

**Belknap Township Board Meeting Held at Belknap Township Hall,
Presque Isle County, Michigan - Minutes from the January 25, 2016 Meeting**

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, January 25, 2016, at 5:30 p.m. with Supervisor Allan Berg, Treasurer Terri Koss, Clerk Terry L. Basel, Trustee Harlow Hardies, and Trustee Robert Hopp present.

Guests: Eileen Brege

Public Comment: (5 minute time limit): None

Consent Agenda:

Approval of Agenda
Approval of Minutes from Previous Regular Meeting
Clerk's Budget Report
Treasurer's Financial Report

A motion was made by Trustee Hardies, supported by Trustee Hopp to approve the Consent agenda. Motion carried.

Old Business:

Township Website: Supervisor Berg reported that Ms. Alexa Donakowski is working on updating it.

Fund Balance Policy: A motion made by Trustee Hardies, supported by Trustee Hopp to approve the Fund Balance Policy as presented. Motion Carried.

Township Credit Card: Discussion on if the credit card bill is received and due before the next meeting can the Clerk/Treasurer pay the bill prior to the next meeting. A motion was made by Trustee Hardies, supported by Trustee Hopp to allow the Clerk/Treasurer to pay the credit bill upon receipt to avoid any late interest charges. Motion carried. A revision to the Emergency Bill Paying Policy will be made to incorporate this action.

MTA Meeting: No board member was able to attend the January 5, 2016 meeting.

Liquor/Road millage checks: Both sets were received, however the Liquor checks had a printing error and a new set is being sent.

Can opener: A Caterer requested that the Township bring back a large can opener, but there aren't many places to install it in the kitchen. A motion was made by to Clerk Basel, support by Treasurer Koss to purchase a new can opener and have the Trustees install it. Motion carried.

New Business:

Caretaker's Report:

Hall Rental Refunds: There was one rental refund this month. The Treasurer will send the refund letter.

Hall Rentals: The Caretaker sent a report to inform the Board that she has been getting numerous calls for rentals... the calendar is filling fast.

Clerk's Report:

Financial Report: Was covered under the Consent Agenda.

Election Public Accuracy Test (PAT): The PAT for the March 8, 2016, Presidential Primary will be held in our hall on Feb 23, 2016, at 10:30am and will be advertised for the public at 11:30am.

2016 Nominating and Qualifying Petitions: Are available from the Clerk.

QVF Lite: The Clerk has obtained the States website/data base for Qualified Voters. Learning it and seeing if the internet connection is fast enough to be efficient.

Audit Contract: The Township is due for an audit for the 2015-16 fiscal year. A motion was made by Trustee Hardies, supported by Supervisor Berg to hire Johnson & Schulze, PC to do the audit and have the Clerk sign a contract agreement letter. Motion carried.

New Tables for Elections: The Clerk presented several quotes for new tables to be used for elections. Concerns were voiced regarding sturdiness and if the top is smooth enough to write on? A motion was

made by Supervisor Berg, supported by Trustee Hopp to authorize the Clerk to purchase to 2 - 6' tables, at a cost not to exceed \$300. Motion Carried.

Election Supplies: Special Presidential Primary election supplies are required by the Bureau of Elections. Therefore, the Clerk coordinated with the Bismarck Township Clerk to purchase the specific mandatory supplies and share the costs. Belknap Township sent an invoice to Bismarck for their share of the bill.

2015 W-2 Distribution: 2015 W-2's were distributed.

Budget Amendments: A motion was made by Trustee Hardies, supported by Supervisor Berg to make the following FY 2015-16 budget adjustments:

FROM:	Move	Current Budget	New Budget Amount
101-212-990 Contingency	\$350	\$4,000	\$3,650
TO:			
101-191-960 Training	\$350	\$ 425	\$ 775

Motion carried.

Treasurer's Report: was covered in the consent agenda. The Clerk and Treasurer are working together to coordinate QuickBooks data.

Trustee's Report:

Trustee Hopp reported that there are not enough chairs and tables to seat 250. In addition, not sure if we have enough storage to accommodate additional quantities. To be discussed at the Budget meeting as a Hall project next year.

Broom closet: consensus on the board was to install a shelving unit in the bar room closet to hold supplies for renters and to have the Caretaker purchase new mop heads.

New roof repair: An ad has been approved to seek bids for the roof repair. The Clerk shall submit it to the P.I. Advance and on social media.

Supervisor's report:

Fire Board: Rogers Area First Responders group has additional interest and may be more available for responses in the future, which is good for the residents of the district; regulations are crazy; discussion regarding the retirement of an individual continues, surrounding the number of trainings required; and Policy language is ongoing. Supervisor Berg to resign as the Treasurer on the Fire Board.

Ambulance Board: No meeting

Board of Review (BOR) Training: Will be held in our hall.

Board of Review Members: We may need to add a new alternate.

Other Business:

Presentation & Payment of bills: A motion was made by Clerk Basel, supported by Trustee Hardies to pay the bills as presented, voucher numbers; 4683 – 4719 for a total of \$5,218.69. Motion carried.

Public Comment: (5 minute time limit): Guest Brege asked for information on the BOR training, as she may be interested in attending.

Adjournment: A motion was made by Trustee Hopp, supported by Treasurer Koss to adjourn the meeting at 6.50 PM. The next meeting is scheduled for February 22, 2016, at 5:30 PM.

Respectfully submitted,

Terry L Basel,
Belknap Township Clerk

**Belknap Township Board Meeting Held at Belknap Township Hall,
Presque Isle County, Michigan - Minutes from the February 22, 2016 Meeting**

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, February 22, 2016, at 5:35 p.m. with Supervisor Allan Berg, Treasurer Terri Koss, Clerk Terry L. Basel, Trustee Harlow Hardies, and Trustee Robert Hopp present. Guests: Eileen Brege

Public Comment: (5 minute time limit): None

Consent Agenda:

Approval of Agenda

Approval of Meeting Minutes of January 25, 2016

Clerk's Budget Report

Treasurer's Financial Report

A motion was made by Trustee Hardies, supported by Trustee Hopp to approve the Consent agenda. Motion carried.

Old Business:

Township Website: Supervisor Berg reported that A. Donakowski's is working on our website. The set-up fee will be \$200, she is just about finished. The monthly fee/hourly fee has yet to be determined.

Immediate Payment of Bills: There was discussion regarding amending the Resolution for Immediate Payment of Bills dated May 24, 2011, to add the "Credit Card bill", or rescinding and approving a policy instead. A motion was made by Clerk Basel to rescind the aforementioned Resolution, and it was supported by Trustee Hopp.

A Roll call vote was taken with the following results: Trustee Hardies, yes, Trustee Hopp, yes, Treasurer Koss, yes, Clerk Basel, yes, Supervisor Berg, yes. The Resolution was rescinded.

A motion was made by Trustee Hopp, supported by Trustee Hardies, to approve the Immediate Payment of Bills policy, as presented. Motion carried.

New Roof Repair: An ad, seeking bids for a contractor, has been placed in the *P.I. Advance* at a cost of \$31.90 per week, for two weeks, and was also placed on social media.

New Business:

Caretaker's Report:

Hall Rental Refunds: There was one rental refund this month. Treasurer Koss will sign the refund letter and mail it.

Hall Supplies/Equipment Needs: The Caretaker has done some research on needed items for the Hall and will have a list ready for the Budget 2016 – 2017 hearing. Discussion continued regarding the big can opener.

Clerk's Report:

Financial Report: Was covered under the Consent Agenda.

Hall Usage Feedback: This item was tabled from 2015, until this meeting, February 2016. To date, I haven't received any suggestions from anyone on how to utilize the hall more.

Update on QVF lite: My satellite internet connection is pretty slow for the States data base/site. Currently I'm only using it for AV tracking and have a lot of concern that it will take a long time to download the E-Poll book for elections. I have talked with the County Clerk's office about my concern and for the time being, I will still be utilizing them to check the Inbox, print voter registration cards and load my flash drive for the E-Poll book.

State Election Training: Will be in our hall on March 23. From 9:30 to noon. This training is for Clerks and deputies, not election workers.

Other:

1. Election Public Accuracy Test (PAT): The PAT for the March 8, 2016, Presidential Primary wasn't published, so it has been rescheduled to be held in our hall on March 2, 2016, at 10:30am and will be advertised for the public at 11:30am.

2. Credit card use form: The clerk is working on a form that will authorize other Township employees to use it.

Treasurer's Report: was covered in the consent agenda, Tax collection will be wrapping up soon, and Treasurer Koss was approached by Presque Isle Advance, if the Board would like to place an ad in the *PI Advance* 2016 Bridal Insert again this year. A motion was made by Clerk Basel, supported by Trustee Hardies to place an ad in the *PI Advance* 2016 Bridal insert. Motion carried.

Trustee's Report:

Roof Repair: Trustee Hardies reported that a potential contractor (who had seen the ad on social media) was here today and identified some other issues (that we hadn't included in our bid specs) that need to be done in order to make the repairs up to code.

Snow removal: Clerk Basel as if it is possible to keep the south side of the building snow free, in order to access the office door, glass case, and to read the electric meter.

Supervisor's report:

Fire Board: No meeting this month

Ambulance Board: No report was unable to attend.

Ambulance Board Representative: Supervisor Berg asked again for a board member to be the representative on the Ambulance Board. This group meets on the second Wednesday of the month, every other month, meeting start time is being reviewed, and there is a \$40 per diem is available. Trustee Hopp is considering.

Board of Review Appointments: Terms expired at the end of 2015, and replacements need to be appointed. A motion was made by Treasurer Koss, support by Clerk Basel, to appoint Roger Hardies, Nancy Grulke, and Mark Sellke, to two year terms commencing on January 1, 2016, and ending on December 31, 2017. The Motion carried.

Board of Review Oath: The Clerk will administer the oath within 10 days of this meeting.

April – Social Host Awareness: A motion was made by Treasurer Koss, supported by Trustee Hardies to adopt the Resolution that April is Social Host Responsibility Month – Underage Drinking Prevention.

A Roll call vote was taken with the following results: Trustee Hardies, yes, Trustee Hopp yes, Treasurer Koss, yes, Clerk Basel, yes, Supervisor Berg, yes. The Resolution was adopted. The Clerk will submit the proclamation.

Water Sampling: the health dept. has changed the frequency of water testing for bacteria analysis to be done 4 times a year and the chemical analysis will continue to be annually. Treasurer Koss will contact the health department for clarification and possible purchase the water bottles. Discussion followed regarding adding the water sampling to the caretakers responsibilities.

Other Business:

Wage Consideration: Supervisor Berg informed the board that, per MTA's suggestion, the Board meeting prior to the budget hearing is the meeting to do wage considerations for the next year. There are two options available; 1. Adopt a Resolution which would freeze salaries for a year with no adjustments allowed during the year, or 2. Set wages, and have the ability to make adjustment during the year, if needed. Discussion followed and it was decided to utilize option #2. The Supervisor will prepare the "FY 2016- 2017 Belknap Township Wages, Fees & Reimbursements Agreement" with an increase of the Hall Caretaker's wage to \$175 per month and increase the salaries of Board members by 1%. All other reimbursements will stay at the FY 2015-2016 levels.

Presentation & Payment of bills: A motion was made by Trustee Hopp, supported by Treasurer Koss to pay the bills as presented, voucher numbers; 4720 – 4732 for a total of \$9,758.00. Motion carried.

Public Comment: (5 minute time limit): None

Adjournment: A motion was made by Clerk Basel, supported by Trustee Hopp to adjourn the meeting at 7:00 PM. The next meeting is scheduled for March 28, 2016, to start immediately following the Budget Hearing that starts at 5:30 PM.

Respectfully submitted,

Terry L Basel,
Belknap Township Clerk

**Belknap Township Board Meeting Held at Belknap Township Hall,
Presque Isle County, Michigan - Minutes from the March 28, 2016 Meeting**

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, March 28, 2016, at 8:30 p.m. with Supervisor Allan Berg, Clerk Terry L. Basel, Trustee Harlow Hardies, and Trustee Robert Hopp present. Treasurer Terri Koss was excused. Guests: Eileen Brege

Public Comment: (5 minute time limit): None

Consent Agenda:

- Approval of Agenda
- Approval of Meeting Minutes of February 22, 2016
- Clerk's Budget Report
- Treasurer's Financial Report

A motion was made by Trustee Hopp, supported by Trustee Hardies to approve the Consent agenda. Motion carried.

Old Business:

Township Website: work in progressing on the new website and should be done in the next month or two.

New Business:

Caretaker's Report:

Hall Rental Refunds: There were two rental refunds this month. Treasurer Koss will sign the refund letters and mail them.

Hall Supplies/Equipment Needs: Items have been purchased. The Care Taker requested clarification from the board regarding leaving *potential* renters at the hall by themselves as they tour the facility, sometimes these initial visits can take a couple of hours. It was determined that *potential* renters cannot be there by themselves; however, once a deposit has been made and a signed contract is obtained, the renter may request the key to be at the hall without the Caretaker.

Clerk's Report:

Financial Report: Was covered under the Consent Agenda.

Election Public Accuracy Test (PAT): The PAT for the May 3, 2016, Special Election will be held at the Bismarck Township hall on April 11, 2016, at 11:30am and will be advertised for the public.

Met Life: Mr. Mark Prohaska informed me that the transfer of Agents has not yet taken place. Due to the way Lappan Agency has all townships registered with the government, it is a little more difficult to just transfer. He doesn't want to cause any issues with our accounts, so it is taken longer than he thought.

Audit Scheduled: The audit with Johnson & Schulze, PC is scheduled for June 22, 2016.

MTA meeting: Is scheduled for Tuesday, April 5th at the Posen Community Center at 7:00 PM.

Early Check run for April meeting: Due to me being out of State from April 18 – 22, I would like to move the check run up one week. I would like to do checks on April 14th and get them to the Treasurer on the 15th. Please make sure you have all bills to the hall and inform me by the close of business of April 13th. I will also have the minutes in the mail by this timeframe, too. By consensus, the Board agreed to this request.

Budget Amendments: A motion was made by Trustee Hardies, supported by Trustee Hopp to make the following FY 2015-16 budget adjustments:

FROM:	Move	Current Budget	New Budget Amount
101-212-990 Contingency	\$1,570	\$3,650	\$2,080
 TO:			
101-191-960 Training	\$ 240	\$ 775	\$1,015
101-265-855 Communication			
Stipend	\$ 50	\$1,200	\$1,250
101-265-964 Hall Rental Refund	\$ 50	\$1,500	\$1,550
101-852-860 Mileage	\$ 100	\$ 200	\$ 300
101-265-930 Repairs/Maintenance	\$1,130	\$2,400	\$3,530

Motion carried.

Water Sampling: The water sampling bottles have been purchased, and are stored in a cupboard in the office. The topic of taking the water samples by adding it to the Caretakers duties, was table until next meeting.

Treasurer's Report: was covered in the consent agenda.

Trustee's Report:

Furnace repair: John's plumber fixed the water pressure switch.

Roof Repair: 7 bids were received. Based on price, additional code requirements, and the amount of time to do the job, a motion was made by Trustee Hopp, supported by Trustee Hardies, to award the bid to John's Home Maintenance at a cost \$7,195.00 base price and adding the ridge vent, ice guard, TPO flashing and upgrading the shingles, for a total cost of \$8,090.00. Motion carried. The clerk will issue letters to all bidders on the Boards decision.

Supervisor's report:

Fire Board: Although the Supervisor was unable to attend this meeting, he reported that a new treasurer is in the process of being appointed, and the retirement payout issue has been approved and will be paid out.

Ambulance Board: No meeting.

Board of Review appointments: They have been made and are good for a one year term; however the search continues for an alternate.

March Board of Review: Has closed.

Wage schedule: A motion was made by Clerk Basel, supported by Trustee Hopp, to make the changes as presented. Motion carried.

Meeting schedules:

- a. A motion was made by Trustee Hardies, supported by Trustee Hopp to hold a special budget meeting on April 11, 2016, at 7:30PM to review and approve the 2016-17 budget. Motion carried.
- b. A motion was made by Clerk Basel, supported by Supervisor Berg to change the regular meeting scheduled on Monday, April25, 2016, to Thursday April 28, 2016, at 7:30 Motion carried.

Other Business:

Presentation & Payment of bills: A motion was made by Trustee Hardies, supported by Trustee Hopp to pay the bills as presented, voucher numbers; 4733 – 4755 for a total of \$7,736.14. Motion carried.

Public Comment: (5 minute time limit): None

Adjournment: A motion was made by Trustee Hopp, supported by Trustee Hardies to adjourn the meeting at 9:20PM. The next regular meeting is scheduled for Thursday, April 28, 2016, at 7:30 PM.

Respectfully submitted,

Terry L Basel,
Belknap Township Clerk

**Belknap Township Special Board Meeting Held at Belknap Township Hall,
Presque Isle County, Michigan
4/11/2016**

A special meeting of the Belknap Township Board was called to Order by Supervisor, Allan Berg on Monday, April 11, 2016, at 7:30 p.m. with Supervisor Allan Berg, Treasurer Terri Koss, Trustee Harlow Hardies, Trustee Robert Hopp, and Clerk Terry Basel present. No guests

Agenda:

1. Budget Approval
2. Reschedule April Regular meeting date

Budget: Supervisor Berg led the Board through a review of the 2016/2017 budget with the summary below:

General Fund - funds available are:

Revenue:	\$ 95,290.00
Prior Year Fund Balance:	\$115,129.95
Expenses and	
Appropriations:	<u>\$110,517.00</u>
Ending Fund Balance:	\$ 99,902.95

Liquor Special Revenue Fund - funds available are:

Revenue:	\$771.00
Prior Year Fund Balance:	\$652.36
Expenses:	<u>\$995.00</u>
Ending Fund Balance:	\$428.36

Road Millage Special Revenue Fund - funds available are:

Revenue:	\$ 45,500.00
Prior Year Fund Balance:	\$138,762.01
Expenses:	<u>\$ 75,000.00</u>
Ending Fund Balance:	\$109,262.01

A motion to approve the budget as reviewed by Supervisor Berg, was made by Treasurer Koss, support by Trustee Hardies. A Roll call vote was taken as follows:

Trustee Hardies: Yes, Trustee Hopp: Yes, Treasurer Koss: Yes, Clerk Basel: Yes, Supervisor Berg: Yes

Motion approved.

A copy of the budget will be attached to these meeting minutes.

Reschedule April Regular meeting date: A motion to reschedule the April Regular Meeting from April 28, 2016, to April 27, 2016, was made by Trustee Hopp, supported by Trustee Hardies. Motion Carried.

Adjourn: A motion was made by Trustee Hopp, supported Trustee Hardies to adjourn the meeting at 7:45 PM. Motion Carried.

Respectfully submitted,

Terry L. Basel, Clerk

**Belknap Township Board Meeting Held at Belknap Township Hall,
Presque Isle County, Michigan - Minutes from the April 27, 2016 Meeting**

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Wednesday, April 27, 2016, at 7:30 p.m. with Supervisor Allan Berg, Clerk Terry L. Basel, Treasurer Terri Koss, and Trustee Harlow Hardies were present. Trustee Robert Hopp and Caretaker Connie Hopp were excused. Guests: Melissa Goodrich and Eileen Brege.

Public Comment: (5 minute time limit): Ms. Melissa Goodrich gave the Board a presentation regarding her quest for the Prosecuting Attorney of PI County.

Consent Agenda:

Approval of Agenda,
Approval of March 28, 2016, Budget Meeting and regular Meeting Minutes, and the Special Meeting Minutes from April 11, 2016
Clerk's Budget Report, and
Treasurer's Financial Report

A motion was made by Hardies, supported by Koss to approve the Consent agenda. Motion carried.

Old Business:

Township Website: Work is progressing on the new website. We can start sending info to the webmaster.

Roof Repair: Project was done on April 22st. The original cost was \$8,090.00, but additional structural repairs needed to be done. These additional repairs cost \$864.00. They did not have to wrap the exhaust fan with TPO flashing, thus giving us a \$200 credit that was applied to the \$864 additional costs. The summary of balance due is as follows:

Balance due:	\$4,045.00
Additional repair costs:	\$ 864.00
Credit for TPO:	<u>-\$ 200.00</u>
New Balance due:	\$4,709.00

A motion was made by Basel, supported by Hardies to approve the additional repair costs of \$664, making the new balance due \$4,709.00 and directed the Clerk and Treasurer to get this check in the mail ASAP. Motion carried.

Board of Review (BOR): Supervisor Berg stated that there is an opening for an alternate on the BOR.

New Business:

Caretaker's Report:

Hall Rental Refunds: There were no rental refunds this month.

Spring Cleaning the Hall: Caretaker Hopp plans on doing some spring cleaning of the hall and grounds after the May 3rd election.

Clerk's Report:

Financial Report: Was covered under the Consent Agenda.

MTA meeting: Clerk Basel attended the April 5th meeting held at the Posen Township Hall. Notable discussion:

1. County Clerk will be advertising for election inspectors and will be holding training in 3 locations around the county. Our hall will be utilized as one of those locations on June 21st, 10-12.
2. Sheriff is advertising for a new deputy and will have a millage request on the August ballot asking for a school resource officer

3. Road Commission: 2016 Co. Rd 451 Road Projects – Molski Road to Co. Rd 634, and Mill Hwy South to Co. Rd 638. Also, info was passed out regarding competitive bidding requirements for road projects.
4. July 5th - Picnic & Meeting at Case Township Community Center. There will be a “meet the Candidates” for the 106th District and PI County Seats.
5. Had breakout sessions by Township positions, which was well received and will be held annually during the April meetings.

Ambulance Board: Clerk attended the meeting held on April 13th. Notable discussion:

1. By-Laws were approved as presented
2. Ambulance Center improvements –
 - a. Appliances are in,
 - b. Discussed combining the roof project and the expansion together in one bid – will only release the roof bid now.
 - c. Roof Bid to be released: Walk–thru will be done on May 20th, and bids due on June 1st.
3. New Ambulance – the chassis has been delivered and will be put on assembly line on June 1st. A request was approved to add an air deflector blower to keep the snow off the back of the new rig. Cost will be approximately \$600-\$800.
4. CLSS report –
 - a. Runs are way up for the year and have been for the last couple of years. This is good news, but also could mean that the purchase of the next new ambulance may have to be moved up from the scheduled Dec 2017.
 - b. One full time staff leaving
5. Insurance coverage was discussed – What CLSS covers, what Board covers.
6. Repetitive calls/No transport number policy was discussed.

Presidential Election Reimbursement: The reimbursement documentation for the Presidential Primary was submitted and we should get back \$695.85...We will also be reimbursed for the School special election.

Mileage reimbursement: 2016 rate was reduced to .54 per mile.

Other: sealer for the parking lot may have to be done this year????

Treasurer’s Report: was covered in the consent agenda. The Treasurer has been trying to collect delinquent personal property taxes, but hasn’t received any response. It is the same entity not paying and it seems to be a chronic problem. Discussion followed on options available; Treasurer just keep trying; utilize Small Claims Court; or use an attorney to send letters posing lawsuit. Consensus is that the Treasurer will pursue help from a lawyer.

Trustee’s Report:

Trustee Hardies wondered what the status of the Centennial Historical Poster Marker is? Treasurer Koss will follow up.

Ceiling tiles need to be replaced in the kitchen.

Discussion was had on who is ordering the new tables and chairs - ??? Trustees will investigate options for tables and chairs.

Supervisor’s report:

Fire Board: No meeting this month. However, a special meeting was held to approve ballot language.

Other Business:

1. Basel and Koss will set up a meeting with Caretaker Hopp to review the caretaker duties and adding the taking of the water samples for the hall.
2. PIE&G Liaison meeting – Since there were no significant issues, no meeting was held this year. However, a brief update was provided by PIE&G via a letter and Supervisor Berg reviewed the correspondence with the Board. One of the topics in the letter asked whether or

not we would be willing to open our town hall to our constituents as an emergency shelter during wide-spread power outages. Discussion followed on what it would cost to get the hall ready for such an event and wondered if PIE&G could/would help defray some of the costs of getting the facility ready. Supervisor Berg will contact PIE&G for more info.

In addition, Trustee Hardies has been the Boards' representative as a PIE&G Liaison; however, a new representative will need to be named in time for the 2017 meeting.

3. It is time to apply a sealer on the parking lot, and this subject will be discussed at a future meeting.

Presentation & Payment of bills: A motion was made by Basel, supported by Hardies to pay the bills as presented, voucher numbers; 4756 – 4770 for a total of \$87,699.53. Motion carried.

Public Comment: (5 minute time limit): None

Adjournment: A motion was made by Hardies, supported by Berg to adjourn the meeting at 8:38PM. The next regular scheduled meeting is Monday, May 23, 2016, at 7:30 PM.

Respectfully submitted,

Terry L Basel,
Belknap Township Clerk

**Belknap Township Board Meeting Held at Belknap Township Hall,
Presque Isle County, Michigan - Minutes from the May 23, 2016 Meeting**

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, May 23, 2016, at 7:30 p.m. with Supervisor Allan Berg, Clerk Terry L. Basel, Treasurer Terri Koss, Trustee Harlow Hardies, Trustee Robert Hopp and Caretaker Connie Hopp present. Guests: Keilan Nims and Eileen Brege were present.

Public Comment: (5 minute time limit): Mr. Keilan Nims gave the Board a presentation regarding his quest for the PI County Sheriff and some changes he would make as Sheriff.

Consent Agenda:

Approval of May 23, 2016 Agenda,
Approval of April 27, 2016, regular Meeting Minutes,
Clerk's Budget Report, and
Treasurer's Financial Report

A motion was made by Hardies, supported by Hopp, to approve the Consent agenda. Motion carried.

Old Business:

Township Website: The website will soon be ready. Berg will provide the webmaster's email to the Clerk so she can send info.

Board of Review: An alternate is still needed for this Board.

Water Samples for the hall: This duty will be added to the caretaker job duties.

Centennial Historical Poster Marker: Koss reported that Mark Thompson is waiting for more grant funds to complete the project. He will let the Township know when we will be able to proceed.

Parking lot sealer: Tabled to the June Meeting. Hardies will obtain a quote.

Tables and chairs: Tabled to the June Meeting. All Board members should look for purchase options.

Kitchen Ceiling tiles: Hardies has replaced the damaged ceiling tiles.

Roof repair: Hardies reported that there is a leak in the kitchen AGAIN. The roofer came to the Hall two different times to assess and repaired a crack with a sealant. Still not sure if this is the problem, it may be the range hood. Follow up report will be given next month.

PIE&G Generator for Emergency Shelter: Berg reported that PIE&G does not have any funds to support the Township purchasing a Generator at this time.

New Business:

Caretaker's Report:

Hall Rental Refunds: There were two refunds this month; the Treasurer will send the refund letters. The Caretaker requested and was granted, via Board consensus, to purchase a spare Co2 tank.

Clerk's Report:

Financial Report: Was covered under the Consent Agenda.

Change in format of Minutes: Will be dropping the position/title in motions

Lappan Agency, Inc: The annual fee bill of \$125.00 for our policy renewal to cover the period of July 1, 2016 thru July 1, 2017, was received. However, since we will be changing our MetLife Agent, this bill will be held until next month/or until clarification is obtained from Lappan Agency.

No Smoking signs and Disabled Parking signs. I noticed that the parking signs and No Smoking signs needed updating, so they were purchased and the parking signs have been put up. The No Smoking signs will take a little more work, to remove the old ones and put the new ones up.

May 3, 2016 Election Reimbursement: The paperwork has been submitted and we should be receiving reimbursement in the amount of \$658.75.

Fiscal Year Change to July 1 - June 30: Basel checked with our auditors and MTA regarding changing our Fiscal Year. By law, our fiscal year can either start on April 1 or July 1, and we could make the change whenever we wanted to by passing a resolution. The change could help eliminate the rush to get all of the tax collection information from our Treasurer and the County for our annual budget meeting. Discussion followed. Basel will research language for the resolution.

Meeting with the Caretaker: Basel met with Caretaker Hopp to review the current Caretaker Job Description, Communication, implementing and utilizing a Hall Rental Log, obtaining the required water samples and ServSafe training. Based on this discussion, the current Job Description will be revised and brought to the next Board meeting for approval.

Treasurer's Report:

Everything is going smoothly for the Treasurer at this time. Attorney Mike Vogler has agreed to assist the Township with delinquent tax payment letters.

Trustee's Report:

It was noted that a recent rental had attendees parking on the grass. Discussion followed on how to discourage this.

Supervisor's report:

Fire Board: Going forward with building a new Fire Hall (\$750,000) on a piece of property west of the ambulance barn. The Fire Board is seeking a one mill Millage renewal on the August ballot. A Severance policy is being worked on. Monthly Meetings will be reinstated due to the number of current issues/projects.

Ambulance Board: No meeting.

Hawks Memorial Park Donation: A representative was to be in attendance today to provide information; however, no one showed up. This will be tabled until June, if needed.

Other Business:

Presentation & Payment of bills: A motion was made by Hopp, supported by Hardies to pay the bills as presented, voucher numbers; 4771 – 4791 for a total of \$5,216.16. Motion carried.

Public Comment: (5 minute time limit): Brege stated that she is interested in the BOR alternate position and that Sam's Club has tables and the local ACE Hardware matched the quote.

Adjournment: A motion was made by Hardies, supported by Koss to adjourn the meeting at 8:41PM. The next regular scheduled meeting is Monday, June 27, 2016, at 7:30 PM.

Respectfully submitted,

Terry L Basel,
Belknap Township Clerk

**Belknap Township Board Meeting Held at Belknap Township Hall,
Presque Isle County, Michigan - Minutes from the June 27, 2016 Meeting**

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, June 27, 2016, at 7:30 p.m. with Supervisor Allan Berg, Clerk Terry L. Basel, Treasurer Terri Koss, Trustee Harlow Hardies, and Trustee Robert Hopp present. Guests: Rachel Romel-Galer and Eileen Brege were present.

Public Comment: (5 minute time limit): Ms. Rachel Romel-Galer introduced herself and gave the Board a presentation regarding her quest for Presque Isle County Clerk.

Consent Agenda:

Approval of June 27, 2016, Agenda,
Approval of May 23, 2016, Meeting Minutes,
Clerk's Budget Report, and
Treasurer's Financial Report

A motion was made by Koss, supported by Hardies, to approve the Consent agenda. Motion carried.

Old Business:

Township Website: Still a work in progress.

Water Samples for the hall: The latest required test was submitted.

Parking lot sealer: Hardies obtained a quote from Greg's Asphalt. A motion was made by Hopp, supported by Hardies to have Greg's Asphalt to seal the parking lot and apply a crack sealer for a cost of up to \$1,400. Motion carried.

Tables and chairs: It was reported that we need 40 chairs and 10 tables. Some options were discussed; however, it was determined that additional information/quotes are necessary. Therefore, this topic will be placed on next month's agenda.

Roof repair: Still have a leak in the kitchen. Hardies met with the contractor again, they lifted up some of the shingles, but up the leak still can't be found. Many ideas were tossed around. Tabled to a future meeting.

Caretaker Job Description: A motion was made by Koss, and supported by Hardies to approve the revised Caretaker Job description as presented with the added responsibility of taking and submitting the required water samples. Motion carried.

Purchasing a spare Co2 tank. Caretaker purchased.

Hawks Memorial Park Donation: ~~This will be tabled until June, if needed.~~ No further requests or information, removed from table, no action.

New Business:

Caretaker's Report:

Hall Rental Refunds: There were seven rental security deposit refunds issued this month; the Treasurer will send the letters.

Clerk's Report:

Local MTA Picnic meeting: Will be on Tuesday, July 5, 2016, at the Case Township Hall, Millersburg, MI. Potluck begins at 6:00PM, with the meeting to follow. A "Meet the Candidates" for the 106th district representatives and PI County candidates will be the main topic for the meeting.

Lappan Agency, Inc.- Update on changing MET Life Agent: Steve Lappan, of Lappan Agency provided an email explaining why we cannot change agents at this time. A copy has been filed with these minutes. Further research is needed.

Fiscal Year Change to July 1 - June 30: Basel will ask the Auditors for assistance and research language for the resolution.

McAfee Anti-virus software Renewal: Consensus for the Clerk to purchase a one year renewal, at a rate of \$89.99 a year.

Audit: Will be on Wednesday, June 29, 2016, at 9:00 am

Other: The State of Michigan - Department of Licensing and Regulatory Affairs provided the Township a poster regarding the "Human Trafficking Notification Act". This law takes effect on July 4, 2016, and we are required to display the notice in both English and Spanish. It has been posted in the glass public information case.

Treasurer's Report:

Everything is in order. Tax bills will be going out this week.

Trustee's Report:

The Trustees reported that a thermostat was added to the Beer cooler, one Refrigerator was fixed, and the pop cooler needs to be fixed. Discussion followed regarding obtaining new commercial appliances. Koss will look into this.

Supervisor's report:

Fire Board:

1. The Fire Board has returned to monthly meetings.
2. A department employee survey was distributed and there were lots of reply's from the volunteers.
3. The new Fire Hall property – the agreement which outlined the timeframe for building the new Fire Hall on, has expired. It is being reviewed.
4. Millage is not on the August ballot, and new language will have to be drafted to be placed on the November ballot.
5. Rogers Area First Responders has been merged into the Rogers Area Fire department.

Ambulance Board: Unable to attend.

Newsletter: There will not be a newsletter enclosed with the 2016 Summer Tax bills.

Other Business:

Liquor Inspection Report: A motion was made by Hardies, and supported by Hopp to receive and file the liquor inspection reports. Motioned carried.

Presentation & Payment of bills: A motion was made by Hopp, supported by Hardies to pay the bills as presented, voucher numbers; 4792 – 4814 for a total of \$5,062.68. Motion carried.

Public Comment: (5 minute time limit): None

Adjournment: A motion was made by Basel, supported Koss to adjourn the meeting at 9:10PM. The next regular scheduled meeting is Monday, July 25, 2016, at 7:30 PM.

Respectfully submitted,

Terry L Basel,
Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the July 25, 2016 Meeting

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, July 25, 2016, at 7:31 p.m. with Supervisor Allan Berg, Clerk Terry L. Basel, Treasurer Terri Koss, Trustee Harlow Hardies, Trustee Robert Hopp and Caretaker Hopp present. Guests: Eileen Brege

Public Comment: (5 minute time limit): none

Consent Agenda:

Approval of July 25, 2016, Agenda,
Approval of June 27, 2016, Meeting Minutes,
Receive and file - Clerk's Budget Report, and Treasurer's Financial Report

A motion was made by Basel, supported by Koss, to correct the June 27, 2016, minutes as follows: Hawks Memorial Park Donation: ~~Strike: This will be tabled until June, if needed,~~ and replace with; No further requests or information, removed from table, no action., and to approve the remaining items on the Consent agenda. Motion carried.

Old Business:

Township Website: The Website still isn't working. Berg reported that there hasn't been any communication or she has been slow to communicate.... Consensus of the Board is to wait 7-10 days to see if she contacts Berg, and if there is no communication by then, we will have to find a new webmaster.

Parking Lot Sealer: Hardies reported that the Vendor has finished the job and questioned the Vendor as to why only the cracks were filled and the parking lot wasn't sealed. The Vendor stated that the bid was only for the cracks to be filled. Discussion followed regarding the need to still have the parking lot sealed. The Vendor will be picking up his check tomorrow, and Hardies will ask for an estimate for a complete parking lot seal coat.

Tables & Chairs: Basel and Berg presented information on several purchase options for tables and chairs. After reviewing the information, the board decided that additional info was needed regarding the tables and would like an additional quote for chairs, if one could be obtained. Berg will follow-up with the companies he has been in contact with and Basel will ask for an extension of the quote she obtained.

Roof Repair – Follow-up: John's Home Maintenance was out again, and the origin of the leak was found. Due to the location, it was recommended that an electrician be consulted to address the problem. K&K Electric, Inc., was contacted and we should be receiving a bill for services.

Lappan Agency-Update on changing from MetLife: Berg reported that Steve Lappan does own/has proprietary to this agreement, and we can't just change agents. There was a lot of discussion regarding the reason(s) the board would want to switch from Lappan, to another entity who can offer the same kind of product. Better Customer Service was a large concern, and if we would make a change, it would befit us to make it effective 12-1-16, due to the election of a new board member. Basel will contact Lappan Agency to discuss our concern for better customer service.

Fiscal year change to July 1-June 30: Berg will prepare language for the resolution to be brought before the board at the August 2016 meeting. A budget amendment meeting will be scheduled in September 2016.

Local MTA Picnic Meeting: Koss and Basel attended the meeting at the Case Township hall on July 5, 2016, highlights are as follows:

County Head Reports:

1. Clerk: has a new hire, and the May Election reimbursements should be in the mail that week.
2. Treasurer: 1st right of refusal notices have been sent out; effective 6-30-16, the County is accepting Credit Card payments, starting with the Probate and Circuit courts, and \$10,000 was authorized to start a Land Bank.
3. Register of Deeds: Has a new hire, fee scale and a \$30 flat recording fee.
4. Sherriff: New hire for Sherriff work program coordinator; recognized a deputy for 10 years of service, and has purchased body-cams for deputies
5. 911 Coordinator: asked for support for the 911 millage, and fiber optics have been run around office
6. Road Commission: gave an update on road projects; culvert replacements; dust control being done; invited all to their Open House for the 100 year anniversary being held on Oct. 7, 2016.

The MTA regional rep gave an update and the meeting finished with a "Meet the Candidates" session. All of the candidates for the State 106th House District, Presque Isle County Prosecutor, Presque Isle County Clerk and all but one of the Presque Isle County Sherriff candidates, gave a presentation.

New Business:

Caretaker's Report:

Hall Rental Refunds: There was one rental security deposit refund issued this month and the Treasurer will send the letter.

Caretaker Hopp provided a rental log report.

Clerk's Report:

Audit: Was held on Wednesday, June 29, 2016, waiting for the formal report.

MTA Training: MTA will be presenting "Financial Oversight and Internal Controls" training to be held in Gaylord or Alpena on October 17th or 18th, and both the Clerk and Treasurer would like to attend. A motion was made by Hardies, supported by Berg, to pay for the registration (\$101), meals and mileage for the Clerk and Treasurer to attend. Motion carried

August 2, 2016, Primary Election: Five Election inspectors and Clerk attended Election Inspector training, and the Public Accuracy Test was done.

Treasurer's Report:

The July Trial balance was presented.

Trustee's Report:

New appliances: Price for a new Pop cooler would be \$3,380.00 without freight and setup.... No info on new refrigerators was available.

Hopp lead a discussion about what can/should be deducted from a rental security deposit. It was suggested that a list be developed outlining what costs will be deducted from a security deposit, due to damage during a rental. To be discussed at a future meeting.

Supervisor's report:

Fire Board: Fire Hall Update/Property-Renewed - the city has drafted a new 5 year extension on the piece of property west of the ambulance barn to build a new fire hall on. The Millage proposal will now be placed on the November 8, 2016, ballot.

Ambulance Board: No meeting

July Board of Review: Has been completed.

Other Business:

Presentation & Payment of bills: A motion was made by Hardies, supported by Basel, to pay the bills as presented, voucher numbers; 4815 - 4834 for a total of \$5,344.63. Motion carried.

Public Comment: (5 minute time limit): There was a comment regarding the Tables and chairs purchase.

Adjournment: A motion was made by Hopp, supported by Hardies, to adjourn the meeting at 9:26 PM. The next regular scheduled meeting is Monday, August 22, 2016, at 7:30 PM.

Respectfully submitted,

Terry L Basel,
Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the August 22, 2016 Meeting

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, August 22, 2016, at 7:31 p.m. with Supervisor Allan Berg, Clerk Terry L. Basel, Treasurer Terri Koss, Harlow Hardies, and Trustee Robert Hopp present. Guests: Eileen Brege and Joan LeBlanc

Public Comment: (5 minute time limit): Joan LeBlanc, addressed Board regarding a Fireworks Ordinance.

Consent Agenda:

Approval of August 22, 2016, Agenda,
Approval of July 25, 2016, Meeting Minutes,
Receive and file - Clerk's Budget Report, and Treasurer's Financial Report

A motion was made by Hardies, supported by Basel, to approve the Consent agenda. Motion carried.

Old Business:

Township Website: With no communication from the current Web design entity, it was the consensus of the Board to look for a replacement. Basel will advertise utilizing Facebook for a webmaster to develop and maintain our website.

Parking Lot Sealer: Hardies reported that the Greg's Asphalt felt that the parking lot wouldn't need to be done this year. Therefore, we will wait until next year and solicit bids for a vendor.

Tables & Chairs: Koss made a motion to purchase 10 tables, and 40 chairs from Banquet Tables Pro, LLC at a total cost of \$3,239.60, supported by Basel. Motion carried.

Fiscal year change to July 1-June 30: A Resolution was presented to change the Belknap Township Fiscal Year from April 1st to March 31st of each year, to start on July 1st and end on June 30th of the following year. The Resolution was offered by Hardies and a second offered by Koss. A roll call vote was taken with the following results:

"aye": Trustee Hardies, Trustee Hopp, Treasurer Koss, Clerk Basel, and Supervisor Berg

"nay": None

The Supervisor declared the resolution adopted at the regular meeting on August 22, 2016, and a copy has been attached to these minutes.

A budget amendment meeting will be scheduled in September 2016.

New Business:

Caretaker's Report:

Hall Rental Refunds: There were three security deposit rental refunds issued this month and the Treasurer will send the letters. Caretaker Hopp provided the monthly rental log to the Treasurer.

Clerk's Report:

General Insurance Quotes – Lappan Agency sent a request to submit a quote for our general and worker's compensation coverage with premiums. The Clerk will inform them that the Township is not seeking proposals at this time.

Workers Comp Self-Audit: This audit is due by October 31, 2016.

August 2, 2016, Primary Election summary: 211 voters out of 564 registered voters turned out, which represents a 37.10% turnout. This is in line with overall turnout in the county.

Financial Audit: The formal report was received, and the Audit was clean. A motion was made by Koss to accept the audit as presented for 2015-16, supported by Hardies. Motion carried.

Other: The revised Caretaker job description was handed out.

Treasurer's Report:

The July Trial balance report was presented.

Trustee's Report:

The Trustee's reported that the hall roof is still leaking. Trustee Hardies applied caulk around the conduit and junction box to try to stop the leak that is in front of the island. The Trustee's will try another water test and if they need to, they will call K+K Electric.

Supervisor's report:

Fire Board:

- a. Fire Hall: is a monthly agenda item. Currently waiting to see if the millage will pass or not, and there has been discussion on how to build the fire hall, either with local contractors or have a project manager, and let them determine who will do the work. Carmeuse has agreed to provide site prep as in-kind contribution. Discussion followed.
- b. Financing the new Fire hall: If the Fire Board has to finance beyond the 4 year millage, a "Qualifying statement" would need to be filed..... In addition, our Township Board would like to have a status of the loan, annually.
- c. AG Opinion: issued a ruling on the MD fund raiser.

Ambulance Board: No report, absent.

Trustee Duties and Responsibilities, New Trustee: Since will have one, or more, new Trustees after the November election, discussion was held surrounding the current responsibilities of our Trustees, both Statutory (which are, to ensure that the bills are inline, attend Board meetings and conduct township business) and the additional hall maintenance duties. A motion was made by Koss, supported by Hopp to itemize the Trustee compensation as follows: Statutory duties: to be paid at a rate of \$80 per month, and the hall maintenance duties, will be paid at a rate of \$122.00 per month. This change will be effective 9-1-2016. Motion carried.

It was further discussed to formally remove the hall maintenance duties from the Trustee's responsibilities and create a separate position. A job description for the hall maintenance position will be developed, and would go into effect after the November 2016 election.

Tax Tribunal, Rogers City Country Club: Berg reported the following details of the Rogers City Country Club (RCCC) Tax Tribunal case:

Current Values:

Parcel 200-00 is \$240,200 market value
Parcel 020-00 is \$103,200 market value
Total of \$343,400 for Belknap Twp parcels

RCCC's position:

Parcel 200-00 is \$110,000 market value
Parcel 020-00 is \$50,000 market value
Total of \$160,000 for Belknap Twp parcels

Values for Settlement purposes:

Parcel 200-00 at \$117,000 market value
Parcel 020-00 at \$50,000 market value
Total of \$167,000 market value

A motion was made by Koss, supported by Basel to allow the Township Supervisor/assessor to settle the pending Tax Tribunal case with the Rogers City country club at a market value of \$117,000 for parcel 030-012-000-200-00 and market value of \$50,000 for parcel 030-013-000-020-00. Motion carried.

Other Business:

Presentation & Payment of bills: A motion was made by Hopp, supported by Hardies to pay the bills as presented, voucher numbers; 4835 - 4855 for a total of \$6,427.45. Motion carried.

Public Comment: (5 minute time limit): None

Adjournment: A motion was made by Hardies, supported by Hopp, to adjourn the meeting at 9:05 PM. The next regular scheduled meeting is Monday, September 26, 2016, at 7:30 PM.

Respectfully submitted,

Terry L Basel,
Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the September 26, 2016, Meeting

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, September 26, 2016, at 7:32 p.m. with Supervisor Allan Berg, Clerk Terry L. Basel, Treasurer Terri Koss, Trustees; Harlow Hardies and Robert Hopp present. Guests: Eileen Brege and Cheryl Smolinski

Public Comment: (5 minute time limit): None

Consent Agenda:

Approval of September 26, 2016, Agenda,
Approval of August 22, 2016, Meeting Minutes,
Receive and file - Clerk's Budget Report, and Treasurer's Financial Report

A motion was made by Hardies, supported by Hopp, to approve the Consent agenda. Motion carried.

Old Business:

Township Website: Alexa reached out to Supervisor Berg before the Clerk put any advertisement out. Berg will continue talks with her and report back to the board next month.

Tables & Chairs: Were received and look pretty good.

Job Description/Building Authority/duties and responsibilities: The Trustees provided the board with a list of the duties they perform outside the statutory Trustee responsibilities. From these lists, the Clerk will put together a job description for next month. Several ideas were discussed on how to proceed, and it was suggested that we have a separate Building Maintenance/Authority position and a separate position/vendor to do the grass cutting at the hall and cemetery, and hall parking lot snowplowing. If one person wants to do all of it, they can apply for both. Hardies is willing to help "train" the new Building Maintenance/Authority person.

Budget Amendments for FYI 2016-2017 extended, meeting date: The 2016-17 budget amendments it will be incorporated into our October meeting.

New Business:

Caretaker's Report:

Hall Rental Refunds: No security deposit rental refunds issued this month, and no monthly rental log was presented.

Clerk's Report:

Local MTA meeting: The next local MTA meeting will be held on October 4, 2016, 7:00 PM at Presque Isle Township Hall, Presque Isle, MI.

New wage, Fee & Reimbursement Agreement: A motion was made by Koss, support Basel to approve the new Wage, Fee & Reimbursement Agreement as presented. Motion carried.

Budget Amendments: A motion was made by Hopp, supported by Hardies to approve the following budget amendments:

From:	Current Budget Amount	Move	New Budget Amount
(Renamed account codes)			
101-279-702 BldAuthority#1Wages	\$2,424	\$560	\$1,864
101-279-703 BldAuthority#2Wages	\$2,424	\$560	\$1,864
To:			
New account codes:			
101-290-702 Trustee #1 Wages	\$ 0		\$ 560
101-290-703 Trustee #2 Wages	\$ 0		\$ 560

Motion carried.

Snowplowing/Grass cutting bids: Worker's Comp (WC) is asking for proof of insurance and Worker's Comp coverage from all contracted services. Discussion followed regarding our current agreements for grass cutting and snowplowing. It was the consensus of the board to release a Request for Proposal (RFP) for grass cutting at the hall and cemetery, and snowplowing the hall parking lot. The successful bidder will be given a one year contract, with the Board's ability to extend the contract for one additional year. The Clerk will develop the RFP outlining the requirements and present it at the next meeting.

Other:

- a. Road Commission: A list of "Road Conditions" in PI was provided to the board by the Road Commission and an invitation to their 100th Anniversary open house to be held on October 7, 2016.
- b. General Insurance Quotes: Basel reported that Lappan Agency sent another email requesting the board to look at an insurance quote from their agency. Hearing no comments or discussion from the board, the topic was declared finished.

Treasurer's Report:

The Treasurer reported that all is in line and presented the August Trial balance report.

Trustee's Report:

Annual Boiler Inspection: Hardies presented a service agreement from John's Plumbing and Heating, Inc., to perform the CSD-1 Boiler inspection per the State of Michigan Boiler Division requirements. In addition to the required inspection, John's Plumb & Heating, Inc., will check the two reach-in coolers and one keg cooler, for a cost of \$190.00. We have the options of a one year or a two year agreement. A motion was made by Koss, supported by Hardies to approve a two year agreement with John's Plumb & Heating, Inc., at a cost of \$190, per year, to do the State required annual inspection of the boiler, and check the coolers. Motion carried.

Roof: Jessie Chappa was called to look at the location of the leak on the roof as a second opinion. He has a couple of ideas.

Old Tables: There are a few tables that need to be fixed and three that need to be removed. Board consensus is to have Rob Hopp removed 3 tables.

Supervisor's report:

Fire Board: First Responder Director, Jake Kamayzek has resigned. A new job description has been developed, and posted internal. If no internal candidates apply, an outside candidate will be sought.

Fire Hall Financing: Supervisor Berg reported that he has been put as the lead on this. In addition, there are a few new favorable options for finance options, and the townships won't have to sign off on a loan. Kenyon Construction out of Hillman has been identified as a general contractor.

Ambulance Board Meeting: No meeting.

L-4029, Millage Request: A motion was made by Koss, supported by Basel to approve the 2016 Tax Rate Request for a full 1.0000 mill for both the Roads Millage and Operations Millage. The expiration date for the Roads Millage will be December 2017 and the Operations Millage will be December 2018. Motion carried.

Fireworks Ordinance: Follow-up discussion regarding passing/adopting a fireworks ordinance was had. For the ordinance to be effective, coordination with the PI Sherriff's Department will have to be established. Koss will contact the PI Sherriff Department for possible coordination and report back next month.

Other Business:

Presentation & Payment of bills: A motion was made by Hardies, supported by Basel to pay the bills as presented, General Fund vouchers; 4835 – 4855, and Liquor Fund vouchers; 104-105, for a total of \$8,035.38, paid. Motion carried.

Public Comment: (5 minute time limit):

Adjournment: A motion was made by Hardies, supported by Hopp, to adjourn the meeting at 8:48 PM. The next regular scheduled meeting is Monday, October 24, 2016, at 7:30 PM.

Respectfully submitted,

Terry L Basel, Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the October 24, 2016, Meeting

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, October 24, 2016, at 7:30 p.m. with Supervisor Allan Berg, Clerk Terry L. Basel, Treasurer Terri Koss, Trustee Harlow Hardies, Trustee Robert Hopp, and Caretaker Connie Hopp present. Guests: Eileen Brege

Public Comment: (5 minute time limit): None

Consent Agenda:

Approval of October 24, 2016, Agenda,
Approval of September 26, 2016, Meeting Minutes,
Receive and file - Clerk's Budget Report, and Treasurer's Financial Report

A motion was made by Hardies, supported by Hopp, to approve the Consent agenda. Motion carried.

Old Business:

Township Website: Since our last meeting, Supervisor Berg has had no communication with Alexa Donakowski. However, Jeanette Tolan, has come forward with a quote of \$1,542.50 to develop, maintain and serve as our webmaster. Discussion followed. A motion was made by Koss, supported by Hardies, to have Supervisor Berg negotiate a contract, based on the quote submitted, with Jeanette Tolan to develop, and maintain a 4 and upto a maximum of 5 page website. The contract is to include the monthly the maintenance fee. Motion carried. Berg was authorized to sign the negotiated contract on behalf of the board.

Annual Boiler Inspection: The two year agreement to have John's Plumbing and Heating, Inc. do the annual boiler inspection was submitted. Trustee's report that the inspection has been done.

Snowplowing/Grass cutting "Outdoor Maintenance" Ad: A draft ad was presented to the board that included both snowplowing and grass cutting for Township property. After discussion, it was decided to have two separate ads released for the outdoor maintenance activities. An ad for snowplowing only will be released at this time and the grass cutting ad will be issued next spring. The clerk is to place the ad in the local newspaper and on Facebook buy/sell sites.

Local MTA Meeting: 10/4/2016: No one from the board was able to attend.

Job Description/Building Authority/duties and responsibilities: A motion was made by Basel, supported by Berg to adopt the Building Maintenance Job description, as amended, effective 10-24-16. Motion carried.

Upon adoption of the Job Description, discussion followed regarding releasing an ad for the position. A motion was made by Basel, supported by Koss, to release an ad to be developed by the Clerk and Supervisor. The ad will run for two weeks in the local newspaper, and be placed on FaceBook. The ad needs to include that the rate of pay will be determined based on experience, and that will be for approximate 15-20 hours per month. Motion carried.

Fireworks Ordinance: Koss reported that she contacted the PI Sherriff's Dept; however, was only able to leave a message and they have not gotten back to her yet. Discussion on the topic will continue at a future meeting.

New Business:

Caretaker's Report:

Hall Rental Refunds: There were two rentals this month, but only one security deposit rental refund was issued. Caretaker Hopp informed the board that the German/American Club will be disbanding

after Jan 2017, inquired about applying a re-conditioner to the wood floors (tabled to a future meeting), and requested and was approved to purchase some salt for the winter.

Clerk's Report:

Current Budget Amendments: A motion was made by Berg, supported by Hopp, to approve the following budget amendments:

	Current Budget Amount	Move	New Budget Amount
From:			
101-212-990 Contingency	\$5,000	\$4,500	\$500
	Current Budget Amount	Add	New Budget Amount
Moved To:			
101-262-702 Election Wages	\$1,650	\$1,350	\$3,000
101-262-906 Election Training	\$ 200	\$ 150	\$ 350
101-265-930 Repairs/Maintenance	\$3,500	<u>\$3,000</u>	\$6,500
TOTAL		<u>\$4,500</u>	

Motion carried.

MTA On-the-Road Training: Basel reported that the MTA training was very informative and gave her a new understanding of fiduciary duties of the board, and shared some suggestions on what to include in the meeting information packets, how do we spend our time at meetings, setting goals for the township. In addition, there is talk that during the Lame Duck session the State Legislature may pass election reform legislation – by moving election dates, i.e. November would stay the same, the August would be moved to June, and May would be moved to March. She also stated that there will be “new elected officials training” sessions around the state, beginning January 2017.

General Election: At this time 60 AV's have been sent out, and more are still being asked for. The Public Accuracy Test will be on Wednesday, October 26th at the Bismarck Township Hall commencing at 10:30 am.

Red Cross Facility Use Agreement: A renewal agreement from the Red Cross for the usage of the Township hall as a shelter was presented. A motion was made by Hopp, supported by Hardies for the clerk to sign and send the agreement. Motion carried.

Treasurer's Report:

The September Trial balance report was presented, and the Treasurer reported that all is in line. There was discussion and consensus that a Township Newsletter will be included with the December 2016 tax bills. Items for the newsletter are to be submitted to Allan by the 11th of November.

Trustee's Report:

Roof: The Trustees reported that Jesse Chappa, never showed up for a second opinion. Therefore, Hopp asked Kyle Krage for a second opinion. He applied some material on the roof, and it stills leaks. After further discussion it was decided to have K&K Electric re-evaluate the conduit.

Beer Taps: Hardies took the taps to be fixed.

South Door Repair/Replace: The Township Hall's south entrance door handle is broke, preventing entering the building by this entrance. Hardies checked with several entities to get the door repaired or replaced. Frank's Key & Lock gave a quote of \$2,200.00, with installation, but for an extra \$600.00, we could get a much better door. Novak's Window and Door's quote cost \$2,800 for a new door, with installation. A motion was made by Koss, supported by Basel to purchase/install the new door from Novak's. Motion carried.

Supervisor's report:

Fire Board: Nathan Langlois was hired as the First Responder Director, effective 11-1-16. Berg reported the Fire Hall financing has been resolved, and if the millage passes, a contract will be entered into with Keyon Construction, Inc.

Ambulance Board Meeting: Unable to attend the meeting.

Poverty Resolution: Poverty exemptions guidelines for 2017 were discussed. A person must meet the federal income guide lines and an "asset test". It was determined that assets will not exceed \$30,000.00, and any land over 20 acres will be included in the asset amount. A motion was made Koss, seconded by Hardies, to approve the Poverty Resolution as presented.

A Roll Call vote was taken with the following results: Hopp: Yes, Hardies: Yes, Koss: Yes, Basel: Yes, and Berg: Yes.

The Supervisor declared the Resolution: ADOPTED and a copy is attached to these minutes.

Budget Amendments extended fiscal year of 2016-2017: A motion was made by Hardies, supported Hopp, to amend and adopt the new budget as presented. The new budget will extend the new fiscal year to June 30, 2017. A Roll Call vote was taken, with the following results: Hopp: Yes, Hardies: Yes, Koss: Yes, Basel: Yes, and Berg: Yes. Motion carried.

Liquor reports: A motion to accept the Liquor reports, from last month, as presented was made by Hardies, supported by Koss. Motion carried.

Correspondence:

PIE&G Home Rule Natural Gas Rate Announcement was discussed.

Other Business:

Presentation & Payment of bills: A motion was made by Koss, supported by Hopp, to pay the bills as presented, General Fund vouchers; 4871 – 4882, for a total of \$2,989.02, paid. Motion carried.

Public Comment: (5 minute time limit):

Berg made a Public acknowledgement for the 32 years of service by Trustee Harlow Hardies. A certificate of thanks was present to him.

Adjournment: A motion was made by Hardies, supported by Koss, to adjourn the meeting at 9:36PM. The next regular scheduled meeting is Monday, November 28, 2016, at 5:30 PM.

Respectfully submitted,

Terry L Basel, Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the November 28, 2016, Meeting

On November 28, 2016, at 5:30 p.m. Supervisor Berg gave the oath of office to elected Clerk, Terry L. Basel, who then proceeded to give the oath of office to elected: Supervisor, Allan Berg, Treasurer, Terri Koss, Trustee, Robert Hopp, and Trustee, Eileen Brege. The oath book was signed by all.

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, November 28, 2016, at 5:32 p.m. with Supervisor Allan Berg, Clerk Terry L. Basel, Treasurer Terri Koss, Trustee Eileen Brege, Trustee Robert Hopp, and Caretaker Connie Hopp present.

Guests: None

Berg welcomed new Trustee Brege to the board.

Public Comment: (5 minute time limit):

Consent Agenda:

Approval of November 28, 2016 Agenda,
Approval of October 24, 2016, Meeting Minutes,
Receive and file - Clerk's Budget Report, and Treasurer's Financial Report

A motion was made by Koss, supported by Hopp, to approve the Consent agenda. Motion carried.

Old Business:

Township Website: Almost finished, and can be accessed at www.belknaptownship.org.

Snowplowing Bids: One bid was received from Hopp Farms, for the Snowplowing of the Township Hall property. A motion was made by Brege, supported by Koss, to hire Hopp Farms, to do the snowplowing for the 2016-17 season. Hopp abstained from the vote, Motion carried.

Building Maintenance Position: Three individuals applied for the part-time position. Berg led the discussion on several options on how to proceed with filling the position. Hopp recused himself from the discussion. The first option discussed was to have the Trustee's perform the duties as in the past; however, new Trustee Brege declined to take on the duties as described in the job description. Three other options were discussed, resulting in a motion being made by Basel, supported by Brege to form a committee of Berg, Brege and hire past Trustee Hardies, as a consultant, to interview two of the three applicants. Hopp abstained from the vote, Motion carried. Clerk will set up interviews, for the evening of December 8, 2016.

Fireworks Ordinance: Koss reported that she has still not heard from the Presque Isle County Police Department.

South Door Repair/Replace: Continue to wait for the door to be installed. Hopefully it will be done sometime in December.

Roof: After the last application of sealant, no leaks have been reported.

New Business:

Caretaker's Report:

Hall Rental Refunds: Last month's security deposit rental refund was issued.

Miscellaneous: The Caretaker:

1. Gave a report on the number of rentals for the next few months; 1 in December, 2 in January, and 0 in February.
2. Found a new toner in the cupboard for the Hall copier, and it is now working great.
3. Informed the Board that applying a re-conditioner for the wood floor would be too big a job for her, and wondered if the Board would hire it done. Tabled to a future meeting.

Clerk's Report:

General Election: Basel reported that the day was filled with several hiccups regarding the laptop and the largest issue when the tabulator died and a back-up was necessary to complete the election. A total of 388 voters cast their ballots, which equated to 68% turn out. We have been told that there will be all new equipment for the elections in 2018; however, we are going to have to invest in a new laptop, as this one will not take any Windows updates.

MTA On-the-Road Training: A pamphlet for "New Elected Officials Training" sessions was discussed and offered to Trustee Brege. Koss made a motion, supported by Basel, to pay the registration fee, mileage, and per-diem for new Trustee Brege to attend this MTA training. Brege abstained from the vote, motion carried.

Water Testing Materials: Since the Health Department doesn't accept credit cards, a check in the amount of \$92 to purchase the 2017 testing materials will need to be issued next month.

Utility Bills on Credit Card: Basel requested change the method of paying the utility bills from check to the Township Credit Card. Our current Credit Card policy permits us to use it for the purchase of goods or services. Discussion followed and a motion was made by Koss, supported by Berg, to utilize the Township Credit Card to pay the utility bills. Motion carried.

2017 Meeting Schedule: The 2017 meeting schedule was discussed. It was determined that meetings in the months of March thru October will begin at 7:00 PM, and the meetings for November thru February will begin at 5:30 PM. In addition, the December 2017, meeting will be held on the third Monday, December 18th, due to the holidays. Approval of the schedule will be on next month's agenda.

Treasurer's Report:

The October Trial balance report was presented, and the Tax bills will go out soon.

Trustee's Report:

All is good, nothing to report this month.

Supervisor's report:

Fire Board: Berg was absent; however, the millage passed, and the new fire hall ground breaking will be in the spring 2017.

Ambulance Board Meeting: No meeting in November.

Ambulance and Fire Board Appointments: A motion was made by Hopp, supported by Koss, to appoint Brege to the ambulance board and Berg to the fire board. Motion carried.

December BOR: The December BOR is scheduled for Dec 12th at 11:45AM.

Other Business:

Presentation & Payment of bills: A motion was made by Basel, supported by Brege, to pay the bills as presented, General Fund vouchers; 4882 – 4904, for a total of \$10,286.10, paid. Motion carried.

Public Comment: (5 minute time limit): None

Adjournment: A motion was made by Hopp, supported by Koss, to adjourn the meeting at 7:08 PM. The next regular scheduled meeting is Monday, December 19, 2016, at 5:30 PM.

Respectfully submitted,

Terry L Basel, Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the December 19, 2016, Meeting

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, December 19, 2016, at 5:35 p.m. with Supervisor: Allan Berg, Clerk: Terry L. Basel, Treasurer: Terri Koss, and Trustee: Eileen Brege present. Excused: Trustee: Robert Hopp and Caretaker: Connie Hopp

Guests: None

Public Comment: (5 minute time limit): none

Consent Agenda:

Approval of Agenda, December 19, 2016

Approval of November 28, 2016, Meeting Minutes,

Receive and file - Clerk's Budget Report, and Treasurer's Financial Report

A motion was made by Koss, supported by Basel, to approve the Consent agenda. Motion carried.

Old Business:

Building Maintenance Position: A summary with a recommendation from the interview committee that consisted of, Basel, Berg, and Brege was discussed. The recommendation was not accepted by the full board and a motion was made by Berg, supported by Koss, to offer the position of Hall Maintenance to both Robert Hopp, and Richard Kamyszek as a shared position, with each being compensated at a rate of \$122.00 per month. A Roll Call vote was taken, with the following votes recorded: Brege, yes; Koss yes; Basel, yes; Berg, yes. Motion carried.

Kamyszek will begin on January 1, 2017, and the Board will assign January (odd months) to Hopp, and Kamyszek (even months). A Maintenance Log will be kept in the office, detailing the activities/repairs performed each month. A review and evaluation of the joint position will be done at the July meeting.

Fireworks Ordinance: Koss obtained a verbal agreement from the Presque Isle County's Sherriff Department, that they would provide enforcement of a Township fireworks ordinance. There is concern that we should have an attorney review an ordinance, prior to passing. All members need to bring ideas of what we would like to see in the ordinance. Tabled until the January 2017 meeting.

South Door Repair/Replace: Continue to wait for the door to be installed. Hopefully it will be done sometime in December. Vendor indicated that they need to have to have a little warmer weather to be able to install it.

PIE&G representative: Discussion was had on appointing a representative to this group, and Koss has volunteered to be that appointee. There was consensus on the Koss appointment. The Clerk will let PIE&G know of our new appointment.

New Business:

Caretaker's Report:

Hall Rental Refunds: There were two security deposit rental refunds issued. All paperwork is in order.

Clerk's Report:

Utility Bills on Credit Card: All three utility bills, Frontier, PIE&G, and DTE Energy have been set up on auto payments utilizing the Township Credit Card. The Clerk will still have to report the meter reading via PIE&G's website. The auto payments will began with this month's bill's.

2017 Meeting Schedule: The 2017 meeting schedule was presented and discussed. A motion was made by Koss, supported by Brege, to approve the schedule as presented with the addition of the Budget Workshop. Motion carried. Copy attached to minutes.

MTA Local meeting: Will be held on January 3, 2017, at the Rogers Township Hall, Rogers City, MI, beginning at 7:00 PM

Meeting Reimbursements: The Board reviewed and discussed when a meeting Per Diem can be requested/paid. It was determined that it can be requested for any meeting except the regular monthly board meetings.

Account Code Changes: Our Meeting Attendance Per Diem account code is incorrect. Guidance from our auditors will be sought.

Other: None

Treasurer's Report:

The November Trial balance report was presented, and everything seems to be in order.

Trustee's Report:

Ambulance Board Meeting: Meeting cancelled, and rescheduled on Dec 20, 2016.

Supervisor's report:

Fire Board:

1. Webmaster; has been hired and the website is: rogerscityfire.org
2. EAP (employee assistance program); the Catholic Human Services contract was renewed.
3. Budget has not yet been approved.
4. Fire hall meeting: Kenyon will be hired to be the engineer/project manager.

Appointment of BOR members: A motion was made by Basel, supported by Koss, to appoint Roger Hardies, Nancy Grulke, and Mark Sellke to two year terms, beginning January 1, 2017 thru December 31, 2018. Motion carried. The Clerk will administer the oath of office within 10 days. An alternate is still needed.

Reappraisal: Year 3 of the 5 year plan to reappraise parcels in the Township has been completed, for a total of 60% done.

Correspondence: None

Other Business:

Presentation & Payment of bills: A motion was made by Brege, supported by Koss, to pay the bills as presented, General Fund vouchers; 4905 – 4921, and Liquor Fund vouchers; 106-107, for a total of \$4,709.14 paid. Motion carried.

Public Comment: (5 minute time limit): None

Adjournment: A motion was made by Berg, supported by Basel, to adjourn the meeting at 7:07 PM. The next regular scheduled meeting is Monday, January 23, 2017, at 5:30 PM.

Respectfully submitted,

Terry L Basel, Belknap Township Clerk