

AGENDA
CHOCOLAY TOWNSHIP BOARD

Township Fire Hall Room
January 13, 2025 – 5:30 P.M.

I. MEETING CALLED TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL: Dave Lynch (Supervisor), Max Engle (Clerk), Ben Zyburt (Treasurer), Richard Bohjanen, Mark Stonerock, Donald Rhein, Jon LeGalley (Trustees).

IV. APPROVAL OF AGENDA – Additions/Deletions.

V. PUBLIC COMMENT

VI. CONSENT AGENDA

- A. Approve Minutes of Previous Meeting – Regular Meeting, December 9, 2024, Special Meetings, December 11 & 12, 2024.
- B. Approve Revenues and Expenditure Report – December 2024 (Unaudited).
- C. Approve Bills Payable, Check Register Reports – December 11, 19, and 31, 2024.
- D. Approve Bills Payable, Tax Check Register Reports – December 19, 26, and 31, 2024.
- E. Approve Regular Payroll – December 4 (longevity), 5, and 19 (regular and PTO payout).

VII. SUPERVISOR REPORT

VIII. CLERK’S REPORT

X. TREASURER FOURTH QUARTER REPORT

XI. PUBLIC HEARING

XII. PRESENTATIONS

XIII. UNFINISHED BUSINESS

XIV. NEW BUSINESS

- A. Consider Reimbursement of Sewer Overpayment.
- B. Consider Budget Amendments.
 - 1. Capital Fund Amendment – CF #11
 - 2. General Fund Amendment – GF #5
- C. Consider Recreation Rental Agreement Wording Change.
- D. Preparation Review for Joint Meeting in February.
- E. Discuss Manager Position.

XV. BOARD MEMBER’S COMMENTS

XVI. PUBLIC COMMENT

XVII. CORRESPONDENCE, MEETING MINUTES AND INFORMATION.

- A. Minutes – Chocolay Township Planning Commission; Regular Meeting of December 16, 2024, Draft.
- B. Minutes – Marquette County Solid Waste Management Authority; Regular Meeting of December 18, 2024, Draft.
- C. Information - Marquette County Solid Waste Management Authority 2025 Meeting Schedule.

- D. Information – Marquette Area Wastewater Treatment Facility Advisory Board 2025 Meeting Schedule.
- E. Information – Superior Watershed Partnership Summary of Annual Services 2024.
- F. Information – MMRMA Distribution of Excess Net Assets from State Pool Retention Fund - \$1,883.00.
- G. Information – MMRMA Distribution of Excess Net Assets General - \$3,874.00
- H. Information – Toys for Tots Certificate of Appreciation.
- I. Information – Township Newsletter – November and December 2024.
- J. Correspondence – D. Mulcahey, 633 Lakewood Lane.

XVIII. ADJOURNMENT

December 9, 2024

The Regular Meeting of the Chocolay Township Board was held on Monday, December 9, 2024, in the Chocolay Township Fire Hall. Supervisor Lynch called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE.

TOWNSHIP BOARD.

PRESENT: David Lynch (Supervisor), Max Engle (Clerk), Ben Zybert (Treasurer), Richard Bohjanen, Don Rhein, Jon LeGalley, Mark Stonerock (Trustees)

STAFF PRESENT: William De Groot, Suzanne Sundell

OTHER STAFF IN ATTENDANCE: Mason Mitchell, Lisa Perry, Dale Throenle, Joe Neumann, Attorney Roger Zappa

APPROVAL OF AGENDA.

Rhein moved, Engle supported to approve the agenda as modified (addition of Unfinished Business, Item B. Selected interview questions.

MOTION CARRIED

PUBLIC COMMENT – NONE.

CONSENT AGENDA

- A. Approve Minutes of Previous Meeting – Special Meeting of December 2, 2024.
- B. Approve Revenue and Expenditure Reports – November 2024.
- C. Approve Bills Payable, Check Register Reports – November 7, 2024 (Check #'s 27221 – 27231, in the amount of \$4,930.20), November 19, 2024 (Check #'s 27232 – 27266, in the amount of \$594,687.94), and November 27, 2024 (Check #'s 27267 – 27278, in the amount of \$8,547.12).
- D. Approve Bills Payable, Tax Check Register Reports – November 19, 2024 (Check #'s 5106 – 5108, in the amount of \$35,420.13).
- E. Approve Bills Payable – Regular Payroll of November 7, 2024 (Check #'s DD4637 – DD4677 and Check #'s 11628 – 11644, Federal, State, and MERS in the amount of \$58,215.07), PTO Payout of L. Cronick on November 7, 2024 (Check #11636 in the amount of \$688.19), and Regular Payroll of November 21, 2024 (Check #'s DD4678 – DD4724 and Check #'s 11637 – 11644, Federal, State, and MERS in the amount of \$56,871.54).

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

MOTION CARRIED
SUPERVISOR'S REPORT - NONE

CLERK'S REPORT - NONE

TREASURER'S REPORT - NONE

PUBLIC HEARING – NONE.

PRESENTATIONS – PAST BOARD MEMBER PRESENTATION

Supervisor Lynch presented a Resolution of Appreciation to Judy White for her dedicated service to the Township for the past 12 years.

UNFINISHED BUSINESS – FY 2024 ANNUAL BUDGET

APPROVAL OF THE ANNUAL FEE SCHEDULE

Zyburt moved, Rhein supported to approve the 2025 Fee Schedule as presented.

MOTION CARRIED

GENERAL APPROPRIATIONS ACT RESOLUTION

GENERAL APPROPRIATIONS ACT

Zyburt moved, Bohjanen supported, that

Whereas, the Township Supervisor has submitted a complete itemized budget proposal for the fiscal year beginning January 1, 2025, and ending December 31, 2025, to the Township Board for its consideration; and

Whereas, notice of the public hearing on the budget was published in the Mining Journal, a newspaper of general circulation within the Township, on October 23, 2024; and

Whereas, a public hearing was held on the proposed budget on November 11, 2024 at Chocoday Township Fire Hall, and a copy of the proposed budget was on file and available for public inspection during regular office hours at the office of the Township Clerk for a period of not less than one week prior to the public hearing:

Now Therefore Be It Resolved:

1. The Township Board adopts the budget as revised and according to designated accounts for the next fiscal year, to wit, beginning January 1, 2025, and ending on December 31, 2025, in the amount of \$2,095,415.00 for the General Fund, in the amount of \$460,232.00 in the Road Fund, in the amount of \$1,300.00 in the Drug Law Enforcement Fund, in the amount of \$272,547.00 in the

Library Millage Fund, in the amount of \$1,643,676.00 in the Capital Improvements Fund, and in the amount of \$637,552.00 for the Sewer Fund.

2. The Township Board does hereby appropriate the sum of \$2,935,766.00 for the general operating expenses (\$2,402,268.00) and capital improvements (\$533,498.00) of the Township to be used for the fiscal year beginning January 1, 2025 and ending December 31, 2025.
3. The Township Board does hereby appropriate the sum of \$860,222.00 to defray the expense of the operation and debt retirement of the Sanitary Sewer System for the fiscal year beginning January 1, 2025 and ending December 31, 2025.
4. The Township Board does hereby appropriate the sum of \$460,232.00 for the repairing of the Township Roads to be used for the fiscal year beginning January 1, 2025 and ending December 31, 2025.
5. The Township Board does hereby appropriate the sum of \$1,300.00 for the Drug Law Enforcement Fund for the fiscal year beginning January 1, 2025 and ending December 31, 2025.
6. The Township Board does hereby appropriate the sum of \$272,547.00 for contractual services with the Peter White Public Library for the fiscal year beginning January 1, 2025 and ending December 31, 2025.
7. The Township Board does hereby levy 3.4893 mills for general operations; extra voted is 0.9730 mills for library, 1.6194 mills for roads.
8. All resolutions and parts of resolutions in so far as they conflict with any provisions of this resolution are rescinded.
9. The budget adoption and appropriation resolution shall now and hereafter also be known as the General Appropriations Act conforming to Public Act No. 621 of 1978, the Michigan Uniform Budgeting Act.

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Rhein, Bohjanen, Zyburt, Engle, Lynch

NAYS: None

ABSENT: None

RESOLUTION APPROVED

RESOLUTION FOR OFFICER' SALARIES

SUPERVISOR'S SALARY

Rhein moved, supported by Zyburt, that the salary for the office of Supervisor shall be set in the amount of \$13,702.99 for the Fiscal Year 2025, which begins January 1, 2025 and ends December 31, 2025.

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Rhein, Bohjanen, Zyburt, Engle, Lynch

NAYS: None

ABSENT: None

MOTION CARRIED

TREASURER'S SALARY

Rhein moved, supported by Stonerock, that the salary for the office of Treasurer shall be set in the amount of \$13,702.99 for the Fiscal Year 2025, which begins January 1, 2025 and ends December 31, 2025.

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Rhein, Bohjanen, Engle, Lynch

NAYS: None

ABSENT: None

ABSTAIN: Zyburt

MOTION CARRIED

CLERK'S SALARY

Rhein moved, supported by Zyburt, that the salary for the office of Clerk shall be set in the amount of \$13,702.99 for the Fiscal Year 2025, which begins January 1, 2025 and ends December 31, 2025.

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Rhein, Bohjanen, Zyburt, Lynch

NAYS: None

ABSENT: None

ABSTAIN: Engle

MOTION CARRIED

TRUSTEE'S PER DIEM

Zyburt moved, supported by Rhein, that the per diem for the office of Trustee shall be set in the amount of \$82.35 per meeting for the Fiscal Year 2025, which begins January 1, 2025 and ends December 31, 2025.

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Zyburt, Engle, Lynch

NAYS: Rhein

ABSENT: None

ABSTAIN: Bohjanen

MOTION CARRIED

PUBLIC ACT 152 RESOLUTION
RESOLUTION NO. 2025-1

December 9, 2024

**RESOLUTION TO ADOPT 80% / 20%, EMPLOYER / EMPLOYEE HEALTH CARE COST OPTION AS SET FORTH
IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT**

Bohjanen moved, Rhein supported that:

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three options for complying with the requirement of the Act;

WHEREAS, the three options are as follow:

1. Section 3 – "Hard Caps" Option – limits a public employer's total annual health care costs for employees based on coverage levels, as defined by the Act;
2. Section 4 – "80% / 20%" Option – limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
3. Section 8 – "Exemption" Option – a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the Township Board has decided to adopt the 80% / 20% option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED the Township Board of the Charter Township of Chocolay elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80% / 20% option for the medical benefit plan coverage year January 1, 2025 through December 31, 2025.

Upon a Roll Call Vote, the vote was as follows:

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

NAYS: None

ABSENT: None

ABSTAIN: LeGalley (abstained as employee)

Supervisor Lynch took a moment to introduce the new Board members (Mark Stonerock and Jon LeGalley) to our Attorney, Roger Zappa.

INTERVIEW QUESTIONS FOR TOWNSHIP MANAGER APPLICANTS

Supervisor Lynch reviewed the interview questions that had been chosen to ask applicants for the interviews to be conducted on Wednesday, December 11th and Thursday, December 12th. The questions will be added to the packet for those nights.

CONSIDER REZONING APPLICATION – 52-02-112-051-00 (1900 M-28 EAST) – ALGER DELTA CEA
 Zyburt moved, Engle supported to approve the rezoning of Parcel 52-02-112-051-00, known as 1900 M-28 East from Residential 1 (R-1) to Commercial (C) based on a public hearing conducted by the Township Planning Commission, Planning Commission’s recommendation of approval and finding of facts, and the consultation from the Marquette County Planning Commission.

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Bohjanen, Zyburt, Engle, Lynch

NAYS: Rhein

MOTION CARRIED

CONSIDER FY 2024 BUDGET AMENDMENTS TO START YEAR END CLOSURE

Capital Fund Budget Amendments CF #10

Meeting: December Board Meeting

Date: December 9, 2024

Zyburt moved, Rhein supported that:

Whereas, a budget was adopted by the Chocolay Township Board to govern the anticipated Capital Fund expenditures of the Township on December 11, 2023 for fiscal year 2024; and

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

Now Therefore, Be It Hereby Resolved, that the FY2024 budget be modified as follows:

	PREVIOUS	CHANGE (+ / -)	AMENDED	
REVENUE/EXPENDITURE				
401.670	\$ -	\$ 15,000.00	\$ 15,000.00	New contract pmt - Cell Tower
401.756.972	\$ -	\$ 16,500.00	\$ 16,500.00	Rent - Cell Tower
401.756.972	\$ 16,500.00	\$ 15,000.00	\$ 31,500.00	New contract pmt - Cell Tower
401.540	\$ 71,500.00	\$ 1,500.00	\$ 73,000.00	Walmart Grant - Fire Dept
401.340.977		\$ 1,500.00	\$ 1,500.00	Walmart Grant - Fire Dept
401.540	\$ 73,000.00	\$ 10,000.00	\$ 83,000.00	Election grant - 2025 Security System
401.258.977		\$ 10,000.00	\$ 10,000.00	Election grant - 2025 Security System
401.543	\$ 148,216.48	\$ 4,283.52	\$ 152,500.00	State Grant - GG 24*2399 Final
401.340.977	\$ 114,089.60	\$ 4,283.52	\$ 118,373.12	State Grant - GG 24*2399, Activate FD Radios

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Rhein, Bohjanen, Zyburt, Engle, Lynch

NAYS: None

ABSENT: None

MOTION CARRIED

General Fund Budget Amendments GF #4 Presidential Primary Reimbursement

Meeting: December Board Meeting

Date: December 9, 2024

Bohjanen 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 11, 2023 for fiscal year 2024; and

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

Now Therefore, Be It Hereby Resolved, that the FY2024 budget be modified as follows:

	Previous	Change (+/-)	Amended	
REVENUE				
101.576	\$ -	\$ 21,126.80	\$ 21,126.80	Election Reimbursement - Presidential Primary
EXPENDITURE				
101.190.710	\$ 42,000.00	\$ 6,139.75	\$ 48,139.75	Precinct Employee Compensation
101.305.702	\$ 423,462.00	\$ 510.72	\$ 423,972.72	Police Reimbursement
101.756.702	\$ 127,488.00	\$ 343.44	\$ 127,831.44	DPW Reimbursement
101.190.713	\$ 3,300.00	\$ 6,492.72	\$ 9,792.72	Election Staff Overtime
101.190.729	\$ 8,000.00	\$ 5,254.37	\$ 13,254.37	Election Postage
101.190.956	\$ 900.00	\$ 358.13	\$ 1,258.13	Miscellaneous Expenses
101.190.752	\$ 7,035.00	\$ 1,317.68	\$ 8,352.68	Supply Expenses
101.190.957	\$ 1,200.00	\$ 709.99	\$ 1,909.99	Other Expenses

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Rhein, Bohjanen, Zyburt, Engle, Lynch

NAYS: None

ABSENT: None

CONSIDER OFFICE CLOSURE DECEMBER 23, 2024

Rhein moved, Zyburt supported to approve the closure of the Township Offices on December 23, 2024. Residents will have access to the drop box for payments.

MOTION CARRIED

CONSIDER 2025 TOWNSHIP OFFICE HOLIDAY CLOSURE DATES

Rhein moved, Zyburt supported to approve the proposed Township Office Closure dates in recognition of major holidays within the calendar year of 2025.

MOTION CARRIED

CONSIDER 2025 BOARDS AND COMMISSION MEETING DATES

Zyburt moved, Rhein supported to approve the proposed Township Board Meeting Schedule for calendar year 2025.

MOTION CARRIED

CONSIDER 2025 BOARDS AND COMMISSION APPOINTMENTS

Rhein moved, Zyburt supported to approve the appointments presented by Supervisor Lynch and listed on the "Boards, Committees, Commission – 2025" worksheet within this packet.

MOTION CARRIED

DISCUSS MANAGER POSITION TRANSITION PLAN

Township Manager De Groot discussed the possibility of a possible contract for the transition period. He has drafted a contract for the Board to consider. De Groot has discussed this with legal and will not be taking his full rate. De Groot is offering \$25 per hour, limited to 10 hours per week. This can be part of a future discussion that may take place on Thursday after all the interviews have been conducted.

MANAGER UPDATE OF WORK PLAN AND CORPORATE STATUS

Manager De Groot stated that the 2025 budget has been put together and approved. He recommends that when the new manager is seated, there will be a need to look into the next 4 years. This is De Groot's last budget – in the last 4 years many of the strategic items have been achieved – duplication of services so if one went down there was a backup, strengthening our emergency response with our neighboring partners, internal conversations on how to make things more transparent and easier to understand, depth of leadership training with our employees. Discussed the various accomplishments within the departments – Public Works, Police Department, Fire Department and Administration and Finance.

BOARD MEMBER COMMENTS

Mark Stonerock – None

Jon LeGalley – None

Don Rhein –None

Richard Bohjanen – felt this was the smoothest budget reconciliation he has sat through.

Ben Zyburt – thanked Bill for putting together the transition contract. He appreciates everything that Bill has done over the past year and wishes him all the best in his new endeavors.

Max Engle – None

David Lynch – Ditto on Ben’s comments – Bill has been a valuable asset to this community and will be missed.

PUBLIC COMMENT – None.

Zyburt moved, Engle supported that the meeting be adjourned.

MOTION CARRIED

The meeting was adjourned at 6:12 p.m.

INFORMATIONAL REPORTS AND COMMUNICATIONS.

- A. Minutes – Chocolay Township Planning Commission; Regular Meeting of November 25, 2024, Draft.
- B. Minutes – Marquette County Solid Waste Management Authority; Special Meeting of November 21, 2024, Draft.
- C. Minutes – Marquette Area Wastewater Treatment Facility Advisory Committee, Regular Meeting of September 19, 2024.
- D. Minutes – US 41 Corridor Advisory Group; Regular Meeting of November 12, 2024.

Max Engle, Clerk

David Lynch, Supervisor

December 11, 2024

A Special Meeting of the Chocolay Township Board was held on Monday, December 11, 2024, in the Chocolay Township Fire Hall. Supervisor Lynch called the meeting to order at 5:30 p.m. The Special Meeting was called to interview candidates for the Township Manager position.

PLEDGE OF ALLEGIANCE.

TOWNSHIP BOARD.

PRESENT: David Lynch (Supervisor), Max Engle (Clerk), Ben Zyburt (Treasurer), Richard Bohjanen, Don Rhein, Jon LeGalley, Mark Stonerock (Trustees)

STAFF PRESENT: William De Groot, Suzanne Sundell

OTHER STAFF IN ATTENDANCE: Mason Mitchell, Lisa Perry, Joe Neumann, Lee Gould, Tony Carrick, Linda Poole, Dale Throenle

ALSO PRESENT: Chet Janik, Michigan Leadership Institute

APPROVAL OF AGENDA.

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

MOTION CARRIED

INTERVIEW WITH TOWNSHIP MANAGER CANDIDATE #1

Jeff Thornton introduced himself to the Board. Mr. Thornton has extensive experience in local government. He responded to a set of questions from the Board.

Short break between candidates

INTERVIEW WITH TOWNSHIP MANAGER CANDIDATE #2

Jered Ottenwess introduced himself to the Board. Mr. Ottenwess has a B.A and a Master of Urban Planning from the University of Michigan. He is currently employed as a Mortgage Loan Officer. He responded to a set of questions from the Board.

Rhein moved, Zyburt supported that the Township Board adjourn the meeting for a short break before the next interview.

MOTION CARRIED

Rhein moved, Zyburt supported to reconvene the meeting at 6:58 pm.

MOTION CARRIED

ZOOM INTERVIEW WITH TOWNSHIP MANAGER CANDIDATE #3

Daniel Sabolsky introduced himself to the Board. Mr. Sabolsky has an MPA (specializing in Small Local Government and Community Development / Planning) and a B.S. in Biology / Comprehensive Science. Both degrees are from Bowling Green State University. He is currently employed as the City Manager of Cheboygan, MI. He responded to a set of questions from the Board.

A copy of the interview questions are attached to the minutes.

BOARD MEMBER COMMENTS

Mark Stonerock – None.

Jon LeGalley – None.

Don Rhein – None.

Richard Bohjanen – None.

Ben Zyburt – None.

Max Engle – None.

Dave Lynch – None.

PUBLIC COMMENT – None.

Zyburt moved, Rhein supported that the meeting be adjourned.

MOTION CARRIED

The meeting was adjourned at 7:25 p.m.

Max Engle, Clerk

David Lynch, Supervisor

INTERVIEW QUESTIONS

OPENING QUESTION

1. While we have had an opportunity to review your resume, our audience has not. Would you very briefly review your background and what causes you to be interest in the manager position?

BOARD RELATIONSHIP

1. Please tell us what is your understanding of the role of the Township Manager?
2. Township government is a unique form of government. The Board of Trustees and other elected officials are co-employers which occasionally leads to conflicts. What type of a relationship would you like to establish with the elected officials?
3. Tell us about a complex work situation in which you were involved and how it was resolved.

MANAGEMENT STYLE

1. Time management and balancing multiple priorities is an important skill to be effective in this role. How do you make decisions about how you spend your time, and what strategies do you use for balancing multiple priorities?

EMPLOYEE RELATIONSHIPS

1. Please tell us how you would proceed in developing trust and respect with the Department Heads and Township employees?

BUDGET

1. This vacancy is for a Manager with oversight responsibility for the township budget. Describe in detail your experience with budget development, financial management, and developing grant proposals.

LEADERSHIP

1. What are the three effective leadership qualities you think are the *most* important? How have you demonstrated these qualities in your past or current position?

JOB EFFECTIVENESS

1. Please tell us about one or two of your proudest professional accomplishments. What types of challenges do you most enjoy tackling?
2. If offered the position, could you please provide us an approximate timeline when you could begin your duties with this Township?

WRAP UP

1. We appreciate your interest in the position – thank you for coming. Are there questions that you have for the trustees about the position?

December 12, 2024

A Special Meeting of the Chocolay Township Board was held on Monday, December 12, 2024, in the Chocolay Township Fire Hall. Supervisor Lynch called the meeting to order at 5:30 p.m. The Special Meeting was called to interview candidates for the Township Manager position.

PLEDGE OF ALLEGIANCE.

TOWNSHIP BOARD.

PRESENT: David Lynch (Supervisor), Max Engle (Clerk), Richard Bohjanen, Don Rhein, Jon LeGalley, Mark Stonerock (Trustees)

ABSENT: Ben Zyburt (Treasurer) (excused)

STAFF PRESENT: William De Groot, Suzanne Sundell

OTHER STAFF IN ATTENDANCE: Lisa Perry, Joe Neumann, Lee Gould, Tony Carrick, Linda Poole, Dale Throenle

ALSO PRESENT: Chet Janik, Michigan Leadership Institute

APPROVAL OF AGENDA.

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

MOTION CARRIED

INTERVIEW WITH TOWNSHIP MANAGER CANDIDATE #4

Lois Bressette joined the meeting via Zoom and introduced herself. Ms. Bressette has an MPA and a B.S in Health Education from Northern Michigan University. She is currently employed as the Supervisor of the Waupaca County Board in Waupaca, Wisconsin. She is also the Owner / Director of Great Lakes Endurance LLC. She responded to a set of questions from the Board.

5:55 pm - Rhein moved, Stonerock supported to take a short recess while getting set up for the next Zoom interview.

MOTION CARRIED

6:02 pm – Rhein moved, Engle supported to reconvene.

MOTION CARRIED

INTERVIEW WITH TOWNSHIP MANAGER CANDIDATE #5

James Shockey joined the meeting via Zoom and introduced himself. Mr. Shockey has a B.S in Land Use Planning and Management from Northern Michigan University. He is currently the Community

Development Director for the Town of Winter Park in Winter Park, Colorado. He responded to a set of questions from the Board.

A copy of the interview questions are attached to the minutes.

CONSIDER TOWNSHIP MANAGER OFFER

Discussion of Board Members on their thoughts on candidates.

Manager De Groot offered his thoughts – 5 years ago when he was hired there was a definite need for the Township. He suggested that the Board think about what they want in a manager and what skillsets they would want going into the future.

Mr. Janik also indicated that he will be doing a reference check and background check and would suggest that the motion reflect this to protect themselves.

Stonerock moved, LeGalley supported to authorize the Supervisor to enter into an employment contract negotiation with Daniel Sabolsky based on a successful reference and background check.

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Bohjanen, Rhein, Engle, Lynch

NAYS: None

ABSENT: Zyburt

MOTION CARRIED

Mr. Janik indicated that he would move forward with making calls this evening and will work with Supervisor Lynch to negotiate a contract.

CONSIDER TRANSITION PLAN FOR TOWNSHIP MANAGER POSITION

Township Manager De Groot reminded the Board that this candidate has a 45-day window at his current job, which would place him at Chocoday in mid-February.

Rhein moved, Bohjanen supported that based on the Township Manager interviews, the Board needs to approve an interim transition plan and approve the simple contract from William De Groot to serve as interim Township Manager through April 15 as presented.

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Rhein, Bohjanen, Engle, Lynch

ABSENT: Zyburt

MOTION CARRIED

BOARD MEMBER COMMENTS

Mark Stonerock – None.

Jon LeGalley – None.

Don Rhein – None.

Richard Bohjanen – as this is the last formal meeting, he thanked Manager De Groot for all he has done for the Township.

Ben Zyburt – None.

Max Engle – None.

Dave Lynch – agreed with Bohjanen – he has served the Township well and now gets to serve the nation.

PUBLIC COMMENT

Tony Carrick, Silver Creek Road – Thanked the Board for doing their due diligence and on taking the time to interview to find the right candidate.

Manager De Groot gave a heartfelt thank you to the Board and employees on his last five years at the Township. It's been an honor and an education. It was hard to come back to a community that he had lived in before and called home and try to figure out how to make a difference and how much of an opportunity you will be given. He thanked the community for their acceptance and understanding on where the Township needed to go. He wouldn't be here if there had not been staff acceptance on the changes and opportunities to learn that he suggested. He feels he learned more from staff than they learned from him.

It's been an incredible and fast five years. He is proud to be connected to this community.

Rhein moved, Engle supported that the meeting be adjourned.

MOTION CARRIED

The meeting was adjourned at 6:49 p.m.

Max Engle, Clerk

David Lynch, Supervisor

INTERVIEW QUESTIONS

OPENING QUESTION

1. While we have had an opportunity to review your resume, our audience has not. Would you very briefly review your background and what causes you to be interest in the manager position?

BOARD RELATIONSHIP

1. Please tell us what is your understanding of the role of the Township Manager?
2. Township government is a unique form of government. The Board of Trustees and other elected officials are co-employers which occasionally leads to conflicts. What type of a relationship would you like to establish with the elected officials?
3. Tell us about a complex work situation in which you were involved and how it was resolved.

MANAGEMENT STYLE

1. Time management and balancing multiple priorities is an important skill to be effective in this role. How do you make decisions about how you spend your time, and what strategies do you use for balancing multiple priorities?

EMPLOYEE RELATIONSHIPS

1. Please tell us how you would proceed in developing trust and respect with the Department Heads and Township employees?

BUDGET

1. This vacancy is for a Manager with oversight responsibility for the township budget. Describe in detail your experience with budget development, financial management, and developing grant proposals.

LEADERSHIP

1. What are the three effective leadership qualities you think are the *most* important? How have you demonstrated these qualities in your past or current position?

JOB EFFECTIVENESS

1. Please tell us about one or two of your proudest professional accomplishments. What types of challenges do you most enjoy tackling?
2. If offered the position, could you please provide us an approximate timeline when you could begin your duties with this Township?

WRAP UP

1. We appreciate your interest in the position – thank you for coming. Are there questions that you have for the trustees about the position?

REVENUE AND EXPENDITURE REPORT FOR CHOCOLAY TOWNSHIP
 PERIOD ENDING 12/31/2024
 % Fiscal Year Completed: 100.00

ACCOUNT DESCRIPTION	2024		YTD BALANCE 12/31/2024	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	2024 AMENDED BUDGET			
Fund 101 - GENERAL FUND					
000.000	2,707,924.00	2,733,986.47	1,030,973.10	1,703,013.37	37.71
TOTAL REVENUES	2,707,924.00	2,733,986.47	1,030,973.10	1,703,013.37	37.71
103.000 - TOWNSHIP BOARD	200,601.00	200,601.00	197,487.71	3,113.29	98.45
172.000 - TOWNSHIP MANAGER	0.00	0.00	4,587.56	(4,587.56)	100.00
175.000 - TOWNSHIP SUPERVISOR	17,012.00	17,012.00	13,629.16	3,382.84	80.11
190.000 - ELECTION DEPARTMENT	77,493.00	97,800.64	58,750.56	39,050.08	60.07
202.000 - ASSESSOR	75,975.00	75,975.00	64,251.28	11,723.72	84.57
215.000 - CLERK	151,968.00	151,968.00	143,220.12	8,747.88	94.24
247.000 - BOARD OF REVIEW	2,828.00	2,828.00	1,138.56	1,689.44	40.26
253.000 - TREASURER	82,273.00	82,273.00	71,977.47	10,295.53	87.49
258.000 - TECHNOLOGY	103,575.00	103,575.00	67,013.86	36,561.14	64.70
265.000 - TOWNSHIP HALL & GROUNDS	128,675.00	128,675.00	40,519.51	88,155.49	31.49
285.000 - OTHER GENERAL GOVERNMENT	515,888.00	515,888.00	438,746.23	77,141.77	85.05
305.000 - POLICE DEPARTMENT	589,149.00	589,659.72	518,358.10	71,301.62	87.91
340.000 - FIRE DEPARTMENT	279,304.00	294,239.67	100,610.43	193,629.24	34.19
440.000 - STREETS	23,400.00	23,400.00	23,480.76	(80.76)	100.35
526.000 - SANITARY LANDFILL	36,400.00	36,400.00	20,279.16	16,120.84	55.71
756.000 - RECREATION AND PROPERTIES	305,885.00	306,228.44	229,368.54	76,859.90	74.90
800.000 - ZONING	128,339.00	128,339.00	122,382.03	5,956.97	95.36
805.000 - ZONING/PLANNING COMMISSION	13,919.00	13,919.00	7,134.44	6,784.56	51.26
815.000 - ZONING/APPEALS BOARD	4,713.00	4,713.00	2,659.06	2,053.94	56.42
TOTAL EXPENDITURES	2,737,397.00	2,773,494.47	2,125,594.54	647,899.93	76.64
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	2,707,924.00	2,733,986.47	1,030,973.10	1,703,013.37	37.71
TOTAL EXPENDITURES	2,737,397.00	2,773,494.47	2,125,594.54	647,899.93	76.64
NET OF REVENUES & EXPENDITURES	(29,473.00)	(39,508.00)	(1,094,621.44)	1,055,113.44	2,770.63

12/11/2024

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 12/11/2024 - 12/11/2024

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
12/11/2024	GEN	27279	ACE HARDWARE	1.14
12/11/2024	GEN	27280	ALGER-DELTA CO-OPERATIVE	2,604.21
12/11/2024	GEN	27281	AMAZON CAPITAL SERVICES	244.97
12/11/2024	GEN	27282	BARAGA TELEPHONE COMPANY	2.29
12/11/2024	GEN	27283	BENSINGER, COTANT, & MENKES,PC	1,285.50
12/11/2024	GEN	27284	CHOCOLAY TOWNSHIP	932.40
12/11/2024	GEN	27285	CHOCOLAY TWP. VOL. FIRE. DEPT.	339.00
12/11/2024	GEN	27286	DMI MARQUETTE	5,070.00
12/11/2024	GEN	27287	ELAN FINANCIAL SERVICES	735.00
12/11/2024	GEN	27288	MARES-Z-DOATS FEED	120.00
12/11/2024	GEN	27289	MENARDS	76.92
12/11/2024	GEN	27290	MICHIGAN STATE POLICE	33.00
12/11/2024	GEN	27291	MICHIGAN TOWNSHIPS ASSOCIATION	300.00
12/11/2024	GEN	27292	PENINSULA FIBER NETWORK LLC	508.95
12/11/2024	GEN	27293	PITNEY BOWES, INC	91.29
12/11/2024	GEN	27294	STOPSTICK, LTD.	228.00
12/11/2024	GEN	27295	VERIZON	284.87
12/11/2024	GEN	27296	WASTE MANAGEMENT OF WI-MN	289.93
12/11/2024	GEN	27297	WEX BANK	1,779.28

GEN TOTALS:

Total of 19 Checks:	14,926.75
Less 0 Void Checks:	0.00
Total of 19 Disbursements:	14,926.75

GENERAL FUND \$ 12,783.92

SEWER FUND \$ 2,142.83

\$ 14,926.75

12/19/2024 CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 12/19/2024 - 12/19/2024

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
12/19/2024	GEN	27298	ANDERSON, TACKMAN & CO.	252.00
12/19/2024	GEN	27299	CITY OF MARQUETTE	3,439.14
12/19/2024	GEN	27300	HERITAGE MOTORS	1,610.72
12/19/2024	GEN	27301	LISA PERRY	400.00
12/19/2024	GEN	27302	MENARDS	41.93
12/19/2024	GEN	27303	MINING JOURNAL	439.80
12/19/2024	GEN	27304	O'REILLY AUTOMOTIVE INC.	67.91
12/19/2024	GEN	27305	RENT-A-FLASH	79.12
12/19/2024	GEN	27306	RINGCENTRAL INC	717.12
12/19/2024	GEN	27307	UPAWS	311.00
12/19/2024	GEN	27308	VERIZON	290.44
12/19/2024	GEN	27309	WOLVERINE DOOR SERVICE	206.40
12/19/2024	GEN	27310	WOLVERINE POWER SYSTEMS	<u>537.00</u>
GEN TOTALS:				
Total of 13 Checks:				8,392.58
Less 0 Void Checks:				<u>0.00</u>
Total of 13 Disbursements:				8,392.58
GENERAL FUND	\$	4,126.00		
SEWER FUND	\$	4,266.58		
	\$	8,392.58		

VI.C.3

12/31/2024

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 12/31/2024 - 12/31/2024

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
12/31/2024	GEN	27311	AMAZON CAPITAL SERVICES	2,359.64
12/31/2024	GEN	27312	CONWAY SHIELDS	424.50
12/31/2024	GEN	27313	COUNTRY MILE DOCUMENT DESTRUCTION	63.25
12/31/2024	GEN	27314	CRANE ENGINEERING SALES INC.	1,386.98
12/31/2024	GEN	27315	DMI MARQUETTE	335.22
12/31/2024	GEN	27316	ELAN FINANCIAL SERVICES	268.06
12/31/2024	GEN	27317	ELISABETH NORRIS-HARR	33.36
12/31/2024	GEN	27318	FDS ENGINEERING & ELECTRICAL SERV	640.00
12/31/2024	GEN	27319	IMPERIAL DADE	55.10
12/31/2024	GEN	27320	JEFFERSON FIRE & SAFETY	907.30
12/31/2024	GEN	27321	LASCO DEVELOPMENT CORPORATION	2,158.15
12/31/2024	GEN	27322	MARINA LOUNDS SEWING & ALTERATIONS	20.00
12/31/2024	GEN	27323	MARQUETTE BD OF LIGHT & POWER	3,843.65
12/31/2024	GEN	27324	MARQUETTE COUNTY EQUALIZATION DEPT	3,222.77
12/31/2024	GEN	27325	MENARDS	375.98
12/31/2024	GEN	27326	MESC-STATE OF MICHIGAN	131.08
12/31/2024	GEN	27327	PETER WHITE PUBLIC LIBRARY	25,985.55
12/31/2024	GEN	27328	SEMCO ENERGY GAS COMPANY	1,215.21
12/31/2024	GEN	27329	SUPERIOR WATERSHED PARTNERSHIP	5,000.00
12/31/2024	GEN	27330	WINDOW OUTFITTERS OF THE UP INC	3,912.07

GEN TOTALS:

Total of 20 Checks:	52,337.87
Less 0 Void Checks:	0.00
Total of 20 Disbursements:	52,337.87

GENERAL FUND	\$ 21,027.97
LIBRARY FUND	\$ 25,985.55
SEWER FUND	\$ 5,324.35
	\$ 52,337.87

12/19/2024

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 12/19/2024 - 12/19/2024

Check Date	Bank	Check	Vendor Name	Amount
Bank TAXC TAX COLLECTION - CHECKING				
12/19/2024	TAXC	5109	CHOCOLAY TOWNSHIP	94.28
12/19/2024	TAXC	5110	CHOCOLAY TOWNSHIP	136.60
12/19/2024	TAXC	5111	MARESA	2,370.92
12/19/2024	TAXC	5112	MARESA	3,516.39
12/19/2024	TAXC	5113	MARQUETTE COUNTY TREASURER	7,199.93
12/19/2024	TAXC	5114	MARQUETTE COUNTY TREASURER	<u>10,678.16</u>

TAXC TOTALS:

Total of 6 Checks:	23,996.28
Less 0 Void Checks:	<u>0.00</u>
Total of 6 Disbursements:	23,996.28

TAX FUND \$ 23,996.28

\$ 23,996.28

12/26/2024

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 12/26/2024 - 12/26/2024

Check Date	Bank	Check	Vendor Name	Amount
Bank TAXC TAX COLLECTION - CHECKING				
12/26/2024	TAXC	5115	CHOCOLAY TOWNSHIP	166,302.53
12/26/2024	TAXC	5116	IRON ORE HERITAGE TRAIL AUTHORITY	5,259.67
12/26/2024	TAXC	5117	MARESA	1,078.07
12/26/2024	TAXC	5118	MARQUETTE AREA PUBLIC SCHOOLS	135,448.95
12/26/2024	TAXC	5119	MARQUETTE COUNTY TREASURER	<u>66,061.94</u>
TAXC TOTALS:				
Total of 5 Checks:				374,151.16
Less 0 Void Checks:				<u>0.00</u>
Total of 5 Disbursements:				<u>374,151.16</u>

TAX FUND \$ 374,151.16

\$ 374,151.16

12/31/2024

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 12/31/2024 - 12/31/2024

Check Date	Bank	Check	Vendor Name	Amount
Bank TAXC TAX COLLECTION - CHECKING				
12/31/2024	TAXC	5120	COGGER JACOB & JULIA	2,865.64
12/31/2024	TAXC	5121	CORELOGIC CENTRALIZED REFUNDS	1,504.43
12/31/2024	TAXC	5122	CORELOGIC CENTRALIZD REFUNDS	1,460.75
12/31/2024	TAXC	5123	CORELOGIC CENTRALIZD REFUNDS	1,589.96
12/31/2024	TAXC	5124	FIRST BANK	260.07
12/31/2024	TAXC	5125	JON & PAMELA E CARLSON	253.30
12/31/2024	TAXC	5126	MARQUETTE COUNTY TITLE CO	716.44
12/31/2024	TAXC	5127	STATE OF MICHIGAN	3,725.68
12/31/2024	TAXC	5128	TRANSNATION TITLE AGENCY	8.29
TAXC TOTALS:				
Total of 9 Checks:				12,384.56
Less 0 Void Checks:				0.00
Total of 9 Disbursements:				12,384.56
TAX FUND	\$	12,384.56		
	\$	12,384.56		

Chocolay Township Payroll

Date	Amount	Check Numbers
December 4, 2024	\$ 3,222.21	DD4725 - DD4733
LONGEVITY	\$ -	
	\$ 774.97	Federal ACH
	\$ 156.24	Michigan ACH
	\$ 493.75	Mers ACH Employer/Employee
	\$ 4,647.17	Total Payroll
December 5, 2024	\$ 29,980.72	DD4734- DD4768
BIWKLY / FIRE	\$ 3,899.86	11645 - 11652
	\$ 9,110.08	Federal ACH
	\$ 1,485.08	Michigan ACH
	\$ 3,999.36	Mers ACH Employer/Employee
	\$ 48,475.10	Total Payroll
December 19, 2024	\$ 34,044.32	DD4769- DD4800
BIWKLY / MONTHLY	\$ 4,214.40	11653 - 11660
	\$ 11,084.61	Federal ACH
	\$ 1,805.48	Michigan ACH
	\$ 4,711.71	Mers ACH Employer/Employee
	\$ 55,860.52	Total Payroll
December 19, 2024	\$ 5,795.88	DD4801
PAYOUT PTO - B. DE GROOT	\$ -	
	\$ 2,984.40	Federal ACH
	\$ 351.09	Michigan ACH
	\$ 426.88	Mers ACH Employer/Employee
	\$ 9,558.25	Total Payroll



Issue Brief:

Meeting: Discussion January Board Meeting

Date: January 7, 2024

Issue Summary:

Should the Township Board issue a refund for an accidental over payment to the sewer fund?

Background:

In December a resident sent a check in for her payment for her sewer bill. The check she sent was for \$1200.00 and that was applied to her account which left her account with a credit. She later realized that she made a huge mistake by accidentally putting Chocolay Township as the payee for the \$1200.00 check that was meant to go for her rent and the \$54.00 check was filled out to her renter. She since has made the correct \$54.00 payment and is requesting the \$1200.00 back to pay her rent.

Analysis:

This residents account is in good standing and has never been delinquent. If the Board chooses to reimburse the \$1200.00, it will leave the account with a zero balance.

Recommendation:

Staff recommends that the Township Board authorizes to refund the \$1200.00 accidental payment to the resident.

Author: Brad Johnson

Date: 1/7/2025



Suggested Resolution:

Meeting: January Board Meeting

Date: 1/7/2025

Suggested Motion:

_____ Moved; _____ Supported that the Chocolay Township Board approves staff recommendation and reimburse the \$1200.00 accidental payment to the resident.

Vote:

[REDACTED]
111 W. Fairbanks St.
Marquette, MI 49855
January 2, 2025

Chocoley Township Board
5010 US 41 South
Marquette, MI 49855

To Whom It May Concern:

On December 23, 2024 I paid my sewer charge with a check left in the drop box. When writing the check, I wrote Chocoley Township as the Payee, but for the check amount I used my rent amount of \$1,200.⁰⁰ rather than the sewer charge of \$54.⁰⁰.

Since then I have paid the December 25 and January 25 sewer charges by check in the amount of \$108.⁸⁰ and I would appreciate if the Chocoley Township could return to me the amount of \$1,200.⁰⁰ that I paid in error.

Thank you for your time and effort on my behalf.

Sincerely,
[REDACTED]



**Capital Fund Budget Amendments
CF #11**

Meeting: Discussion January Board Meeting

Date: January 13, 2025

Background:

Various revenue has been received into our Capital account.

1. KBIC 2% Funds – to be allocated for the replacement of the 2012 DPW pickup, a Sewer Vac Truck for DPW, and improvements for the Kawbawgam Pocket Park.
2. Money received from State of Michigan for Continuing Professional Ed for Law Enforcement Officers (CPE).

Recommendation:

Staff recommends that the individual items be allocated to their appropriate expense lines within the capital budget.

Author: Suzanne Sundell

Date: 01/13/2025



**Capital Fund Budget Amendments
CF #11**

Meeting: January Board Meeting

Date: January 13, 2025

_____ moved, _____ supported to approve the following Budget Amendment CF #11 as presented.

ROLL CALL VOTE

AYES:

NAYS:

ABSENT:

MOTION CARRIED / DENIED

Whereas, a budget was adopted by the Chocolay Township Board to govern the anticipated Capital Fund expenditures of the Township on December 11, 2023 for fiscal year 2024; and

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

Now Therefore, Be It Hereby Resolved, that the FY2024 budget be modified as follows:

	Current Budget	Change	Amended Budget
Revenue			
KBIC 2% Funds	\$ 175,000.00	\$ -	\$ 175,000.00
CPE Funds	\$ 152,500.00	\$ 5,000.00	\$ 157,500.00
Expenditures			
Police Training - CPE	\$ 2,500.00	\$ 5,000.00	\$ 7,500.00
Vehicles	\$ -	\$ 32,500.00	\$ 32,500.00
Capital Outlay	\$ 122,000.00	\$ 40,000.00	\$ 162,000.00
Land Improvements	\$ 31,500.00	\$ 17,500.00	\$ 49,000.00



**General Fund Budget Amendments
GF #5**

Meeting: Discussion January Board Meeting

Date: January 13, 2025

Background:

Various revenue has been received into our operating fund:

1. Reimbursement from the State of Michigan on the Early Voting Expenses for the August Primary Election.
2. Reimbursement from the Trust and Agency Account for Dust Control Reimbursement.

Recommendation:

Staff recommends that the individual items be allocated to their appropriate expense lines within the operating budget.

Author: Suzanne Sundell

Date: 01/13/2025



**General Fund Budget Amendment
GF #5**

Meeting: January Board Meeting

Date: January 13, 2025

_____ moved, _____ supported to approve the following Budget Amendment GF #5 as presented.

ROLL CALL VOTE

AYES:

NAYS:

ABSENT:

MOTION CARRIED / DENIED

Whereas, a budget was adopted by the Chocolay Township Board to govern the anticipated General Fund expenditures of the Township on December 11, 2023 for fiscal year 2024; and

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

Now Therefore, Be It Hereby Resolved, that the FY2024 budget be modified as follows:

	Current Budget	Change	Amended Budget
Revenue			
State Election Reimb	\$ 21,126.80	\$ 3,348.75	\$ 24,475.55
Dust Control Reimb	\$ -	\$ 2,013.76	\$ -
Expenditures			
Overtime	9,792.72	1,237.50	11,030.22
Early Voting Pay	48,139.75	2,111.25	50,251.00
Streets - Miscellaneous	1,500.00	2,013.76	3,513.76



Issue Brief:

Meeting: Discussion January Board Meeting

Date: January 8, 2025

Issue Summary:

Should the Township Board adopt to change one word on the recreation user agreement form to keep it consistent with the meeting room rental agreement form?

Background:

It has become more frequent for people wanting to host events/parties outdoors during the summer months. We have noticed an increase in people wanting to reserve the pavilion at Beaver Grove Recreation Area for their event/party.

It was recently noticed that wording is slightly different between the recreation area rental and the meeting room rental forms. On the meeting room rental form, it states the user fee of \$25.00 is nonrefundable.

On the recreation area agreement form, it states "All individuals, leagues, workshops or similar groups who wish to reserve any recreational facility shall pay a fee to the Township in the amount indicated above prior to the use of the facility".

To keep things consistent, staff feels we should add the word nonrefundable in that sentence to read "All individuals, leagues, workshops or similar groups who wish to reserve any recreational facility shall pay a nonrefundable fee to the Township in the amount indicated above prior to the use of the facility".

Analysis:

By changing the language in the recreation area user agreement form, it keeps things consistent and easy to follow.

Recommendation:

Staff recommends that the Township Board adopts the language change on the recreation user agreement form.

Author: Brad Johnson

Date: 1/8/2025



Suggested Resolution:

Meeting: January Board Meeting

Date: 1/8/2025

Suggested Motion:

_____ Moved; _____ Supported that the Chocolay Township Board approves staff recommendation and adopt the language change on the recreation user agreement form to read, "All individuals, leagues, workshops or similar groups who wish to reserve any recreational facility shall pay a nonrefundable fee to the Township in the amount indicated above prior to the use of the facility".

Vote:

**CHOCOLAY TOWNSHIP
PLANNING COMMISSION**

Monday, December 16, 2024 Minutes

I. Meeting Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Members present at roll call:

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

Members absent at roll call:

None

Staff present:

Mason Mitchell (Police), Dale Throenle (Planning Director / Zoning Administrator)

IV. Additional Agenda Items / Approval of Agenda

Sloan moved, Gencheff seconded, to approve the agenda as presented.

Vote: Ayes: 7 Nays: 0 Motion carried

V. Minutes

A. November 25, 2024 regular meeting

Rhein moved, Mullen-Campbell seconded, to approve the meeting minutes from the November 25 meeting.

Vote: Ayes: 7 Nays: 0 Motion carried

VI. Public Comment

None – no public present

VII. Presentations

None

VIII. Unfinished Business

None

IX. New Business

A. Sample Master Plan and Zoning Ordinance Worklists

Staff Introduction

Throenle presented a sample worklist for the master plan and zoning ordinance projects, and showed the Commissioners how the software product would work to track the progress for the two projects.

Commissioner Discussion

Rhein stated that he thought the tool would work well for the projects. He asked Throenle about updates; Throenle responded that the updates would be put in the packets for future meetings.

Meister asked if the colors on the samples meant anything; Throenle responded that they represented who was responsible for the tasks shown on the sample.

Sloan asked if the tasks were specific to the current projects. Throenle stated that the tasks were updated versions of the previous master plan project. Throenle showed the software project and explained how tasks can be moved around and how progress would be tracked.

Soucy asked if the Commissioners could be added to receive the updates from the software. Throenle stated he would research the possibility.

B. Proposed 2026 Master Plan Business Survey

Staff Introduction

Throenle stated that the survey in the packet was a survey that would be sent directly to the business community for business-related input for the master plan.

Commissioner Discussion

Gencheff asked if a business survey had been done in the past. Throenle responded that this would be the first survey done specifically for the business community.

Gencheff asked if the person running the business was also a Chocolay resident, could that person complete the resident survey. Throenle responded that the business person could complete the resident survey.

Soucy suggested that "seasonal" be added as a selection under business hours. Meister asked if the survey was supposed to be anonymous, as the business address was a line on the survey. Throenle responded that it could be but the survey was more intended to get more area business information.

Meister suggested adding a "business sector" question to gain more information about the business (such as technology).

Gencheff asked if the business had to be part of CABA to complete the survey. Throenle responded that CABA was not active, and that the survey would be designed to get independent business responses. Throenle added that the surveys would be either mailed or delivered in person.

Gencheff asked about the residential survey. Throenle stated that the residential survey would be conducted online, with the option to pick up a paper copy at the front desk of the Township. Throenle added that the business survey would take approximately 15 minutes to complete.

Gencheff asked about the survey dates. Throenle stated that the tentative dates were the beginning of March through April. Meister stated that the date range was good, so that the data could be gathered while people were still thinking about the survey.

Soucy asked that consideration for energy efficiency improvements be included after question 16.

Meister suggested that the questions be reviewed with LSCP and other organizations so that the data would be mutually beneficial to others.

Meister suggested that hiring questions be added, especially related to recruitment for employees.

Soucy suggested a question about new hire difficulties, especially related to housing, child care, and pay.

Rhein stated the survey looked good, especially with the addition of the suggested items.

Throenle stated the targeted date for the survey would be February.

C. Proposed Zoning Ordinance – section 1

Staff Introduction

Throenle stated the language in the packet was the first section of the proposed ordinance, with the intent of reviewing sections that were not directly affected by the master plan. He reviewed the document in the packet that showed the cross reference of the current ordinance to the existing ordinance and explained that those sections identified as “open” did not have language in the current ordinance.

Commissioner Discussion

Sloan asked where the proposed ordinance layout came from; Throenle responded that it was from the master plan.

Gencheff asked about repeal language for the current ordinance. Throenle stated that there was a section in the new language, section 1.5, that did that.

Sloan asked if the language was open for change. Throenle stated that what was presented was considered draft and could be updated.

Throenle added that the intent of the ordinance project was to reduce the amount of time to develop the new ordinance, and as each section was developed additional definitions would be added as necessary.

Meister stated that the language looked good except for the statement regarding HOAs being more restrictive. He and Soucy stated that they did not believe the language was enforceable. Throenle stated that it has been a long-standing practice

to not issue permits if the covenant for the applicant's property was more restrictive.

After considerable discussion on the subject, Throenle stated that he would check with the Township attorney to determine if the language was valid.

D. Site Plan Checklist

Staff Introduction

Throenle stated that the site plan checklist was designed for use with the site plan section in the ordinance. He said the purpose of the checklist is to review site plans, and that the checklist would be used to develop the site plan section in the new ordinance.

Commissioner Discussion

Meister asked if the site plan checklist would be used for generally simple construction, such as a home. Throenle stated that it would not, as it would be approved through zoning administrator review.

Meister stated that the City of Marquette is required to not only get a site plan review, but there is an additional engineering checklist that must be completed, with respect to design.

Meister suggested adding a requirement for sealed, dated and signed drawings; Sloan suggested that stamped should be used.

Throenle asked Meister what the difference was between stamped and sealed. Meister explained that the stamp was the physical stamp on the plans, while the seal is the signature and date of the engineer.

Meister stated that a requirement for a legend should be included, and that north point be changed to north arrow.

Meister stated that the standard scale should be changed to 1 to 20 for projects five acres or less and 1 to 40 for projects greater than five acres. He added that the project must show sufficient detail on the drawings.

Meister stated that zoning of neighboring properties and setbacks should be included in the drawings. He added that as constructed drawings showing final utility infrastructure should be included.

Meister stated that existing natural features should be added to the "existing features and structures" section, and that screening should be added to the "proposed features and structures" section.

Meister said that a soil erosion sedimentation plan should also be added.

Meister stated that location, sizes and type should be added to the "proposed connections to existing utilities" statement, and that DPW should be included in the review.

Meister discussed a storm water manager requirement. He told Throenle that he would send the requirements to Throenle for review.

Meister stated that EGLE, the County health department, the Road Commission, and a separate category of “other” should be included in the “other agency required permits” section.

Gencheff asked if the Police and Fire departments should be included. Throenle responded that it would be a good idea to include Police, Fire, and DPW as reviewers.

Soucy stated that location of hazardous chemicals and floor drains should be added, and to add a key box requirement for emergency entry.

Throenle stated that language would have to be added to the ordinance language that would require escrow amounts for engineering studies. Meister responded that the engineer that signed the drawing would be responsible for errors that came up as part of the construction phase.

Throenle asked Meister how the verification would take place. Meister responded that a third party would be contracted through the Township to verify that everything was in order.

Milton stated that he wanted to see adjacent buildings added to the plan. After discussing this it was refined to show adjacent zoning.

Soucy asked if a motion should be made. Meister stated that it should be kept open until the checklist could be reviewed again.

Gencheff asked about the requirements for parking. Throenle responded that the parking section will be reviewed to determine what the parking requirements should be, especially for requirements to have more parking spaces required than the business will actually use.

Sloan asked about adding additional requirements, and how that would be reviewed.

Commissioners discussed the relationship between other government entities and the Township. Throenle pointed out that those entities would be included in the total review. Throenle stated that other entities were added so that the developer had to verify that they got all permits required from other entities prior to getting a zoning compliance permit from the Township. Throenle added that the Commissioners would add that as a condition of approval of the site plan.

Soucy asked about the flight zone. Throenle stated that he had reviewed that with the County and found that the height limitations are at a 1,000 foot minimum.

Throenle added he would bring the checklist back to the next meeting for review.

Gencheff brought up question about site plan review during a rezoning request. Throenle stated that the rezoning request would always be first.

Gencheff asked about site plan expiration deadlines, and if there was a requirement to begin construction. Throenle stated that the language could be reviewed as part of the new zoning ordinance language.

X. Public Comment

None – no public present

XI. Commissioner's Comments

Rhein

Stated that it would be his final meeting as a Board representative, and that he enjoyed the time he spent working with the other Commissioners, and that he was looking forward to the Commissioner's work when it came before the Board.

Mullen-Campbell

Wished everyone a Merry Christmas.

Milton

Asked about the tower on Green Garden hill. Throenle responded that question was part of the survey that will be going out to the public.

Wished everyone a Merry Christmas.

Sloan

Wished everyone a Merry Christmas, and expressed thanks to Rhein for being part of the Commission.

Gencheff

Spoke about her anxiety about the Michigan lame duck session and the number of bills that were being proposed.

She added that she would miss Rhein as a Commissioner.

Soucy

Stated that the City of Marquette was in the early stages of planning a workshop in May that would be in conjunction with the Michigan Association of Planning.

Meister

Thanked Rhein for his input, and his participation with the Commission.

XII. Director's Report

Planning / Zoning Administrator Throenle

He stated that the Planning Commission annual report would be on the January agenda. He added that a FlashVote will go out to the public in January.

He wished everyone a Merry Christmas and Happy New Year.

XIII. Informational Items and Correspondence

A. Township Board minutes – December 2, 2024 special

XIV. Adjournment

Rhein moved, Mullen-Campbell seconded, to adjourn the meeting.

Vote: Ayes: 7 Nays: 0 Motion carried

Soucy adjourned the meeting at 7:36 PM

Submitted by:

Donna Mullen-Campbell, Planning Commission Secretary

DRAFT

MARQUETTE COUNTY SOLID WASTE MANAGEMENT AUTHORITY

Board Meeting Minutes

Regular Meeting

December 18, 2024

DATE: Wednesday, December 18, 2024**PLACE:** Landfill Administration Complex
600 County Road NP
Marquette, MI 49855**MEMBERS PRESENT:** In Person: Randall Yelle, Glenn Adams, Dave Campana, Robert Antilla, Dennis Honch and Amy Manning**MEMBERS ABSENT:** Joe Minelli (excused) and Helen Wilson (excused) (Alternate Board Member)**EX OFFICIO:** Mike Stannard**OTHERS:** In Person: William T. Nordeen, Attorney; Beth Bonanni, Recording Secretary; Chris Magnuson, MCSWMA; John Anderson, MCSWMA; Gary Wommer, Negaunee Township; Darlene Walch, Sands Township; Julia Anderson-Leake, Michigamme Township; Jim Belpedio, Champion Township; and Jo Foley Michigan League of Women Voters. By Zoom: Lyn Durant, Marquette Township and Scott Cambensy, City of Marquette.

1. Call to Order: R. Yelle called the meeting to order at 4:00 p.m. R. Yelle stated that Joe Minelli and Helen Wilson would not be able to attend the meeting and were excused.

Pledge of Allegiance recited.

2. Approval of Agenda: D. Honch made a motion to approve the Agenda as presented. D. Campana supported. Motion approved unanimously.

3. Public Comment: Gary Wommer, Negaunee Township said there have been a few occasions where parts were needed for equipment and the Board had to scramble to okay the purchase so that the parts could get ordered. He is not sure what MCSWMA's policy is about having the Director being able to approve emergency purchases. Mr.

Wommer suggested having the Director, who is fully capable, be able to approve emergency purchases would be a lot easier on the Board. Mr. Wommer also commented that now that the Board has a new member, Robert Antilla, there is a way you can get new Board members trained on things like the Open Meetings Act and certain policies. Some of the Boards in the Townships and Cities utilize Zoom sessions that educate officials on how to deliberate on decisions and different policies that govern municipalities. The costs are very minimal. If MCSWMA would like more information on the training, they can get ahold of one of the members from one of the Township Boards and they can give them the information.

Julia Anderson-Leake, Michigamme Township, agreed with Gary Wommer comments on the training for new Board members. Ms. Leakes indicated they have a new Board, and the training is invaluable for FOIA responses, Open Meetings Act, etc.

4. Approval of Minutes

- a. 10/30/24 – Special Meeting
- b. 11/21/24 – Special Meeting

D. Campana made a motion to approve the Special Meeting Minutes of October 30, 2024, and November 21, 2024, as presented. D. Honch supported. Motion passed unanimously.

5. Consent Agenda

- a. Statistics – October & November 2024
- b. Accounts Payable
- c. 1st Quarter Comparison – FY 2023 & 2024
- d. Biogas Rights Agreement & Lease Agreement

A. Manning made a motion to approve the Consent Agenda as presented. R. Antilla supported. Motion passed unanimously.

6. Business

- a. Banking – D. Campana made a motion to approve the banking. A. Manning supported. Motion passed unanimously.
- b. Financials – A. Manning made a motion to approve the Financials. D. Honch supported the motion. Motion passed unanimously.
- c. Recycling Financials – R. Antilla made a motion to approve the Recycling Financials. D. Campana supported. Motion passed unanimously.
- d. Reimbursements – None presented.

- e. D6R Track Repair – D. Honch made a motion to approve the purchase of parts from Fabick in the amount of \$16,546.11 to repair the D6R track. A. Manning supported. M. Stannard said the mechanic at the Landfill said the D6R is a good piece of equipment that gets used a lot and is worth repairing. The mechanic’s recommendation is that the repairs be completed on the D6R. D. Campana asked what type of machine the D6R was. M. Stannard said it is a bulldozer. Motion approved unanimously.
- f. Resolution – Changes on Monetary Limit on Capital Expenditures - C. Magnuson said that MCSWMA’s policy for the audit is to look at any capital expenditures that are incurred over \$5,000.00. Mr. Magnuson has been attending some classes with other municipalities and the instructors said the minimum they look at capital expenditures is \$10,000.00. To put in perspective, C. Magnuson commented computers were capitalized 10 years ago and now they are considered maintenance and repair to replace. G. Adams made a motion to adopt the Resolution to change the monetary limit on capital expenditures to \$10,000.00. D. Campana supported. A. Manning read out loud the Resolution. A. Manning said she understood the current policy is anything over \$5,000.00 is reviewed for possible depreciation and asked if her understanding was correct. C. Magnuson said yes. A. Manning asked if there are expenditures under \$10,000.00 that still should be depreciated. C. Magnuson said yes, if it is a new asset that is under \$10,000.00, it would be depreciated. Roll call conducted: D. Campana, “yea”; G. Adams “yea”; R. Antilla, “yea”; A. Manning, “yea”; D. Honch, “yea”; and R. Yelle, “yea.” Motion passed.
- g. Tipping Fee – C. Magnuson stated tipping fees were set to increase on January 1, 2025, but because of the increase in solid waste that is coming to the authority, the increase in tipping fees will not be until July 1, 2025, to allow the municipalities to budget and plan accordingly. On May 1, 2025, the annual bond payments to the County of Marquette and SRF loan will start with payments being made to the State of Michigan for the Waste Water Treatment facility. The estimated cost for the Waste Water Treatment Plant is 7.8 million dollars so approximately \$800,000.00 will come out of capital expenditures. C. Magnuson said operations will increase because of the Union contract and current negotiations, and they are trying to put as much money in perpetual care as possible. D. Honch made a motion to increase the tipping fees effective July 1, 2025. G. Adams supported. A. Manning asked what was the previous projected tipping fee for July 1, 2025. C. Magnuson said he believed it was \$87.50. A. Manning asked if the previous tipping fee number was given to the municipalities in March. C. Magnuson said yes it was a preliminary draft that was shared with the municipalities. R. Yelle commented he had a lot of meetings during that time with different townships and he told the municipalities back then that the numbers were

strictly preliminary. Roll call conducted: D. Campana, “yea”; G. Adams “yea”; R. Antilla, “yea”; A. Manning, “yea”; D. Honch, “yea”; and R. Yelle, “yea.” Motion passed.

7. Reports

a. Financial Report – Quarterly – C. Magnuson provided a slideshow presentation, which discussed the Quarterly finances of MCSWMA, a comparison of FY 2023 and 2024, a current year budget comparison, and a look at fund balances. Through October 2024, the Operating revenue was \$2,906,000.00. This is up from 2023, mainly because of the demolition project of the hospital. The increased number in plastics has also helped the recycling revenue.

C. Magnuson said he will provide a financial report quarterly to the Board.

A. Manning stated it was a great report, and she loved it. R. Yelle said he also appreciated the report.

b. Director Report – M. Stannard reported there have been no injuries or grievances at the facility since the last Board meeting.

In regard to the Gas Recovery Project, an agreement has been reached with NW Natural Renewables. Gas well drilling is scheduled to commence during the week of December 16th. The Landfill will receive a minimum of \$25,000 annually with .50 per MMBtu produced. The gas collection infrastructure is worth \$2.3 million and natural gas will be piped to the site at no cost to MCSWMA.

The first pay request was received from Staab for the Wastewater Treatment Plant project. Disbursements were required to commence by December 3, 2024, per SRF milestones.

The East and West lagoons primary liner replacement have been completed.

The stormwater management systems for Cell 4 have been completed.

On the SW corner of the Landfill, rain-shedding FML has been installed.

On the North slope of the Landfill, waste placement has commenced. There are approximately 67,000 cubic yards of airspace on the North and Northwest slopes due to waste settlement in the area.

The compactor caused some damage to the double composite liner system near the SW toe of Cell 1. International Cover Systems repaired the damage, and Tetra Tech performed quality assurance on those repairs.

Paper and OCC prices have taken a slight drop but plastics prices increased slightly.

Outreach and education on recycling is being worked on with staff and NMU interns.

A. Manning asked how much the interns had accomplished and if an update could be provided. M. Stannard said it hasn't gone quite as well as they had thought it would. Josh Wales is preparing a quarterly report for R. Yelle and that will be coming out soon so there will be more information provided then.

D. Campana asked if MCSWMA will be able to use the natural gas that is piped in at MCSWMA. M. Stannard said yes, all the furnace systems will be hooked up to natural gas. D. Campana asked if this would be a cost savings. M. Stannard said yes, it would be. D. Campana said that is good.

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

c. Attorney Report – B. Nordeen provided a written report. Mr. Nordeen stated he has been participating in the Union negotiations and said those negotiations are going very well. He is hoping an agreement will be reached by the end of the year with another meeting scheduled for Monday. He has been reviewing a lot of documents from NW Natural Renewables and provided an opinion to R. Yelle on a special rate for fly ash for the daily cover. Mr. Nordeen also said he reviewed the EGLE documents concerning declaration of restricted covenant and had to determine what the Landfill parcels were with parcel numbers in relation to the NW Natural Renewables contract. The only thing he has left on his old list is that once the Collective Bargaining Agreement is done, the contracts for the non-represented employees will need to be addressed. This is typically done after the Collective Bargaining Agreement is done.

R. Yelle said he has been meeting with the MBLP because they have a pile of fly ash that they need to dispose of. The fly ash has been declared a reusable substance. The Landfill could use it for the daily cover and believes it may be able to use it for a portion of the final cover but is awaiting an opinion from EGLE. R. Yelle said before he brings it to the Board, the fly ash will need to be tested to make sure it is acceptable. MBLP has 80,000 tons of fly ash and they are willing to pay 1.7 million to the Landfill to take the product. Discussion ensues.

G. Adams made a motion to accept the Attorney's Report. D. Honch supported. Motion passed unanimously.

d. Subcommittee Reports – A. Manning said another year of the Director's Evaluation has been completed; this being the first one for M. Stannard. The survey was completed December 1, 2024. 17 individuals participated in the survey. The breakdown was 6 board members, 3 direct reports (employees that work under the Director), 5 municipalities, 2 haulers and the Director also did his self-evaluation. A. Manning said the Director is eligible for a bonus based on his contract. A. Manning made a motion based on the subcommittee recommendation that the Director receive the bonus of \$2,000.00. D. Campana supported. Motion passed unanimously.

8. Public Comment: Darlene Walch, Sands Township said she agrees with M. Stannard on his comments about working with interns. She said working with college students was a little less than what they hoped for but added that the University manages the interns, and she did talk to Dr. Thompson (who manages the internship) about the concerns. NMU reviews the progress, and funds are not released to the student until progress is documented. Ms. Walch wanted to make it clear to the Board that the funds are tied to the amount of progress on the projects.

Lyn Durant, Marquette Township said thank you to the Board for using the microphones. She commented that when the members speak into them, she can hear the Board members great. She indicated however, it is hard to hear the public. She stated the Board may want to consider purchasing a podium and/or microphone for the public at some point.

Ms. Durant said she was not sure about the revenue numbers that C. Magnuson showed on the second slide and questioned if the number was 35% and was less in 2024/2023.

Ms. Durant followed up on G. Wommer's comment that Marquette Township also has used one woman for their training on policy governances and any action items they want to consider. The woman Marquette Township uses is reasonably priced and said if MCSWMA would like to contact the trainer, she would be happy to provide the trainer's information.

Julia Anderson-Leake, Michigamme Township, commented that the Landfill should go to an HSA health insurance policy. This is what Michigamme Township has and said they have saved a lot of money with this type of plan.

Ms. Leake asked who would be paying to haul the fly ash away that the Landfill is considering taking from MBLP. R. Yelle said normally he wouldn't answer public comments, but stated MBLP will haul the product to the Landfill.

Ms. Leake said she knew the Director received a score of 4.75 on his evaluation but asked what that number was out of. A. Manning said 6.

G. Wommer wished everyone Merry Christmas.

9. Trustee Comments: A. Manning thanked C. Magnuson for the financial report, she enjoyed receiving it and looks forward to receiving it quarterly. Ms. Manning was wondering if it would be possible to have C. Magnuson's presentation put in the Board packet, if possible.

A. Manning thanked everyone for working extremely hard on the NW Natural Renewables project.

A. Manning also asked staff if they accept online appointments to accept HHW or if the only way to bring it to the Landfill is to call to set up an appointment. C. Magnuson said you must call to set up an appointment. A. Manning asked if it is possible to accept online appointments. M. Stannard stated he could look into it.

Ms. Manning thanked the Landfill staff for having all of the technology working.

D. Campana said he was on the subcommittee to evaluate the Director with A. Manning and the report came back very favorable for the Director and he was really happy with it.

10. Adjournment: R. Yelle adjourned the meeting at 4:44 p.m.

Randall L. Yelle, Chairperson

Dennis Honch, Secretary

2025 BOARD MEETING SCHEDULE

XVII.C

MARQUETTE COUNTY SOLID WASTE MANAGEMENT AUTHORITY

*Meetings held on Wednesdays

JANUARY 15, 2025 - 4PM <u>MARQUETTE COUNTY LANDFILL</u>
FEBRUARY 19, 2025 - 4 PM <u>MARQUETTE COUNTY LANDFILL</u>
MARCH 19, 2025 - 4 PM <u>MARQUETTE COUNTY LANDFILL</u>
APRIL 16, 2025 - 4 PM - BOARD MEETING IMMEDIATELY FOLLOWING REGULAR MEETING - STOCKHOLDER'S MTG <u>MARQUETTE COUNTY LANDFILL</u>
MAY 21, 2025 - 4 PM <u>MARQUETTE COUNTY LANDFILL</u>
JUNE 18, 2025 - 4 PM <u>MARQUETTE COUNTY LANDFILL</u>
JULY 16, 2025 - 4 PM <u>MARQUETTE COUNTY LANDFILL</u>
AUGUST 20, 2025 - 4 PM <u>MARQUETTE COUNTY LANDFILL</u>
SEPTEMBER 17, 2025 - 4 PM <u>MARQUETTE COUNTY LANDFILL</u>
OCTOBER 15, 2025 - 4 PM <u>MARQUETTE COUNTY LANDFILL</u>
DECEMBER 17, 2025 - 4 PM <u>MARQUETTE COUNTY LANDFILL</u>



MARQUETTE AREA WASTEWATER TREATMENT FACILITY ADVISORY BOARD

2025 MEETING SCHEDULE

Notice is hereby given that the Marquette Area Wastewater Treatment Facility Advisory Board will hold its regular meetings on the 3rd Thursday of each month at 10:00 a.m. These meetings will take place at the Marquette Area Wastewater Treatment Facility apart from the October meeting which will be held at Marquette Township Hall, and the February meeting which will be held at Chocolay Township Hall.

January 16, 2025	July 17, 2025
February 20, 2025 (Chocolay Twp. Hall)	August 21, 2025
March 20, 2025	September 18, 2025
April 17, 2025	October 16, 2025 (Marquette Twp. Hall)
May 15, 2025	November 20, 2025
June 19, 2025	December 18, 2025

Additional meetings may be called, and changes may be made by action of the Marquette Area Wastewater Treatment Facility Advisory Board. Notices will be posted of such changes in compliance with Public Act 267 of 1976.



SUPERIOR WATERSHED PARTNERSHIP

LAKE SUPERIOR • LAKE MICHIGAN • LAKE HURON

9 Peter White Drive • Presque Isle Park • Marquette, Michigan 49855
Phone: (906) 228-6095 • Fax: (906) 228-6863 • www.superiorwatersheds.org

November 26, 2024

Bill DeGroot, Township Manager
Chocolay Township
5010 US Highway 41
Marquette, Michigan 49855

Dear Mr. DeGroot,

The Superior Watershed Partnership (SWP) is pleased to provide this summary of annual services provided to Chocolay Township. SWP and Great Lakes Climate Corps (GLCC) projects completed in Chocolay Township during 2024 include, but are not limited to:

- SWP completed the removal of all remaining tires at the Chocolay Township Big Creek site. At total of 3,247 tires (passenger tire equivalents) were removed during 2024 in cooperation with Liberty Tire Recycling.
- SWP hosted an e-waste collection in September 2024 in the City of Marquette (open to Chocolay Township/Marquette County residents) in cooperation with Michigan EGLE.
- The SWP continued to provide energy assistance to low-income households (including Chocolay Township residents). Services included providing financial assistance on home heating and electric bills, energy conservation installations, self-sufficiency education and solar energy installations through the Michigan Energy Assistance Program.
- The GLCC continued to maintain the coastal habitat restoration project that includes over a mile of Lake Superior shoreline (starting at the Chocolay Township Visitor Center and going north). Work included invasive plant removal, native plant restoration, and public/K-12 education.
- SWP technical staff continued to provide assistance/advice to lakeshore property owners related to high lake levels/erosion and invasive plant species issues.
- SWP increased our year-round emergency response capabilities by securing over \$100,000 to support training and strengthened our partnership with Marquette County Emergency Management to respond to future emergencies in Chocolay Township and throughout the Upper Peninsula.

The SWP would like to request the Chocolay Township 2024 contribution in the amount of \$5,000 (see attached invoice). Please do not hesitate to contact me if you have any questions.

Sincerely,


Carl Lindquist, Executive Director



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

December 18, 2024

Suzanne Sundell
Charter Township of Chocoday
5010 US-41 South
Marquette, MI 49855

Dear Suzanne Sundell:

Thank you for your recent renewal with the Michigan Municipal Risk Management Authority (MMRMA). On behalf of the MMRMA Board of Directors, I am very pleased to provide the Charter Township of Chocoday with \$1,883. This represents your share of the distribution of excess net assets from the State Pool Retention Fund to current eligible renewing State Pool Members declared by the Board in February 2024. The full amount of \$1,883 has been sent via electronic funds transfer to the bank account indicated on your ACH Authorization Form.

The Board determined whether to declare a distribution of excess net assets from the State Pool Retention Fund based on a recommendation from the State Pool Committee and the most recent analysis by our actuary of net asset adequacy of the State Pool Retention Fund at June 30, 2023. This year, the Board declared a net asset distribution from the State Pool Retention Fund of \$1,000,000 to eligible State Pool Members. Many factors contribute to the ability of the Board to declare a distribution, including better than expected loss trends, good risk management practices, responsiveness to risk control recommendations, and a successful well-diversified long-term investment strategy. A new actuarial analysis is performed each year to determine if there are excess net assets eligible for distribution; because each year's analysis is discrete, there is no guarantee of future distributions.

However, the essential and most important factor allowing MMRMA to distribute excess net assets is the long-term commitment of its State Pool Members. The method used to calculate the distribution of excess net assets recognizes and rewards those municipalities with sustained longevity. In addition to your years of continuous membership, the calculation method considers your self-insured retention (SIR) claim loss history within the State Pool's retained risk layer and your contributions to the State Pool Retention Fund over the past five years. Without your ongoing participation and commitment to best practices, such distributions would not be possible. The Board and I sincerely thank you for your loyal support of MMRMA.

Warmest regards,

Michael L. Rhyner
Executive Director

cc: Chris Katona



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

December 18, 2024

Suzanne Sundell
Charter Township of Chocoday
5010 US-41 South
Marquette, MI 49855

Dear Suzanne Sundell:

Thank you for your recent renewal with the Michigan Municipal Risk Management Authority (MMRMA). On behalf of the MMRMA Board of Directors, I am very pleased to provide the Charter Township of Chocoday with \$3,874. This represents your share of the distribution of excess net assets from MMRMA to current eligible renewing Members declared by the Board in January 2024. In accordance with your instructions, the full amount of \$3,874 has been sent via electronic funds transfer to the bank account indicated on your ACH Authorization Form.

The Board determined whether to declare a distribution of excess net assets based on a recommendation from the Investment Committee and the most recent analysis by our actuary of net asset adequacy of MMRMA at June 30, 2023. This year, the Board declared a net asset distribution of \$34,484,665 to eligible Members. Many factors contribute to the ability of the Board to declare a distribution, including better than expected loss trends, good risk management practices, responsiveness to risk control recommendations, and a successful well-diversified long-term investment strategy. A new actuarial analysis is performed each year to determine if there are excess net assets eligible for distribution; because each year's analysis is discrete, there is no guarantee of future distributions.

However, the essential and most important factor allowing MMRMA to distribute excess net assets is the long-term commitment of its Members. A majority of MMRMA Members have over 20 years of continuous membership, and several have more than 35 continuous years with our organization. The method used to calculate the distribution of excess net assets recognizes and rewards those municipalities with sustained longevity. In addition to your years of continuous membership, the calculation method considers your claim loss history in excess of your self-insured retention (SIR) layer and your contributions to the General Fund over the past five years. Without your ongoing participation and commitment to best practices, such distributions would not be possible. The ultimate recognition of the success of our organization goes to you – the MMRMA Members. The Board and I sincerely thank you for your loyal support of MMRMA.

Warmest regards,

Michael L. Rhyner
Executive Director

cc: Chris Katona



MARINE CORPS RESERVE



XVII.H



December 31st, 2024

Dear Generous Supporter:

On behalf of the Marine Corps League Lake Superior Detachment 764, we thank you for supporting the TOYS FOR TOTS CAMPAIGN in 2024. With your benevolent giving and assistance with our toy campaign, we collected over 3315 toys, 1396 stocking stuffers, 365 books and monetary donations over \$10,200 (used to purchase toys) that were distributed to local families in need in Marquette County. These donations helped over 1,350 children in the area have a Merrier Christmas.

All toys and monetary donations collected in our area stay in Marquette County to help those less fortunate at Christmas time. The essentials continue to grow each and every year. With your support we were able to meet the community's needs.

Toys For Tots could not do what we are able to do without your generous backing of our program. Our goal is always—Toys, Kids and Christmas. Thank you again for supporting our toy campaign.

Most Sincerely,

Tracey A Tippett

Tracey A. Tippett

Toys For Tots Coordinator Marquette County

Marine Corps League

Lake Superior Detachment 764



Certificate of Appreciation

Presented in gratitude to

CHOCOLAY TOWNSHIP HALL

For Outstanding Support of the
United States Marine Corps Reserve
Toys for Tots Program



December 31, 2024

Date

Tracey A Tippett

Coordinator – US Marine Corps Reserve Toys for Tots Program

CHOCOLAY TOWNSHIP NEWSLETTER

**November and December 2024
DEPARTMENT REPORTS**

Assessor

By John Gehres

The December Board of Review was held on Tuesday December 12th at 10 a.m. covering clerical errors and mutual mistakes of fact. We had 2 total petitions on two properties.

I continue to work on the sales and ECF analysis. This year the consumer Price Index is at 3.1%, which is lower than the two previous years proposal A limit of 5%. This will be applied to all taxable values in the township. The assessed value will also not jump as high as the two previous years as well.

Clerk

By Lisa Perry

The November election was a busy time for the Clerk’s department. Chocolay Township is host to Early Voting Site #6 which consists of Chocolay Township, Sands Township, Skandia Township, and West Branch Township. The Early Voting site was open Saturday, October 26 through Sunday, November 3 from 8 AM to 4 PM and accommodated 1345 voters.

For a full list of Chocolay Township voting statistics, please go chocolay.gov.

Overall, the election was extremely busy but was a great experience; no problems with voters or equipment. Our voters are courteous, and we would like to thank them for that, it makes our job easier, especially during a busy election. As of this time, Chocolay Township will not have any elections in 2025 but that can change at any

moment. We are enjoying the break from that for now.

December has been busy, we are down a person in the office and in the hiring process. Winter taxes were mailed the first of the month and are payable by the last day of February 2025 and this has kept the front office busy.

The Clerk’s office will work on election audits and retention in January.

Fire Department

By Lee Gould

November and December have been a whirlwind for emergency calls. These two months the fire department responded to 27 emergency calls. This is higher than our average for these two months. This is consistent with our call volume for this year. As of this writing, we have responded to the highest emergency calls in our history. We are currently at 142 calls for the year. The increase in call volume is comparable to the past few years. Overall trends in the fire service locally, at the state level and nationally, fire departments are responding to more emergency calls per year than in the past. Many factors contribute to this increase that combine to put more strain on fire departments.

We continue to work on our new Wildland/Rescue truck. We are currently working on the upfit design for the box and additional equipment. We hope to take delivery of the rear box that holds our equipment by the spring of 2025. Once the box is delivered, the box, emergency lighting and additional equipment can



be installed. Our goal is to have the truck ready to respond by the summer of 2025.

As we reflect as a fire department in 2024, we are proud of the service we provide to the citizens of Chocolay Township and surrounding communities. Each year we continue to improve our level of service. This is accomplished by increased and more specific training and developing additional relationships with other emergency response agencies. We are thankful for the township board and staff that are supportive of our department. We rarely interact with staff as most of our time at the township is after traditional business hours. The past several years, the team approach to leadership has proven vital to our department blending with the township's goals. Manager DeGroot instilled this team leadership concept across all levels of the township. This leadership style took time to develop but has proven instrumental to building a solid foundation for our township for the future.

2025 will have similar challenges as each year. Retention and recruitment of members is the biggest challenge faced. We gained several new members in 2024 who are stepping up to fill the gaps that have been left by retirement and others leaving the department. We will continue to review purchases to ensure the equipment is quality and long lasting. Our Wildland/Rescue truck will be the biggest project to accomplish this coming year. We are excited to get this truck in service to provide the needed resources for these call types.

Final thoughts, we would like to thank former Manager Bill Degroot. His team leadership concepts, and patience have molded the fire department into a better structured department. He took the time to understand and learn who we are and how we operate before implementing his leadership tools. For this, we have grown and developed quicker and more

efficiently. We are grateful and wish him the best of luck in his new adventure.

Public Works

By Brad Johnson

November and December have been slow months with the mild weather we are getting. We did have the ice rink at the lion's field up for a very short time in December but has now melted away. We had planned on grooming the cross-country ski trail this year but with the lack of snow it's not looking very promising. The Christmas tree drop off is open at Beaver Grove. I have been out of work on medical leave and will be returning on January 6th on light duty. Staff are in the process of cleaning the managers offices and will be putting a fresh coat of paint on the walls. We are mentally preparing for the new year and will be putting several RFP's together for some significant improvements including security system in and around the Township, keyless entry system for the buildings, sewer main work along with several smaller jobs to be completed in 2025. Staff are excited to see what changes will be coming with the new Supervisor and Manager.

Planning / Zoning

By Dale Throenle Planning Commission

The Planning Commissioners participated in a regular meeting on November 25 in the Township Fire Hall.

There were five new business items on the agenda.

1) Proposed 2025 Planning Commission Meeting Dates

The Commissioners discussed the meeting dates for 2025. They approved a calendar that includes two joint meetings with the Board and no scheduled meeting in November.



- 2) Planning Commission Bylaws and Procedures Update
Commissioners updated the education portion of the bylaws to include a requirement for attending a Citizens Planner class during the first year as a Planning Commissioner.
- 3) Proposed Master Plan and Zoning Ordinance Direction
Commissioners reviewed a recommendation to update the current master plan and subsequent zoning ordinance. The Commissioners will begin the process of updating the plan in 2025, while working concurrently on portions of a new zoning ordinance. The intent is to update the master plan, and to follow it with a new zoning ordinance that is based on the plan.
- 4) Proposed Chocoley Township Master Plan Vision Survey FlashVote Questions
Commissioners discussed and approved questions for an upcoming FlashVote questionnaire that will be activated in January.
- 5) Proposed 2026 Master Plan Survey Questions
Commissioners began a review of proposed 2026 master plan survey questions and made several recommendations for changes to the questions.

The Planning Commissioners participated in a regular meeting on December 16 in the Township Fire Hall.

There were four new business items on the agenda.

- 1) Sample Master Plan and Zoning Ordinance Worklists
The Commissioners discussed the methods of tracking the progress for

the upcoming master plan and zoning ordinance projects.

- 2) Proposed 2026 Master Plan Business Survey
The Commissioners provided input on a proposed business survey that will be sent to businesses in the Township. The survey is intended to gather input for the master plan project from a business perspective.
- 3) Proposed zoning ordinance - section 1
The Commissioners provided comments on a draft version of section one for the proposed zoning ordinance replacement.
- 4) Site Plan Checklist
The Commissioners discussed a proposed site plan checklist. The checklist will be used in conjunction with zoning ordinance language that will be discussed in future Planning Commission meetings.

To begin the new year, the Planning Commission will meet on **January 20** in the Township Fire Hall. The meeting will start at **6 PM**.

Zoning Board of Appeals

The Zoning Board of Appeals did not meet in November or December and is not scheduled to meet in January of 2025.

Police

By Liz Norris-Harr

November Elections security was very smooth. After numerous training and walk-thru sessions there were no issues. We are thankful for an uneventful election season.

December was a rather slow month due to the weather being so mild. Officers completed some trainings including de-escalation training and active violence training.



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	4	11.5	9	9	11.5	18	7	64.5	5	4.5
Pounds Year To-Date	19	30	34	45.5	54.5	63.5	75	93	100	164.5	169.5	174

Web Page Statistics

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

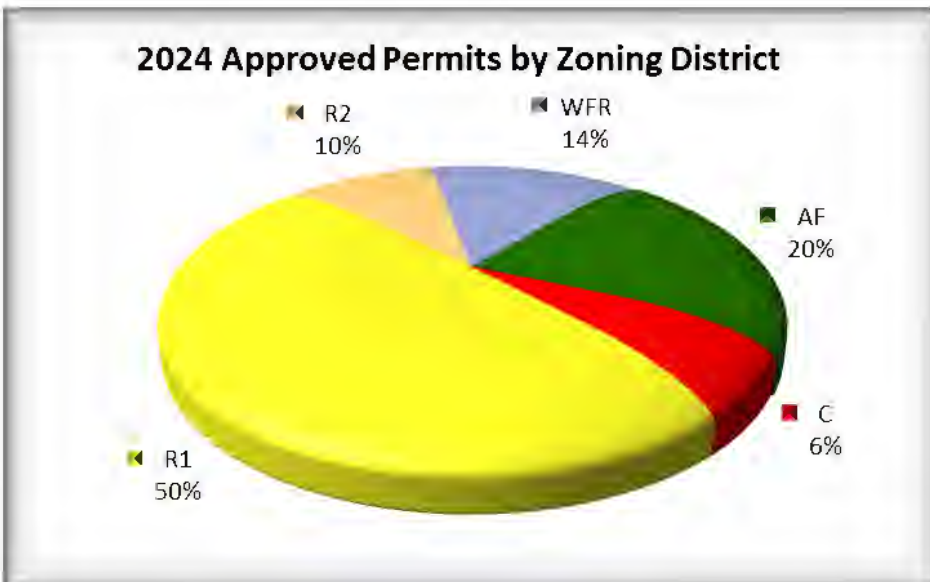
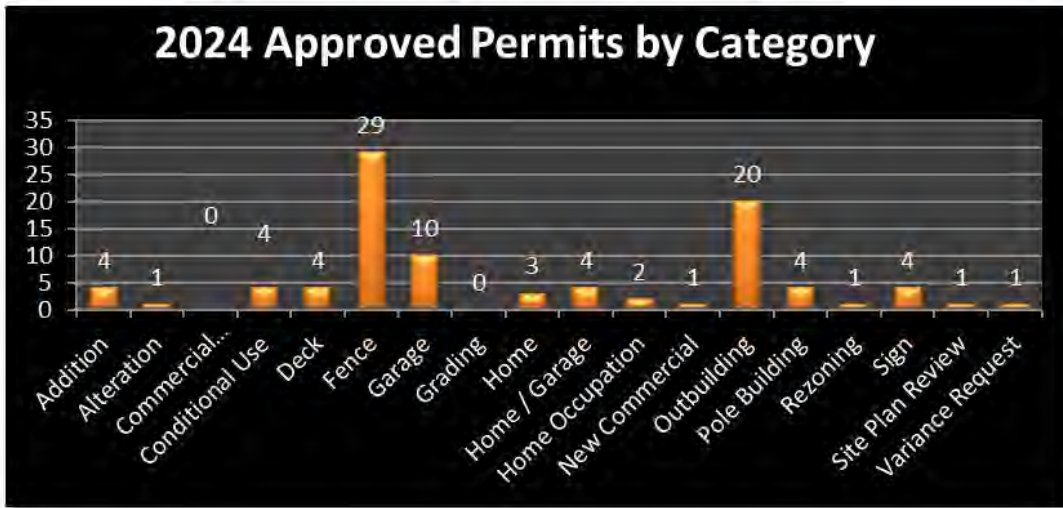
Month	Sessions	Page Views
January	1,889	6,150
February	1,657	4,579
March	1,601	4,091
April	2,059	5,380
May	2,772	6,288
June	2,772	5,792
July	2,843	5,654
August	2,732	4,884
September	2,513	4,631
October	3,188	6,405
November	2,793	5,752
December	3,332	6,872
Totals	30,151	66,478
Averages	2,513	5,540

Zoning Permit Counts

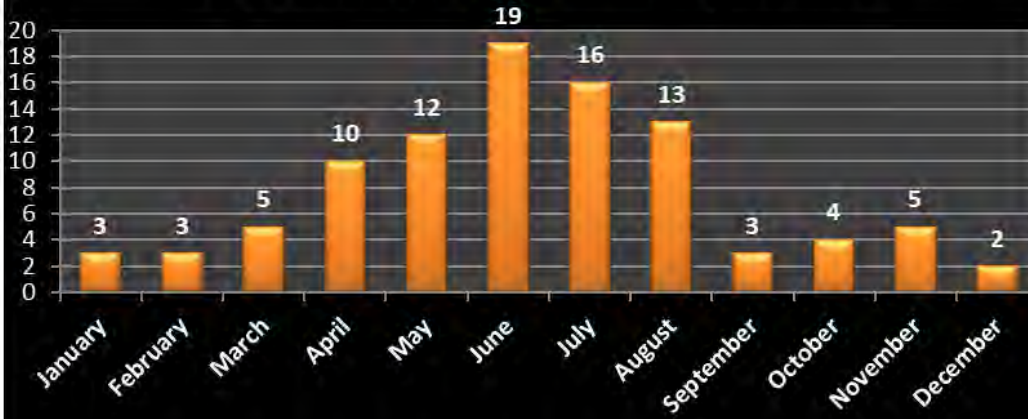
Zoning permit counts through December, 2024:

2024 Reviewed Permits by Month		2024 Reviewed Permits by Type		
Month	Number of Permits	Permit Type	Approved Number	Denied Number
January	3	Addition	4	0
February	2	Alteration	1	0
March	6	Commercial Outbuilding	0	0
April	10	Conditional Use	4	0
May	12	Deck	4	0
June	19	Fence	29	0
July	16	Garage	10	0
August	13	Grading	0	0

2024 Reviewed Permits by Month		2024 Reviewed Permits by Type		
			Approved	Denied
September	3	Home	3	1
October	4	Home / Garage	4	0
November	5	Home Occupation	2	0
December	2	New Commercial	1	0
		Outbuilding	20	0
		Pole Building	4	0
		Rezoning Application	1	1
		Sign	4	0
		Site Plan Review	1	0
		Zoning Variance Request	1	0
Total	95	Total	93	2



2024 Processed Permits by Month



FOIA

REQ #	Date Rec	Res by Date	Invoice Sent	48 Days Invoice	10 day Ext Sent	10 day Ext	Response Date	Link to Documentation	Description
24-01	1/5/2024	1/11/2024					1/8/2024	24-01 Carlson 01.05.24	Police Reports
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
24-03	1/5/2024	1/11/2024			1/9/2024	1/26/2024	Canceled	24-03 Gencheff 01.05.24	Voting Information
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
24-05	1/11/2024	1/17/2024					1/15/2024	24-05 Heidtman 01.11.24	Police Reports
24-06	1/26/2024	2/1/2024					1/30/2024	24-06 Hughes 01.26.24	Police Reports
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
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
24-09	2/22/2024	2/28/2024					2/23/2024	24-09 Schreiner 02.22.24	Employee Information
24-10	2/22/2024	2/28/2024					2/29/2024	24-10 Schreiner 02.22.24	Township Financial Information
24-11	2/26/2024	3/1/2024			02/28/2024	3/15/2024	Canceled	24-11 Aughney 02.26.24	Election Information
24-12	3/28/2024	4/4/2024					4/2/2024	24-12 Gencheff (League of Women Vot	Election Information
24-13	3/28/2024	4/4/2024					4/1/2024	24-13 Lorens 03.28.24	Police Reports
24-14	4/8/2024	4/12/2024			04/10/2024	4/26/2024	4/11/2024	24-14 Zakrzewski 04.08.24	Police Reports
24-15	4/9/2024	4/15/2024			04/10/2024	4/29/2024	4/17/2024	24-15 Peterson 04.09.24	Police Reports
24-16	4/15/2024	4/22/2024					4/18/2024	24-16 Ghiardi 04.15.24	Police Reports
24-17	4/25/2024	5/1/2024					4/25/2024	24-17 Soper 04.25.24	Police Reports
24-18	5/1/2024	5/7/2024					see notes	24-18 Riley 05.01.24	Address List
24-19	5/10/2024	5/16/2024			05/15/2024	5/30/2024	5/20/2024	24-19 Rost 05.10.24	Insurance Information
24-20	5/24/2024	6/3/2024					5/30/2024	24-20 Doucette 05.24.24	Tax Information
24-21	6/6/2024	6/12/2024					6/6/2024	24-21 English 06.06.24	Fence Permit Information
24-22	6/18/2024	6/24/2024					6/19/2024	24-22 Riley 06.18.24	Residential Address List
24-23	7/1/2024	7/8/2024					7/3/2024	24-23 Kivi 07.01.24	Police Reports
24-24	7/8/2024	7/12/2024					7/8/2024	24-24 Kivi 07.08.24	Police Reports
24-25	7/8/2024	7/12/2024					Denied 7-10-24	24-25 Young 07.08.24	Police Reports
24-26	7/9/2024	7/15/2024			7/11/2024	7/29/2024	7/23/2024	24-26 Frank Curry - FOIA Buddy	Invoices for software, internet, phone, cellular, broadband
24-27	7/12/2024	7/18/2024					7/17/2024	24-27 Odovero 07.12.24	Police Reports
24-28	7/15/2024	7/19/2024					7/16/2024	24-28 Young 07.15.24	Police Reports
24-29	7/19/2024	7/25/2024			07/23/2024	8/8/2024	7/26/2024	24-29 Bower (State of MI-LARA-Bureau	Police Reports
24-30	7/24/2024	7/30/2024					7/24/2024	24-30 Seppanen 07.24.24	Zoning Information
24-31	8/23/2024	8/30/2024					8/26/2024	24-31 Raad 8-23-24	Police Reports
24-32	8/30/2024	9/6/2024					8/30/2024	24-32 Warren Group 08.30.24	2024 Summer Tax Roll
24-33	9/4/2024	9/10/2024	9/10/2024	10/24/2024	09/04/2024	9/24/2024	10/28/2024	P:24-33 Mouw & Celello, PC 09.04.24	Police Reports
24-34	9/23/2024	9/27/2024			09/25/2024	10/4/2024	9/26/2024	24-34 Heidtman 09.23.24	Police Reports
24-35	9/26/2024	10/2/2024					9/30/2024	24-35 Pope 09.26.24	Police Reports
24-36	10/1/2024	10/7/2024	10/4/2024	11/18/2024			Void 45 day 11/20/24	24-36 Kozub 10.01.24	Police Reports
24-37	10/8/2024	8/14/2024					10/10/2024	24-37 Huff 10.08.24	Zoning Information
24-38	10/21/2024	10/25/2024					10/24/2024	24-38 Doheny 10.21.24	Zoning Information
24-39	10/23/2024	10/29/2024			10/25/2024	11/13/2024	11/12/2024	24-39 Mulcahey 10.23.24	Budget Information
24-40	10/28/2024	11/1/2024	11/5/2024	12/20/2024	10/30/2024	11/18/2024	canceled 11/13/24	24-40 Beyer (Old Mission Culture Co.) 10	Zoning Information/Police Reports
24-41	10/29/2024	11/4/2024					10/30/2024	24-41 Andriacchi Law 10.29.24	Police Reports
24-42	10/31/2024	11/6/2024					11/5/2024	24-42 McEachern (UP Family Solutions)	Police Reports
24-43	11/5/2024	11/12/2024					11/5/2024	24-43 Casselman-Henderson 11-5-24	Police Reports
24-44	11/12/2024	11/18/2024					11/18/2024	24-44 Vande Hey 11.12.24	Police Reports
24-45	11/13/2024	11/19/2024					11/15/2024	24-45 Roth 11.13.24	Police Reports
24-46	11/22/2024	11/29/2024					11/25/2024	24-46 Smith 11.22.24	Police Reports
24-47	11/27/2024	12/4/2024	11/27/2024	12/20/2024			Temp 45 days 11-27-24	24-47 Dzieszinski 11.27.24	Police Reports
24-48	12/6/2024	12/12/2024					12/6/2024	24-48 McLearn 12.06.24	Police Reports
24-49	12/17/2024	12/23/2024	12/17/2024	1/8/2025			1/3/2025	24-49 Mulcahey 12.17.24	Employee/Township Board Information

Deborah Mulcahey 1200 S. Genesee Drive Lansing, MI 48915 [REDACTED]

15 December 2024

Chocolay Township Board of Trustees

Charter Township of Chocolay (CTC)

Marquette, MI 49855

Dear Supervisor Lynch and Trustees

ATTENTION CTC CLERK: Max Engle for distribution to all Trustees NOW & inclusion in next Board packet.
& FOIA REQUEST

This communication is written to request that you as the Board address two issues of concern, & the Clerk respond to my FOIA request. One is the potential violations of the State of Michigan Open Meetings Act (OMA) and the second is in regard to the fact that an employee of the CTC is now a Trustee of the CTC Board.

Comments were made during the December 2024 CTC Trustee Board Meetings in regard to the hiring process for the CTC manager which has lead me to believe that the Township may have violated the OMA. I request that if the Township has not already done so that you determine the legality of your actions and advise me of the findings as to how:

-The Township has not violated the (OMA) in regard to the hiring process for the CTC manager. The OMA requires that unless an applicant requests confidentiality that all discussions and meetings to review or consider job applicants must be held in an open meeting, regardless of a quorum. At a minimum my specific concerns are in regard to Supervisor Lynch's public statements about his non public communications with Treasurer Zyburt about the candidates after the first set of interviews and email communications among the Board, which were not made public, in regard to hiring the manger. Pursuant to FOIA I request the electronic copies of email communications between the board members and any records created that have addressed these likely violations of the OMA.

-The CTC has not publicly addressed the fact that an individual who is an employee of the CTC police department is now also a Trustee on the CTC Board. Possibly this conflict of interest has been reviewed by CTC legal counsel.

Based on State of Michigan Statutes including the Conflicts of Interest Law, the Incompatible Public Officers Act, etc., Attorney General Opinions and court cases I do not understand how a trustee of CTC may simultaneously occupy the position of a police officer in CTC. How can the individual protect, advance, or promote the interests of both positions simultaneously? If the individual is allowed to hold both positions as a police officer and a trustee it appears that they would have to breach the duties required of the trustee position because they can not vote on all issues. At a minimum the individual cannot vote on matters determining compensation and conditions of their service including disciplinary actions of the officer. A prior attorney general opinion explains that a conflict of interest arises when the " Personal interest of a public official places him in a position where he cannot execute his public duties without affecting his private interests, thus denying the public the fair, impartial and objective judgment to which it is entitled."

This issue is similar to the situation CTC had to deal with almost seven years ago when they hired a manager that had previously been appointed to the planning commission. That person had to step down from the planning commission.

Again, if this conflict of interest has already been reviewed and determined acceptable by competent legal counsel I would appreciate being advised of that finding, and pursuant to FOIA I request a copy of that opinion.

If this issue has not been analyzed by legal counsel it would be prudent to do so before finalizing the hiring process as this trustee may not have been in a position to discuss and vote on this matter.

I look forward to your responses to these issues.

Thank you. Deborah Mulcahey