

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 – 3<sup>rd</sup> 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 Chocoley 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:

	<b>PREVIOUS</b>	<b>CHANGE (+ / -)</b>	<b>AMENDED</b>
<b>REVENUE</b>			
101.698	\$ 51,673.00	\$ 42,368.21	\$ 94,041.21
<b>EXPENDITURE</b>			
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:

	<b>PREVIOUS</b>	<b>CHANGE (+ / -)</b>	<b>AMENDED</b>
<b>REVENUE</b>			
Rent			
401.000.670	\$ 8,250.00	\$ 8,250.00	\$ 16,500.00
<b>EXPENDITURE</b>			
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.

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Max Engle, Clerk

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Richard Bohjanen, Supervisor