

AGENDA
CHOCOLAY TOWNSHIP BOARD

Township Fire Hall Room
March 11, 2024 – 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 – Joint Meeting, February 12, 2024.
 - B. Approve Revenues and Expenditure Reports – February 2024.
 - C. Approve Bills Payable, Check Register Reports – February 12 and 21, 2024.
 - D. Approve Bills Payable, Tax Disbursements Check Register Reports – January 2, 9, 18, and 31, 2024 and February 12 and 21, 2024.
 - E. Approve Regular Payroll – February 1, 15, and 29, 2024.
- VII. SUPERVISOR REPORT**
 - A. Manager’s Annual Review
- VIII. CLERK’S REPORT**
- X. PUBLIC HEARING**
- XI. PRESENTATIONS**
 - A. 2023 Sewer Main and Lateral Inspection Findings
- XII. UNFINISHED BUSINESS**
- XIII. NEW BUSINESS**
 - A. Discussion Local Election Deadlines for 2024
 - B. Consider FEMA Flood Ordinance 60 Update Introduction.
 - C. Consider 2024 Dust Control Agreement with the MCRC with Payment from Residents.
 - D. Consider Sewer Main Repair.
 - E. Consider the Purchase of a Wildland/ Brush Truck.
 - F. Consider an Application for Congressional Funding for the Fire Department.
 - G. Consider an Application for MDNR Funding for Pocket Park Improvements.
 - H. Consider a Contract with Marquette County Equalization for the Fetch Electronic Parcel Tool and Mapping.
 - I. Ewing Pines Subdivision Plat Amendment Resolution.
 - J. Consider Audit Letters of Engagement and Understanding.
 - K. Discussion of Police Chief Retirement and Next Steps.
 - L. Manager Update of Work Plan and Corporate Status.
- XIV. BOARD MEMBER’S COMMENTS**
- XV. PUBLIC COMMENT**

XVI. CORRESPONDENCE, MEETING MINUTES AND INFORMATION.

- A. Minutes – Chocolay Township Planning Commission; Regular Meeting of February 12, 2024, Draft
- B. Minutes - Marquette County Solid Waste Management Authority; Special Meeting of February 9, 2024.
- C. Minutes - Marquette County Solid Waste Management Authority; Regular Meeting of February 21, 2024, Draft.
- D. Information – Chocolay Township Newsletter – January 2024.

XVII. ADJOURNMENT

February 12, 2024

The joint meeting of the Chocolay Township Board and Chocolay Township Planning Commission was held on Monday, February 12, 2024, 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, Don Rhein

ABSENT: Kendra Symbal

PLANNING COMMISSION

PRESENT: Ryan Soucy, Donna Mullen-Campbell, Rebecca Sloan, Kendell Milton, Stephanie Gencheff, Don Rhein

ABSENT: George Meister

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

APPROVAL OF AGENDA.

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

MOTION CARRIED

PUBLIC COMMENT – NONE.

CONSENT AGENDA

- A. Approve Minutes of Previous Meeting – Regular Meeting, January 8, 2024.
- B. Approve Revenue and Expenditure Reports – December 2023 (Unaudited).
- C. Approve Revenue and Expenditure Reports – January 2024.
- D. Approve Bills Payable, Check Register Reports – 2023 Payables: January 9, 2024 (Check #'s 26593 – 26614, in the amount of \$13,427.52), January 18, 2024 (Check #'s 26623 – 26632, in the amount of \$7,450.56), January 26, 2024 (Check #'s 26645 – 26651, in the amount of \$58,812.97) and 2024 Payables – January 2, 2024 (Check #'s 26575 – 26592, in the amount of \$93,103.61), January 9, 2024 (Check #'s 26615 – 26622, in the amount of \$7,862.67), January 18, 2024 (Check #'s 26633 – 26644, in the amount of \$22,868.20), January 26, 2024 (Check #'s 26652 – 26665, in the amount of \$17,524.73), January 30, 2024 (Check #26666, in the amount of \$770.22), and January 31, 2024 (Check #'s 26667 – 26676, in the amount of \$5,688.89) .
- E. Approve Bills Payable – Regular Payroll of January 4, 2024 (Check #'s DD3868 – DD3903 and Check #'s 11459 – 11464, Federal, State, and MERS in the amount of \$46,903.67), and Regular Payroll of January 18, 2024 (Check #'s DD3904 – DD3926 and Check #'s 11465 - 11470, Federal, State, and MERS in the amount of \$50,257.16).

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

SUPERVISOR'S REPORT

Supervisor Bohjanen called the Board's attention to the correspondence in the packet from Jenn Hill, State Representative, regarding renewable energy bills that have been passed. MTA is continuing to work on a sample ordinance.

CLERK'S REPORT

Clerk Engle reported that at this time 1,204 ballots have been sent, with 636 returned. Also reminded the Board that Early Voting begins Saturday, February 17th. There have been some issues with the new regulations but these are being worked through.

TREASURER'S REPORT - NONE

PUBLIC HEARING – NONE

DRAFT

CONSIDER FY 2023 BUDGET ADJUSTMENTS TO FINALIZE SOFT CLOSE (GF BA #10)

White moved, Rhein supported that:

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

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

Now Therefore, Be It Hereby Resolved, that the FY 2023 budget be modified as follows:

BUDGET AMENDMENT		PREVIOUS	CHANGE (+ / -)	AMENDED
101.258.800	General Fund - Technology - Contractual	\$25,000.00	\$3,000.00	\$28,000.00
101.258.853	General Fund - Technology - Telephones	\$6,720.00	5,000.00	\$11,720.00
101.285.951	General Fund - OGG - Contingency	\$17,000.00	(8,000.00)	\$9,000.00
101.285.925	General Fund - OGG - Health Insurance	\$279,081.00	15,000.00	\$294,081.00
101.285.910	General Fund - OGG - Insurance & Bonds	\$76,480.00	(15,000.00)	\$61,480.00
101.202.705	General Fund - Assessor - Temp / Part Time	\$12,000.00	\$150.00	\$12,150.00
101.253.713	General Fund - Treasurer - Overtime (Deputy)	\$0.00	\$164.00	\$164.00
101.253.702	General Fund - Treasurer - Salary (Deputy)	\$50,836.00	\$100.00	\$50,936.00
101.805.710	General Fund - Zoning / Planning - Per Mtg Comp	\$6,552.00	\$219.00	\$6,771.00
101.285.952	General Fund - OGG - Salary Contingency	\$13,000.00	(633.00)	\$12,367.00
101.000.698	General Fund - Miscellaneous Rev	\$96,086.00	\$1,066.34	\$97,152.34
101.440.956	General Fund - Streets	\$0.00	\$1,066.34	\$1,066.34
571.285.926	Sewer Fund - Pension	\$0.00	\$3,400.00	\$3,400.00
571.571.925	Sewer Fund - Health Insurance	\$12,691.00	\$600.00	\$13,291.00
571.571.951	Sewer Fund Contingency	\$10,000.00	(\$4,000.00)	\$6,000.00

ROLL CALL VOTE

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

NAYS: None

ABSENT: Symbal

MOTION APPROVED

CONSIDER BOILER PLATE LANGUAGE FOR FUTURE TOWNSHIP SOLICITATIONS FOR PURCHASES.

Lynch moved, Engle supported that the Township Board approve the boiler plate language used for future Requests for Proposals for good and services purchased by the Township per the Township Purchasing Policy.

MOTION CARRIED

CONSIDER PURCHASE OF WILDLANDS (BRUSH) TRUCK FOR THE FIRE DEPARTMENT

Supervisor Bohjanen explained that this is a proposal to pursue an action, not purchase.

Manager De Groot explained that the Fire Department has worked up an analysis for a vehicle to be used as a quick response vehicle. Historically, we have used a DPW vehicle. This would be a ton and a half type of truck.

White asked about the cost. Fire Chief Gould explained that they are hoping to build it so they can look at just what is needed. They have no final number yet. Manager De Groot stated that we have KBIC funds of \$70,000 and \$120,000 in the budget. Fire Chief Gould stated that brand new these trucks are running in the \$250,000 to \$300,000 range, but they are hoping to keep it in the \$125,000 - \$140,000 range. There may also be a greater need for a brush truck this year because of the lack of snow cover and possible drier conditions.

Zybert moved, Lynch supported authorizing the Township Manager to work with the Fire Department to purchase a new Wildland / Rescue Truck.

MOTION CARRIED

JOINT MEETING WITH THE PLANNING COMMISSION

Rhein moved, Campbell supported that the Planning Commission join the joint meeting with the Township Board.

MOTION CARRIED

Rhein moved, Milton supported to approve the joint agenda as presented.

Chair Soucy presented the Annual Report of the Planning Commission to the Township Board. Supervisor Bohjanen stated he feels that the Planning Commission has done a good job of getting things through this year.

Chair Soucy went over the background of the proposed zoning ordinance for the Agricultural / Forestry (AF) Zoning District. The process began in June of 2023 by reviewing sizes and proposed land uses for each district. The Commission then reviewed the language and looked at how the town hall meetings would be conducted. Three town hall meetings were conducted in September and October. With the interactions of the public at the work sessions, the Commission then began the work of outlining zoning sections within the current AF district. Along with this, changes were made to the zoning map.

The discussion was then turned over to Township Attorney Roger Zappa. Attorney Zappa complimented the Planning Commission on all the work that has been put into this. At the last meeting he attended he had given the recommendation that this should be taken to the public for their input. He was pleased to see that the public had been given ample opportunity to voice their opinion on this issue. This is important, as a zoning amendment of this magnitude needs to be able to withstand scrutiny. In principle and concept, he is reasonably comfortable. Attorney would like

a little more time to go over the proposed ordinance – this would not be to change what the zones are, but to tweak the language before it goes to Public Hearing. In reference to Generally Accepted Agricultural Management Practices (GAAMP), if the property owner operates / complies with GAAMP, the township would not have the right to regulate. We may need to fine tune the language for the AG1, AG2, etc. It is also unusual to have a minimum acreage of less than 3 acres. Also noted that AG1 is showing that a PUD is permitted – may also need to amend one of the other articles which has a 5 acre minimum for a PUD – may need to modify so there are no inconsistencies.

Attorney Zappa will be giving it another look – strictly from a legal perspective. After that, the next step would be a Public Hearing at the Planning Commission level. This should be anti-climatic as the public has had so many opportunities to voice their input. They have seen it, they have heard about it, so there should be nothing shocking.

Attorney Zappa will forward a copy of a checklist with the steps for changing a zoning ordinance (such as, sending notice to residents within 500 feet, copy of proposed ordinance to County Planning Commission, etc.). Once it has gone through the Public Hearing, it will then go to the Township Board – they can approve as presented, reject, make modifications, or send back to the Planning Commission for reconsideration.

The preferred practice is also to amend the maps and text at the same time, as the maps are a critical part of the zoning ordinance.

Supervisor Bohjanen stated that PUDs are prohibited in AG2 and AG3, and conditional use in AG1.

PC Chair Soucy thanked Attorney Zappa for his review and insight on this. Planning Director Throenle indicated that the Planning Commission was planning on having the public hearing in March, but questioned if that would be enough time if there were changes. Rather than looking at the revisions at the same time as the Public Hearing, Zappa stated it may be advisable for the Planning Commission to schedule the Public Hearing for April. The benefit of having the meeting first is that the public would see the final revision before the Public Hearing.

Attorney Zappa will do a red line version and will have it back before the public hearing.

Supervisor Bohjanen indicated there were other discussion items:

1. Housing in the Township
2. FlashVote
3. Accessory housing
4. Determining base zoning for State land
5. Solar / wind

PC Chair Soucy asked the Board what the vision is for housing – Accessory dwelling units, tiny homes, multiple family. Supervisor Bohjanen talked about a place in Dubai called “Box Car Park” where all the services are built in box cars that look good. One thing the Township should look at

is the sizing requirements. Trustee Rhein indicated that he doesn't feel we should drop lower than 700 sq. ft. Commissioner Gencheff that ADU's encourage more rentals. Corporations come in and buy and then there is not adequate housing for the people that live and work here. Doesn't understand why there is such a housing crunch when the population has not increased. Aging in place is important, but what do you do when no longer needed?

Supervisor Bohjanen thought this may be a good subject to put on FlashVote to find out the opinion of the community. Manager De Groot indicated that when contract was developed over a year ago, the utilization was for at least the Master Plan and Zoning Ordinance.

PC Chair Soucy indicated that there is currently a grant program through MSHDA for activities such as Master Plan, Zoning Ordinances, updates on housing, etc. Would this be something to be pursued?

Commissioner Mullen-Campbell stated she thought it was a good idea to work on aging in place with things such as ramps and other improvements to allow them to stay in their homes. She thinks there are MSHDA grants for this. Commissioner Gencheff asked if the dollars would go to the Township. Manager De Groot explained that there is no policy established yet on how redevelopment can happen. This may be a bit premature, as there may be other things that need to happen.

Manager De Groot introduced the subject of base zoning for State lands. Approximately 35% of the land in Chocoley Township is State land. As the State starts selling these lands, there is a need to have established a base zoning to reduce the need for a rezoning hearing. The State lands are in several different zoning areas, so they are not able to be reverted to the same zoning. Commission Milton asked if the adjoining townships would have input into this. Manager De Groot stated they would be notified.

Mullen-Campbell moved, Sloan supported to close the Planning Commission portion of the Joint Meeting.

MOTION CARRIED

NOTICE OF SUMMONS IN A CIVIL ACTION – CASE NO. 2:24 -cv-00007, MULCAHEY v. CHOCOLAY TOWNSHIP, JENNINGS, CARTER, THROENLE, DE GROOT, HILLSTROM.

Supervisor Bohjanen stated that he just wanted to inform the Board that a civil action has been served upon the Township. This information has been submitted to our insurance company (MMRMA) and lawyers have been assigned.

MANAGER UPDATE OF WORK PLAN AND CORPORATE STATUS

Work Plan – the auditors have started their audit of FY 2023. They were in last week (Feb 7 and 8) to gather information and will be back the week of March 4 – 8. At that time, we will also be reviewing our capital projects accounting and setting up accounts. Staff will be releasing sewer

RFP's to get on their summer schedule. We will also be replacing the bathroom at Beaver Grove due to age and vandalism – the new bathroom will be relocated for better lighting.

For the public hearing on the zoning for the AF districts, we may be setting up in the Apparatus Bay of the Fire Hall.

BOARD MEMBER COMMENTS

Don Rhein – None.

Kendra Symbal – absent

Judy White – complimented the Planning Commission on the work they did on the zoning ordinance. Concerned about the stress to employees.

Dave Lynch – None.

Ben Zyburt – None.

Max Engle – None.

Richard Bohjanen – None.

Rebecca Sloan – nice to see everyone.

Donna Campbell – good meeting.

Ryan Soucy – none

Stephanie Gencheff – none

Kendell Milton – would like to see work done on a municipal water system. Look at a 20-year plan.

PUBLIC COMMENT

Jill Bradford, Little Lake Road – felt it was prudent to push the Public Hearing on the proposed zoning districts to April – will provide full disclosure. Likes the idea of aging in place. Need senior friendly ideas for accessory dwelling units. Found the boxcar idea intriguing.

Rhein moved, Lynch supported that the meeting be adjourned.

MOTION CARRIED

The meeting was adjourned at 6:58 p.m.

INFORMATIONAL REPORTS AND COMMUNICATIONS.

- A. Minutes – Chocolay Township Planning Commission; Regular Meeting of December 18, 2023.
- B. Minutes – Chocolay Township Planning Commission; Regular Meeting of January 22, 2024, Draft.
- C. Minutes - Marquette County Solid Waste Management Authority, Regular Meeting of December 20, 2023.
- D. Minutes – Marquette County Solid Waste Management Authority, Regular Meeting of January 17, 2024, Draft.

- E. Minutes – Marquette Area Wastewater Advisory Board; Regular Meeting of December 14, 2023.
- F. Minutes – US 41 Corridor Advisory Group; Regular Meeting of December 12, 2023.
- G. Information – Chocolay Township Newsletter – January 2024.
- H. Correspondence – Jenn Hill, State Representative
- I. Correspondence – Toys for Tots.

Max Engle, Clerk

Richard Bohjanen, Supervisor

DRAFT

REVENUE AND EXPENDITURE REPORT FOR CHOCOLAY TOWNSHIP
 PERIOD ENDING 02/29/2024
 % Fiscal Year Completed: 16.39

ACCOUNT DESCRIPTION	2024		YTD BALANCE 02/29/2024	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	2024 AMENDED BUDGET			
Fund 101 - GENERAL FUND					
000.000	2,707,924.00	2,707,924.00	161,792.73	2,546,131.27	5.97
TOTAL REVENUES	<u>2,707,924.00</u>	<u>2,707,924.00</u>	<u>161,792.73</u>	<u>2,546,131.27</u>	<u>5.97</u>
103.000 - TOWNSHIP BOARD	200,601.00	200,601.00	36,845.09	163,755.91	18.37
175.000 - TOWNSHIP SUPERVISOR	17,012.00	17,012.00	2,271.53	14,740.47	13.35
190.000 - ELECTION DEPARTMENT	76,293.00	76,293.00	9,629.27	66,663.73	12.62
202.000 - ASSESSOR	75,975.00	75,975.00	11,509.12	64,465.88	15.15
215.000 - CLERK	151,968.00	151,968.00	25,574.34	126,393.66	16.83
247.000 - BOARD OF REVIEW	2,828.00	2,828.00	0.00	2,828.00	0.00
253.000 - TREASURER	82,273.00	82,273.00	10,536.43	71,736.57	12.81
258.000 - TECHNOLOGY	52,000.00	52,000.00	9,889.82	42,110.18	19.02
265.000 - TOWNSHIP HALL & GROUNDS	63,675.00	63,675.00	3,530.58	60,144.42	5.54
285.000 - OTHER GENERAL GOVERNMENT	515,888.00	515,888.00	103,764.67	412,123.33	20.11
305.000 - POLICE DEPARTMENT	572,969.00	572,969.00	97,705.74	475,263.26	17.05
340.000 - FIRE DEPARTMENT	127,304.00	127,304.00	10,776.61	116,527.39	8.47
440.000 - STREETS	23,400.00	23,400.00	1,780.77	21,619.23	7.61
526.000 - SANITARY LANDFILL	36,400.00	36,400.00	579.86	35,820.14	1.59
708.000 - RECREATION & GRANTS	0.00	0.00	0.00	0.00	0.00
722.000 - COMMUNITY CENTER	0.00	0.00	0.00	0.00	0.00
756.000 - RECREATION AND PROPERTIES	192,885.00	192,885.00	28,397.25	164,487.75	14.72
800.000 - ZONING	80,343.00	80,343.00	24,194.33	56,148.67	30.11
805.000 - ZONING/PLANNING COMMISSION	13,400.00	13,400.00	1,375.98	12,024.02	10.27
815.000 - ZONING/APPEALS BOARD	4,713.00	4,713.00	0.00	4,713.00	0.00
TOTAL EXPENDITURES	<u>2,289,927.00</u>	<u>2,289,927.00</u>	<u>378,361.39</u>	<u>1,911,565.61</u>	<u>16.52</u>
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	<u>2,707,924.00</u>	<u>2,707,924.00</u>	<u>161,792.73</u>	<u>2,546,131.27</u>	<u>5.97</u>
TOTAL EXPENDITURES	<u>2,289,927.00</u>	<u>2,289,927.00</u>	<u>378,361.39</u>	<u>1,911,565.61</u>	<u>16.52</u>
NET OF REVENUES & EXPENDITURES	<u>417,997.00</u>	<u>417,997.00</u>	<u>(216,568.66)</u>	<u>634,565.66</u>	<u>51.81</u>

02/12/2024

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 02/12/2024 - 02/12/2024

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
02/12/2024	GEN	26677	ACE HARDWARE	2.98
02/12/2024	GEN	26678	ALGER-DELTA CO-OPERATIVE	2,102.42
02/12/2024	GEN	26679	AMAZON CAPITAL SERVICES	456.14
02/12/2024	GEN	26680	CHOCOLAY TOWNSHIP	1,155.10
02/12/2024	GEN	26681	ELAN FINANCIAL SERVICES	1,980.30
02/12/2024	GEN	26682	MENARDS	83.80
02/12/2024	GEN	26683	NAPA AUTO PARTS	41.48
02/12/2024	GEN	26684	NMPSA	40.00
02/12/2024	GEN	26685	OBERSTAR	80.00
02/12/2024	GEN	26686	ODP BUSINESS SOLUTIONS LLC	25.99
02/12/2024	GEN	26687	PENINSULA FIBER NETWORK LLC	508.80
02/12/2024	GEN	26688	PITNEY BOWES GLOBAL FINANCIAL	198.90
02/12/2024	GEN	26689	POMP'S TIRE SERVICE, INC.	83.21
02/12/2024	GEN	26690	SBAM PLAN	16,347.75
02/12/2024	GEN	26691	U P OFF ROAD PERFORMANCE	207.00
02/12/2024	GEN	26692	U P TRACTOR, INC.	134.68
02/12/2024	GEN	26693	WEX BANK	2,420.34
02/12/2024	GEN	26694	PETER WHITE PUBLIC LIBRARY	12,142.80

GEN TOTALS:

Total of 18 Checks:	38,011.69
Less 0 Void Checks:	0.00
Total of 18 Disbursements:	38,011.69

GENERAL FUND	\$	23,324.23
LIBRARY FUND	\$	12,142.80
SEWER FUND	\$	2,544.66
	\$	38,011.69

02/21/2024

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 02/20/2024 - 02/21/2024

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
02/21/2024	GEN	26695	ACE HARDWARE	13.90
02/21/2024	GEN	26696	AMAZON CAPITAL SERVICES	41.44
02/21/2024	GEN	26697	BELL PHYSICIAN PRACTICES INC	351.00
02/21/2024	GEN	26698	BENSINGER, COTANT, & MENKES,PC	1,428.00
02/21/2024	GEN	26699	CHOCOLAY TWP. VOL. FIRE. DEPT.	389.85
02/21/2024	GEN	26700	CITY OF MARQUETTE	21,269.16
02/21/2024	GEN	26701	DELTA DENTAL	1,050.40
02/21/2024	GEN	26702	MARQUETTE BD OF LIGHT & POWER	29.53
02/21/2024	GEN	26703	MEDICAL AIR SERVICES ASSOCIATION	180.00
02/21/2024	GEN	26704	MENARDS	118.64
02/21/2024	GEN	26705	MINING JOURNAL	744.71
02/21/2024	GEN	26706	NAPA AUTO PARTS	85.18
02/21/2024	GEN	26707	PETER WHITE PUBLIC LIBRARY	65,327.80
02/21/2024	GEN	26708	POMP'S TIRE SERVICE, INC.	1,066.43
02/21/2024	GEN	26709	RINGCENTRAL INC	719.29
02/21/2024	GEN	26710	SEMCO ENERGY GAS COMPANY	1,800.41
02/21/2024	GEN	26711	SIGNS UNLIMITED	192.00
02/21/2024	GEN	26712	STANDARD INSURANCE COMPANY	1,019.80
02/21/2024	GEN	26713	U P OFF ROAD PERFORMANCE	36.24
02/21/2024	GEN	26714	VERIZON	573.36
02/21/2024	GEN	26715	VSP-VISION SERVICE PLAN	647.40
02/21/2024	GEN	26716	WASTE MANAGEMENT OF WI-MN	289.93
02/21/2024	GEN	26717	WOLVERINE POWER SYSTEMS	58.00

GEN TOTALS:

Total of 23 Checks:	97,432.47
Less 0 Void Checks:	0.00
Total of 23 Disbursements:	97,432.47

GENERAL FUND	\$ 12,081.70
LIBRARY FUND	\$ 65,327.80
SEWER FUND	\$ 20,022.97
	\$ 97,432.47

01/02/2024

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 01/02/2024 - 01/02/2024

Check Date	Bank	Check	Vendor Name	Amount
Bank TAXC TAX COLLECTION - CHECKING				
01/02/2024	TAXC	5042	CHOCOLAY TOWNSHIP	271,420.30
01/02/2024	TAXC	5043	IRON ORE HERITAGE TRAIL AUTHORITY	8,404.00
01/02/2024	TAXC	5044	MARQUETTE AREA PUBLIC SCHOOLS	190,811.80
01/02/2024	TAXC	5045	MARQUETTE COUNTY TREASURER	<u>111,276.20</u>

TAXC TOTALS:

Total of 4 Checks:	581,912.30
Less 0 Void Checks:	<u>0.00</u>
Total of 4 Disbursements:	581,912.30

TAX FUND \$ 581,912.30

\$ 581,912.30

01/18/2024

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 01/18/2024 - 01/18/2024

Check Date	Bank	Check	Vendor Name	Amount
Bank TAXC TAX COLLECTION - CHECKING				
01/18/2024	TAXC	5047	CHOCOLAY TOWNSHIP	351,482.32
01/18/2024	TAXC	5048	IRON ORE HERITAGE TRAIL AUTHORITY	10,756.75
01/18/2024	TAXC	5049	MARESA	203,443.83
01/18/2024	TAXC	5050	MARQUETTE AREA PUBLIC SCHOOLS	236,834.69
01/18/2024	TAXC	5051	MARQUETTE COUNTY TREASURER	<u>142,740.36</u>

TAXC TOTALS:

Total of 5 Checks:	945,257.95
Less 0 Void Checks:	<u>0.00</u>
Total of 5 Disbursements:	945,257.95

TAX FUND \$ 945,257.95

\$ 945,257.95

01/31/2024

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 01/31/2024 - 01/31/2024

Check Date Bank Check Vendor Name Amount

Bank TAXC TAX COLLECTION - CHECKING

01/31/2024	TAXC	5052	CORELOGIC CENTRALIZED REFUNDS	779.05
01/31/2024	TAXC	5053	CORELOGIC CENTRALIZED REFUNDS	279.53

TAXC TOTALS:

Total of 2 Checks:				1,058.58
Less 0 Void Checks:				0.00
Total of 2 Disbursements:				<u>1,058.58</u>

TAX FUND \$ 1,058.58

\$ 1,058.58

02/12/2024

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 02/12/2024 - 02/12/2024

Check Date	Bank	Check	Vendor Name	Amount
Bank TAXC TAX COLLECTION - CHECKING				
02/12/2024	TAXC	5054	CHOCOLAY TOWNSHIP	271,420.30
02/12/2024	TAXC	5055	CHOCOLAY TOWNSHIP	351,482.32
02/12/2024	TAXC	5056	CHOCOLAY TOWNSHIP	79,134.33
02/12/2024	TAXC	5057	IRON ORE HERITAGE TRAIL AUTHORITY	2,457.84
02/12/2024	TAXC	5058	MARESA	46,214.40
02/12/2024	TAXC	5059	MARQUETTE AREA PUBLIC SCHOOLS	77,821.94
02/12/2024	TAXC	5060	MARQUETTE COUNTY TREASURER	<u>29,331.26</u>
TAXC TOTALS:				
Total of 7 Checks:				857,862.39
Less 0 Void Checks:				<u>0.00</u>
Total of 7 Disbursements:				857,862.39

TAX FUND \$ 857,862.39

\$ 857,862.39

02/21/2024

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 02/20/2024 - 02/21/2024

Check Date	Bank	Check	Vendor Name	Amount
Bank TAXC TAX COLLECTION - CHECKING				
02/21/2024	TAXC	5061	CHOCOLAY TOWNSHIP	429,163.24
02/21/2024	TAXC	5062	IRON ORE HERITAGE TRAIL AUTHORITY	13,223.81
02/21/2024	TAXC	5063	MARESA	248,629.99
02/21/2024	TAXC	5064	MARQUETTE AREA PUBLIC SCHOOLS	28,653.55
02/21/2024	TAXC	5065	MARQUETTE COUNTY TREASURER	<u>164,658.70</u>
TAXC TOTALS:				
Total of 5 Checks:				884,329.29
Less 0 Void Checks:				<u>0.00</u>
Total of 5 Disbursements:				884,329.29

TAX FUND \$ 884,329.29

\$ 884,329.29

2023
Sanitary
Sewer
Televising

BACKGROUND

- **Age of system**
 - Approximately 96 percent of the sewer main was installed between 1972 and 1974
 - Approximately 3 percent was installed between 1975 and 2015
 - The rest was done in the last 9 years
- **Types of pipe**
 - PVC truss pipe
 - Reinforced Concrete
 - ABS plastic (acrylonitrile butadiene styrene)
 - Schedule 40 PVC
 - SDR 35 (standard dimensional ratio)

BACKGROUND CONTINUED

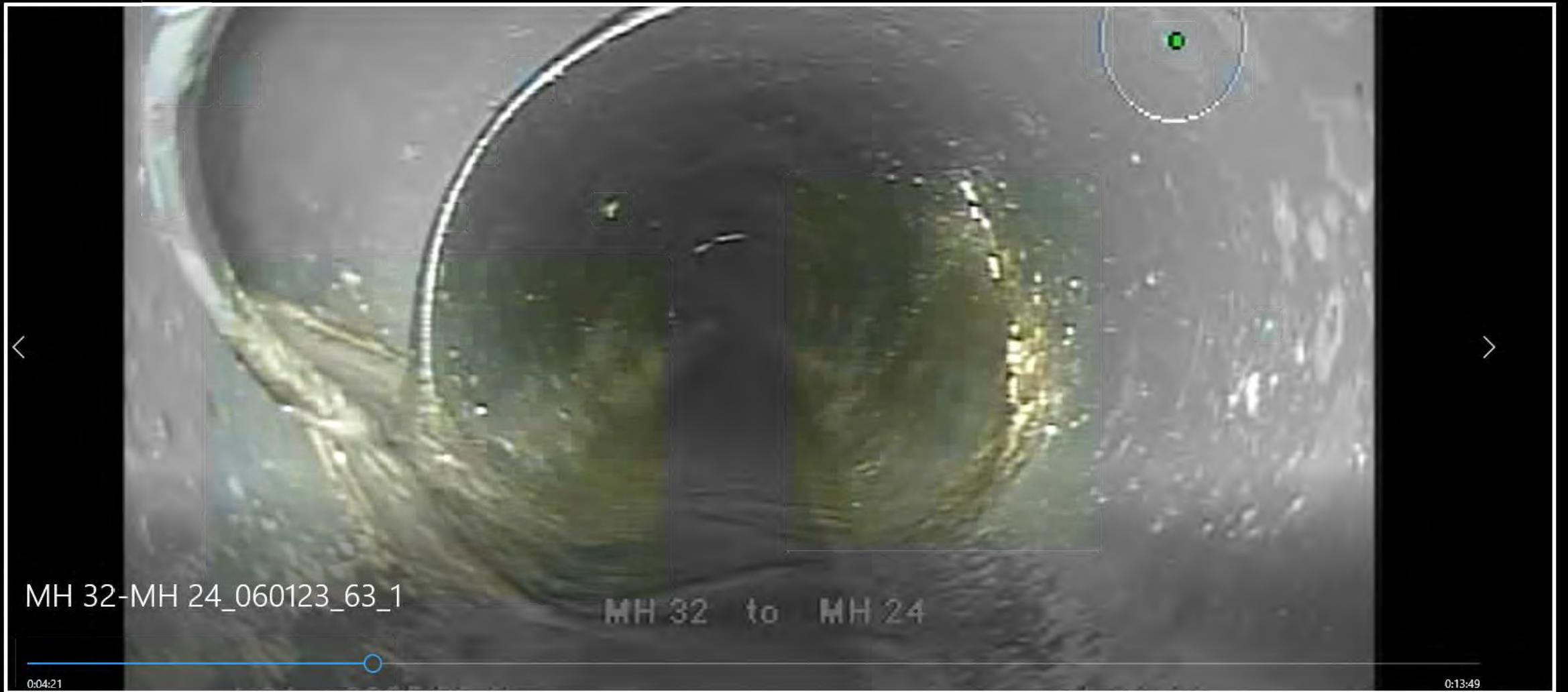
- **Monitoring**
 - Use flow monitors that are in the lift stations
 - Visual flow through manholes
 - To prevent back-ups
 - To keep O&M costs down
 - Televising
 - Put “eyes” inside the pipe
 - To build an asset management plan based on PACP (Pipeline Assessment and Certification Program)
- **Budget**
 - Lift station upgrade was main concern
 - Budgeted \$30,000 in 2022
 - Released a RFP
 - Breakdowns caused delays, postponing until 2023
 - Budgeted \$15,000 in 2023



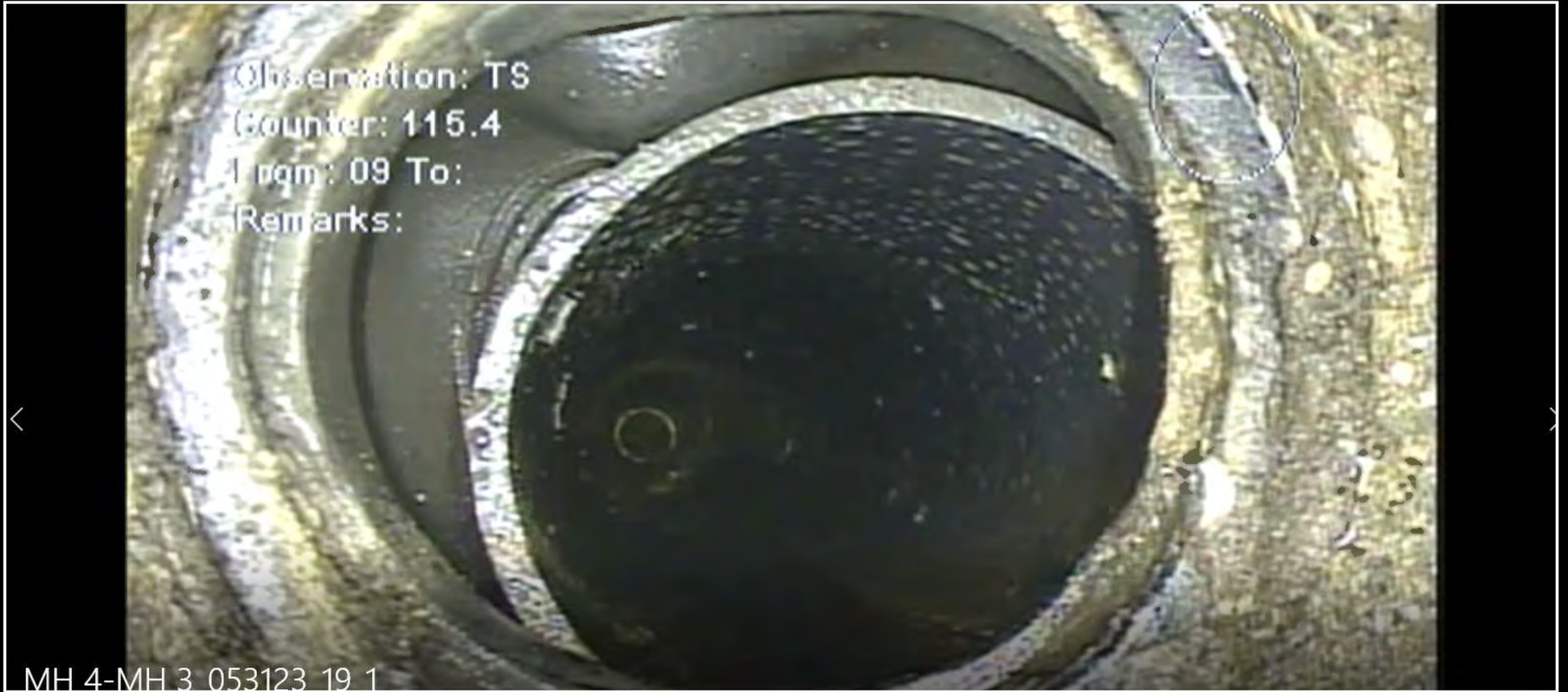
Truss Pipe Construction



Correct Wye Install



Correct Lateral Install On Truss Pipe



Observation: TS

Counter: 115.4

From: 09 To:

Remarks:

MH 4-MH 3 053123 19 1

Offset Lateral



Grease In Lateral



Grease Channel



More Grease



Lateral Crack Leaking Leading to 3



Lateral Crack, Leak, Crushed



Crushed Pipe, Lateral crack leading to 5



Root Ball



Worst Root Ball

SUMMARY

- Rating System 1 through 5, with 5 being the worst
 - 7 in the number 1 category = \$15,975.00
 - 39 in the number 2 category = \$55,135.00
 - 32 in the number 3 category = \$47,475
 - 28 in the number 4 category = \$29,570.00
 - 18 in the number 5 category = \$11,125.00
 - 22 areas that are in the number 5 category that need to be excavated and replaced. Was not able to receive estimates back yet on these.
 - Mobilizing each time they had to come back = \$6,730.00

SUMMARY CONTINUED

- Huge learning/educational experience for DPW
- Budget for 2024
 - \$150,000.00 for cleaning, cured in place pipe (CIPP), replacing
- Working on RFP to take care of the areas that need to be excavated
- Recommend using TV Seal to do the repairs minus the excavation work
- Anticipating with the allocated money this year we will be able to complete the 5's and possibly more
- Planning on phasing this over 3 years to complete
- If all completed in one year \$167,000.00 plus excavation work
- Future work – smoke testing, re-televising, and manhole structures

Questions?

Thank you

Brad Johnson
Public Works Superintendent
Chocolay Township





Suggested Resolution: Ordinance 60 FEMA Floodplain Management

Meeting: March Board Meeting

Date: 3/6/2024

Suggested Motion:

_____ Moved; _____ Supported that the Chocolay Township Board set a public hearing for the next available Board Meeting.

Vote:



Charter Township of Chocolay

Planning and Zoning Department

5010 US 41 South

Marquette, MI 49855

Phone: 906-249-1448

Fax: 906-249-1313

Issue Brief: Ordinance 60 Floodplain Management and Interagency Resolution

Meeting: Township Board Meeting

Date: March 11, 2024

Issue Summary

Discussion and recommendations regarding an update to Ordinance 60 *Floodplain Management* and an interagency resolution that supports the adoption of the that the new FEMA floodplain maps that go into effect on June 6, 2024.

Background

Since August 1976, the Township has participated in the National Flood Insurance Program (NFIP). This program allows participants to purchase flood insurance for their property, which provides relief if a flooding event occurs. Purchasers of property within the Township are also able to get federally backed mortgages if flood insurance is required prior to the purchase of the property.

FEMA flood plain mapping for the Township was updated in 1987, and again in 2016. Both updates required Township Board resolutions for participation in the program; the 2016 update also added a new requirement for a local floodplain management ordinance. On April 19, 2016, the Township Board passed the resolution, and adopted Ordinance 60, Floodplain Management.

In 2019, new floodplain maps were introduced to Marquette County. There were numerous meetings to discuss the maps, as they primarily affected the Lake Superior shoreline communities.

After several meetings, draft maps were sent to each community for public review. In August 2023, a ninety-day public appeal period started with the Township and ended in November with FEMA receiving no comments from Chocolay Township residents.

On December 6, 2023, the FEMA sent the Township a letter stating that the appeal period had ended, and that the maps would be adopted on June 6, 2024. As part of that process, the Township is required to update the Township's floodplain management ordinance that shows the adoption of minimum FEMA statutory requirements and any resolutions that involve floodplain management intergovernmental agreements regarding building in the flood plain. Both must be presented to FEMA for approval prior to June 6; otherwise, the Township will be suspended from the NFIP, which would affect insurance rates for property owners participating in the program.

Marquette County, participating in the program with the Township, is also required to adopt a resolution stating that Marquette County Building Codes will enforce the floodplain building regulations for the Township. This process is in progress with the County.

Adoption of the updates to Ordinance 60 will require a public hearing prior to the adoption of the ordinance.



Staff Actions

Staff has drafted a proposed updated ordinance and proposed resolution language (see attached documents). Staff has also outlined a schedule for adoption of both the ordinance and the resolution so that FEMA can approve the language and the language can be in place before the June 6 deadline. The proposed schedule is:

- 3.11.24 introduction to the Board
- TBD Marquette County Board of Commissioners resolution adoption
- 3.24.24 public notices due for a Board public hearing
- 4.08.24 Board public hearing / first read
- 5.13.24 Board second read / adoption and resolution
- 5.24.24 EGLE / FEMA final review of ordinance language and resolution
- 6.06.24 FEMA map effective date

Staff sent a copy of the proposed ordinance to EGLE for pre-approval review (EGLE serves as the approval body for FEMA for the State of Michigan. EGLE reviewed the language and suggested no changes; the proposed language is attached for Board approval and adoption.

Staff Recommendations

Staff is asking the Board to review the attached documents and approve them for presentation for a public hearing at the April 8 Board meeting.

Author: Dale Throenle
Date: February 28, 2024

Attachments

1. *Proposed Ordinance 60 Floodplain Management*
2. *Proposed Ordinance 60 Floodplain Management with highlighted revisions*
3. *Proposed Agreement To Manage Floodplain Development For The National Flood Insurance (NFIP) Program resolution*

ORDINANCE 60 FLOODPLAIN MANAGEMENT

An ordinance to designate an enforcing agency to discharge the responsibility of the Charter Township of Chocolay, Marquette County, Michigan for floodplain construction, and to designate regulated flood hazard areas under the provisions of the Stille-Derossett-Hale Single State Construction Code Act, Act 230 of 1972 (known as the Act), as amended.

The Charter Township of Chocolay ordains:

Section 1 Designated Enforcing Agency

Pursuant to the provisions of the State Construction Code, in accordance with Section 125.150 8b(6) of the Act, the Resource Management Development Department of the County of Marquette, Michigan, is hereby designated as the enforcing agency to discharge the responsibility of the Charter Township of Chocolay under the Act.

The County of Marquette, Michigan assumes responsibility for the administration and enforcement of the Act throughout the corporate limits of the Charter Township of Chocolay.

Section 2 State Building Code Enforcement

Pursuant to the provisions of the State Construction Code, in accordance with the Act, Appendix G of the *Michigan Building Code* shall be enforced by the enforcing agency within the jurisdiction of the Charter Township of Chocolay.

Section 3 Designation of Regulated Flood Prone Hazard Areas

The documents adopted as references for the purposes of administration of the Michigan construction code and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the *Flood Hazards* section of Table R301.2(1) of the *Michigan Residential Code* are as follows:

1. The Federal Emergency Management Agency (FEMA) flood insurance study titled *Marquette County, Michigan (All Jurisdictions)*, dated June 6, 2024.
2. The Flood Insurance Rate Maps (FIRMS) panel numbers dated June 6, 2024:
 - 26103CIND0B (County map index)
 - 26103C0513E, version number 2.5.3.6
 - 26103C0545E, version number 2.5.3.6
 - 26103C0701E, version number 2.5.3.6
 - 26103C0702E, version number 2.5.3.6
 - 26103C0706E, version number 2.5.3.6
 - 26103C0707E, version number 2.5.3.6
 - 26103C0726E, version number 2.5.3.6
 - 26103C0730E, version number 2.5.3.6
 - 26103C0735E, version number 2.5.3.6
 - 26103C0755E, version number 2.5.3.6
 - 26103C0765E, version number 2.5.3.6



3. The Flood Insurance Rate Maps (FIRMS) panel numbers dated April 19, 2016:
 - 26103C075D
 - 26103C710D
 - 26103C720D
 - 26103C740D
 - 26103C745D

Section 4 Repeals

All ordinances inconsistent with the provisions of this ordinance are hereby repealed.

Section 5 Publication

This ordinance shall be effective June 6, 2024, after legal publication and in accordance with the provisions of the Act governing same.

DRAFT



ORDINANCE 60 FLOODPLAIN MANAGEMENT

An ordinance to designate an enforcing agency to discharge the responsibility of the Charter Township of Chocolay, Marquette County, Michigan for floodplain construction, and to designate regulated flood hazard areas under the provisions of the Stille-Derossett-Hale Single State Construction Code Act, Act 230 of 1972~~State Construction Code Act, Act No. 230 of the Public Acts of 1972 (known as the Act)~~, as amended.

The Charter Township of Chocolay ordains:

Section 1 Designated Enforcing Agency

1.0 Agency Designated

Pursuant to the provisions of the State Construction Code, in accordance with Section 125.150 8b(6) of ~~Act 230, of the Public Acts of 1972, as amended~~the Act, ~~the the~~ Resource Management/Codes Development Department of the County of Marquette, Michigan, is hereby designated as the enforcing agency to discharge the responsibility of the Charter Township of Chocolay under the Act~~Act 230, of the Public Acts of 1972, as amended, State of Michigan~~.

~~The~~ County of Marquette, Michigan assumes responsibility for the administration and enforcement of ~~said the~~ Act throughout the corporate limits of the Charter Township of Chocolay.

Section 2 State Building Code Enforcement

2.0 Code Appendix Enforced

Pursuant to the provisions of the State Construction Code, in accordance with Section 125.150 8b(6) of ~~Act 230, of the Public Acts of 1972, as amended~~the Act, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the Charter Township of Chocolay.

Section 3 Designation of Regulated Flood Prone Hazard Areas

3.0 Designation of Regulated Flood Prone Hazard Areas

The documents adopted as references for the purposes of administration of the Michigan construction code and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the Flood Hazards section of Table R301.2(1) of the Michigan Residential Code are as follows:

1. The Federal Emergency Management Agency (FEMA) (Flood Insurance Study (FIS) Entitled "Marquette County, Michigan (All Jurisdictions)" and dated April 19, 2016) June 6, 2024.
2. and The Flood Insurance Rate Maps (FIRMS) panel numbers dated June 6, 2024:
 - of 26103CIND0B (County map index)
 - 26103C0513E, version number 2.5.3.6
 - 26103C0545E, version number 2.5.3.6
 - 26103C0701E, version number 2.5.3.6
 - 26103C0702E, version number 2.5.3.6
 - 26103C0706E, version number 2.5.3.6
 - 26103C0707E, version number 2.5.3.6



- 26103C0726E, version number 2.5.3.6
- 26103C0730E, version number 2.5.3.6
- 26103C0735E, version number 2.5.3.6
- 26103C0755E, version number 2.5.3.6
- 26103C0765E, version number 2.5.3.6

3. The Flood Insurance Rate Maps (FIRMS) panel numbers dated April 19, 2016:

- 26103C075D
- 26103C710D
- 26103C720D
- 26103C740D
- 26103C745D

~~C, 0513D, 0545D, 0701D, 0702D, 0705D, 0706D, 0707D, 0710D, 0720D, 0726D, 0730D, 0735D, 0740D, 0745D, 0755D, and 0765D, dated April 19, 2016, are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.~~

Section 4 Repeals

4.0 Repeals

All ordinances inconsistent with the provisions of this ordinance are hereby repealed.

Section 5 Publication

5.0 Publication

This ordinance shall be effective ~~April 19, 2016~~ June 6, 2024, after legal publication and in accordance with the provisions of the Act governing same.





Suggested Resolution:

Meeting: March Board Meeting

Date: 2/23/2024

Suggested Motion:

_____ Moved; _____ Supported that the Chocolay Township Board approves staff recommendation and move forward with approving the request for dust control for 2024 that is paid by the residents requesting the dust control and sign the contract with the Marquette County Road Commission.

Vote:



Issue Brief:

Meeting: Discussion March Board Meeting

Date: 2/23/2024

Issue Summary:

Should the Township Board sign a contract with the Marquette County Road Commission (MCRC) to apply dust control for residents that requested it?

Background:

Every year the MCRC works with local jurisdictions to apply a brine solution for residents that live along county gravel roads to control the dust from vehicular traffic. After the application of the brine, the MCRC bills the local jurisdiction for the cost of the brine with a 8.5% overhead charge. Historically, Chocolay Township participates in this practice with the MCRC and Chocolay Township residents. For any residents that live on gravel roads and request this service, the understanding is they are to reimburse the Township for the section of road that they request to be treated.

Analysis:

The Township gets reimbursed from the residents that request this service so there is very minimal cost to the Township for the service provided.

Recommendation:

It is staff's recommendation to continue past practice and sign the contract with the MCRC to apply the brine solution for residents that request this service.

Author: Brad Johnson

Date: 2/23/2024



Marquette County Road Commission

**1610 North Second Street
Ishpeming, Michigan 49849**

Phone: (906) 486-4491

Fax: (906) 486-4493

TO: Champion, Chocolay, Ely, Ewing, Forsyth, Humboldt, Ishpeming, Michigamme, Powell, Republic, Richmond, Sands, Skandia, Tilden, Turin, and Wells Townships

FROM: Ross Olsen, Director of Operations & Maintenance

DATE: February 22, 2024

SUBJECT: 2024 Dust Control Agreements

The bid price for dust control brine for the 2024 season is 64 cents per gallon.

Enclosed you will find a table showing the estimated amount of brine your township will need for 2024. If there are no changes, please print the agreement and return a signed copy to the Road Commission. If you would like to make changes, please notify me. We would appreciate these agreements being returned by April 12, 2024. We would like to begin applying dust control products the first week of June.

If you have any questions, please call me at 906-486-4491 ext. 306 or email me at rolsen@marqroad.org.

Note that the Road Commission will participate with the Townships on a 60-40 basis for dust control applications on County Roads.

Raymond Roberts, Chair
Randell Girard, Member
Bryan Johnson, Member
Peter J. Duex, Managing Director
William Luetzow, Vice-Chair
Russell Williams, Member



Marquette County Road Commission

1610 North Second Street
Ishpeming, Michigan 49849

Phone: (906) 486-4491

Fax: (906) 486-4493

February 22, 2024

Letter of Understanding

RE: Dust Control Activities

It is hereby mutually understood and agreed:

That the Marquette County Road Commission shall provide dust control for Chocolay Township on a 60/40 cost sharing basis: The estimated cost is \$3,136.00 based on the quoted price for dust control material. The estimated usage is 4,900 gallons of mineral well brine and the cost is \$0.64 per gallon.

Therefore, the township hereby agrees to reimburse the Road Commission for sixty percent of the cost on county roads at \$2,432 with the township's estimated share being \$1,459.20, as well as 100 percent share of the cost on private roads at \$704 along with an additional 8.5% overhead charge for all roads. The Township will be billed for the project upon job completion, adjusted for actual cost.

Approved by:

Richard Bohjanen, Supervisor

Max Engle, Clerk

Raymond Roberts, Chair
Randell Girard, Member

Bryan Johnson, Member
Peter J. Duex, Managing Director

William Luetzow, Vice-Chair
Russell Williams, Member



Suggested Resolution: Sewer Repair 2024

Meeting: March Board Meeting

Date: 2/26/2024

Suggested Motion:

_____ Moved; _____ Supported that the Chocolay Township Board approves the expenditure of not more than \$42,000.00 and award a future contract to Smith Construction to replace 60 feet of 10 inch sewer main.

And,

_____ Moved; _____ Supported that the Chocolay Township Board approves the expenditure of not more than \$11,000.00 and award a future contract to Great Lakes T.V. Seal Inc. to remove the two root balls out of our 18 inch sewer main.

Vote:



Issue Brief:

Meeting: Discussion March Board Meeting

Date: 2/26/2024

Issue Summary:

Should the Township Board spend capital money out of the sewer fund to replace 60 feet of 10-inch sewer main and removing two large root balls in 18-inch sewer mains?

Background:

After viewing the video footage from the 2023 capital improvement televising project and putting an asset inventory list together over this past winter, we found three areas that should be addressed as soon as possible. One of those three areas includes replacing 60 feet of 10-inch sewer main that is compromised located near lift station 3. This section of the main is deformed and has several longitudinal cracks. These cracks are allowing a significant amount of ground water in which is also bringing in dirt and gravel that is ending up in our lift station causing issues with our pumps.

The other two areas both involve large root balls in separate sections of 18-inch concrete pipe. One root ball is blocking approximately 85% of the main and the other root ball is blocking approximately 98% of the main.

Analysis:

On January 24th of this year, we sent out an RFP to address 22 areas to be repaired. These areas all need to be excavated to be repaired because of deficiencies in the pipe or significant infiltration. Staff mailed the RFP directly to five contractors and posted it with the Marquette Builders Exchange. There was a walk-through meeting scheduled for February 6th with four contractors showing up with interest in bidding on our project. The deadline for the bids was February 27th at 1:00pm and we only received one bid. The bid received far exceeded our budget as anticipated by staff. We did a phone interview with the remaining three contractors and asked why they never sent back a bid. They all stated they were far too busy this summer and did not have time for our project.

Based on the RFP process, staff will focus on completing an asset management plan for all the sewer improvement work identified in the televising project. This year's work is based on emergency repairs needed.

The RFP states that the Township reserves the right to reject all or part of the RFP. The RFP also was written in way that the contractor was to bid each excavation area as a line item, and then a lump sum price for the whole project.

Staff conducted a phone interviews with sewer cleaning businesses that remove root balls. Through the phone interview process, we found that no local companies have the size equipment needed to remove this size root balls. When we called Great Lakes T.V. Seal Inc. they said they have the equipment and have time this spring to do the job. They stated they would send us a jet vac with crew and the T.V. unit with crew to do the work. The jet vac would cut the roots out and vac them out as they came loose to prevent them from going into our pumps causing more issues. Once they are confident, the roots are

removed, the Televising crew would then reinspect and verify that the roots have all been removed and providing us with the video footage.

Recommendation:

Staff suggests to the Township Board that the expenditure of no more than \$42,000.00 that was budgeted this year out of the sewer capital improvement fund be authorized to replace this section of sewer main and contracting with Smith Construction to replace this section of sewer main.

Staff also is suggesting to the Township Board that the expenditure of no more than \$11,000.00 that was budgeted this year out of the sewer capital improvement fund be authorized to remove the root balls and contracting with Great Lakes T.V. Seal Inc to remove the root balls.

Author: Brad Johnson

Date: 2/26/2024



Suggested Resolution: Wildland/ Brush Truck

Meeting: March Board Meeting

Date: 2/26/2024

Suggested Motion:

_____ Moved; _____ Supported that the Chocolay Township Board approves the expenditure of not more than \$68,000.00 for the acquisition of a Wildland/ Brush Truck Ford F-550 from LaFontaine Ford. The funds for this vehicle have already been received from the KBIC 2% allocation.

And,

Empower the Township Manager to finalize the purchase contracts and sign on behalf of the Township.

Vote:



Issue Brief: Fire Department Brush Truck

Meeting: Discussion March Board Meeting

Date: , 2024

Issue Summary:

Should the Fire Department buy a replacement Brush/ Wildlands Truck?

Background:

The Fire Department has used retired public works trucks for several years but has never ordered a truck that was specifically for the use of Brush or Wildland fire. Over the past few years, the Fire Department has reviewed its operational design and response tactics given the size, strength, and long-term departmental planning to anticipate beneficial response to our residents. In developing a new general operations plan, the Department analyzed how to respond to everything from a fire at the casino to back yard fires.

The Department has started to tactically change to a quick response, lighter capacity team given the nature of calls, and protecting our long-term assets. The brush/ wildlands truck would be an extension of this process. The Department responds to back yard fires, knockdown of brush piles, and some wild land brush fires that the DNR does not. Historically these calls made up only about 10-15 calls a year.

The Department responds to about 140 calls per year. The Department only use the brush truck on 10-15 so the other large vehicles were use for the rest. The Department determined this is not as efficient moving forward if a lighter, more robust small truck was purchased to quickly respond to smaller fires, accident scenes, or used as a command inspection vehicle. This would reduce to overall need for the larger vehicles to respond and in general lengthen the life of all of the vehicles the Department uses.

Analysis:

In the tactical change the Department has reviewed, a quick response fleet of vehicles between the current small truck and a new brush/ wildland truck responses for powerlines down, back yard fires, and vehicle incidents could be shared reducing the usage of the large vehicles and lengthening their useful life. The plan increases the useful life of all the vehicles and creates a quicker response within the community by having faster responses with better capabilities.

Recommendation:

It is recommended that the Board review the Fire Department request to purchase of Brush/ Wildland Truck properly outfitted to be used as part of the quick response vehicle fleet.

Author: Suzanne Sundell

Date: 01/08/24

LaFontaine Ford Lansing
5103 S. Cedar St
Lansing, MI 48911
517-574-7120-Direct

QUOTATION

dwresinski@lafontaine.com

Name: Chocolay Charter Twp
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact: William Degroot
 Phone: 906-249-1448
 Email: _____

Date: 2/26/2024
 Quote: 022624

2024 Ford F-550 Crew Cab DRW 4x4 XL Cab and Chassis 179" Wheelbase	
7.3L DEVCT NA PFI V8 Engine	
10-Speed Auto Torqshift Transmission	
Agate Black Exterior	
Medium Dark Slate Vinyl Interior	
225/70R19.5G BSW Max Traction Tires	
4.88 Ration Limited Slip Axle	
Platform Running Boards	
19500 GVWR Package	
Skid Plates	
Pro Power OnBoard	
Extra Heavy Duty Front End Suspension	
Dual Battery / Dual Alternators	
Wheel Well Liners	
Payload Plus Package	
Exterior Backup Alarm - Rear View Camera & Prep Kit	
MSRP Sales Price	\$66,745.00
(Municipal Discount)	-\$3,784.00
Sales Price	\$62,961.00
Taxes	\$0.00
Registration and Fees	\$15.00
Delivery - Free to Bridge - \$395 Delivered to address	\$0.00
Total Cost:	\$62,976.00

Signed: Daniel Wresinski

**CONGRESSIONALLY DIRECTED SPENDING APPROPRIATIONS OPPORTUNITY
RESOLUTION OF AUTHORIZATION- LOCAL UNIT OF GOVERNMENT MATCH WITHOUT DONATED FUNDS**

WHEREAS, The Chocolay Township Board supports the submission of an application titled, "Fire Apparatus Acquisition" for design, build and delivery of a fire pumper/tanker engine; and,

WHEREAS, the proposed application would negate the need to ask for a millage to fund this apparatus,

WHEREAS, Chocolay Township is hereby making a financial commitment to the project not to exceed \$ 110,000.00 of matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that The Chocolay Township Board hereby authorizes submission of a CDS Request for \$ 550,000.00 and;

BE IT FURTHER RESOLVED to make available its financial obligation amount of \$ 110,000.00 (20%) of a total of project cost \$550,000.00 during the 2025 fiscal year.

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 March 11th, 2024 at 5:30 p.m. in the Chocolay Township Fire Hall, with a quorum present.

Clerk

Dated:



Issue Brief: Consider Congressionally Directed Spending to Fund Fire Apparatus

Meeting: Discussion March Board Meeting

Date: March 11, 2024

Issue Summary:

Should the Board authorize Staff to apply for Senate Appropriations to help fund the next pumper/tanker firetruck, with a 20% matching obligation?

Background:

Steeply rising costs since taking delivery of the replacement fire engine in 2022 have caused concern as to how future apparatus will be funded. One option may be to apply for a Congressionally Directed Spending (CDS) request, which could cover all or part of the replacement cost for new fire apparatus. To be competitive with this request, obligating a 20% match may improve the likelihood of an award.

The last large firefighting apparatus to be replaced is the 2002 Pumper/ Tanker. Like previous acquisition projects, Staff has started a few years before the need to replace the pumper/ tanker becomes more emergent.

By pursuing funding sources outside of the normal channels, the department's intent is to reduce the likelihood of necessitating a millage to fund apparatus. The recent purchase of a new engine was budgeted for over multiple years, and cash was paid, so as to avoid a millage. The Township will only commit this request of \$110,000, 20% of the purchase price of a truck build, in order to compliment a 2025 CDS appropriation.

Analysis:

The Township has collected KBIC 2% funding for several years. This funding stream is required to help fund Fire, Police, Public Works, and Recreation Projects. If awarded CDS funding, the Township would make available \$110,000, or 20% of the purchase price of a new pumper/tanker firetruck, currently estimated at \$550,000. These funds are currently available within Capital account for the Fire Department. The full amount of the Capital Fund for the Fire Department is \$250,000.00. Should this grant not be awarded, the project scope and timing will be reevaluated.

Recommendation:

Consider directing staff to apply for a 2025 Congressionally Directed Spending request to help offset the expense of fire apparatus replacement.

Author: Joe Neumann

Date: 3-6-24

**RECREATION PASSPORT GRANT PROGRAM
RESOLUTION OF AUTHORIZATION- LOCAL UNIT OF GOVERNMENT MATCH WITHOUT DONATED FUNDS**

WHEREAS, The Chocolay Township Board supports the submission of an application titled, "Kawbawgam Pocket Park Improvements" to the Recreation Passport Grant Program for development of improved access and amenities at Kawbawgam Pocket Park; and,

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan OR Current Annual Capital Improvement Plan; and,

WHEREAS, Chocolay Township is hereby making a financial commitment to the project in the amount of \$ 9,000 matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that The Chocolay Township Board hereby authorizes submission of a Recreation Passport Grant Program Application for \$ 36,000 and further resolves to make available its financial obligation amount of \$ 9,000 (25%) of a total of \$36,000 project cost during the 2025 fiscal year.

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 March 11th, 2024 at 5:30 p.m. in the Chocolay Township Fire Hall, with a quorum present.

Clerk

Dated:



Issue Brief: Request to Authorize Kawbawgam Pocket Park Improvement Funds

Meeting: Discussion March Board Meeting

Date: March 11, 2024

Issue Summary:

Should the Board Authorize Staff to apply for an MDNR Recreation Passport Grant to improve Kawbawgam Pocket Park?

Background:

This project will request funds from the MDNR Recreation Passport grant program to offset the cost of replacing the existing vault toilet at Kawbawgam Pocket Park. The current restroom has been in service to the Township more than 20 years and was used by the State of Michigan prior to that. Structurally, the building has been repaired numerous times and has outlived its useful functioning life. MDNR funds would help replace this structure with a low maintenance model designed to last for decades. Additional items to be included in this project include park signage, an aggregate walkway and other requirements specific to this grant opportunity.

A similar model vault toilet was installed at Lion's Field Park in 2016 and has proven a sound investment. Not only does it offer an appealing design and minimal odor, but it is ADA accessible, providing ease of access to a wide range of users. This structure has been trouble-free for the past 8 years, and future problems outside of regular maintenance are not expected.

The DNR Recreation Passport Grant is the most likely source to fund the majority of this project, given its average 30% award rate. This DNR grant is open until April 1st of each year, with awards announced in December.

Analysis:

If awarded a DNR Recreation Passport Grant, the Township will be reimbursed for eligible funds spent over the course of this project, with a minimum 25%, \$9,000 local match requirement. A total commitment of \$36,000 will be budgeted from the existing Board approved Recreation Capital Outlay budget in 2025. Should this grant not be awarded, construction activities and timing will be reevaluated.

Recommendation:

Consider directing staff to apply for the 2024 Recreation Passport Grant providing funds to remove the current vault toilet and install a new model.



Suggested Resolution: Marquette County Equalization FETCH GIS

Meeting: March Board Meeting

Date: 2/26/2024

Suggested Motion:

_____ Moved; _____ Supported that the Chocolay Township Board approves the Township Manager to enter into a contract with Marquette County for the use of the FETCH GIS software platform. The cost of the purchase is outlined in the “Marquette County Fetch GIS Access Quote”.

Vote:



Issue Brief: Contract with Marquette County Equalization for FETCH

Meeting: Discussion March Board Meeting

Date: March 11, 2024

Issue Summary:

Should the Township contract with Marquette County Equalization for the use of FETCH mapping and electronic parcel tracing software?

Background:

The township has had the same parcel layers and geographic information data for mapping purposes since 2018. There have been many approved land splits, zoning changes, and base layer information changes since that time. The Township used to contract with a private individual every other year to change the parcel data.

Staff have received certification training for the development of maps through GIS, but the Township does not own or have access to the base data. For this reason, the parcel layers, roads, and base data tables cannot be manipulated or changed at a local level. After discussing this problem with the County, who supplied the first data set in 2018, they no longer supply this information to local governments freely.

Staff asked for a proposal from the County. The attached information shows the cost for hosting our data, the cost per parcel to update the data, and online access for Staff to then generate maps and use the tool.

Analysis:

Staff has worked with the Equalization Department to understand the proper ways base data is updated and this is the only way for Staff to perform their responsibilities moving forward. If the Board supports the contract, then Staff would be able to use, order, and develop their own maps with current data to better represent our current lands.

Furthermore, regulations for the semi-annual audit review of our assessing process (AMR) have been stiffened. There have always been visual aids and maps that have been part of AMR, but in the years to come there is a greater emphasis on the visual maps.

Recommendation:

Consider directing the Township Manager to execute the contract with the County Equalization Department for the access, storage, and updating of electronic data used in the software platform FETCH.

Author: William De Groot

Date: March 6, 2024

MEMO

To: Bill Degroot

From: John Gehres

Re: Township maps

It's been several years since our map has been updated to reflect splits that have taken place within the township. The Equalization Department is willing to not only process our splits moving forward but they will also process these previous splits for free and fix problem areas in the township that have been incorrectly mapped for a long time.

Once hired to do this they will provide all township employees with login information for Fetch GIS. It would not only give us an up-to-date accurate map but would aid in helping taxpayers plan for future splits.

In 2025 Chocolay Township will undergo another State Tax Commission audit and like previous audits they are adjusting what they are looking at as well as having new requirements. Having Fetch would aid the township in being compliant with the new provisions.

I strongly recommend we use Marquette County for this because they do excellent work at a very reasonable price.

Marquette County GIS Quote

Chocolay Township's 2023 Real parcel total is 3,351 (number off of L-4023). Marquette County charges a fee of \$1.75/parcel (real only) to maintain the GIS parcel layer. For a yearly estimated total of \$5,864.

Included in this per parcel fee Marquette County will provide the following services:

- * Updating the GIS parcel layer when there is a parcel division.
- * We provide an updated legal description and 8x10 map to the assessor for each land division approved by the assessor.
- * We also email coded (with parcel numbers) all of the recorded deeds and to the assessor on a monthly basis.
- * We assist the assessor or township staff with troublesome legal descriptions when needed.

If Chocolay signs on with the County for GIS service for a term of 5-years, we will go back and update the parcel layer for the years that have not been maintained.



Marquette County GIS Quote

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- * We assist the assessor or township staff with troublesome legal descriptions when needed.

If Chocolay signs on with the County for GIS service for a term of 5-years, we will go back and update the parcel layer for the years that have not been maintained.



**RESOLUTION OF
THE TOWNSHIP OF CHOCOLAY**

Upon consideration of a request by Paulette Perttunen and Timothy Prisk, record title owners of Lots numbered One (1) to Seven (7) of the Ewing Pines Subdivision Plat, pursuant to their Second Amended Complaint, case number 21-60631-CL, to vacate Lots numbered One (1) through Seven (7) of the Ewing Pines Subdivision Plat, and all of Trillium Circle. Therefore the Township of Chocolay, pursuant to MCL 560.226(c), resolves to approve the vacation of Lots numbered One (1) through Seven (7) of the Ewing Pines Subdivision Plat, and all of Trillium Circle.

It is certified that the Township of Chocolay passed this Resolution in formal Board action on _____, 2024.

Certification:

/s/ _____

By:
Its:

_____ Date

O'DEA, NORDEEN AND PICKENS P.C.

ATTORNEYS AT LAW

Raymond J. O'Dea

William T. Nordeen

Jeremy S. Pickens

122 W. Spring Street
Marquette, MI 49855
Phone: 906.225.1770
Fax: 906.225.1764

225 E. Aurora Street
Ironwood, MI 49938
Phone: 906.932.1221

Also admitted in Wisconsin

March 5, 2024

First Class Mail

Max Engle, Township Clerk
Charter Township of Chocolay
5010 US 41 South
Marquette, MI 49855

Re: Township Approval of Complaint to Vacate Ewing Pines Subdivision Plat,
Lots numbered One (1) through Seven (7), and all of Trillium Circle

Dear Mr. Engle:

A Resolution was signed on May 9, 2022 by Chocolay Township adopting our clients, Paulette Perttunen and Timothy Prisk's request to vacate Lots numbered One (1) through Seven (7) of the Ewing Pines Subdivision Plat, all of Trillium Circle **and the 33 foot right-of-way of Ortman Road** (see attached). Unfortunately, that Resolution should not have included the 33 foot right-of-way of Ortman Road.

We are requesting that Chocolay Township approve a new Resolution (see attached), which does not include vacating the 33' right-of-way of Ortman Road adjacent to the South side of the Plat.

As you may recall, this plat vacation is necessary so our clients can develop the property as a single family home. As noted before, the property would become a metes and bounds parcel.

Please put this on the agenda on a Township Board meeting, and provide notice of the meeting to our firm so that we can attend the meeting.

If you have any questions or concerns, please do not hesitate to contact me.

Thank you for your consideration.



William T. Nordeen

WTN/bab

Encls

cc: Client (w/encls - via email only)

Prior Resolution

RESOLUTION OF
THE TOWNSHIP OF CHOCOLAY


Upon consideration of a request by Paulette Perttunen and Timothy Prisk, record title owners of Lots numbered One (1) to Seven (7) of the Ewing Pines Subdivision Plat, pursuant to their Second Amended Complaint, case number 21-60631-CL, to vacate Lots numbered One (1) through Seven (7) of the Ewing Pines Subdivision Plat, and all of Trillium Circle and the thirty-three (33) foot right-of-way of Ortman Road adjacent to the south side of the Plat, and recognizing that the vacation of the thirty-three (33) foot right-of-way of Ortman Road is not adverse to any presently existing, public interest in the originally platted, public right-of-way, therefore the Township of Chocolay, pursuant to MCL 560.226(c), resolves to approve the vacation of Lots numbered One (1) through Seven (7) of the Ewing Pines Subdivision Plat, and all of Trillium Circle and the thirty-three (33) foot right-of-way of Ortman Road adjacent to the south side of the Plat.

part to be eliminated

It is certified that the Township of Chocolay passed this Resolution in formal Board action on May 9, 2022, 2022.

Certification:

/s/
By:
Its:



5/9/2022
Date





January 29, 2024

Board of Trustees
Charter Township of Chocolay, Michigan
5010 US Highway 41 South
Marquette, Michigan 49855

We are engaged to audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Township of Chocolay, Michigan (the Township) for the year ended December 31, 2023. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter dated January 29, 2024, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of the Township. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the Township's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the Municipal Employee's Retirement System Schedules and Individual Major Governmental Funds Budgetary Comparison Schedules, which supplement(s) the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on Major and Non-Major Governmental Funds Schedules of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual, Non-Major Governmental Funds Combining Balance Sheet, Non-Major Governmental Funds Combining Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual, Fiduciary Funds Combining Statement of Fiduciary Net Position, and Fiduciary Funds Combining Statement of Changes in Fiduciary Net Position, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the

financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of Audit, Significant Risks, and Other

Audit Planning Process

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Two-way Communication

Effective two-way communication between Anderson, Tackman & Company, PLC and members of the Board of Trustees is important to understanding matters related to the audit and in developing a constructive working relationship.

Your insights may assist us in understanding the Township and its environment, in identifying appropriate sources of audit evidence, and in providing information about specific transactions or events. We may discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate with us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of management.

We will timely communicate to you any fraud involving management and other fraud that causes a material misstatement of the financial statements, illegal acts that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that

may be thought to bear on independence. For example, without our permission no partner or professional employee of Anderson, Tackman & Company, PLC is permitted to own any direct financial interest or a material indirect financial interest in a client or any affiliates of a client. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with Firm policy. In addition, our policies restrict certain non-audit services that may be provided by Anderson, Tackman & Company, PLC and require audit clients to accept certain responsibilities in connections with the provision of permitted non-attest services.

Timing of the Audit

We have worked with management to determine a mutually agreeable timetable for the various phases of our audit. Key dates are as follows:

Preliminary fieldwork:	February 2024
Year-end fieldwork:	February 2024
Final:	June 30, 2024

Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit. Please utilize this timetable to relate any matters relevant to the audit.

Addressing Risk in the Audit

We will use the knowledge and understanding about your entity gathered in the audit planning process, together with other factors, to first assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk (the susceptibility of an assertion relating to an account balance or class of transactions to a material misstatement, assuming there are no related controls); and
- An evaluation of the design and effectiveness of internal control over financial reporting and our assessment of control risk (the risk that a material misstatement could occur in an assertion and not be prevented or detected on a timely basis by the company's internal control).

We will then determine the nature, timing, and extent of tests of controls and substantive procedures necessary given the risks identified and the controls as we understand them.

Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Our review and understanding of your organization's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

Areas with Higher Assessed Risks of Material Misstatements

Risk of material misstatement is the risk that the financial statements have been misstated by a material amount. As part of our audit planning process, we assess the risk of material misstatement on the various audit areas. The risk of material misstatement can be expressed as an equation where:

$$\text{Risk of Material Misstatement (RMM)} = \text{Inherent Risk (I/R)} \times \text{Control Risk (C/R)}$$

Inherent risk in an audit refers to the susceptibility of a misstatement that is due to reasons other than the failure of internal controls. Factors of inherent risk can include things like the complexity of accounting for transactions, the volume of transactions recorded, the extent of judgment involved in accounting for a transaction or audit area, the complexity of calculations, and presence of misstatements or noncompliance in prior audit. The auditor cannot perform procedures to reduce inherent risk.

Conversely, control risk in an audit is the susceptibility of a misstatement due to the failure of an entity's internal controls. The failure in internal control is the result of the design or operation of a control that does not allow management or employees to prevent and/or detect and correct a misstatement timely, in the normal course of performing their assigned functions. The auditor can perform procedures to reduce control risk.

As part of planning the audit we determine if the risk of material misstatement can be appropriately reduced by performing procedures designed to test the operating effectiveness of the entity's internal control structure. If deemed appropriate we will perform tests of controls on areas of the audit that we deem significant such as receipts, disbursements, payroll, utility billing, grant expenditures, and financial statement close. Typically, such testing, if deemed necessary, is done as part of our preliminary fieldwork to allow us sufficient time to adjust our audit plan should the results of such testing identify deficiencies.

Communication of Deficiencies

Generally, we communicate deficiencies identified during the audit at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. When circumstances dictate that immediate communication is necessary we will discuss the matter orally with the appropriate level of management. We will also communicate such matters formally at the end of the audit in a letter addressed to the Township's Board of Trustees. That letter will also communicate any other

internal control related matters that are required to be communicated under professional standards.

Nature and Extent of Specialized Skills Needed for the Audit

Our planning process includes the assessment of whether the audit will require any specialized skills in order to obtain reasonable assurance for forming our opinions. This is done through assessing the required skills needed and assigning appropriate staff to meet those needs. A specialist may be needed to provide appropriate documentation for certain financial statement items and disclosures. We have not deemed it necessary to hire a specialist to assist with the audit; however, we may rely on information provided by management's specialist(s) such as an actuary for providing the required information for inclusion in the footnotes related to the entity's pension and other post-employment benefit pension plans, if applicable. If management has hired such a specialist we will require management to make certain representations to us regarding the use of a specialist.

Key Audit Matters (KAMs)

In accordance with AU-C Section 701 key audit matters (KAMs) are defined as "those matters that, in the auditor's professional judgment, were of most significance in the audit of the financial statements for the current period." If engaged to report on KAMs we will take into account various factors for determining what items are considered KAMs, including consideration of areas with higher assessed risk of material misstatement, areas of the financial statements that may rely on significant judgment by management, areas of the financial statements that require significant disclosures, and/or significant events that may have occurred during the current year.

We have not been engaged to report on key audit matters.

Significant Changes in Financial Condition, Environment, or Activities

Throughout the course of the audit, we review known facts about the entity as part of our process for determining the accounting procedures that are appropriate for the circumstances. Significant changes in the financial condition, environment, or activities of the entity may result in a higher assessed risk of material misstatement. As we are made aware of these changes we adapt our audit procedures to address any added risk. As part of our final audit procedures, we review our initial risk assessments, preliminary materiality amounts, and other analytical procedures to determine if additional procedures are deemed necessary in order for us to provide an opinion on the financial statements.

Significant Risks

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls is always presumed a significant risk in accordance with Generally Accepted Auditing Standards.
- Revenue recognition is always presumed to be a significant risk in accordance with Generally Accepted Auditing Standards.
- Fraud risks (discussed in the next section of this letter), including suspected fraud.

- Recording federal expenditures including proper classification and segregation of grant related funds
- Expenses incurred regarding legal matters involving the Township
- Defined benefit pension plan financial statement amounts and disclosures

Consideration of Fraud in a Financial Statement Audit

Auditing Standards Board's AU Section 316, *Consideration of Fraud in a Financial Statement Audit*, defines fraud as "an intentional act that results in a material misstatement in the financial statements that are the subject of an audit." Two types of misstatements are considered relevant to the audit:

- 1) *Misstatements arising from fraudulent financial reporting* are intentional misstatements or omissions of amounts or disclosures in financial statements designed to deceive financial statement users where the effect causes the financial statements not to be presented, in all material respects in conformity with generally accepted accounting principles (GAAP).
- 2) *Misstatements arising from misappropriation of assets* (sometimes referred to as theft or defalcation) involve the theft of an entity's assets where the effect of the theft causes the financial statements, in all material respects in conformity with GAAP.

It is important that you understand the three conditions that are generally present when fraud occurs: (1) incentive/pressure, (2) opportunity, and (3) rationalization. Management is responsible to design and implement controls to prevent, deter, and detect fraud. Management and the governing board are also responsible for helping set a tone-at-the-top that promotes honesty and high ethical standards. When management and the governing board fulfill their responsibilities the opportunity to commit fraud is significantly reduced. However, management has a unique ability to perpetrate fraud due to management's knowledge of the internal control structure and the ability to circumvent those controls. For that reason, it is essential that the Township's Board of Trustees be cognizant of the potential for fraud.

As part of our audit procedures AU Section 316 requires us to evaluate the risk of material misstatement due to fraud and to make certain inquiries about fraud:

- Your knowledge of any actual fraud or suspicions of fraud affecting the entity.
- Whether you are aware of any allegation of fraud or suspected fraud affecting the entity.
- Your understanding of the risks of fraud in the entity, including any areas in which you feel are at greater risk or transactions that questionable in nature.
- Your understanding on the programs and controls that have been implemented by management and the governing board to mitigate specific fraud risks the entity has identified, or that otherwise help or prevent, deter and detect fraud, and how management and the governing board monitors those programs and controls.
- How you communicate to each other, management, and employees the importance of ethical behavior and business practices.

- How you monitor multiple locations or business segments and whether any of them possess a higher degree of fraud risk, if applicable.
- Your overall knowledge of your organization's compliance with the applicable laws and regulations.

AU Section 316 requires us to maintain appropriate documentation regarding our inquiries related to these matters. This can be done through either a personal meeting (via in-person, phone, or video conference) or through written communication.

Closing

Generally speaking, the intent of this letter is to assist you in understanding your role in governance for preventing, deterring, and detecting fraud within the entity. We ask that you provide a copy of this letter to others on the governing body and that you confirm to us your understanding of the information provided in this by signing and returning a copy to us. In your response we ask that you disclose to us your knowledge of any fraud or suspected fraud within the entity so that we can tailor our audit to be responsive to those concerns, if any.

We expect to begin our audit on approximately February 7, 2024 and issue our report on approximately June 30, 2024. Michael A. Greutz, CPA is the engagement partner on the audit. If at any point of the audit you or any member of the governing body desire to communicate with us personally, please feel free to call our office at (906) 225-1166 and we would be happy to respond to any questions or comments you have or to coordinate a mutually acceptable time to meet in person or via video conference.

We appreciate the opportunity to service the Township.

This communication is intended solely for the information and use of the Board of Trustees, management, and others within the Township and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

ANDERSON, TACKMAN & COMPANY, PLC

Amanda Miller

Amanda M. Miller
Staff Accountant



January 29, 2024

To the Board of Trustees and the Supervisor
of the Charter Township of Chocolay, Michigan
5010 US Highway 41 South
Marquette, Michigan 49855

We are pleased to confirm our understanding of the services we are to provide the Township of Chocolay, Michigan (the "Township") for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Township as of and for year ended December 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Township's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Township's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. General Fund – Budgetary Comparison Schedule
3. Individual Major Funds – Budgetary Comparison Schedules
4. GASB-required supplementary pension information

We have also been engaged to report on supplementary information other than RSI that accompanies the Township's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and

we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Individual Major Funds – Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual
2. Capital Improvement Fund – Schedule of Revenues, Expenditures, and Changes in Fund Balance
3. Individual Non-major Funds – Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual
4. Fiduciary Funds – Combining Statement of Fiduciary Net Position
5. Fiduciary Funds – Combining Statement of Changes in Fiduciary Net Position

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the Township and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2)

fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we

consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Township's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the Township in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will also:

- Maintain the Township's fixed asset schedule for purposes of the GASB 34 reconciliation and GAAP compliance based on the information provided by you in conformity with the Township's capitalization policy
- Assist with the cash to accrual conversion in accordance with GAAP
- Consult on the adjustments and disclosures related to net pension liability in accordance with GASB 68
- Assist with the completion of Public Act 2020 of 2017 Pension Report in accordance with State of Michigan requirements
- Assist with completing the Qualifying Statement in accordance with State of Michigan requirements
- Assist with preparation of the Michigan Department of Treasury form F-65 in accordance with State of Michigan requirements
- Consult on the implementation of any new GASB standards
- Assist with financial statement reconciliations in accordance with GASB 34

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services, cash to accrual accounting services, and maintenance of the capital asset schedule for financial statement purposes as previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or

take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your

responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditors report, or reference to Anderson, Tackman & Company, PLC, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to an exempt offering document in which Anderson, Tackman & Company, PLC is not involved, you agree to clearly indicate in the exempt offering document that Anderson, Tackman & Company, PLC is not involved with the contents of such offering document.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our reports to the Township; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Anderson, Tackman & Company, PLC, and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Michigan Department of Treasury or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Anderson, Tackman & Company, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Michigan Department of Treasury. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Michael A. Grentz, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in February 2024 and to issue our reports no later than June 30, 2024.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$18,550. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with

our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report and letter of comment can be found by accessing the Peer Review Public File link on the AICPA website. Our firm number is 900010001417, which can be used to perform a Firm Search. The direct address to perform a Firm Search is:

https://peerreview.aicpa.org/public_file_search.html

In the event, through cause, either party shall fail to fulfill in a timely and proper manner the obligations under the agreement or if either shall violate any of the covenants, agreements or stipulations of the agreement; either party shall thereupon have the right to terminate this agreement by written notice specifying the reasons and the effective date thereof. In the event of termination all property finished or unfinished shall belong to the party whom prepared the documents.

All disputes under this agreement shall be submitted to mediation. Each party shall designate an executive officer or principal empowered to resolve the dispute. Should the designated representatives be unable to agree on a resolution, a mediation service acceptable to both parties shall select a mediator to mediate the dispute. Each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties.

In the event that the dispute is required to be litigated, the court shall be authorized to assess litigation costs against any party found not to have participated in the mediation process in good faith.

In the performance of this agreement, we will not discriminate against any employee whom we employ in the work covered by this agreement because of race, color, religion, sex or national origin.

Reporting

We will issue a written report upon completion of our audit of the Township's financial statements. Our report will be addressed management and those charged with governance of the Township. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-

matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Township is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We appreciate the opportunity to be of service to the Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

ANDERSON, TACKMAN & COMPANY, PLC

Michael A. Grentz, CPA

Michael A. Grentz, CPA
Partner

RESPONSE:

This letter correctly sets forth the understanding of the Township of Chocolay, Michigan.

Management
Signature: _____
Title: <u>Township Manager</u>

Governance
Signature: _____
Title: <u>Township Supervisor</u>

**CHOCOLAY TOWNSHIP
PLANNING COMMISSION**

Monday, February 12, 2024 Minutes

I. Meeting Call to Order

Chair Ryan Soucy called the meeting to order at 7:15 PM.

II. Pledge of Allegiance

III. Roll Call

Members present at roll call:

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

Members absent at roll call:

George Meister (Vice Chair)

Staff present:

Dale Throenle (Planning Director / Zoning Administrator)

IV. Additional Agenda Items / Approval of Agenda

Throenle requested that Soucy consider adding an agenda item to discuss the public hearing for the agriculture districts; Soucy accepted request.

Rhein moved, Mullen-Campbell seconded, to approve the agenda as changed.

Vote: Ayes: 6 Nays: 0 Motion carried

V. Minutes

A. January 22, 2024 regular meeting

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

Vote: Ayes: 6 Nays: 0 Motion carried

VI. Public Comment

None

VII. Presentations

None

VIII. Unfinished Business

None

IX. New Business

A. Site Plan Review SP 24-03 – Dollar General Store # 30520

Staff Introduction

Throenle stated that the site plan review was for a new Dollar General store that will be located at the intersection of US 41 South and Silver Creek Road, and that the applicant had been at a previous meeting with a preliminary review of the proposed plan.

Throenle went over the issue brief submitted to the Planning Commission in the agenda materials. He noted that there was a discrepancy between the site plan regarding the required number of parking spaces; the size of the proposed structure was stated as 12,800 square feet, which would require 62 parking spaces as opposed to the 49 shown on the submitted plan. He added that there was nothing on the plan that indicated the floor area space on the plan.

Throenle pointed out that MDOT changed normal accommodations for the driveway to allow for access to the property and approved the driveway application.

Throenle stated staff comments regarding light spillage onto the US 41 South portion of the bike path and indicated that no lighting was shown at the rear of the structure. He added that the proposed lighting on the southwest side may cause issues with traffic turning left onto Silver Creek Road and suggested that the light be moved over the unlighted rear door at the southeast corner of the building.

Commissioner Discussion

Rusty Doss, Dollar General representative joined the discussion. Soucy asked Doss to give a review of the plan changes since the preliminary site plan review. Doss pointed out that the requested stop signs were added at the bike path crossing, and salt-resistant plantings were added. He stated that the floor space would be 8,500 square feet which would require 43 parking spaces, and that MDOT had addressed draining requirements as part of their permitting process.

Sloan asked about the beehive catch basin shown on the plan; Doss described it as a metal screen that looked similar to a beehive that covered water capture pipes, and that there would be none located on the site.

Sloan asked about the area at the north side of the building; Doss described the area as the delivery area for the building, and where the dumpster would be located.

Sloan asked about demolition of the existing building; Doss stated that he understood that conversations were in progress, but he was not sure as to whether the building would be moved.

Gencheff asked about the deliveries on the north side of the building, and if there was enough room for tractor trailers to turn around on the site; Doss stated that there would be ample room to accommodate the delivery vehicles.

Rhein asked about the light on the southwest side of the building and if the light could be moved. Doss responded that the light could be adjusted downward to keep the

light on the property.

Throenle asked about the lack of lighting above the door on the southeast corner of the building. Doss responded that the architects may have decided to leave the light off the drawings. Rhein requested lighting on that corner for basic security lighting.

Soucy asked Throenle about staff concerns regarding light spillage onto the bike path. Throenle responded that staff was pointing out that the spillage was occurring, but that it would be beneficial to the bike path users if it were retained.

Rhein stated he did not have any remaining concerns with the plan. Milton stated that he would like to see the adjacent zoning on the plan. Soucy reviewed the comments on the checklist; Throenle followed with additional comments regarding the checklist.

Throenle stated that the additional driveways were not shown as they did not affect entrance into the proposed project. Mullen-Campbell asked why two entrances were not on the site plan; Throenle stated that was an MDOT decision to remain with one driveway for entrance and exit; Doss added that MDOT prefers to keep driveways to a minimum, and that MDOT stated a driveway entrance from Silver Creek Road at the intersection was not an option.

Mullen-Campbell asked if there was a decelerate lane from the north; Throenle stated that there was not. Mullen-Campbell expressed a concern that without the lane traffic stoppage at the light may be an issue if someone wants to turn into the project driveway. Doss stated that those concerns were addressed with MDOT.

Mullen-Campbell asked about municipal water; Throenle stated that there was no municipal water available. Rhein added that the project would be attached to the Township sewer system.

Soucy stated that the Commissioners should consider conditions be added to the approval of the plan. His suggested conditions were: that the applicant submit a revised plan with the lighting shown on the southwest corner; that the site plan review checklist be reviewed and that those items be added to the plan; that floor space and non-floor space be noted on the plan; that adjoining zoning be added to the plan; that lighting be added to the rear of the building; and that the plan show the off-site wells.

Commissioner Decision

Rhein moved, Sloan seconded, that the site plan be approved with the following conditions:

- 1) The applicant submit a revised plan with the lighting shown on the southwest corner*
- 2) The site plan review checklist be reviewed and that those items be added to the plan*
- 3) Floor space and non-floor space be noted on the plan*
- 4) Adjoining zoning be added to the plan*
- 5) Lighting be added to the rear of the building*

6) *The plan show the off-site wells.*

Vote: Ayes: 6 Nays: 0 Motion carried

B. Joint Meeting Considerations

Staff Introduction

Throenle stated that the Commissioners should discuss the information that was shared at the previous joint meeting with the Board to set up a direction for the next portion of the year.

Commissioner Discussion

Soucy stated that the state land discussion apparently was the highest priority; Rhein agreed.

Mullen-Campbell stated that housing and accessory dwelling units be another priority; Sloan agreed. Milton stated that he felt accessory dwelling units should be addressed as accessory care giving dwelling; Rhein agreed.

Sloan asked about the housing issue and what the discussion should look like. Milton stated that the square footage issue should be considered as the issue; Rhein agreed.

Gencheff asked about two distinct housing units on a property; Sloan stated that tiny homes and other variations were part of that discussion too.

Commissioners discussed the variations of the housing and where it would be located. Gencheff added that the discussion should include rental of that housing.

Throenle added that Bill DeGroot, Township manager, would be presenting findings at a future meeting concerning the housing question in the County. Throenle stated that the current concern was the existing zoning ordinance language, and that it would be a topic of discussion.

Sloan stated that she understood the basic housing concerns, but wanted to know if there were additional concerns that should be considered. Throenle responded that staff had been reviewing the possibility of adding housing types in the three local mobile home parks and in the Brookwood subdivision.

Throenle gave an overview of the growth in the Township that outlined where projects were occurring and how that related to the housing discussion. He added that Mullen-Campbell's ideas about aging in place, how things might be ten to fifteen years out in the Township, and how things are changing in areas around the Township should be part of the discussion. Gencheff asked if the commuting might change from going from the Township to coming into the Township; Throenle stated that it might be a possibility based on the potential new development.

Sloan added that solar and wind ordinances should be considered. Rhein stated that the Michigan Township Association (MTA) was looking at the issue and that it should be addressed when the MTA gets a proposed ordinance designed.

Gencheff asked about the rezoning of the State lands and if Manager DeGroot was

going to do a presentation on that topic. Throenle responded that staff were discussing the ideas internally and that the ideas would be presented at a future meeting. Soucy added that base zoning of the State lands was the primary consideration.

Soucy stated that educational topics should be part of future meetings, especially on wind and solar.

Throenle asked what the Commissioner would like to address next as far as the zoning ordinance was concerned. He added that Meister requested at a previous meeting that Meister would like to see site plan review as a topic.

Mullen-Campbell asked about recreation; Throenle stated that the recreation plan was on the list for consideration during the year.

Soucy asked about shoreline preservation; Throenle responded that staff would like to see that as a higher priority, and that DeGroot would like to present information regarding natural feature preservation at a future meeting. Throenle added that some of the discussion will be related to the new FEMA maps that will be adopted later in the year.

Rhein stated that he thought the top two priorities should be the State land use discussion and the natural features discussion.

Commissioner Decision

Rhein moved, Mullen-Campbell seconded, to pursue the shoreline, the potential land use for the State lands, and housing, including accessory dwelling units, as the priorities.

Vote: Ayes: 6 Nays: 0 Motion carried

C. Consideration for Moving the Public Hearing for the AG District from March to April

Commissioner Discussion

Rhein stated that he was OK with the April 15 meeting date, but that he would not be available for the meeting.

Mullen-Campbell asked Throenle if he was OK with changing the date. Throenle stated it would make it easier, as there were a significant number of notifications that had to be prepared for mailing, and that language could be prepared and presented to the Commissioners prior to the public hearing meeting.

Commissioner Decision

Rhein moved, Milton seconded, to rescind the motion to hold a public hearing at the March 18 meeting and to hold a public hearing at the April 15 meeting.

Vote: Ayes: 6 Nays: 0 Motion carried

IX. Public Comment

Tracy Sanyal, 4050 US 41 South property owner

Spoke on the history of purchase of the property, reasons for selling, and her desire to preserve the church structure on the property.

Commissioners discussed the historical nature of the building and potential issues for preservation of the building.

X. Commissioner's Comments

Milton

No comments.

Rhein

No comments.

Mullen-Campbell

Let's be visionaries and have a good 2024.

Sloan

No comments.

Gencheff

No comments.

Soucy

No comments.

XI. Director's Report

Planning / Zoning Administrator Throenle

He stated that he would pursue direction for future meetings with staff, with the State lands as the priority item for discussion.

XII. Informational Items and Correspondence

A. Township Board Minutes – 01.08.24 draft

B. Township newsletter – January 2024

C. Marquette County Planning Commission minutes – 01.10.24 draft

D. City of Marquette Planning Commission minutes 01.16.24

XIII. Adjournment

Rhein moved, Sloan seconded, to adjourn the meeting.

Vote: Ayes: 6 Nays: 0 Motion carried

Soucy adjourned the meeting at 8:22 PM

Submitted by:

Planning Commission Secretary

Donna Mullen-Campbell

DRAFT

MARQUETTE COUNTY SOLID WASTE MANAGEMENT AUTHORITY

Special Board Meeting Minutes

Regular Meeting

February 9, 2024

DATE: Friday, February 9, 2024**PLACE:** Landfill Administration Complex
600 County Road NP
Marquette, MI 49855**MEMBERS PRESENT:** In Person: Randall Yelle, Carr Baldwin, Dave Campana, Dennis Honch, and Helen Amiri (Alternate Board Member)**MEMBERS ABSENT:** Amy Manning (excused), Joe Minelli (excused), Glenn Adams (unexcused)**EX OFFICIO:** Mike Stannard**OTHERS:** In Person: William T. Nordeen, Attorney; Christopher Magnuson, MCSWMA; Joe Nowicki, MCSWMA; Gary Wommer, Negaunee Township. By Zoom: Arie Kremen, Tetra-Tech; Jennifer Bowyer, Tetra-Tech; Kirstie Shurie, Tetra-Tech; unknown person with cell number 906-250-9013 (logged off at 12:12).

1. Call to Order: R. Yelle called the meeting to order at noon.

Pledge of allegiance recited.

2. Approval of Agenda: C. Baldwin made a motion to approve the Agenda as presented. D. Campana supported. Motion passed unanimously.
3. D. Campana made a motion to change the technology being used on the new processor from activated carbon to Reverse Osmosis (RO), pursuant to staff's recommendation. C. Baldwin supported.

Discussion ensued. The Director, Mike Stannard, provided information in support of the change, including that RO is more cost effective, resolves more materials, and is less labor intensive. Stannard stated that the EGLE staff is now in support of the change.

Stannard said that the only downside is that the cost of NTH will not be reimbursable, but the reduction in cost for RO versus activated carbon more than offsets that issue.

When asked about the financial issue, the Authority financial director, Christopher Magnuson, stated that as long as the overall cost is less, it works.

Joe Nowicki, Landfill Supervisor, commented in how the RO technology addresses more constituent chemicals and how the blending works. Nowicki also stated that reducing the landfill footprint will result in less leachate and reduced costs.

C. Baldwin commented on less equipment needed under RO and how this will help if we have changing technology in the future to address PFAS materials.

H. Amiri stated that not having reimbursement of the NTH costs is a tough pill to swallow, but it is made up by a reduction in the overall cost.

D. Honch asked about stand-by generators that are needed for this process. A. Kremen answered.

D. Campana said it looks like less cost, so it is a no brainer.

R. Yelle said he was initially on the fence on changing technology, but is now convinced this is the proper way, as long as Tetra-Tech meets the deadlines.

A.Kremen made several comments. Kremen said the staff presented the issue well; the timeframes are attainable; the Authority can save some funds if Authority staff does the residual management; RO technology better serves as a long term solution for the Authority.

C.Baldwin stated that RO is less dependent on mixing water.

Chairperson called for a Roll Call Vote: Randall Yelle, Carr Baldwin, Dave Campana, Dennis Honch, and Helen Amiri were all in favor; no opposed.

4. Public Comment:

G. Wommer said thank you for the information, it was very informative. Although he said he did not know of the meeting until he happened to run into the Chairperson. Wommer asked if the Authority could better inform the constituent municipalities of special meetings. R. Yelle said they will work to improve that moving forward.

5. Chairperson R. Yelle adjourned the meeting at 12:28 pm.

Randall L. Yelle, Chairperson

Dennis Honch, Secretary

MARQUETTE COUNTY SOLID WASTE MANAGEMENT AUTHORITY

Board Meeting Minutes

Regular Meeting

February 21, 2024

DATE: Wednesday, February 21, 2024**PLACE:** Landfill Administration Complex
600 County Road NP
Marquette, MI 49855**MEMBERS PRESENT:** In Person: Randall Yelle, Glenn Adams, Carr W. Baldwin, Dave Campana, Dennis Honch, Amy Manning and Helen Amiri (Alternate Board Member)**MEMBERS ABSENT:** Joe Minelli (excused)**EX OFFICIO ABSENT:** Mike Stannard (excused)**OTHERS:** In Person: William T. Nordeen, Attorney; Beth Bonanni, Recording Secretary; Chris Magnuson, MCSWMA; Jim Belpedio, Champion Township; Gary Wommer, Negaunee Township; Karen Kovacs, City of Marquette, Judy White, Chocolay Township; Craig Marietti, Tilden Township; Kristin Thornton, Ishpeming Township; Jo Foley, Michigan League of Women's Voters; and Mike Grentz, Anderson Tackman. By Zoom: Lyn Durant, Marquette Township; Scott Cambensy, City of Marquette; Adam Larky, NW Natural Renewables; and Richard Cooper, NW Natural Renewables

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

Pledge of allegiance recited.

2. Approval of Agenda: G. Adams made a motion to approve the Agenda as presented. D. Campana supported. Motion passed unanimously.
3. Public Comment: Gary Wommer heard that the mattress situation went away but feels this issue will resurface again. Negaunee Township would like to be involved in the decision-making process to help MCSWMA. Mr. Wommer understands that when a

hotel/motel comes in with a stack of mattresses (15-20) and they all go into the Landfill, in one spot/one time, then the Landfill staff has a hard time dealing with it. Mr. Wommer said that MCSWMA should regulate their charges strictly to the load of mattresses of 15 or 20 is fine but don't add it to the tipping fee because the tipping fee is for everything that gets brought to the Landfill. Negaunee Twp will watch their roll-offs to make sure there are only 1 to 2 mattresses and will space them out to whatever MCSWMA sets the limit at. Mr. Wommer said he believes they can work it out with the Landfill to find a better solution than before.

4. Approval of Minutes

- a. 1/17/24 – Regular Meeting
- b. 2/9/24 – Special Meeting

C. Baldwin made a motion to approve the 1/17/24 Regular Meeting Minutes and 2/9/24 Special Meeting Minutes. D. Honch supported. Motion passed unanimously. A. Manning said she had a couple of comments on the 2/9/24 Special Meeting Minutes. Ms. Manning said she tried to call in for the meeting but had no service and the call kept dropping so she did not get to hear much. On the first page of the minutes Mike Stannard said, "RO is more cost-effective, resolves more materials..." A. Manning asked what is meant to resolve more materials. C. Baldwin believes that what Mr. Stannard meant was that RO provides more diversity with materials. A. Manning said on the top of page 2, it states "...the cost of NTH will not be reimbursable, but the reduction in cost for RO versus activated carbon more than offsets that issue." A. Manning asked if this implies there would be a reduction in the upfront cost for RO or does it mean a reduction in cost for a period of years and, if so, how many years. R. Yelle said the initial and long-term costs of going with the RO system are less, so it would offset the difference. C. Baldwin said he fully anticipates the Landfill will be changing whatever procedure it will be using in the future and with the RO system it will be cheaper to adapt to whatever system is used later on. R. Yelle said C. Baldwin's comment was correct and there will be a lot less equipment in the facility as well. A. Manning had one final question, the final comments, state that Arie Kremen said the "...Authority can save some funds if Authority staff does the residual management..." A. Manning asked what residual management is. C. Baldwin said it would be what material is left to deal with after they removed what is needed. C. Baldwin also said it would depend on whether the leftover material would have to be put in the Landfill or disposed of somewhere else.

5. Consent Agenda

- a. Statistics – January 2024
- b. Accounts Payable
- c. Recycling Infrastructure Grant Agreement
- d. Wastewater Treatment Plant Letter
- e. 2024 HHW Schedule
- f. Letter of Intent – NW Natural Renewables
- g. Bond Issue

A. Manning made a motion to remove items f. Letter of Intent and G. Bond Issue from the Consent Agenda for further discussion. G. Adams supported. Motion passed unanimously.

A. Manning said she knew different companies were contacted about constructing and operating a landfill gas collection system at MCSWMA and asked what happened to those other companies. A. Manning also asked what the timeline was for this project. R. Yelle said two other companies were contacted and one company was not interested, and the other company was interested but requested MCSWMA do all the legwork. NW Natural Renewables said they would perform all the leg work. R. Yelle stated the Letter of Intent with NW Natural Renewables was reviewed by the Landfill's legal counsel and was signed. The project completion was changed from 6 months to 4 months.

Richard Cooper from NW Natural Renewables discussed funding additional developmental work in exchange for a period of exclusivity to further define the project, agree to material terms, and negotiate and execute necessary agreements to advance the project if MCSWMA decides to go with NW Natural Renewables. A. Manning asked what NW Natural Renewables found with other landfills and if any are comparable to MCSWMA. Mr. Cooper said this is a small landfill and the other small landfills already have a gas collection system so it will be hard to tell how profitable it will be until they get a better assessment of how much gas will be generated at the Landfill and how much it will cost to build the recovery system. C. Baldwin said MCSWMA is going to have to install a gas collection system anyway, so he believes this is a good deal. D. Campana questioned that while NW Natural Renewables explores this project, MCSWMA would not be obligated or committed to do the project with them until the Landfill receives the report and can discuss it further. R. Yelle said the only thing MCSWMA is committed to is giving NW Natural Renewables four months to do their research.

In regard to the bond issue, A. Manning asked, since the City of Marquette offered alternative funding sources for the Wastewater Treatment Plant, what is the next step with the project since it doesn't seem to be moving forward as quickly as hoped. R. Yelle said he does not have an answer to that question right now. R. Yelle, attorney Nordeen, and a few others will be meeting with Miller-Canfield tomorrow and R. Yelle said he would be able to answer these questions after that. D. Campana asked why each municipality did not have to sign the personal guaranty because the breaking point with the city is the 90% guarantee the city would have to sign on to. R. Yelle said he wishes that language was not put in there because it is misleading.

R. Yelle stated that the City of Marquette and Sands Township were the original incorporators of MCSWMA. Additionally, the City of Marquette is the largest user of the Landfill and Sands Township is the host community; this is why Miller-Canfield listed those two municipalities figuring that the Landfill could combine the loans into one loan. Discussion ensued with attorney Nordeen explaining why the City of Marquette and Sands Township were asked to pledge their full faith and credit for the contract bond. B. Nordeen discussed the different funding options.

A. Manning made a motion to approve Consent Agenda F, Letter of Intent and G, Bond Issue. D. Campana supported. Motion carried unanimously.

6. Business

- a. Banking – D. Honch made a motion to approve the banking. G. Adams supported. Motion approved unanimously.
- b. Financials – A. Manning made a motion to approve the financials. C. Baldwin supported. Motion approved unanimously.
- c. Recycling Financials – A. Manning made a motion to approve the Recycling Financials. G. Adams supported. Motion approved unanimously.
- d. Reimbursements – A. Manning made a motion to approve reimbursements. D. Campana supported. Motion approved unanimously.
- e. Audit – Mike Grentz from Anderson Tackman – Mike Grentz, CPA from Anderson Tackman provided the Board with an overview of the audit completed on the Landfill. MCSWMA ended the year with a net position of 9.8 million dollars; however, there was an unrestricted deficit of \$278,000.00. Mr. Grentz explained that part of this is coming from a cash overdraft of the operating funds (\$473,000.00) in the current year because MCSWMA is doing all of the projects and does not have the bond money, so the Authority is paying out-of-pocket and has ended up in the hole. There is 5.3 million in

restricted money, but that money is tied up with other things so from a cash operating standpoint, the Landfill is in the hole. This directly correlates to the unrestricted deficit MCSWMA has. Last year, the Landfill had a loss of 1.7 million dollars. Mr. Grentz said a lot of the costs come from the closure and post-closure costs that went up to a million dollars, which almost doubled from the year before. Mr. Grentz commented that this is just a function of the state's formula of calculating how many tonnages are in the Landfill, which then the state provides the number. This was a big hit in the current year. Also, recycling revenues were down compared to the year before. A Qualifying Statement has to be submitted now to the state with the Audit. It is a one-page list of questions, and the State will advise if you are qualified to issue debt or not. One of the questions that makes MCSWMA not qualified is, did the state treasury and finance approve your debt before you issued it. In relation to the debt listed on the books for MCSWMA, Michigan Dept. of Treasury and Finance never told MCSWMA they could issue debt. This is why Miller-Canfield will now have to file a long form with the state. D. Campana asked what a cash overdraft is. Mr. Grentz said there are two ways to look at a cash overdraft. One is that you took more money out of the bank than you had. That is the definition of a cash overdraft. MCSWMA does not have that issue here, but the Authority does have an unrestricted cash overdraft, which means once you put the 5.3 million dollars aside that is restricted, the Authority is actually short \$437,000.00. This means the Authority has used \$437,000.00 of restricted money to pay for regular operations. At some point, the Authority will have to pay that money back. D. Campana asked Mr. Grentz to provide his opinion if MCSWMA has a problem; if he thinks there is anything serious that will impact MCSWMA's finances or if MCSWMA is okay. Mr. Grentz said the biggest hurdle will be funding the PFAS issue and the second hurdle is that MCSWMA rides two different waves; the price of recycling and how much tonnage the Landfill receives. You then have to balance things out to keep tipping fees going up at a rate to cover the operating costs and the costs continue to go up with the new rules and regulations. This is the big dilemma and once PFAS is done, what is going to be the next issue and the next after that.

D. Honch made a motion to approve the Audit. G. Adams supported. Motion approved unanimously.

f. 40 mil HDPE Purchase – C. Baldwin approved the motion to purchase a 40 mil HDPE interim cover liner from Solmax in the amount of \$48,216.17. G. Adams supported. Motion approved unanimously. Funding will be allocated from the 5-year capital and checking account.

7. Reports

a. Director Report – C. Magnuson provided a Director's Report. There have been no grievances filed or recordable injuries since the last board meeting.

EGLE approved the Surface Emissions Monitoring System. This is a quarterly methane gas monitoring of the Landfill. EGLE also approved the Certification Report for the liner extension on the South side of the Landfill (Cell 1 East/Cell 2A liner tie-in project). The NPDES compliance inspection was also completed by EGLE, and no issues were reported.

Tetra Tech has commenced the Wastewater Treatment Plant design work using reverse osmosis. There have been bi-weekly meetings with Tetra Tech and EGLE on the Wastewater Treatment Plant, which have been informative and helpful for Landfill staff.

A large volume of asbestos materials is being disposed of at the Landfill due to the MGH and KI Sawyer demolition projects. Landfill staff is doing a great job and there is still a lot of room in the designated areas for the asbestos.

OCC is up \$15/ton since last month. Mixed paper is up \$10/ton. The plastic market is increasing a little bit. It is getting a lot easier to find trucks as opposed to two months ago.

C. Magnuson said he is working on and believes he found a cheaper trucking option for dedicated runs to Menasha; it is approximately \$100 less per load.

Inbound recycling dropped this month because haulers are having truck issues. The Landfill only shipped 4 loads the prior week.

Josh Wales gave a tour of the facility today. Radio ads are back on for battery recycling.

MCSWMA purchased 2 used vehicles from the City of Ishpeming for \$1,500.00 to use on-site.

A. Manning made a motion to approve the Director's Report. G. Adams supported. Motion approved unanimously.

b. Attorney Report – B. Nordeen handed out his attorney report to the Board members. He reported there is no litigation involving the Landfill and discussed the tasks he completed in the past month for the Authority. Mr. Nordeen said his unfinished tasks involve revising the contract for non-represented employees; working with Cliffs and the Chair on the easement to the Authority for a parcel in Section 21 (South side of County Road 480) and follow-up on the cost of the adjacent parcel to the Landfill owned by the Estate of Lois O'Dovero.

C. Baldwin made a motion to approve the Attorney Report. A. Manning supported. Motion approved unanimously.

c. Subcommittee Report – R. Yelle said the only subcommittee in place is for the Union contract and they will meet once D. Campana gets back to town.

8. Public Comment: Karen Kovacs, City Manager for the City of Marquette spoke about some of the things said and provided some further clarification on the contract bond issue. Ms. Kovac said one of the issues was that the city would have to pull from their general fund a set amount of money to set aside in case the Landfill was not able to make the debt payments, up to half a million dollars. This was a tough one to say no to, but it also goes against the city's credit rating, which they have worked very hard to improve in the past year. Ms. Kovac indicated that the city has put off projects in their own municipality to work on their credit rating. Ms. Kovac said if they approved the contract bond, it would have impacted the City's credit rating. Ms. Kovac believes the chances of the City having to pay the debt because MCSWMA could not is minimal, but the City has concerns after having recently reviewed the Landfill's financial statements. Ms. Kovac said the City of Marquette could not ask the Landfill to put away \$500,000.00 right now because the Landfill would not be able to do that either. The city would like to work with MCSWMA to come up with some type of resolution. The city came up with some funding alternatives for the Landfill based on last year's communication. Ms. Kovac indicated that if the city had more time to spend on this issue, they could have maybe found something more agreeable to use for the contract bond. Ms. Kovac said since the City of Marquette and Sands Township were asked to take on this significant liability that benefits the county, she would really encourage the county to look at this even though the county has no financial responsibility. Ms. Kovac believes the county is a helpful resource and a well-organized government organization.

Lyn Durant of Marquette Township commented that she has asked the Board repeatedly to do something so that there is a better audio connection so that people attending by Zoom can hear. Ms. Durant is concerned about the other townships that do not know what is going on with the Wastewater Treatment Plant funding. Ms. Durant said the bond issue and Letter of Intent should not have been on the Consent Agenda but rather placed on the action items. Ms. Durant found the debt issue with the Wastewater Plant concerning. Ms. Durant is also concerned that the rest of the municipalities do not know what is going on with the funding and that the Authority is making decisions without the benefit of input from all the municipalities since all of the municipalities pledged their full faith and credit. Ms. Durant commented that if tipping fees were going to be raised, the public should know. Ms. Durant also stated that the prior Minutes for last month or the month before said that the Landfill was waiting to hear back from Marquette Township

on a bid the Landfill placed on a truck. Ms. Durant checked with staff at Marquette Township and no bid was placed by MCSWMA and wanted the record corrected.

9. Trustee Comments: A. Manning asked what we need to do to get better microphones. R. Yelle said it will be placed on next month's agenda.

R. Yelle said he received an email from CUPAD today and Dickinson County is having second thoughts on being on the coalition and bringing their recycling to the Landfill. A meeting will be set up sometime in March for the Recycling Coalition.

C. Baldwin asked what other alternative Dickinson County has for their recycling. R. Yelle said their recycling is going into their solid waste stream, but the State of Michigan said you cannot do that.

10. Adjournment: R. Yelle adjourned the meeting at 5:09 p.m.

Randall L. Yelle, Chairperson

Dennis Honch, Secretary

CHOCOLAY TOWNSHIP NEWSLETTER

February 2024

DEPARTMENT REPORTS

Assessing

By John Gehres

The annual change of assessment notices went out and as expected we've higher than normal call volumes. We will meet March 5th for the organizational meeting followed by meetings on the 11th and 12th to hear appeals.

Clerk

By Lisa Perry

The start of the 2024 election season has started, to say the least, it has been interesting. Chocolay Township was chosen to be one of the Early Voting sites in Marquette County which brought a new precinct and procedures to the Township.

Early Voting was implemented with the passing of Proposal 22-2 back in November of 2022. Early Voting started on Saturday, February 17 and went through Sunday, February 25, from 10 AM to 6 PM. Chocolay hosted Sands, Skandia, and West Branch Townships. In those nine days, we had 85 voters cast ballots from all four jurisdictions. Please contact your local Clerk's office if you would like more information regarding Early Voting. Early Voting will be held for every State and Federal election.

Election Day was a smaller turnout with just over 400 voters casting ballots in person. Watch for the breakdown of Election Day in next month's newsletter. We have a great crew of election workers that make our elections run smoothly and for that I am grateful and want to thank them.

The Clerk's department will now start working on our August 6 Primary Election to implement any necessary changes that we encountered in the February election.

If you are unsure of your voter registration status, please check <https://mVIC.sos.state.mi.us/>. If you have any questions, please contact your local Clerk's department.

Fire Department

By Lee Gould

The fire department continues to work on our new Wildland/Rescue truck. After doing a thorough review of the needs of this truck to determine what it would carry for equipment, we narrowed our truck type and style down to meet our needs. We hope to place an order soon on the truck. Once that is completed, we will continue working on the storage box for the chassis of the truck that will hold our skid unit and equipment. Due to lead times for the truck and box build, we are hoping to have the major components completed by late summer or early fall.

Our call volume has been average. With the weather being mild, we aren't getting those typical cold season calls like vehicle accidents etc. With the prediction of a warmer and drier than average spring season, we are gearing up to what could be a busy wildfire season.

Public Works

By Brad Johnson

Staff have put several RFP's together for projects this summer. They include work on the



sanitary sewer mains, a new restroom at Beaver Grove Recreation Area, the removal of the old restroom and electrical work there.

Smith Construction has started hooking up the reservation housing to the sanitary sewer system. This flow is very important to the Township because it will help the lift stations along M28 cycle more which will help reduce odors in those stations' wet wells.

Planning / Zoning

By Dale Throenle Planning Commission

The Planning Commissioners participated in both a joint meeting with the Board and a regular meeting on February 12 in the Township Fire Hall.

The Planning Commissioners participated in two meetings on February 12 in the Township Fire Hall.

The first meeting was a joint meeting between the Township Board and the Planning Commission.

Commissioners discussed with the Board the priorities for the next several months. Those priorities included finishing the rezoning classifications for the AF zoning district, determining zoning classifications for State lands and discussion of accessory dwelling units and housing issues throughout the Township.

The second meeting was the regular monthly meeting. There were three items on the agenda (one was added at the meeting); all were considered new business.

- 1) Site Plan Review SP 24-03 Dollar General Store # 30520

Commissioners discussed and approved with conditions a site plan for a Dollar General store that will be located at 4050 US 41 South.

- 2) Joint Meeting Considerations

Commissioners discussed the priorities for the Commission based on the conversation that occurred in the joint meeting. Commissioners decided to work on discussing the Lake Superior and Chocolay River shorelines and related natural features, the potential land use for the State lands, and housing, including accessory dwelling units.

- 3) Consideration for Moving the Public Hearing for the AG District from March to April (added agenda item)
Commissioners discussed the public hearing for the new Agriculture (AG) zoning districts that are proposed to replace the Agriculture / Forestry (AF) zoning district. They decided to move the public hearing for the new districts to the April 15 meeting.

The Planning Commission will hold in a regular monthly meeting on **March 18 at 6 PM** in the Township Fire Hall.

Zoning Board of Appeals

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



Police

By Liz Norris-Harr

This month Sgt Carrick, Officer Mitchell and Officer Harvala sat in on an active shooter training at Cherry Creek Elementary school. The training consisted of training the teachers in an active shooter situation which will lead to our response in the scenario.

The police department, including admin, attended CPR training and were all recertified.

Sgt Carrick and Liz attended an advanced excel training put on by NMPSA.

There has been a recent increase in on-line fraud. We will be continuing to educate the public about the newest scams. We have also posted on Facebook about the new gun laws in Michigan. We received gunlocks to distribute for free in our lobby. With these are included pamphlets on the new laws.

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	19	11										
Pounds Year To-Date	19	30										

FOIA

REQ #	DATE	OF CHOCOLAY	Days	10 day	10 day	Response	Link to Documentation	Description	First Name	Last Name
	Date	Sent	Invoice	Ext Sent	Ext	Date				
24-01	1/5/2024	1/11/2024				1/8/2024	24-01 Carlson 01.05.24	Police Reports	Britta	Carlson
24-02	1/8/2024	1/12/2024		1/9/2024	01/26/2024	1/24/2024	24-02 Mulcahey 01.08.24	Employee Information Salaries/Benefits	Deborah	Mulcahey
24-03	1/5/2024	1/11/2024		1/9/2024	1/26/2024	Cancelled	24-03 Genschiff 01.05.24	Voting Information	Stephanie	Genschiff
24-04	1/8/2024	1/12/2024		01/09/2024	1/26/2024	1/24/2024	24-04 Mulcahey 01.08.24	Employee Information email address	Deborah	Mulcahey
24-05	1/11/2024	1/17/2024				1/15/2024	24-05 Heidtman 01.11.24	Police Reports	Travis	Heidtman
24-06	1/26/2024	2/1/2024				1/30/2024	24-06 Hughes 01.26.24	Police Reports	Brittany	Hughes
24-07	1/30/2024	2/5/2024		01/30/2024	2/19/2024	2/16/2024	24-07 Kanerva 01.30.24	Police Reports	John	Kanerva
24-08	2/15/2024	2/21/2024		02/16/2024	3/8/2024	2/23/2024	24-08 Walters 02.15.24	Police Information	Kevin	Walters
24-09	2/22/2024	2/28/2024				2/23/2024	24-09 Schreiner 02.22.24	Employee Information	Chris	Schreiner
24-10	2/22/2024	2/28/2024				2/29/2024	24-10 Schreiner 02.22.24	Township Financial Information	Chris	Schreiner
24-11	2/26/2024	3/1/2024		02/28/2024	3/15/2024	Cancelled	24-11 Aughtney 02.26.24	Election Information	Scott Aughtney - Citizens for Electoral Justice	



Web Page Statistics

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

Month	Sessions	Page Views
January	1,889	6,150
February	1,657	4,579
Totals	1,889	6,150
Averages	1,812	5,626

Zoning Permit Counts

Zoning permit counts through February, 2024:

2024 Reviewed Permits by Month		2024 Reviewed Permits by Type		
Month	Number of Permits	Permit Type	Approved Number	Denied Number
January	3	Addition	0	0
February	2	Alteration	0	0
		Commercial Outbuilding	0	0
		Conditional Use	1	0
		Deck	0	0
		Fence	0	0
		Garage	0	0
		Grading	0	0
		Home	0	0
		Home / Garage	2	0
		Home Occupation	1	0
		New Commercial	0	0
		Outbuilding	0	0
		Pole Building	0	0
		Rezoning Application	0	0
		Sign	0	0
		Site Plan Review	1	0
		Zoning Variance Request	0	0
Total	5	Total	5	0