agreement at any time and is not liable for any losses or contingent liabilities arising from the operation of this system or the failure of this system to operate.

Authorized By

Signature

Date

Please send completed documents to one of the following:

Mail: Wolverine Power Systems
3229 80th Avenue Zeeland, MI 49464

Email: service@wolverinepower.com



Issue Brief: Delinquent Sewer Accounts

Meeting: Discussion November Board Meeting

Date: November 13, 2023

Issue Summary:

Should the attached list of delinquent sewer charges and penalties be added to the December tax bills?

Background:

The Wastewater Collection System Ordinance #39, *Division 6, 2.6.6. (B) (3) Collection by Enforcement of Lien*, establishes that delinquent sewer charges and penalties in excess of 6 months as of September 1st each year shall be added to the next tax roll as a charge against the premises.

Analysis:

Staff has pulled a Delinquent Tax report from the Utility Billing program, which details the amounts owed by 27 residents that are over the 180-day period

Recommendation:

Staff recommends that the Township Board accept the attached list of delinquent sewer charges and penalties as allowed in Ordinance 39, *Division 6, 2.6.6. (B) (3)*, and as a result they be added to the December tax bills.

Author: Suzanne Sundell

Date: 11/13/2023

Attachments:

- List of Delinquent Sewer Accounts
- Excerpt from Ordinance 39



Issue Brief: Motion for Delinquent Sewer Accounts

Meeting: November Board Meeting

Date: November 13, 2023

Proposed Motion:

_____ moved, _____ supported to accept the list of delinquent sewer charges and penalties as allowed in Ordinance 39, Division 6, 2.6.6. (B) (3) to be added to the Chocolay Township December tax roll.

Ayes:

Nays:

Absent:

ALTERNATIVES:

As determined by the Board.

Author: Suzanne Sundell

Date: 11/13/23

Delinquent Tax List

Thursday, November 9, 2023

XII.E.3

Account #	Service Address	Customer Name	Delq Tax Amount
EFBK-000105-0000-01	105 E FAIRBANKS ST	RICHARD & BROOKE LAURICH	\$712.80
EFBK-000141-0000-00	141 E FAIRBANKS ST	DAWN WROBEL	\$118.80
EFBK-000156-0000-01	156 E FAIRBANKS ST	RACINE, SUSAN	\$712.80
EPIN-000101-0000-01	101 EWING PINES DR	TIM PRISK	\$653.40
EWRP-000161-0000-01	161 E WRIGHT PL	MORGAN, LINDA	\$712.80
GRBY-000312-0000-01	312 GREEN BAY ST	DOUGLAS SIMPSON	\$202.20
JEAN-000214-0000-01	214 JEAN ST	LINDSEY RABITAILLE	\$18.80
JUDY-000213-0000-01	213 JUDY ST	JESSICA KINONEN	\$712.80
JUDY-000225-0000-01	225 JUDY ST	OLIVER BURNS	\$712.80
KELL-000115-0000-01	115 KELLOG ST	PHILIP ELIAS	\$712.80
LAKE-000103-0000-01	103 LAKEWOOD LN	LINDA TEXTER	\$453.40
RESR-000338-0000-01	338 RESERVOIR ST	MARC GILMORE	\$712.80
RIVS-000204-0000-01	204 RIVERSIDE RD	JOHN PREMEAU	\$712.80
SCRD-000208-0000-01	208 SILVER CREEK RD	STACY EAGLE	\$429.97
SCRD-000257-0000-01	257 SILVER CREEK RD	BARBARA HEIKKALA	\$118.80
SCRD-000328-0000-01	328 SILVER CREEK RD	JOSEPH MENZE	\$712.80
WFAR-000127-0000-01	127 W FAIRBANKS ST	KEVIN FRANKENBERG	\$712.80
WFAR-000129-0000-01	129 W FAIRBANKS ST	BRIAN MACDEVITT-DUNN	\$712.80
WFAR-000210-0000-01	210 W FAIRBANKS ST	MICHAEL ANDERSON	\$712.80
WFAR-000219-0000-01	219 W FAIRBANKS ST	JENNIFER SIMULA	\$712.80
WILL-000735-0000-01	735 WILLOW RD	DAVE & BONNIE SCHWIDERSON	\$712.80
WILL-000740-0000-01	740 WILLOW RD	DOUGLAS OHMAN	\$356.40
WMAN-000240-0000-01	240 W MAIN ST	LARRY WEAVER	\$178.20
WMAN-000264-0000-01	264 W MAIN ST	SHANE JOHNSTON	\$356.40
WTER-000209-0000-00	209 W TERRACE ST	JANICE LISTER	\$412.80
WTER-000371-0000-01	371 W TERRACE ST	JUDITH CHARLES	\$712.80
WTER-000387-0000-01	387 W TERRACE ST	JEFF BUSHEY	\$712.80

Total: \$14703.97

table of equivalent factors as determined applicable by the Township Public Works Administrator.

- C. Revision or Modification of Equivalent Factors. The equivalent units of users having an equivalent unit factor of more than 1.0 shall be reviewed by the Township at least once a year. Unless the equivalent unit factor of such a user is changed by resolution of the Township Board (or adjusted by the Township Public Works Administrator as provided by Section 2.6.5(D)) prior to the commencement of the System's fiscal year, the equivalent unit factor for such user shall remain the same as it was for the preceding fiscal year.
- D. Inspection and Adjustment by Township Public Works Administrator. In addition to revision or modification of equivalent unit factors by resolution of the Township Board, the Township Public Works Administrator is authorized to inspect user premises, and, if determined appropriate by the Administrator, adjust the equivalent units that may have been previously determined applicable to the premises. If the Administrator determines that an adjustment is appropriate, the user shall be billed in accordance with the changed equivalent unit factor as otherwise provided by this Division.

2.6.6. Billing and Payment of Charges

- A. Service charge and surcharges. Service charges and surcharges shall be billed monthly, and the bill shall represent a charge for the period immediately preceding the date of rendering the bill. The bill shall be payable by the 25th day of said month, and any bill not paid by the 25th day of said month shall be deemed delinquent and a penalty of 10% of the amount of such billing shall be added thereto and shall be due and owing as a part of the billing.
- B. Non-payment of service charge or surcharge.
 - (1) Discontinuance of service. If a user charge or surcharge remains delinquent for a period in excess of 3 months, the Township shall have the right to shut off sewer service to such user. Such service shall not be re-established until all delinquent charges, surcharges, penalties, and a turn-off charge to be established by resolution of the Township Board has been paid.
 - (2) Collection by suit. In addition to discontinuing service, the Township shall have the option of collecting all delinquent amounts and penalties by legal proceedings in a court of law.

- (3) Collection by enforcement of lien. Service charges, including the penalties due thereon, which remain delinquent for a period in excess of 6 months shall constitute a lien on the premises served thereby, unless the Township is furnished with written notice that a tenant is responsible for such charges. The lien shall be perfected by the Township official or officials in charge of the collection thereon by certifying annually, not later than September 1 of each year, to the tax assessing officer the fact of such delinquency. Thereupon, the charge shall be entered by the tax assessing officer upon the next tax roll as a charge against such premises and shall be collected and the lien thereof enforced in the same manner as general taxes against such premises are collected and the lien thereof enforced. If the Township is provided with notice in writing, including a copy of the lease of the affected premises, that a tenant is responsible for the sewer charge, the Township may require as a condition to rendering sewer services to such premises a cash deposit equal to service charges for 3 months as security for the payment of service charges. When the security deposit is used for payment of delinquent charges, no further service will be provided until the deposit has been repaid. The tenant and the property owners shall be notified in writing, 10 days in advance of application of the deposit against the delinquent charges.
- (4) A user's failure to fully and timely pay service charge or surcharge amounts as provided by this Division shall constitute a violation of this Ordinance, subject to applicable fines, penalties and other enforcement actions provided by this Ordinance.

DIVISION 7. OTHER FINANCIAL CONSIDERATIONS

2.7.1. Fiscal or Operating Year

The Township Wastewater Collection System shall be operated on the same fiscal year basis as the Township.

2.7.2. Records and Accounts

The revenues of the System shall be set aside as collected and deposited in a separate depository account in a bank duly authorized to do business in the State of Michigan in an account to be designated "Sewer Receiving Fund", and the revenues so deposited shall be transferred from the Sewer Receiving Fund periodically in the manner and at the times hereinafter specified.

**CHOCOLAY TOWNSHIP
PLANNING COMMISSION
Tuesday October 10, 2023 Minutes
Work Session**

I. Meeting Call to Order

Chair Ryan Soucy called the meeting to order at 7:01 PM.

II. Roll Call

Members present at roll call:

Ryan Soucy (Chair)
Donna Mullen-Campbell (Secretary)
Rebecca Sloan (Vice Secretary)
Stephanie Gencheff

Members absent at roll call:

George Meister (Vice Chair)
Don Rhein (Board)
Kendall Milton

Staff present:

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

III. Additional Agenda Items / Approval of Agenda

Mullen-Campbell moved, Gencheff seconded, to approve the agenda as presented.

Vote: Ayes: 4 Nays: 0 Motion carried

IV. Minutes

None

V. Presentations

A. Agriculture Zoning Townhall

Soucy gave a presentation outlining the purpose of the townhall meeting. The presentation was included in the agenda materials for the meeting.

VI. New Business

A. Draft Ordinance Considerations for the Agriculture / Forestry (AF) District Work Session

Commissioner Discussion

DeGroot addressed questions from those in attendance; the questions asked focused primarily on the reason for the proposed changes. DeGroot and Soucy stated that the primary purpose was to increase property rights, and to reduce the number of non-

conforming parcels within the Agriculture / Forestry (AF) zoning district.

Throenle stated that the maps in the room for the work session were not to be considered the proposed zoning map, as that will be developed in the future.

Commissioners met and discussed the proposed ordinance language with the public. Stations were set up in the meeting room that presented maps related to the topic, and handouts were available for the public to take with them.

A station was set up for the public to sign up to receive email from the Township and to provide additional written comments.

Received comments will be added as correspondence as part of the agenda materials for the next regular meeting.

VII. Adjournment

Rhein moved, Sloan seconded, to adjourn the meeting.

Vote: Ayes: 6 Nays: 0 Motion carried

Soucy adjourned the meeting at 7:40 PM.

Submitted by:

Planning Commission Secretary

Donna Mullen-Campbell

**CHOCOLAY TOWNSHIP
PLANNING COMMISSION
Tuesday October 17, 2023 Minutes
Work Session**

I. Meeting Call to Order

Chair Ryan Soucy called the meeting to order at 6:00 PM.

II. Roll Call

Members present at roll call:

Ryan Soucy (Chair)
George Meister (Vice Chair)
Donna Mullen-Campbell (Secretary)
Rebecca Sloan (Vice Secretary)
Don Rhein (Board)
Stephanie Gencheff
Kendall Milton

Staff present:

Dale Throenle (Planning Director / Zoning Administrator)

III. Additional Agenda Items / Approval of Agenda

None

IV. Minutes

None

V. Presentations

A. Agriculture Zoning Townhall

Soucy gave a presentation outlining the purpose of the townhall meeting. The presentation was included in the agenda materials for the meeting.

VI. New Business

A. Draft Ordinance Considerations for the Agriculture / Forestry (AF) District Work Session

Commissioner Discussion

Commissioners met and discussed the proposed ordinance language with the public. Stations were set up in the meeting room that presented maps related to the topic, and handouts were available for the public to take with them.

A station was set up for the public to sign up to receive email from the Township and to provide additional written comments.

Received comments will be added as correspondence as part of the agenda materials

for the next regular meeting scheduled for November.

VII. Adjournment

Rhein moved, Sloan seconded, to adjourn the meeting.

Vote: Ayes: 7 Nays: 0 Motion carried

Soucy adjourned the meeting at 7:30 PM.

Submitted by:

Planning Commission Secretary

Donna Mullen-Campbell

DRAFT

MARQUETTE COUNTY SOLID WASTE MANAGEMENT AUTHORITY

Board Meeting Minutes

Regular Meeting

September 20, 2023

DATE: Wednesday, September 20, 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 and Amy Manning**MEMBERS ABSENT:** Helen Amiri (Alternate Board Member)**OTHERS:** In Person: William T. Nordeen, Attorney; Beth Bonanni, Recording Secretary; Chris Magnuson, MCSWMA; John Anderson, MCSWMA; Brian Schuhmacher, MCSWMA; Jim Belpedio, Champion Township and Judy White, Chocolay Township. By Zoom: Lyn Durant, Marquette Township

1. Call to Order: R. Yelle called the meeting to order at 4:00 p.m. Helen Amiri was excused from attending the meeting due to a work conflict.

Pledge of allegiance recited.

2. Approval of Agenda: C. Baldwin made a motion to approve the Agenda as presented. G. Adams supported. Motion passed unanimously.

3. Public Comment: None.

4. Approval of Minutes
 - a. 8/16/23 – Regular Meeting
 - b. 8/25/23 – Special Meeting

D. Campana made a motion to approve the 8/16/23 Regular Meeting Minutes and 8/25/23 Special Meeting Minutes. C. Baldwin supported. Motion passed unanimously.

5. Consent Agenda

- a. Statistics – August 2023
- b. Accounts Payable
- c. Gas Recovery Report – Tetra Tech

D. Campana made a motion to approve the Consent Agenda. G. Adams supported. Motion passed unanimously.

6. Business

- a. Banking – A. Manning made a motion to approve the banking. D. Honch supported. Motion approved unanimously.
- b. Financials – A. Manning made a motion to approve the financials. C. Baldwin supported. Motion approved unanimously.
- c. Recycling Financials – D. Honch made a motion to approve the Recycling Financials. J. Minelli supported. Motion approved unanimously.
- d. Reimbursements – J. Minelil made a motion to approve reimbursements. G. Adams supported. Motion approved unanimously.
- e. Landfill Plastic Purchase- D. Campana made a motion to approve the purchase of 40 MIL Landfill Plastic from vendor Solmax in the amount of \$53,225.64. G. Adams supported. Motion approved unanimously. D. Campana noted the payment terms were net 60 days and asked C. Magnuson if there was a policy to take advantage of the 60 days and not to pay the Invoice until then. C. Magnuson said he usually tries to but because Solmax is a vendor the Landfill regularly uses he tries to pay the Invoices as soon as they are approved. D. Campana said at his store, he would pay the Invoices on the last day possible and feels it is better to hold on to the money than pay the vendor right away. D. Campana said if later terms are offered from vendors, then the Landfill should take advantage of it.
- f. Surface Emission Monitoring Proposal – J. Minelli made a motion to approve the quote for manual surface gas monitoring from Sniffer Robotics in the amount of \$6,500.00. A. Manning supported. C. Baldwin asked what budget item this purchase be allocated from. C. Magnuson said it will come out of the Operations budget. J. Minelli said C. Baldwin brought up a good point and asked C. Magnuson to let them know where the money is coming from, out of the budget, in the future. C. Magnuson said he would.
- g. Resolution – A. Manning read the Resolution for adopting a Final Project Plan for Wastewater System Improvements or NPS Pollution Control/Stormwater Improvements and Designating an Authorized Project Representative. C. Baldwin made a motion to approve the Resolution. G. Adams supported. Roll call conducted: D. Campana “yea,”

G. Adams “yea,” C. Baldwin “yea,” A. Manning “yea,” D. Honch “yea,” J. Minelli “yea,” and R. Yelle “yea.” Motion passed with 7 yeas.

h. Floating Aerators Proposal – J. Minelli made a motion to approve the purchase for two floating aerators (leachate management) from Aqua-Aerobic Systems in the amount of \$16,750.00. C. Baldwin supported. Motion approved unanimously. R. Yelle asked what budget item does this purchase come out of? C. Magnuson said it will come out of the water budget and can be capitalized and depreciated. J. Minelli asked what the floating aerators do? C. Magnuson said the aerators help recirculate the leachate. J. Minelli asked if there is any maintenance on the aerators or if they were new pieces of equipment. C. Magnuson said they are new pieces of equipment. J. Minelli also asked if the Landfill had aerators before. C. Magnuson said he did not know. John Anderson said the Landfill had several of them and had many years of use out of them so these would replace the old aerators.

i. Director’s Position – A. Manning said the subcommittee recommended negotiating a contract with Robert Bennett for the Director’s position with a starting salary of \$85,000.00 and an increase in salary to \$90,000.00 after a successful six-month probationary period. J. Minelli made a motion to approve negotiating a contract for the director’s position with Robert Bennett, which includes a starting salary of \$85,000.00/year with an increase of \$5,000.00 to \$90,000.00/year after successful completion of the 6-month probation period and contingent on execution of an employment contract with the Authority. C. Baldwin supported. D. Campana asked if MCSWMA was offering the position to Mr. Bennett? R. Yelle said yes; there were 2 candidates in total, one being Ms. Nurmi and the other person was Mr. Bennett. A. Manning said the subcommittee felt that Mr. Bennett could learn the Landfill side of things where Ms. Nurmi did not have leadership experience and they did not feel she could catch up as quickly as Mr. Bennett could catch up on learning the Landfill operation. Discussion took place regarding when Mr. Bennett could start his employment with the Landfill. The motion passed with D. Campana, G. Adams, C. Baldwin, A. Manning, D. Honch and J. Minelli voting in favor and R. Yelle voting against. R. Yelle said even though he voted against the motion, he supports the Board’s decision and will contact Mr. Bennett tomorrow to make the offer.

j. Rain Shedding FML Installation – C. Baldwin made a motion to approve the installation of HDPE rain shedding liner from International Cover Systems in the amount of \$42,750.00. C. Magnuson indicated the money for this purchase would come out of the 5-year capital fund. G. Adams supported. Motion approved unanimously.

k. Environmental CD – R. Yelle received a request from C. Magnuson to convert the Environmental CD# 2 (in the amount of \$327,841.74) to funds to pay off the remainder of the Administration Building loan with Honor Credit Union. C. Magnuson said this

would also help the Landfill get in compliance with the CWSRF loan. C. Baldwin made a motion to approve converting Environmental CD# 2 (in the amount of \$327,841.74) into funds to pay the Honor Credit Union Administration Building loan. J. Minelli supported. J. Minelli asked what the savings would be by doing this. C. Magnuson replied as far as the loan interest, the loan was renewed at 3.5%. The biggest factor right now is that MCSWMA has to be in compliance with the CWSRF funding. A. Manning asked what the purpose of the Environmental CDs were and where will the money come from to replenish the CD, if it is used. C. Magnuson indicated Environmental CDs were created prior to his employment but B. Austin said it was a fund MCSWMA could use if any environmental issues come up like fines. When MCSWMA receives more revenue, the 5-year capital fund will be replenished. MCSWMA did not have a great fiscal 2022-2023 with tonnage shortage. D. Campana asked if the Authority has other Environmental CD's. C. Magnuson said no, one CD was cashed in earlier for an emergency. D. Campana asked how much was the loan that is being paid off? C. Magnuson said the loan amount is currently at \$312,000.00 and the balance left over would be put in the 5-year capital fund. A. Manning said she will support the motion but has concerns about using savings to pay bills and it may be necessary to reevaluate tipping fees if the Landfill has to start cashing in CDs to pay for things. R. Yelle indicated he has been talking to staff about tipping fees for both solid waste and recycling. Motion passed unanimously.

7. Reports

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

There has been no change on the Administrative Consent Order at this time.

Josh Wales and R. Yelle had a meeting with the County Planning Commission in regard to updating the County solid waste plan. R. Yelle asked the Planning Commission if they were leaning towards being a single county under the new Part 115 or multiple counties and they did not have an answer to that question. R. Yelle indicated he reached out to a County Commissioner, and she indicated it has not been discussed yet. CUPPAD is leaning towards multicounty. If the Landfill becomes multicounty (taking in 6 counties), R. Yelle indicated to CUPPAD that MCSWMA would need funding to increase the tipping floor and storage areas at the facility.

THE CWSRF reinstatement request is moving along. There have been a couple of meetings. Work has been ongoing in regard to the documentation.

There has been no action on the USDA-RD project funding, and it has been relatively quiet. B. Nordeen indicated that the Authority is going to have to decide on what to do with the USDA. There may be an option to use both the CWSRF and USDA-RD project funds at the same time for the new Wastewater Treatment Plant construction. Angela Yu and Scott Richards of EGLE said it gets complicated if you try to use both state and federal funds because they each have their own set of requirements. Forsyth Township has a project where they are using USDA-RD, CWSRF and MDOT funds and somehow, they are making it work by splitting their project into different parts.

There is nothing new to report on the Landfill fire that occurred on August 6, 2023. EGLE has lightened up on their requirements since the fire, but sand is still being put down at the facility weekly.

The Authority will have to decide if they want to pay the 20% match for the EGLE recycling infrastructure grant. Attorney Nordeen and the Chair have met with EGLE recycling officials. R. Yelle and Josh Wales have also met with the Upper Peninsula recycling coalition. Another meeting is set for the end of the month with the recycling coalition.

A meeting with Honor Credit Union took place for renewal of the \$5,000,000.00 Letter of Credit and renewal of loans. Both have been taken care of.

C. Magnuson reported on some highlights given to him by Mike Stannard. Michigan Independent Drilling completed installation of the 3 deeper gas probes. Staff will install the last shallow gas probe by the end of the month to meet the deadline for installation that was agreed upon with EGLE.

Methane gas sensors have been installed in all buildings at MCSWMA per instruction with EGLE and Part 115 requirements.

Work at the KI Sawyer Water Treatment Facility has been completed. MCSWMA collected 3,400 tons of biosolids from the KI facility.

Staff are working on getting the SE corner of the Landfill to waste grade so an interim cover can be installed over 3.5 acres, which will reduce leachate by over 2.8 million gallons annually.

The recycling markets are up right now. OCC is at \$102.00/ton and \$97.00/ton for mixed paper. This is a \$5.00 difference from August to September and a \$32.00

difference between January and September. Work is being done with other vendors to try and find a home for plastics right now. DAK (the current vendor) who works with the Landfill, seems receptive to receiving the Landfill's plastics at this time including the ones EFS and Clean Tech do not want.

There has been some outreach going on. Josh Wales will be going to Ishpeming High School next week to provide a recycling presentation.

C. Magnuson said that the Landfill did move some aluminum after the end of the fiscal month in August, which will be noted in the September financials.

R. Yelle said he will be at Negaunee Township Hall tomorrow to attend the Superman meeting.

b. Attorney Report – B. Nordeen handed out a written report to the Board. The main item he has worked on is the USDA and CWSRF funding with staff at the Landfill. Mr. Nordeen attended a meeting with Angela Yu and Scott Richards of EGLE to discuss CWSRF funding. A meeting was also held with USDA Rural Development concerning possible federal funding.

Mr. Nordeen met with staff and Scott Richards of EGLE regarding the Qualification-Based Selection (QBS) of an engineering firm.

MCSWMA is withholding payment to NTH until the documents required in the contract are received. Correspondence was sent to NTH concerning this.

Discussion took place regarding the UP Health System demolition project.

c. Subcommittee Report – J. Minelli said the subcommittee met with the Union and received a copy of items the Union is requesting and provided a handout to the Board Members. J. Minelli indicated that the Union issue should be a priority for the new director.

8. Public Comment: Judy White commented that the Resolution was not in the meeting packet and requested a copy be sent to her. C. Magnuson requested that next time there is a supervisory position open at MCSWMA, staff be consulted on who gets hired for the position and prefers the candidate to have Landfill experience. J. Anderson agreed with C. Magnuson's comments.

9. Trustee Comments: D. Campana commented good points were made by C. Magnuson and J. Anderon regarding the hiring process. The rest of the comments are inaudible on tape.
10. Adjournment: R. Yelle adjourned the meeting at 4:47 p.m.

Randall L. Yelle, Chairperson

Dennis Honch, Secretary

DRAFT

MARQUETTE COUNTY SOLID WASTE MANAGEMENT AUTHORITY

Board Meeting Minutes

Special Meeting

October 5, 2023

DATE: Thursday, October 5, 2023**PLACE:** Landfill Administration Complex
600 County Road NP
Marquette, MI 49855**MEMBERS PRESENT:** In Person: Randall Yelle, Glenn Adams, Carr Baldwin, Dave Campana, Joe Minelli, and Amy Manning**MEMBERS ABSENT:** Dennis Honch and Helen Amiri (Alternate Board Member) - excused.**EX OFFICIO:** None**OTHERS:** In Person: Amy Stakvel, MCSWMA, By Phone: William T. Nordeen, Attorney

1. Call to Order: R. Yelle called the meeting to order at 8:32 a.m. R. Yelle noted that Dennis Honch and Helem Amiri were absent (excused).
2. Approval of Agenda: D. Campana made a motion to approve the agenda. G. Adams supported. Motion passed unanimously.
3. Business
 - a. Director Issue – R. Yelle was contacted by the director’s candidate with a counteroffer requesting a higher starting wage and higher cost of living raise. Discussion followed regarding raising the starting pay and after 6 months’ pay.

R. Yelle would like to talk with a current employee regarding the position since he previously worked for a company who has done work for the landfill for many years and now works at the landfill. He knows the landfill and is certified in many areas. He has been handling things with EGLE since B. Austin left.

Discussion followed about offering the job as a temporary director, re-advertise, interview, and changing the starting pay rate. C. Baldwin would like to see a resume. J. Minelli internal promotions are good but would still like the candidate to meet

with the sub-committee. A. Manning said lack of qualified applicants could be because of low salary.

J. Minelli made a motion for R. Yelle to meet with the current employee to discuss interest in the position at the new salary rate. If interested give the application packet to the sub-committee. G. Adams supported. Motion passed unanimously.

R. Yelle made a motion to offer \$95,000 then after 6 months' increases to \$100,000. A. Manning supported. Motion passed unanimously.

A. Manning suggested a motion to re-advertise with a 2-week deadline. Discussion followed. A. Manning rescinded the motion.

5. Public Comment – None.
6. Adjournment. R. Yelle adjourned the meeting at 9:14 a.m.

Randall L. Yelle, Chairperson

Dennis Honch, Secretary

MARQUETTE COUNTY SOLID WASTE MANAGEMENT AUTHORITY

Board Meeting Minutes

Special Meeting

October 10, 2023

DATE: Tuesday, October 10, 2023**PLACE:** Landfill Administration Complex
600 County Road NP
Marquette, MI 49855**MEMBERS PRESENT:** In Person: Randall Yelle, Glenn Adams, C. Baldwin, Dave Campana, Joe Minelli, Dennis Honch and Helen Amiri (Alternate Board Member)**MEMBERS ABSENT:** Amy Manning (unexcused)**EX OFFICIO:** None**OTHERS:** In Person: William T. Nordeen, Attorney; Beth Bonanni, Recording Secretary; Mike Stannard, MCSWMA; and Jason Edberg, Executive VP of NTH Consultants

1. Call to Order: R. Yelle called the meeting to order at 4:00 p.m. R. Yelle noted that A. Manning was absent. Introductions were held. Attorney Nordeen arrived a few minutes late to the meeting.
2. Approval of Agenda: J. Minelli made a motion to approve the Agenda. G. Adams supported. Motion passed unanimously.
3. Business
 - a. NTH – B. Nordeen spoke to Mr. Edberg of NTH Consultants and said that MCSWMA would like to make sure the Landfill receives all their documents and that the contract is fulfilled. B. Nordeen asked Mr. Edberg how he proposed on providing the documents. Mr. Edberg spoke about the current status of the project and progress moving forward. B. Nordeen discussed prior problems the Landfill had with NTH on a prior project where NTH went over the project amount, without submitting change orders, and overspent. In the current contract, the Landfill put into the contract language there would be no extra money expended without change orders being submitted and approval from MCSWMA, prior to the work being completed.

B. Austin indicated to R. Yelle that MCSWMA never received the documents specified in the contract nor any change orders from NTH. Mr. Edberg said his understanding was that the documents were not requested by MCSWMA until NTH received the letter from attorney Nordeen. B. Nordeen said MCSWMA needs to receive their documents (under the contract), and if NTH thinks they have legitimate change order(s), they should submit those to the Landfill for consideration. Mr. Edberg spoke about what NTH worked on and the changes requested by the Landfill until they received communication from B. Austin to stop working on the project. Mr. Edberg anticipates they can finish their end of the project in a matter of weeks now that he understands the direction on where things are going. Mr. Edberg said in reviewing the RFP put out by the Landfill that MCSWMA is seeking another company to pick up where NTH has left off, check and verify NTH's work and put it out to bid. R. Yelle said it is an avenue MCSWMA is exploring. B. Nordeen said MCSWMA is open to whatever makes sense for the Landfill. Mr. Edberg discussed the design changes proposed by the Landfill late for a year-round operation which has not been vetted all the way through. One is the relocation of the blending water station from outside of the building to a remote area down by the pond. The other issue was the concept of the diffuser at the discharge location. Mike Stannard said the diffuser idea was proposed by EGLE and the Landfill proposed that it would install the discharge line and take care of the outflow structure. Mr. Stannard said one of the first things on the RFP was the closure plan and MCSWMA never heard anything back from NTH in this regard. B. Nordeen reiterated that MCSWMA would like to receive all their documents from NTH so they can evaluate them before moving forward and before the Authority pays the outstanding amount it has withheld and is owed to NTH on the contract. R. Yelle discussed some of the issues the Landfill had with NTH; specifically, Landfill staff working on items NTH was supposed to be doing and NTH was also submitting invoices for over and above the contract amount. Mike Stannard discussed the site plan drawing completed by NTH, which was not provided to MCSWMA ahead of time as being subpar. B. Nordeen said NTH will get another opportunity to prove themselves to MCSWMA, which a lot of companies do not get a second chance. Mr. Edberg said what he understands MCSWMA desires is for NTH to dust off the bidding documents, submit those and then from there decide whether or not to improve the project by incorporating the other concepts discussed later that were not fully incorporated into the bidding. B. Nordeen suggested that NTH provide MCSWMA with a change order request for the changes that were discussed later in the project as improvement(s) that are in addition to the original scope of the project. B. Nordeen asked Mr. Edberg when the Landfill could expect to receive the documents from NTH once the plans are brushed off. Mr. Edberg indicated they would send them to the Landfill by the end of the month.

4. Public Comment – None.

4. Trustee Comments – J. Minelli asked when NTH does a change order, does NTH give a cost estimate of what it is going to be. J. Minelli said it seems like NTH bids on the project, and then the Landfill received a lot of change requests from NTH, then the costs goes up. Why did NTH not bid the project to completion or did they bid halfway to come in as a low bidder? B. Nordeen said the way the process works is if something happens and the scope changes, then the company should put in a request for a change order, and then the project owner decides if they want to accept or reject the change order. NTH did some work without submitting change orders. MCSWMA has not agreed to pay for the work done by NTH that they did without change orders. MCSWMA decided going forward they were to get all of the documents first and then pay NTH for the last amounts remaining on the contract (which is not the extras NTH did). Discussion takes place.

D. Honch asked if NTH has met all the stipulations in the contract except the change orders? B. Nordeen said no, they have not met all the stipulations and MCSWMA wants NTH to fulfill the contract before they talk to NTH about the change orders.

C. Baldwin said in reviewing NTH's letter on June 28th, 2023, the person who wrote the letter does not know anything about this Landfill. In the letter, NTH indicated there were data gaps in the freshwater supply. C. Baldwin said if they knew the Landfill, they would know there is no freshwater supply. C. Baldwin said in his perspective this international firm has this job in the UP and they put their least qualified person on the project. A discussion takes place on the first project NTH handled for MCSWMA and the current project. C. Baldwin told UPEA the Landfill might be looking at changing engineering firms.

G. Adams said he thinks we should see what NTH provides us with and then we can make a better decision at that time on how to proceed.

D. Campana said he is trying to figure out where the Landfill is heading on this project with NTH. R. Yelle replied that the Landfill will pay NTH for the balance left on the contract and not for the change orders. B. Nordeen said that once we receive the initial documents, under the original scope of work, and it is to MCSWMA's liking, then we will pay them for the remainder owed on the contract after. After this step, MCSWMA will address the change orders; however, the Landfill has not committed to paying for those change orders at this time.

6. Adjournment. R. Yelle adjourned the meeting at 4:57 p.m.

Randall L. Yelle, Chairperson

Dennis Honch, Secretary

DRAFT

CHOCOLAY TOWNSHIP NEWSLETTER**October 2023****DEPARTMENT REPORTS****Assessing****By John Gehres**

Inspections for the re-appraisal and new construction continue, we expect to have that wrapped up in the next couple of weeks. The CPI hasn't been posted by the state but is expected to be lower than last year's all-time high.

Clerk**By Lisa Perry**

The Clerk's Department attended an Election training on October 17 in Escanaba that was put on by the Bureau of Elections (BOE). The topic of discussion was regarding Proposal 22-2 and how it will be implemented in the 2024 elections.

As of the date I am writing this, there has been no confirmation on the date for the Presidential Primary election, it will be held either February 27 or March 12. Once Chocoday Township has confirmation, there will be a letter mailed to our registered voters with a full update of Election processes brought on by Proposal 22-2.

Please remember if you are new to Chocoday or moving to another location in Michigan, to change your driver's license, this will alert your new and former jurisdiction of your location change. To check your voting registration status or find voter information, please go <https://mVIC.sos.state.mi.us/>

Fire Department**By Lee Gould**

October each year is fire prevention. Each year the fire department visits Cherry Creek School and

daycares and has daycares come do station tours to teach the children fire safety. This year was cooking safety, so we had some fun discussions with the kids about cooking safety. Starting kids on fire safety provides them the foundation to be safe and bring the message home to their parents.

We are still transitioning to the cold season. Getting the water rescue gear stowed away and winter gear out is important. This includes ice and snowmobile rescue. Our training on these varies depending on weather conditions each year.

Our call volume slowed for October which is typical for fall. Generally, our call volume slows in October and November and picks back up in December.

Public Works**By Brad Johnson**

The contractor is here removing the old siding, adding foam, and installing the new siding. This project is expected to last about 3 weeks.

The fall brush drop went extremely well this fall. People followed the rules the best staff has ever seen.

I have reviewed all the videos on the sanitary sewer televising and have started to put together my recommendations for the asset management plan. I am really hoping to have something put together for the Board for the December meeting.

Planning / Zoning

By Dale Throenle Technology

On October 23, the new Township web site launched. The Township has switched from chocolay.org to chocolay.gov with this new site.

All email addresses for the Township staff and officials have a new extension; all have changed from @chocolay.org to @chocolay.gov. You can send your email either to the old address or the new; both will be received.

Check out the new site and let us know what you think. You can send comments regarding the site to publiccomments@chocolay.gov or let us know at the office front counter.

Planning Commission

The Planning Commissioners participated in two work sessions during October; one was held on October 10 and the other was held on October 17. Both sessions were in the Township Fire Hall.

For both meetings there was one item on the agenda:

- 1) Draft Ordinance Considerations for the Agriculture / Forestry (AF) District Work Sessions Commissioners discussed the items to be presented at the three town hall meetings scheduled for September and October. Discussion included items to be

Commissioners attended the meetings to hear talking points from the public regarding the proposed changes for the Agriculture / Forestry (AF) zoning district. Chair Soucy gave a short presentation at each meeting, after which the Commissioners interacted with the public to get their input.

The next Planning Commission meeting is scheduled for **November 20 at 6PM.**

displayed and how the town halls would be conducted.

Zoning Board of Appeals

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

Police

By Liz Norris-Harr

October 28th was the National DEA Drug Take Back day. We were open 10a-2p and had 8 people stop in to drop off meds totaling 4 lbs. This is incredible! MSP will be collecting the pills on October 30th. Chocolay township will be turning over 54lbs of pills! We will continue to spread the word that pill drop off can happen Monday through Friday 8-4.

Officer Havala and Officer Mitchell are moving along in their field training process. They have been out on their own a little bit starting the last week of October. They were at the school every day for traffic. In October a week was dedicated to National School Bus safety week. We took this opportunity to follow the buses on their routes and keep an eye out for violators.



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	6.5	5	5.5		
Pounds Year To-Date	5.5	9.5	18	25	27.5	34	46	52.5	57.5	63		

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	First Name	Last Name
23 1	2/6/2023	2/30/2023					2/7/2023 23-1 Glendon		Police Reports	Jessica	Glendon
23 2	2/15/2023	2/21/2023					2/15/2023 23-2 Dankin		Police Reports		Ferrell
23 3	2/24/2023	3/3/2023					2/28/2023 23-3 Skyline Lien Search 02-24-23		Property Information	Skyline Lien Search	
23 4	3/6/2023	3/30/2023					3/10/2023 23-4 Hyde 03-06-23		Police Reports	George	Hyde
23 5	3/14/2023	3/30/2023					3/17/2023 23-5 Mulcahey 3-14-23		Job descriptions	Deborah	Mulcahey
23 6	3/14/2023	3/30/2023					3/16/2023 23-6 Mulcahey 3-14-23		Police Reports	Michelle	Phillips
23 7	3/17/2023	3/30/2023					3/21/2023 23-7 Basso 3-17-23		Police Reports	Nicole	Basso
23 8	3/20/2023	3/27/2023					4/2/2023 23-8 Mulcahey request 3-20-23		Job descriptions	Deborah	Mulcahey
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	Metropolitan	Reporting Bureau
23 10	4/5/2023	4/12/2023					4/12/2023 23-10 Eric Riley GFL Envisionment		Refuse/Recycle Information	Eric	Riley
23 11	4/12/2023	4/18/2023					4/18/2023 23-11 Carrie Vonland shot 04-12-23		Police Reports	Carrie	Vonland
23 12	4/14/2023	4/21/2023					4/18/2023 23-12 Torris Request 4-14-23		Contracts and accounts inactivable	Angeli	Torris
23 13	4/19/2023	4/25/2023					4/19/2023 23-13 Ryan Talbot Flagstar Bank 4-19-23		Police Reports	Ryan	Talbot/Flagstar Bank
23 14	4/23/2023	5/2/2023	5/10/2023	6/27/2023	04/25/2023	5/30/2023	Expired 23-14 Miller request 4-23-23		Elect on Materials	Yehuda	Miller
23 15	5/9/2023	5/9/2023					5/9/2023 23-15 Nicole Basso & Curran & Co 05-09-23		Police Reports	Nicole	Basso/ Curran & Co.
23 16	5/4/2023	5/30/2023					5/8/2023 23-16 Lombard 05-04-23		Police Reports	Kristen	Lombard
23 17	5/17/2023	5/24/2023					5/24/2023 23-17 Cass 05-17-23		Police Reports	Cheryl Ann	Cass
23 18	6/6/2023	6/13/2023					6/6/2023 23-18 Holm 6-6-23		Police Reports dog bite	Cathy	Holm
23 19	6/13/2023	6/19/2023					6/19/2023 23-19 Harry 6-13-23		Police Reports	Susan	Harry
23 20	6/22/2023	6/28/2023					6/27/2023 23-20 Rose 6-22-23		Police Reports	Erica	Rose
23 21	6/27/2023	7/3/2023	6/27/2023	8/24/2023			cancelled 23-21 Miller 6-27-23		Elect on Materials	Yehuda	Miller
23 22	7/13/2023	7/30/2023					7/14/2023 23-22 Johnson 7-13-23		Police Reports	Brad	Johnson
23 23	7/31/2023	7/27/2023					7/24/2023 23-23 Mulcahey 7-21-23		Real Estate Registrations	Deborah	Mulcahey
23 24	7/24/2023	8/31/2023					7/27/2023 23-24 Basso and Thornburg LLP 7-24-23		Fire Report	Basso & Thornburg, LLP	
23 25	8/9/2023	8/16/2023					8/9/2023 23-25 Miller 2020-2025 Elections Request 8-9-23		Elect on Materials	Yehuda	Miller
23 26	8/16/2023	8/21/2023					8/17/2023 23-26 Soucy 08-16-23		Police Reports	Emily	Soucy
23 27	10/4/2023	10/21/2023					10/30/2023 23-27 Brugman 10-04-23		Police Reports	James	Brugman
23 28	10/17/2023	10/23/2023					10/20/2023 23-28 Mulcahey 10-17-23		FOIA documentation	Deborah	Mulcahey
23 29	10/19/2023	10/25/2023					10/28/2023 23-29 Reynolds 10-19-23		Police Reports	Brenda	Reynolds
23 30	10/19/2023	10/25/2023					10/28/2023 23-30 Mulcahey 10-19-23		Zoning Permits	Deborah	Mulcahey
23 31	10/24/2023	10/31/2023					10/26/2023 23-31 Mulcahey 10-24-23		Police Reports	Deborah	Mulcahey



Web Page Statistics

New statistics will be published beginning next month.

Year to date totals through September 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
September	2,915	4,445	39,954	49,006	15.55
Totals	22,228	38,963	310,423	470,593	176
Averages	4,446	7,793	62,085	94,119	35.22

Highest hits per day in **September** for the Township web site occurred on Thursday and the highest peak usage time was 2 AM to 3 AM.

Downloads

New statistics will be published beginning next month.

There were 1017 downloaded documents in **September**. The top ten documents downloaded were:

Page	Number of Downloads
2023 Meeting Dates	150
Township history	138
2023 Notification Dates	105
Township Board agenda materials – 09.11.23	90
Township Board minutes – 07.10.23	87
Township Board agenda – 09.11.23	84
Township Board minutes – 06.12.23	78
Township Zoning Ordinance	73
Township Board minutes – 05.08.23	65
Adopted fee schedule	61

Page Visits

New statistics will be published beginning next month.

Top ten pages visited in **September** were:

Top ten pages visited in September were: Page	Number of Views
Recreation listing	1,092
Recycling	746
Directory email	696
Agendas and Minutes – Township Board	542
Contacts	446
Agendas and Minutes – Planning Commission	382
Information and Newsletters	352
Public Works	352
Clerk	347
Forms	341

Zoning Permit Counts

Zoning permit counts through October, 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	17	0
July	15	Garage	7	0
August	6	Grading	0	0
September	9	Home	4	0
October	6	Home / Garage	2	0
		Home Occupation	1	0
		New Commercial	1	0

2023 Reviewed Permits by Month		2023 Reviewed Permits by Type		
			Approved	Denied
		Outbuilding	19	0
		Pole Building	2	0
		Rezoning Application	1	0
		Sign	7	0
		Site Plan Review	2	0
		Zoning Variance Request	0	0
Total	73	Total	73	0

