

## Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the December 18, 2017, Meeting

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, at 5:30 PM.

Present: Supervisor: Allan Berg, Clerk: Terry L. Basel, Treasurer: Terri Koss, Trustees: Eileen Brege and Robert Hopp, and Maintenance: Richard Kamyszek.

Absent: Caretaker: Connie Hopp

Guests: Toby Kuznicki

**Public Comment:** (5 minute time limit): Mr. Toby Kuznicki introduced himself as an applicant for the open Trustee position, and asked if anyone had questions for him.

### **Consent Agenda:**

Approval of the Agenda for December 18, 2017, with additions.

Approval of the November 27, 2017, meeting minutes.

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

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

### **Old Business:**

BS&A Software: Koss reported that training is scheduled for two days in January, and should go live after that.

Pop Cooler/Kitchen Refrigerator: Treasurer Koss called John's Plumbing regarding a new Pop Cooler.

Maintenance is going to remove part of the tubing and replace, in the hope that it will last longer and the left side refrigerator in the kitchen, needs gaskets. Clerk to try to find a resource to purchase replacement parts, which may help eliminate the issue of keeping the fridge cooled.

Water Sample Retest: The retest came back without any Coliform detected. Mr. Zack Birmingham, of the Health Department #4, sent a letter allowing the Township to remain on a quarterly testing schedule.

Caretaker is to submit the 2018 1<sup>st</sup> quarter sample on the 2<sup>nd</sup> or 3<sup>rd</sup> of January, per Mr. Birmingham.

Roof repair: Maintenance presented a Quote from Superior Metals for "materials only" at a cost of \$5,812.43. Discussion followed and the board would like a quote for labor costs.

Non-Profit use of the Township Hall: Tabled until January. Berg will draft a discussion point document for next meeting.

Outdoor Security Lighting at Township Hall: Maintenance reported:

- a. Mark Plume will charge \$100-\$200 for the use of his lift, and
- b. John Nordein looked at the lights, and in his opinion all that needs to be changed are the electric eye sensor and our maintenance people can do it without an electrician.

Consensus of the board was that the cost of materials, lift and employee labor would be within our budget, and they should move forward to complete the job.

New Trustee Applicant: The Clerk received only one letter of interested for the Trustee vacancy, Mr. Toby Kuznicki. A motion was made by Koss supported by Hopp, to appoint Mr. Kuznicki to fill the remaining Trustee term/vacancy effective January 1, 2018. A roll call was taken, with the following votes recorded: Brege: Abstained, Hopp: Yes, Koss: Yes, Basel: Yes, Berg: Yes. Motion carried.

### **New Business:**

#### **Township Hall:**

**Caretaker's Report:** Hall rental reports were delivered to the Treasurer. There was one rental refund this month.

#### **Maintenance Report:**

Maintenance checked on the ceiling lights in the main area of the hall, and replaced one bulb. The board viewed the replacement, and would like all of the bulbs replaced. With the recent power outage, a discussion was had about purchasing a generator for the hall, and it was the consensus that it is something to think about in the future.

**Liquor Report:** A motion was made by Brege supported by Base, to receive and file the liquor inspection reports. Motion carried.

**Presentation & Payment of bills:** A motion was made by Brege, supported by Hopp, to pay the bills as presented, General Fund vouchers; #5099 to #5113, and Liquor Fund vouchers; # 115-116, for a total of \$4,895.29 paid. Motion carried.

**Public Comment:** (5 minute time limit): None

**Adjournment:** A motion was made by Basel, supported by Hopp, to adjourn the meeting at 7:30PM. The next regular scheduled meeting will be on Monday, January 29, 2018, beginning at 5:30PM.

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 27, 2017, Meeting

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, at 5:30 PM.  
Present: Supervisor: Allan Berg, Clerk: Terry L. Basel, Treasurer: Terri Koss, Trustees: Eileen Brege and Robert Hopp, and Maintenance: Richard Kamyszek.

Absent: Caretaker: Connie Hopp

Guests: None

**Public Comment:** (5 minute time limit): None

## **Consent Agenda:**

Approval of the Agenda for November 27, 2017.

Approval of the October 23, 2017, 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:**

No Parking on Grass Signs: Signs have been purchased, and will be installed in the spring to allow for snowplowing.

BS&A: Hope to go live in January 2018

Pop Cooler/Kitchen Refrigerator: The search will continue for a pop cooler only, more information in December.

Non-Profit use of the Township Hall: Clerk reported that Case Township does not have a non-profit user document. Tabled until December with Berg drafting a discussion document.

Outdoor Security Lighting at Township Hall: Maintenance reported that no one contractor can do the job. We will need someone with a lift truck and an electrician. It is the consensus of the board to have Maintenance contact both Mark Plume and John Nordein to coordinate the replacement of the lighting and negotiate the price of the job, keeping it within our budget.

Employee Evaluations: Evaluations were done on October 30, 2017. The committee met individually with each of the employees and discussed nine different areas related to their job/duties. In addition, each was asked; what they do when they "check the hall", Suggestions on how to make the job run smoother, and if they had concerns about their job/duties. All three were rated as "Needs Attention" on communication with co-workers, and the committee has asked that they meet or have a phone call once per month, as a way to communicate better. It is the committee's recommendation that the current arrangement of two maintenance personnel and one hall coordinator is working and in the best interest of the Township. Copies of the signed evaluations will be kept in employee files.

## **New Business:**

### **Township Hall:**

**Caretaker's Report:** Hall rental reports were delivered to the Treasurer. There was one rental refund this month. Quarterly Water sample went in today.

### **Maintenance Report:**

No leaks at this time, they seem to be fixed. However, the flat portion of the hall roof needs to be repaired soon, tar can't be done again. Discussion regarding the need to install a metal roof in the near future was had. Maintenance will get roof measurements and some prices for materials. New "shop light" bulbs were purchased for the bar area and will be installed soon. Sometime this month, Maintenance will check on the lights in the main area of the hall.

**Liquor Report:** No report required this month.

### **Clerk's Report:**

Auditing Firm Name Change: The audit firm of Johnson & Schulze PC, has changed the name to: Schulze, Oswald, Miller & Edwards PC. A summary of contact info will be filed with these minutes.

Project Quote Sheet: During the employee evaluations a suggestion was made to have a Project Quote sheet available for contractors/vendors who don't typically use one. This will eliminate quotes scribbled on a scrap of paper. A draft was presented for review, and verbally accepted for use. Copies will be in the hall office.

Bid Policy: In the November edition of the *Michigan Township Focus*, a question was posed to staff Attorney, Catherine Mulhaupt regarding competitive bids... Discussion followed, and the Township will continue as we are.

MTA Webcast Training: In the same MTA edition mentioned above, there is a 50% cost savings for webcasts in November. Discussion followed, and there was no need at this time for any training. However, it was noted that this may be a good option for future training.

Budget Amendments next month: Clerk is proposing that we do budget amendments once a quarter. One will be ready next month.

Draft 2018 Schedule: A draft 2018 meeting schedule was presented. Adjustments were made and the final schedule will be approved at the December meeting.

Other: Another suggestion from Employee Evaluations was to have a "To Do" list as a way to communicate issues at the hall. Discussion followed on how it will be utilized, and was posted on bulletin board.

**Treasurer's Report:**

Trial Balance: The October trial balance was presented for review. All looks good and the Treasurer received a delinquent personal property tax payment.

**Trustee's Report:**

Ambulance Board Meeting: No meeting this month

**Supervisor's report:**

Fire Board— fire hall (RFP Process): The board has a new member from the city of Rogers City, due to a change in staff. Attorney Mike Vogler developed a RFP for the project, but the board wants the architect to draw the prints only for the new building and not coordinate the whole project.

Township Hall Hardwood Flooring Estimate: Jason Berryman gave Allan a quote of \$3-4 a sq foot to refinish the ballroom hardwood floor, for an estimated \$6,000 minimum for the area in question. Consensus is to table until we get information on the roof repair.

Belknap Township Clerk Position: Clerk Basel requested to change her date of resignation effective December 27, 2017, filed with these minutes. A motion was made by Berg, supported by Koss to accept the modify resignation date, with regret. Roll call vote was taken with the following votes recorded: Brege: Yes, Hopp: Yes, Koss: Yes, Berg: Yes, Basel: abstained. Motion Carried.

Trustee Brege submitted a letter of resignation effective December 26, 2017, filed with these minutes. A motion was made by Hopp, supported by Koss to accept Trustee Brege's resignation. Roll call vote was taken with the following votes recorded: Brege: abstained, Hopp: Yes, Koss: Yes, Berg: Yes, Basel: Yes. Motion Carried.

A motion was made by Koss, seconded by Berg, to appoint Eileen Brege as the Belknap Township Clerk effective December 27, 2017. Roll call vote was taken with the following votes recorded: Brege: abstained, Hopp: Yes, Koss: Yes, Berg: Yes, Basel: abstained. Motion Carried.

With the appointment of Eileen Brege as the new Clerk, the Township will have a Trustee vacancy. Therefore, a motion was made by Koss, supported by Basel to place an ad in the *Presque Isle Advance* for a Township Trustee, with a deadline to accept resumes and references by December 12, 2017. Ayes: Hopp, Koss, Basel, Berg, Brege abstained. Motion carried.

**Correspondence Received**: 2 MTA training brochures, and a notice from district Health Department No. 4.

**Presentation & Payment of bills**: A motion was made by Basel supported by Brege, to pay the bills as presented, General Fund vouchers; #5082 to #5098, for a total of \$11,488.91 paid. Motion carried.

**Public Comment**: (5 minute time limit): None

**Adjournment**: A motion was made by Koss supported by Hopp, to adjourn the meeting at 6:45 PM. The next regular scheduled meeting will be on Monday, December 18, 2017, beginning 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 October 23, 2017, Meeting**

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, at 7:00 PM.

Present: Supervisor: Allan Berg, Clerk: Terry L. Basel, Treasurer: Terri Koss, Trustees: Eileen Brege and Robert Hopp, and Maintenance: Richard Kamyszek.

Absent: Caretaker: Connie Hopp

Guests: None

**Public Comment:** (5 minute time limit): None

### **Consent Agenda:**

Approval of the Agenda for September 25, 2017.

Approval of the August 28, 2017, Meeting Minutes as amended.

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

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

### **Old Business:**

Furnace Room Sealing: Kamyszek reported that Mr. Roznowski, will do the work sometime this month.

Pop Cooler/Kitchen Refrigerator: The search will continue for a pop cooler only.

Non-Profit use of the Township Hall: Clerk will check with Case Township to see if they have a non-profit user document, and Berg will draft a discussion point's document for next meeting.

Outdoor Security Lighting at Township Hall: Third electrician John Nordin, can't do it because he doesn't have a lift. Mark Plume has been contacted.

Employee Evaluations (Tabled from August to November): Evaluations have been scheduled for Monday, October 30, 2017. A report from the committee will be given in November.

MTA Conflict of Interest/Equalization and Township Board Member Positions: Berg gave a summary of the information he had received on the topic. Discussion followed. Copies of the informational emails will be retained in the "New Clerk 2017" file.

No Parking On Grass Signs: Following discussion, it was decided that the Clerk will purchase 3 signs, 6ft posts and hardware for mounting.

October 3<sup>rd</sup> MTA Chapter meeting: Brege attended the meeting and gave a very thorough report.

BS&A Financial Software: Koss submitted the signed agreement to BS&A, and there is no installation/start date scheduled as of yet.

### **New Business:**

#### **Township Hall:**

**Caretaker's Report:** Hall rental reports were delivered to the Treasurer. There were two rentals this month.

**Maintenance Report:** Kamyszek reported that there are two leaks in the Hall. The first from the Clean out pipe under the water fountain and the second has resulted in several ceiling tiles in the men's bathroom have come down. Maintenance will investigate how much damage has been done and take measures to fix it.

**Liquor Report:** No report required this month.

**Clerk's Report:**

F-65 Report: A motion was made by Basel, supported by Koss, to approve Audit firm Johnson & Schulze PC to complete the Fiscal Year 2016-17, F-65 report for the Township. Motion carried.

Snow Plowing Bid: A motion was made by Koss, supported by Brege, to renew/extend the snowplowing agreement with Hopp Farms for one additional year. Hopp abstained, Motion carried.

Other: MML Workers' Compensation Fund Payroll Audit – All info has been received and this report will be submitted by the end of the week.

**Treasurer's Report:**

Trial Balance: The September trial balance was presented for review.

Computer: Has been received, at a cost of \$1,019.00, which represents \$19 over the approved amount. A motion was made Basel, supported by Brege, to approve the overage for the cost of the Treasurer's computer. Motion carried.

2018 schedule: The Treasurer asked that it be noted that she has a scheduled conflict for the 2018 Jan and Feb meetings. Discussion followed and it was decided to move the January 2018 meeting will to the 29<sup>th</sup>; however, no alternative February date was established.

**Trustee's Report:**

Ambulance Board Meeting: Brege reported on the meeting of October 11, 2017. Topics discussed were:

Hiring a grant writer to try to acquire funds for three cots at a total cost of \$22,000, Architect fees were \$,8000, and offering a contract to erect the ambulance garage portion of the building to be done by the end of 2017, and may include a late fee clause, if in not completed on time.

**Supervisor's report:**

Fire Board – fire hall (RFP/Invoice): Berg reported that they will be moving to direct deposits for payroll, there was a motion to deny Kennon payment, and the Rogers City Blue Ribbon campaign proceeds will be donated to the Fire department this year.

**Correspondence Received:** Presque Isle County Road Commission-Public Hearing Notice and a MTA training.

**Presentation & Payment of bills:** A motion was made by Brege, supported by Basel, to pay the bills as presented, General Fund vouchers; #5066 to #5081, for a total of \$6,296.58 paid. Motion carried.

**Public Comment:** (5 minute time limit): None

**Adjournment:** A motion was made by Hopp, supported by Basel, to adjourn the meeting at 8:20 PM. The next regular scheduled meeting will be on Monday, November 27, 2017, beginning 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 September 25, 2017, Meeting**

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, at 7:00PM.  
Present: Supervisor: Allan Berg, Clerk: Terry L. Basel, Treasurer: Terri Koss, Trustees: Eileen Brege and Robert Hopp, Maintenance: Richard Kamyszek and Caretaker: Connie Hopp.

Absent: None

Guests: None

**Public Comment:** (5 minute time limit): None

## **Consent Agenda:**

Approval of the Agenda for September 25, 2017,

Approval of the August 28, 2017, Meeting Minutes as amended.

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

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

## **Old Business:**

Kitchen Roof Leak (tabled from July): Kamyszek reported that Brian's Handyman did the work on the roof repair. Basel asked maintenance personnel to inform the Clerk whenever contracted work is completed, so payment can be processed.

Furnace Room Sealing (paving/Roznowski): Clerk has received the required paperwork from Mr. Roznowski, and he indicated that the work will be done in the next few months.

Pop Cooler/Kitchen Refrigerator: Several options have been investigated, but no luck yet on finding a new or used one. The search will continue.

Non-Profit use of the Township Hall: Work continues on the development of a Non-Profit use lease.

Outdoor Security Lighting at Township Hall: Two electricians have been contacted, but neither has returned phone calls. Berg suggested Mr. John Nordein, and will provide his contact information to Maintenance personnel.

Employee Evaluations: Tabled.

MTA Conflict of Interest / Equalization and Township Board Member positions: Berg reported that MTA did not see any incompatibilities between the offices of the township clerk, treasurer or trustee, and being an employee in the County Equalization department. However, there could be a problem being a Township Supervisor, who holds an assessing license, and working in the County Equalization department.

Delinquent Personal Property/MTA Information: Koss spoke with Mr. Michael Vogler, and he can't represent our cause, because he represents the people who we are seeking to get back taxes from. In addition, the Treasurer can go back to the 2011 tax year, to obtain delinquent taxes. A motion was made by Brege, supported by Basel, to permit the Treasurer to file up to 10 small claims court petitions in an attempt to obtain the delinquent personal property taxes. Motion carried.

Clerks Search: Per MTA, the Township's window to appoint a new clerk is 30 days prior to the effective resignation date, and no later than 45 days post resignation. Therefore, the board will make an appointment at the December meeting.

## **New Business:**

### **Township Hall:**

**Caretaker's Report:** Hall rental reports were provided for the Treasurer. No rentals this month.

**Maintenance Report:** Kamyszek reported that the "No parking signs" have been installed to protect the septic system. However, the new signs may be confusing and signs that state: "No parking on the grass", were discussed. Clerk will check on prices for different signs. Kitchen corner cabinet still needs to be fixed.

**Liquor Report:** A motion was made by Basel, supported by Hopp, to receive and file the liquor inspection reports. Motion carried.

**Clerk's Report:**

MML Audits: The Worker Comp Self Audit is being due at the end of October, is being compiled, and the Payroll audit went in last week.

Election Location Survey: Bureau of Elections is requesting a survey of our polling location, both inside and out. NOTE: Next time the Township blacktops/resurfaces the parking lot, new regulations for identifying disabled parking spaces will need to be adhered to.

Clerk Schedule: Clerk will be out of town from Thursday, September, 28<sup>th</sup> and will return on October 8<sup>th</sup>.

Belknap Twp to Host Local MTA meeting January 2, 2018: Discussion and approval to host the local MTA meeting on January 2, 2018. Clerk will inform local MTA officers

Next MTA meeting: October 3, 2017 at Bearinger Twp Info was sent with meeting agenda.

Other: A new "Request for Compensation" form was presented to the Board. The form was approved and will be incorporated into the *Personnel Compensation Policy and Procedure* document. The use of the new form is effective immediately and to be used by board members and staff.

**Treasurer's Report:**

August Trial Balance: Was presented for review.

Computer: Continuing to search for a new computer.

BS&A Financial Software: Discussion on moving forward to purchase the General Ledger/Accounts Payable software to be used by the Clerk and Treasurer was had. A motion was made by Koss, supported by Brege, to accept the proposal from BS&A for the financial software at a cost not to exceed \$13,715. A roll call vote was taken with the following votes recorded: Brege: Yes, Hopp: Yes, Koss: Yes, Basel: Yes, Berg: Yes. Motion carried. Koss will contact BS&A with the Board's decision and inquire about a timeline for installation.

Pontem Annual Support for General Ledger/Accounts Payable: The Clerk will send a note to Pontem that we are cancelling.

2017 Tax collection: Is going okay.

**Trustee's Report:**

Ambulance Board Meeting: Brege reported on the special meeting held on September 20, 2017, to discuss; blue prints, specs, and bids for the building addition.

**Supervisor's report:**

Notice of Claim for Township Hall Use: The Township has received correspondence regarding a personal injury accident in the Township Hall parking lot. The matter has been submitted to our insurance company, who has advised the Board to forward all inquiries regarding the incident to them.

L-4029 Millage Request: A motion was made by Koss, supported by Hopp to approve the 2017 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.

Fire Board – fire hall (RFP for Architect): Berg reported that the Fire Board approved the attorney to draft a Request for Proposal (RFP) for an architect.

**Correspondence Received:** Received: MTA Training's, water sample report, and PIE&G Public Service Commission Notice of Hearing for the Gas customers. Brege is interested in attending the MTA Accounting & Payroll seminar in St. Ignace on November 14, 2017. A motion was made by Basel, supported Brege, to pay for the registration fee of \$111.00, plus mileage and expenses. Motion carried.

**Presentation & Payment of bills:** A motion was made by Brege, supported by Hopp, to pay the bills as presented, General Fund vouchers; #5051 to #5065, for a total of \$5,025.98, and Liquor Fund Vouchers: #113 and 114 for a total of \$201.49, paid. Motion carried.

**Public Comment:** (5 minute time limit): None

**Adjournment:** A motion was made by Basel, supported by Koss, to adjourn the meeting at 8:55 PM. The next regular scheduled meeting will be on Monday, October 23, 2017, beginning at 7:00 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 28, 2017, Meeting**

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, at 7:00PM.

Present: Supervisor: Allan Berg, Clerk: Terry L. Basel, Treasurer: Terri Koss, Trustee: Eileen Brege, and Maintenance: Richard Kamyszek.

Absent: Trustee: Robert Hopp, and Caretaker: Connie Hopp.

Guests: None

**Public Comment:** (5 minute time limit): None

### **Consent Agenda:**

Approval of the Agenda for August 28, 2017,

Approval of the July 24, 2017, Meeting Minutes as amended.

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

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

### **Old Business:**

Kitchen Roof Leak (tabled from July): Kamyszek reported that Brian's Handyman will be at the hall on August 29<sup>th</sup>, to work on the repair. The quote was for \$375.00

Furnace Room Sealing (paving/Roznowski): Kamyszek and Basel have been in contact with Mr. Roznowski, and Basel is waiting for the paperwork to be returned, hopefully this week.

Pop Cooler/Kitchen Refrigerator: Basel spoke with Caretaker Hopp, and she has been trying to find a replacement. Several options were investigated. Kamyszek will check, too.

Non-Profit use of the Township Hall: Discussed the need to develop a Hall usage non-profit lease document to promote the use of the hall as a community service.

Outdoor Security Lighting at Township Hall: Kamyszek spoke with electrician Kenney Karsten regarding re-wiring the current security/vapor lights to Photo-cell lights, enabling them to come on at dusk, and off at dawn. Mr. Karsten will submit a quote.

Employee Evaluations: Tabled until next month.

Clerk Resignation, Acceptance: A motion was made by Koss, supported by Berg, to accept, with regret, Clerk Basel's resignation effective 12-31-17. A roll call vote was taken, with the following votes recorded: Brege: yes, Koss: yes, Hopp: Absent, Basel abstained, Berg: yes. Motion carried.

Clerk Search: Discussion regarding how to fill the position was had. A motion was made by Berg, supported by Koss, to place an ad in the *Presque Isle County Advance* for interested persons in filling the clerk vacancy, to submit a letter of intent and resume with references to the Clerk. Trustee Brege commented that she is interested. A roll call vote was taken, with the following votes recorded: Brege: abstained, Koss: yes, Hopp: Absent, Basel yes, Berg: yes. Motion carried.

Medical Marijuana: No action was taken.

### **New Business:**

#### **Township Hall:**

**Caretaker's Report:** Hall rental reports were provided for the Treasurer.

**Maintenance Report:** Kamyszek reported that 4 - No parking signs have been purchased and will be positioned to protect the septic system. On the to-do list: Kitchen corner cabinet needs to be fixed and some organization of the mops, brooms, etc needs to be done.

**Clerk's Report:**

2020 Local Update of Census Addresses Operation (LUCA) Participation: A motion was made by Koss, supported Brege to decline to participate in the 2020 local update. Motion carried.

Quickbooks – Check Order: The supply of checks for the General Fund account is getting low. Clerk will check on prices and get them ordered.

Clerk's Computer Maintenance: Basel reported that the Clerk's computer fan may be failing and will need some maintenance.

Use of the Hall on 9-20-17: Basel thanked the board for being able to use the Hall on August 16<sup>th</sup>, for a charity event and asked the board if a second date of September 20<sup>th</sup> could be approved for the same reason, if needed. A motion was made by Brege, supported by Koss, to allow Basel to use the hall as requested. Motion carried.

Other: None

**Treasurer's Report:**

July Trial Balance: Was presented for review.

Computer: Continuing to search for a new computer.

Delinquent Parcels Updated: Koss has been entering delinquent parcels into the BS&A data. It is time consuming and she only has two years entered.

Past Due Personal Property: Discussion on options of how to collect past due personal property was had. Treasurer will report back next meeting.

**Trustee's Report:**

Ambulance Board Meeting: Brege reported on the August 8, 2017, meeting. Staff recruiting, still problematic.

**Supervisor's report:**

Fire Board: Berg reported on the August 2017 meeting. Discussion continues on the Fire Hall.

Tax Roll: Discussion was had on who is responsible for the completion of the L-4029, the annual Tax Rate Request form.

**Correspondence Received:** MTA Training's and a copy of the new plat book, were received.

**Presentation & Payment of bills:** A motion was made by Brege, supported by Basel, to pay the bills as presented, General Fund vouchers; #5038-#5051 for a total of \$3,806.31 paid. Motion carried.

**Public Comment:** (5 minute time limit): None

**Adjournment:** A motion was made by Basel, supported by Brege, to adjourn the meeting at 9:05 PM. The next regular scheduled meeting will be on Monday, September 25, 2017, beginning at 7:00 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 24, 2017, Meeting

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, July 24, 2017, at 7:02PM.

Present: Supervisor: Allan Berg, Clerk: Terry L. Basel, **Treasurer: Koss** (amended), Trustee's: Robert Hopp, and Eileen Brege (entered meeting at 7:14 PM) and Caretaker: Connie Hopp, Present.

Absent: Maintenance: Richard Kamyszek.

Guests: None

**Public Comment:** (5 minute time limit): None

## **Consent Agenda:**

Approval of the Agenda for July 24, 2017,

Approval of the **June 26, 2017** (amended), Meeting Minutes,

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

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

## **Old Business:**

Acceptance/Distribution of 2017/2018 Budget for General Fund, Road Fund, and Liquor Fund:

### **General Fund –**

Revenue:	\$ 93,900.00
Prior Year Fund Balance:	\$ <u>117,899.32</u>
Total Funds Available:	\$ 211,799.32
Expenses and	
Appropriations:	\$ <u>-114,059.00</u>
Ending fund Balance:	\$ 97,740.32

### **Liquor Special Revenue Fund -**

Revenue:	\$ 771.00
Prior Year Fund Balance:	\$ <u>442.45</u>
Total Funds Available:	\$ 1,213.45
Expenses:	\$ <u>- 1,035.00</u>
Ending fund Balance:	\$ 178.45

### **Road Millage Special Revenue Fund –**

Revenue:	\$ 45,500.00
Prior Year Fund Balance:	\$ <u>114,240.52</u>
Total Funds Available:	\$ 159,740.52
Expenses:	\$ <u>.00</u>
Ending fund Balance:	\$ 159,740.52

A motion was made by Koss, supported by Basel, to approve the 2017-2018 Budget as presented. A roll Call vote was taken with the following votes recorded: Brege: Absent, Hopp: yes, Koss: yes Basel: yes, Berg: yes. The Supervisor declared the motion passed.

Fireworks Ordinance Public Hearing: Basel informed the Board that all county agencies were informed of the Ordinance, and it will be enforceable on July 29, 2017.

Kitchen Roof Leak/New Door Stops for other entrance Doors/Furnace Room Leak:

- a. Kitchen roo lead – Table to next month.
- b. Furnance Room Leak – Mr. Roznowski's was sent the Sole Proprietor paperwork on June 27<sup>th</sup>, and the Clerk left a phone message 10 days ago, but as of tonight, there has been no communication or return of the paperwork.
- c. Door Stops – 6 doors are done.

Personnel Compensation Policy: was presented with updated attachments. After discussion, a motion was made by Koss, supported by Hopp to approve the Employee Compensation Policy as presented. A roll Call vote was taken, with the following votes recorded: Brege: Absent, Hopp: yes, Koss: yes Basel: yes, Berg: yes. The Supervisor declared the motion passed.

Township Hall/Outdoor Security Lighting: Tabled until next month.

Trustee Brege entered the meeting at 7:14PM

Employee Evaluations: Following discussion regarding employee evaluations, a motion was made by Koss, supported by Brege to form a single purpose committee of the Clerk and Treasurer to perform the evaluation of the Mintenance and Caretaker employees. Motion carried.

Local MTA Meeting/Annual Picnic: No one was able to attend.

Ditch Cleanup (tabled from June): Consensus of the board: it wasn't needed at this time.

## **New Business:**

### **Township Hall:**

**Caretaker's Report:** Rental at the end of the month cancelled their date again. Health Department (HD) did an onsite review of the hall with the Caretaker. All good, but HD suggested to leave the beer cooler on during the summer time. The O<sub>2</sub> tank needs to be filled; Caretaker will take care of it.

Pop Cooler - Hopp called to have John's Plumbing look at it, we need a new one. Caretaker will research prices and specifics for the next meeting. Reports to the Treasurer were provided.

**Maintenance Report:** Hopp: nothing to report. Brege asked if there is any signage for NO PARKING on the north side of the property, especially protecting the septic system. Discussion followed. Brege made a motion, supported by Berg, to purchase "No Parking" signs. Motion carried. The clerk will order.

### **Clerk's Report:**

Pension Plan: Basel, contacted Lappan Agency, Inc., regarding the packet received in June. This document is sent out periodically, for two reasons. First to ensure the Township has a copy of the plan, and secondly, to confirm the Township information is correct. Approval is needed for the Clerk to sign and return any pages with corrections and the signature page. A motion was made by Berg, supported by Koss to have the Clerk sign and returned the pension plan update application. Motion carried.

Election Equipment: Basel, informed the board that she has requested the ridged plastic ballot box case. It's a little bit bigger than the old one, but feels it's sturdier.

Use of the Hall on August 16, 2017: Clerk Basel asked the board if she and a few other ladies from St. Michael's Lutheran Church could use the hall to cut fabric and sew school bags for a church project. By consensus, the Board approved the request, and discussed the need to develop a non-profit lease document as a way to promote the use of the hall as a community service on M-Th for no fee.

Bulletin Board: In order to post required employment posters and as a message center for Board members and employees in the office, the purchase of a bulletin board will be done by the Clerk.

Resignation: Clerk Basel submitted her letter of resignation to the supervisor, effective December 31, 2017. Berg thanked Basel for giving the board enough time to find a replacement and have time for training. The board will have further discussion at the August meeting.

Other: None

### **Treasurer's Report:**

July Trial Balance: Was presented for review.

Computer: Continuing to search for a new computer.

### **Trustee's Report:**

Ambulance Board Meeting: No meeting this month, Brege stated that the next meeting will be on August 8, 2017.

### **Supervisor's report:**

Fire Board: Discussion was held on the status of the fire hall.

Medical Marijuana: Discussion on the handout "New Medical Marijuana Laws Q&A" was had. Additional information is needed before taking any action on the topic. Further discussion will take place as new information is available.

July Board of Review: Berg reported that there were two petitions presented at the July BOR. Both were for the 2016 assessment year. There were no petitions for 2017.

**Correspondence:** Received: The Presque Isle County Road Commission sent a signed copy of the Petersville Road project contract and a copy of their annual report.

**Presentation & Payment of bills:** A motion was made by Brege, supported by Hopp, to pay the bills as presented, General Fund vouchers; #5017-#5037 for a total of \$7,151.96 paid. Motion carried.

**Public Comment:** (5 minute time limit): None

**Adjournment:** A motion was made by Basel, supported by Brege, to adjourn the meeting at 8:47 PM. The next regular scheduled meeting will be on Monday, August 28, 2017, beginning at 7:00 PM.

Respectfully submitted,  
Terry L Basel, Belknap Township Clerk

**Belknap Township Special Board Meeting Held at Belknap Township Hall,  
Presque Isle County, Michigan - Minutes from June 14, 2017, Meeting**

A special meeting of the Belknap Township Board was called to order by Supervisor Allan Berg on Wednesday, June 14, 2017, at 6:25 p.m. with Supervisor Allan Berg, Treasurer Terri Koss, Trustee Eileen Brege, and Clerk Terry L. Basel present.

Guests: None

Public Comment: (5 minute time limit): None

There were only two items on the agenda; to purchase the BS&A Tax.net software and a computer for the Treasurer.

Purchase BS&A .NET Tax Software: Discussion regarding the Township purchasing the BS&A tax.net to be ready for the summer 2017 tax year was had. A motion was made by Koss, supported by Basel, to accept the BS&A tax.net proposal as presented and purchase the software for the summer 2017 tax year, at a cost not to exceed \$2755.00. Motion carried.

Purchase a Treasurer Computer: With the purchase of the new tax software, the Treasurer will need a new computer to successfully run the software. A motion was made by Berg, supported by Basel, for the Treasurer to purchase a new computer at a cost not to exceed \$1,000.00. Motion carried.

Public Comment: (5 minute time limit): None

Adjournment: A motion was made by Basel, supported by Brege, to adjourn the meeting at 6:44 PM.

Respectfully submitted,

Terry L. Basel, Clerk

**Belknap Township Board Meeting Held at Belknap Township Hall,  
Presque Isle County, Michigan  
5/22/2017 Budget Workshop**

The annual budget workshop of the Belknap Township Board was called to order by Supervisor, Allan Berg on Monday, May 22, 2017 at 5:30 p.m. with Supervisor Allan Berg, Trustee Eileen Brege, Trustee Robert Hopp and Clerk Terry Basel present.

Guests: None

By consensus, it was agreed to levy the maximum available 1 mill for operating and 1 mil for roads to support the proposed budget.

Supervisor Berg led the Board through a review of the proposed 2017/2018 budget. Final review and possible approval is scheduled for the June 26, 2017, regular meeting.

Adjourn: A motion was made by Hopp, supported by Brege to adjourn the meeting at 7:38 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 May 22, 2017, Meeting**

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, May 22, 2017 at 7:39 p.m. with Supervisor: Allan Berg, Clerk: Terry L. Basel, Trustees: Eileen Brege and Robert Hopp, and Maintenance: Richard Kamyszek present. Absent: Caretaker: Connie Hopp.

Guests: Joe Hefele and Theresa Krist.

**Public Comment:** (5 minute time limit): Mr. Joe Hefele and Ms. Theresa Krist gave the board an overview of the Household Hazardous Waste Collection Service proposal. They provided an explanation of how the fees were calculated for the jurisdictions included in the proposal, along with a timeline to implement this project.

### **Consent Agenda:**

Approval of the amended Agenda, for May 22, 2017

Approval of the amended April 24, 2017, Meeting Minutes,

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

A motion was made by Brege, supported by Hopp to approve the amended consent agenda. Motion carried.

### **Old Business:**

Fireworks Ordinance: The draft ordinance was reviewed and deemed acceptable. The board will seek public comment at a public hearing scheduled for June 14, 2016, at 6:00PM at the hall. The Clerk shall place a copy of the draft ordinance on our website, glass case at the hall and include a synopsis in the paper with the notice of the public hearing. Copies will also be available for distribution at the public hearing.

Plat book - follow-up: Our participation has been confirmed and the payment will be sent at the end of July 2017.

Kitchen Roof Leak/New Door Stops for Other Entrance Doors/Furnace Room Leak:

Kitchen roof leak - Kamyszek had two entities look at the problem area and at the time of this meeting, had only received one quote. He will follow-up with the second entity.

Furnace Room Leak - Kamyszek received a quote from Roznowski's at a cost of \$350.

Door stops - will be fixed in the next month.

Drinking Fountain/Kitchen Refrigerators: Maintenance reported that John's Plumbing and Heating fixed the drinking fountain and refrigerator, and while at the hall, noted that a heater motor needed fixing and took care of it, too.

Employee Compensation Policy: Tabled until next month.

Road Project-2017: The Presque Isle County Road Commission (PICRC) prepared an estimate to crush and shape 1 mile of Petersville Road from 638 Hwy to Mill Hwy, with a total estimated cost of \$180,000, Belknap Twp's 75% share would be \$135,000. The project could not be done in 2017, but be scheduled for 2018. However, if money is available, the PICRC could start in the fall of 2017, on tree removal, ditch cleaning, and culvert replacement. Berg will contact PICRC to draft a contract.

BS&A Software: Proposals from BS&A detailing the cost of purchasing, implementation and training for the Tax.net, GL.net and AP.net software programs were discussed. Further negotiations with BS&A regarding eliminating certain training costs needs to be done, and by consensus, the expenses for the three programs will be included in the 2017-2018 budget.

Household Hazardous Waste Collection Service: A motion was made by Berg, supported by Brege to decline to participate in the program this year. Motion carried.

**New Business:**

**Township Hall:**

**Caretaker's Report:** No report, other than the monthly report to the Treasurer was provided.

**Maintenance Report:** Everything has been good. Kamyszek will bring some topsoil to repair the hole on the north side of hall.

**Clerk's Report:**

Fiscal Year Change letter: Basel submitted the required paperwork to the Auditors, and the State of Michigan, informing them of our fiscal year change.

Water Analysis Report: Was presented for review, and filed.

Other: A revised Uniform Chart of Accounts was released by the Michigan Department of Treasury this spring. They are encouraging early adoption and the Clerk will look into it.

**Treasurer's Report:**

April Trial Balance: Was presented for review.

**Trustee's Report:**

Nothing to report this month.

**Supervisor's report:**

Fire Board: The Fire Board had the attorney draft a contract, and a copy has been sent to the contractor for his agreement and signature.

Security Lights: Berg has advised PIE&G and Bismarck Township of our decision.

**Correspondence:** Food license was received from Health Department #4 and has been posted.

**Presentation & Payment of bills:** A motion was made by Brege, supported by Basel, to pay the bills as presented, General Fund vouchers; #4987 - #5001, for a total of \$4,814.98 paid. Motion carried.

**Public Comment:** (5 minute time limit): None

**Adjournment:** A motion was made by Basel, supported by Hopp, to adjourn the meeting at 8:30 PM. The next regular scheduled meeting will be on Monday, June 26, 2017, beginning at 7:00 PM.

Respectfully submitted,

*Terry L Basel,*  
Belknap Township Clerk



# **Special Meeting Notice**

The Belknap Township Board will hold a special meeting to discuss the purchase of:

1. BS&A .NET Tax Software, and
2. A new Treasurer computer

The meeting will be held at the Township Hall located at:

1720 West 638 Hwy, Rogers City, MI 49779

on

Wednesday, June 14, 2017, at 6:30PM

or

immediately following the conclusion of the Public Hearing on Fireworks, whichever occurs first.

If you have any questions please call the Clerk, Terry L. Basel at 989-734-3694

## **Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the April 24, 2017, Meeting**

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, April 24, 2017 at 7:00 p.m. with Supervisor: Allan Berg, Clerk: Terry L. Basel, Treasurer: Terri Koss, and Trustee's: Eileen Brege and Robert Hopp, Caretaker: Connie Hopp, and Maintenance: Richard Kamyszek present.

Guests: None

**Public Comment:** (5 minute time limit): none

### **Consent Agenda:**

Approval of Agenda, for April 24, 2017

Approval of March 27, 2017, Meeting Minutes,

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

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

### **Old Business:**

Fireworks Ordinance: Berg led a discussion on suggested ordinance 'suggested ordinance' language, each board member was asked their preference of verbiage to include in the ordinance. The language was selected by consensus. Berg will get the information to Attorney Vogler to draft the fireworks ordinance, with hope that we can discuss it next meeting.

Kitchen Roof Leak/New Door Stops for Other Entrance Doors/Furnace Room Leak: Kitchen Roof: Maintenance is looking for someone to fix it; Door stops: have not been addressed yet; Furnace room leak: will be looked at next month.

Drinking Fountain/Kitchen Refrigerator: Drinking fountain still has a high water stream, and the one kitchen refrigerator does not get cold enough. Maintenance will contact John's Plumbing and Heating.

Employee Compensation Policy: Tabled until next month.

Groundskeeper Bid Summary: Three bids were received for the Groundskeeper position; Hopp Farms, Brian's Handyman, and John's Lawn Care, LLC. A Bid Summary was provided to all board members prior to the meeting, and a copy will be filled with the minutes. Discussion followed. A motion was made Basel, supported by Brege to award the groundskeeper bid to Brian's Handyman. Yeas: Basel, Berg, and Brege; Opposed: R. Hopp, Koss. Motion carried. The Clerk will send letters to inform all bidders of the Board's decision.

2017-2018 Salary Adjustments for April discussion: Berg opened the floor to discussion on wage considerations for next year. Brege reported that she contacted several Presque Isle County Townships regarding trustee's wages and her inquiries revealed that Belknap pays the lowest wage. Following discussion it was determined that the Supervisor will prepare the "FY 2017- 2018 Belknap Township Wages, Fees & Reimbursements Agreement" that will increase the Trustee's wages to \$100 per month and increase the remaining Board members' salaries by 1%. All other reimbursements will stay at the FY 2016-2017 levels.

2017/2018 Budget Process: In an effort to streamline our Budget process, Board members, Maintenance and Caretaker need to get proposed budget figures to Berg prior to the Budget Hearing meeting.

### **New Business:**

#### **Township Hall:**

**Caretaker's Report:** C. Hopp reported: the next quarter's water test will be obtained in May; the County Clerk inquired about utilizing the hall on May 12-13-14, 2017, for jury selection; and she

asked that the groundskeeper be in contact with the Caretaker for rental info. She also asked the board for guidance on a rate for the charity event/rental on May 7, 2017. The rate will be \$200.00. Budget ideas: Install security lights on the north side of the hall, and have the hard wood floor stripped, sanded and refinished.

**Maintenance Report:** Kamazsek reported: he checked the hall after the rental, and will meet with a contractor regarding the underground space by the furnace room. He also noticed a crack in the east exterior wall by the kitchen stove, he will investigate further.

**Clerk's Report:**

MetLife Items: Basel explained why the first quarter of 2017 contributions were not listed on our statements. Upon checking with Lappan Agency our Plan Administrator is still Koss. Typically it is the Clerk who is the Plan Administrator since that position handles all of the paperwork. Therefore, a motion was made by Berg, supported by Brege to remove Terri L. Koss as the Plan Trustee/Administrator and appoint Clerk Terry L. Basel as the Belknap Township Plan Trustee/Administrator. Motion carried.

Financial Reports, April – June: The look of them will be different because we have changed our fiscal year to start July 1, and the detail you are used to may not be there during these 3 months.

Election Equipment: Deputy Clerk, Kathy Berg and I attended the election equipment vendor demonstrations on 4-6-17 and 4-19-17.

Other:

Processed our first FOIA request.

A new Presque Isle County Plat book is being developed. A motion was made by Berg, supported by Brege to purchase a \$350.00 ¼ page ad in the new plat book. Motion carried.

**Treasurer's Report:**

March Trial Balance: Was presented for review. No other issues.

**Trustee's Report:**

Ambulance Board Meeting: Brege attended this board meeting on 4-12-17. Her report included an update on the Ambulance garage addition, representation on Cheboygan life support board, and that the understaffing issue is still happening.

MTA Quarterly Meeting: Both Brege and Basel attended the April 4, 2017, meeting in Posen. Mike Grohowski, Supervisor of Krakow Township will be the new Chair of the local MTA group. Secretary Schaedig will begin sending correspondence and meeting notices via email to Township Clerks. County reports were given by the Clerk, Register of Deeds, Prosecutor, Sheriff, Road Commission and Treasurer. Attendees then separated into groups by Board position for discussions related to their position. The next meeting will be the annual picnic held on June 27, 2017, at the Allis Township hall.

**Supervisor's report:**

Fire Board: The fire hall contract/update – is still at a severe impasse. The attorney has not seen this language and the contract not signed yet.

Security Lights: PIE&G is upgrading security lights to LED bulbs. Discussion followed on the lights situated in our Township, and the possibility of removing or adding lights in the Township. In addition, PIE&G has identified two security lights located in Hawks that Bismarck is paying for, but are physically located in our Township. it was decided to pay for the light in Hawks at Co Rd 451 and the old store and not allow payment for the light in Hawks on Co Rd 451 in front of Faith Lutheran Church. Berg will contact the parties involved and report back next month.

Road Project-2017: The Board discussed undertaking a road project in 2017. We talked about location, finances and requesting a three year contract with the Road Commission. Berg will contact the road commission with our request.

**BS&A Financial/Tax Software:** With the County Treasurer switching tax collection software in 2018, to BS&A, we talked about making the switch for the tax.net program. Basel will contact the County Treasurer to see if she obtained information from BS&A about a price break for the total package of GL, AP, and Tax.net. Topic was tabled, pending additional information.

**Hazardous Waste/Cost/Delegate:** A group is being formed to determine if a Household hazardous waste collection program should be implemented. This would be a blended cost sharing program with the City of Rogers City, and Townships of Rogers, Belknap, and Moltke. Koss has volunteered to be our representative/delegate to attend meetings to work out the details. If any board member has questions, get them to her.

**Correspondence:** The Township received a notice from PIE&G that they have requested a TIER ratemaking mechanism review for its regulated gas division from the Michigan Public Service Commission. The notice was reviewed and filed.

**Other Business:**

**Presentation & Payment of bills:** A motion was made by Brege, supported R. Hopp, to pay the bills as presented, General Fund vouchers; #4970 - #4986, for a total of \$4,913.46 paid. Motion carried.

**Public Comment:** (5 minute time limit): None

**Adjournment:** A motion was made by Koss, supported by Basel, to adjourn the meeting at 10:05 PM. The next regular scheduled meeting will be on Monday, May 22, 2017, immediately following the Budget Hearing which begins 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 27, 2017, Meeting**

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, March 27, 2017 at 5:30 p.m. with Supervisor: Allan Berg, Clerk: Terry L. Basel, Treasurer: Terri Koss, and Trustee's: Eileen Brege and Robert Hopp present. Caretaker: Connie Hopp, Maintenance: Richard Kamyszek present  
Guests: None

**Public Comment:** (5 minute time limit): none

### **Consent Agenda:**

Approval of Agenda, for March 27, 2017

Approval of February 27, 2017, Meeting Minutes,

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

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

### **Old Business:**

Fireworks Ordinance: Attorney Vogler, has replied to Supervisor Berg regarding state law allowing the township to regulate the use of fireworks. Discussion followed and Board members are to forward to Berg by April 17<sup>th</sup>, any requests, comments and topics, they would like to see in the ordinance.

### Hall Maintenance:

1. Kitchen Roof Leak: John's Home Maintenance, Inc. got back to R. Hopp and isn't interested in coming back over to fix it. R. Hopp and Kamyszek, will solicit a contractor, with the correct paperwork to get the problem fixed.
2. New door stops for other entrance doors: Have not been installed yet.
3. Furnace room leak: Tabled to a future meeting.

Employee Compensation Policy: Tabled to next month.

### **New Business:**

#### **Township Hall:**

#### **Caretaker's Report:**

Hall Rental Refunds: Caretaker C. Hopp reported that there was one rental security deposit refund issued this month.

#### **Maintenance Report:**

R. Hopp reported: Drinking fountain needs to have some water flow adjustment. Refrigerators in the kitchen needed attention this month. A new door knob was put on the furnace room door.

#### **Clerk's Report:**

MetLife Name Change: Effective March 6, 2017, MetLife changed their name of "MetLife Insurance Company USA" to "Brighthouse Life Insurance Company". Per Lappan Agency, Clerk is to use current forms, etc, until told otherwise.

MTA Quarterly Meeting: The quarterly MTA meeting will be held on Tuesday, April, 4, 2017, at 7:00 PM held at the Posen Community Center, hosted by Pulawski Township. No speaker for this meeting, however, the Township officials will separate into "position held" groups to discuss issues specific to their offices.

Release Grass Cutting Request for Bids: Discussion was had regarding a Request for a groundskeeper for the town hall and cemetery. A motion was made by Hopp, supported by Brege to approve and release the presented bid. Motion carried. The Clerk will place on Facebook and a two

week ad in the Advance. The Clerk will put together a summary of bids received and present at the April meeting.

**Treasurer's Report:**

February Trial Balance: Was presented for review.

Tax Settlement: Has been completed with the County Treasurer.

**Trustee's Report:**

Ambulance Board Meeting: Brege reported that there was no meeting this month, and the next meeting will be in April.

Road Commission: held a meeting for new elected officials regarding the Road Commission, Brege was unable to attend, but obtained an information packet.

**Supervisor's report:**

Fire Board: Fire hall contract has an issue. Contractor Kenyon wants Fire board to waive insurance subrogation rights. Legal advice is against this and a resolution to the issue will be tough.

Budget Process (April/May/June): Discussion was had on the way the board determines next year's budget. It was the consensus of the board to develop it in several steps over the next couple of months, with approval at the official Budget Hearing meeting in May.

2017-2018 Salary Adjustment for April Discussion: This will be discussed next month as part of our new budget process strategy; board members should have ideas ready for next meeting.

March Board of Review (BOR) Completed: Berg gave a summary of the BOR requests reviewed, resulting in: 1 hardship (approved), 1 class change, 3 walk-ins (denied), and 1 clerical adjustment.

**Correspondence:** None

**Other Business:**

Liquor report: A motion was made by Brege, support by Hopp to receive and file the Liquor reports presented. Motion carried.

BS&A: discussion on the County is going to this software and would they pay the township's portion.

**Presentation & Payment of bills:** A motion was made by Basel , supported by Brege, to pay the bills as presented, General Fund vouchers; 4954 – 4969, and Liquor Fund vouchers 109-110, for a total of \$5,925.05 paid. Motion carried.

**Public Comment:** (5 minute time limit): None

**Adjournment:** A motion was made by Brege, supported by Hopp, to adjourn the meeting at 7:58 PM. The next regular scheduled meeting will be on Monday, April 24, 2017, at 7:00 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 27, 2017, Meeting**

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, February 27, 2017 at 5:30 p.m. with Supervisor: Allan Berg, Clerk: Terry L. Basel, Treasurer: Terri Koss, and Trustee's: Eileen Brege and Robert Hopp present. Caretaker: Connie Hopp  
Guests: None

**Public Comment:** (5 minute time limit): none

### **Consent Agenda:**

Approval of Agenda, for February 27, 2017

Approval of January 23, 2017, Meeting Minutes,

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

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

### **Old Business:**

Fireworks Ordinance: Nothing to report, since the Mr. Vogler has not replied to Supervisor Berg.

South Door Repair/Replace: The door stop was installed.

### **New Business:**

#### **Township Hall:**

##### **Caretaker's Report:**

Hall Rental Refunds: Caretaker C. Hopp reported that there was one rental security deposit refund issued this month and that all weekends in June and July 2017 are reserved.

##### **Maintenance Report:**

Kamyszek reported:

- a. The leak in the kitchen is happening again. Maintenance personnel have shoveled the snow off a couple of times. A call was made to the roofing contractor, but as of the meeting, the call was not returned. Discussion followed about installing a peaked roof deflector over the vent to prevent snow and rain from coming in. A motion was made by Koss, supported by Brege to pay up to \$750 to construct and install a roof deflector by the roofing contractor; John's Home Maintenance, Inc. or if they can't, another contractor with the proper paperwork will be solicited. Motion carried.
- b. Co2 lines were tighten, and it was suggested to purchase a wrench and secure it by the Co2 tank, for future use.
- c. New door stops for the other entrance doors need to be purchased.
- d. Furnace room with the cubby under the front of the hall is leaking and should be fixed on a good hot day.

R. Hopp reported: will be getting a new door knob for the furnace room door.

##### **Clerk's Report:**

PIE&G Natural Gas Rate Announcement: PIE&G provided announced that the Gas Cost Recovery Rate (GCR) will be reduced by \$1.46 per ccf, effective April 1, 2017. The Distribution Rates will be increased by 5.66% of the total 2016, natural gas revenue. The increase is delayed pending the outcome of the Michigan Public Service Commission decision. A copy of the announcement has been filed.

Drinking Water Sampling Requirements: District Health Department No. 4 provided a calendar and instructions outlining our sampling requirement quarters for 2017. The calendar will be posted in the office and the Caretaker will determine the dates the samples will be taken.

Up North Prevention Social Host Responsibility Resolution: a request from Up North Prevention was received, inviting municipalities to take a position on underage drinking and social host activities. A motion was made by Koss, supported by Basel to adopt a Resolution that April 2017, is Social Host Responsibility Month – Underage Drinking Prevention. A Roll call vote was taken with the following votes recorded: Trustee Brege; Yes, Trustee Hopp; Yes, Treasurer Koss; Yes, Clerk Basel; Yes, Supervisor Berg; Yes. The Supervisor declared that the resolution was adopted. The Clerk will record and submit the proclamation.

Employee Compensation Policy: Based on last month's determination to withhold the appropriate taxes from all employees beginning January 1, 2017, adjustments were made on both Brege and Basel paychecks for meetings attended in January. In addition, when processing the Board of Review (BOR) checks for February training and March BOR, adjustments will be made for the wages they received in January for December 2016.

The Clerk will be holding office hours at the hall in mid-March so that the BOR and Election Workers can drop by to complete employee paperwork, ie I-9, W4 – MI-W4.

A Compensation policy, which specifics wages, ie when they are paid, classes of employees, retirement, FICA, Medicare, Pension, etc. is needed. Currently, we simply making a decision record it in the minutes and move forward. Then, at a later date, we have a conversation and can't always remember what was decided or talked about. Therefore, the Clerk would like to put a draft policy together and present it next month. Any input is appreciated.

Budget Clarifications: The Clerk let the board know that a couple of adjustments to account codes were made to better align with the Government Chart of Accounts. Also, a payroll Liability line item was added to track Social Security withholding, subcategories were made under the Repairs/Maintenance category and redistributed the total that was budgeted for this line item. A revised budget was distributed.

Rogers City Area Fire Dept. Authority Budget: Was received for viewing/file.

New Election Equipment: The County is hosting two vendors to give demonstrations regarding new voter election equipment, in April. The Clerk and Deputy Clerk will be attending both sessions.

MetLife Pension: Lappan Agency sent a packet of new MetLife Pension forms/procedures. They have been reviewed, and some employees may need to update forms currently on file. The Clerk will inform those who may need to update forms.

Other: The Clerk gave the QuickBooks Payroll module a 30 day free trial, but found it to be too involved for our needs. An excel spread sheet will be developed to track payroll, instead. Treasurer Koss will assist.

### **Treasurer's Report:**

January Trial Balance: Was presented for review. The Treasurer and Clerk are working together updating the process of monthly financial reports.

PIE&G Liason Meeting: Koss attended the 2017 meeting. Her report included that PIE&G is considering building a new headquarters, because the current building is not meeting their needs. Comments from members will be requested.

### **Trustee's Report:**

Ambulance Board: Brege attended the February 8, 2017, meeting and reported: the building of the new fire hall is being tweaked; Cost estimates are being worked on; Hiring issues, being understaffed, and reviewing the contract with the Cheboygan Life Support was also discussed.



**Supervisor's report:**

Fire Board: Berg reported that the meeting discussion revolved around administrative topics; ie Kenyon contract has been reviewed with the insurance company, attorney, etc.

March Board of Review schedule: The Organizational meeting will be held at 12:15 PM on Tuesday, March 7, 2017, and the regular protest/review meetings will be held on Monday, March 13, 2017, from 9:00am to 3:00 PM and Tuesday, March 14, 2017, from 3:00 pm to 9:00 pm. All meetings will be held at the Township hall.

Board of Review Resolution: A motion was made by Koss, supported by Brege to adopt a Resolution to allow Township Residents to file his or her protest before the Board of Review by letter. A Roll call vote was taken with the following votes recorded: Trustee Brege; Yes, Trustee Hopp; Yes, Treasurer Koss; Yes, Clerk Basel; Yes, Supervisor Berg; Yes. The Resolution was adopted. The Clerk will record and submit the proclamation.

**Correspondence:** None

**Other Business:** Brege attended the MTA training for New Electors on January 26, 2017. She stated that it was a great opportunity.

**Presentation & Payment of bills:** A motion was made by Brege, supported by Basel, to pay the bills as presented, General Fund vouchers; 4939 – 4953, and Liquor Fund Voucher 108, for a total of \$6,113.45, paid. Motion carried.

**Public Comment:** (5 minute time limit): None

**Adjournment:** A motion was made by Basel, supported by Hopp, to adjourn the meeting at 6:20 PM. The next regular scheduled meeting is Monday, March 27, 2017, at 7:00 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 January 23, 2017, Meeting**

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, January 23, 2017 at 5:31 p.m. with Supervisor: Allan Berg, Clerk: Terry L. Basel, Treasurer: Terri Koss, and Trustee's: Eileen Brege and Robert Hopp present. Excused: Caretaker: Connie Hopp  
Guests: None

**Public Comment:** (5 minute time limit): none

### **Consent Agenda:**

Approval of Agenda, January 23, 2017 agenda

Approval of December 19, 2016, Meeting Minutes,

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

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

### **Old Business:**

Building Maintenance Position: Basel reported that the Maintenance Log was ready for use, and located in the office.

Fireworks Ordinance: There was consensus that the board wishes to have a Township Fireworks Ordinance and hire an Attorney to review our final ordinance. A motion was made by Brege, supported by Koss, to hire Mike Vogler to investigate and draw up a fireworks ordinance. Supervisor Berg will reach out to Mr. Vogler.

South Door Repair/Replace: Has been installed and keyed to match the kitchen entrance door. Hopp will check with the vendor about installing a door stop

PIE&G Liaison Board Representative: Clerk completed the questionnaire from PIE&G and listed Terri Koss as our Liaison.

### **New Business:**

#### **Caretaker's Report:**

Hall Rental Refunds: There was one rental security deposit refund issued.

#### **Clerk's Report:**

Year End Tax reports and W-2 & 1099's: Basel led a discussion regarding her concerns and questions about completing the mandatory year-end tax reports, based on current Tax rules/laws, MTA articles, and her conversations with the Auditors and Lappan Agency. Following a lengthy discussion, a motion was made by Basel, supported by Koss to hire Bay Area Business to produce the year-end State and Federal tax reports, W-2's, W-3, 944, and 1099's, at a cost of up to \$150.00. A Roll Call vote was taken, with the following votes recorded: Brege, yes; Hopp, yes; Koss yes; Basel, yes; Berg, yes. Motion carried.

What is Considered as Wages?: Conversation regarding what is to be considered as wages and withholding the appropriate taxes was had. It was determined that in addition to an employee's monthly salary, any time an employee is compensated for their time, ie, extra labor hours or non-township monthly meeting attendance, these are considered wages and should have Medicare and Social Security/pension withheld. This will be retroactive to January 1, 2017. Adjustments will be made to all January affected paychecks.

Approval to send payment of the 944 to the IRS which is due 1-31-17. The checks needed for this report weren't included in this month's run, because the amount will be calculated by the approved entity; Bay Area Business once the 944 is completed. Checks from the general fund and the liquor fund will be sent. A motion was made by Koss, supported by Brege to authorize the Clerk and Treasurer to pay the IRS, prior to next meeting, up to \$1000.00, for the 944 report. Motion carried.

Employee types and Applicable taxes: Conversation on this topic was entwined with the Year End Tax Reports topic above. Dialog on this topic included separating employees into two distinct

classifications. One classification will be those who will be enrolled into our Pension plan in lieu of withholding Social Security, and the second will include those who will have Social Security and Medicare only withheld. A resolution will be presented next month that will outline the classifications. Account Codes: The Clerk asked the board to consider a couple of new account codes to track expenses. The request was determined to be an administrative responsibility and the Clerk and Treasurer should work this out.

Budget Amendments:

<u>Budget Amendment #1:</u>	Current Budget Amount	Move/Add	New Budget Amount
From: 101-279-702Bld Authority#1Wages	\$2,230	\$854	\$1,376
To: New Budget Line Item: 101-279-704Bld Authority#4Wages	\$0	\$854	\$854
 <u>Budget Amendment #2:</u>			
From: 101-290-702 Trustee#1Wages	\$800	\$560	\$240
To: New Budget Line Item: 101-290-704 Trustee#3Wages	\$0	\$560	\$560
 <u>Budget Amendment #3:</u>			
From: 101-262-860 Election Transportation	\$50	\$10	\$40
To: 101-262-960 Election Training	\$350	\$10	\$360

A motion was made by Hopp, supported Brege to approve the budget amendments as presented. Motion Carried.

Other: -

- Electric Bill and Frontier bills: will show on the January credit card bill. PIE&G bill shows an overdue notice, but due to internal processes at PIE&G, our last month's bill was not paid with our credit card. However, no fees were added and the next bill will be paid via credit card. Frontier wasn't due until 1-3-17.....
- Preferred contact list: A document was passed around the table for members to list their contact information and their preference on how they want to be contacted. The completed document will be disseminated next meeting.
- Town Hall Keys: Board members determined what keys they had and/or needed. A new set of keys will be made by Hopp for Kamyszek.

**Treasurer's Report:**

Bridal Tab/Hall Rental: A motion was made by Basel, supported by Brege to place an ad in the 2017 Bridal insert of the *Presque Isle Advance*. Motion carried.

Trial Balance: The December Trial balance report was presented.

**Trustee's Report:**

Ambulance Board Meeting: Brege reported on the December 20, 2016, meeting, information included: the June 30, 2016, audit report was finalized/approved; a 2% raise for all employees was approved; the old ambulance "vehicle shell" is for sale; and everything is going well with the Cheboygan Life Support system, including back-up/cross training. The next meeting is scheduled for February 8, 2017.

MTA meeting: Brege attended the January 3, 2017, MTA meeting. Highlights were: Guest speaker Ken Lind, spoke on types of insurance coverage; Audit report "OK- no issues"; Election of officers for

2017 was conducted, with no chair elected; County Officials gave updates; Next meeting will be held on April 4, 2017, at the Posen Community Center, with Pulawski hosting, there will be no guest speaker, but breakout sessions, by office, will be held; Allis will host the July picnic meeting this year. Maintenance: Hopp will be getting a new door knob for the furnace room door.

**Supervisor's report:**

Fire Board: Berg gave an update from the Fire Board meeting: Fire Hall: Kenyon presented a contract architectural drawing. The cost of design and consulting, will be about \$40,000 to get all of the paper work done, subject to attorney review/approval; the driveway and excavation has been done. 800mg Pagers: The cost for emergency personnel will be covered by the Fire Authority. Budget: was approved.

MTA Board of Review (BOR) Training: A motion was made by Brege, supported Basel to cover the cost of tuition, and mileage for three BOR members to attend the MTA training in Alpena on February 23, 2017. Motion carried.

Apex Sketch Software: Berg started the conversation by saying this software has a long history with our assessing firm. In the past, one software license covered all townships, but now each township must purchase their own license. A multi discount can be applied, if two or more townships purchase. Berg requested the board purchase the license at a cost of \$495.00, which represents the multi discount. A motion to purchase apex sketch software was made by Brege, supported by Basel. Motion carried.

**Correspondence:** None

**Other Business:**

**Presentation & Payment of bills:** A motion was made by Hopp, supported by Basel, to pay the bills as presented, General Fund vouchers; 4922 – 4938, for a total of \$12,401.14, paid. Motion carried.

**Public Comment:** (5 minute time limit): None

**Adjournment:** A motion was made by Basel, supported by Brege, to adjourn the meeting at 7:40 PM. The next regular scheduled meeting is Monday, February 27, 2017, at 5:30 PM.

Respectfully submitted,

*Terry L Basel*, Belknap Township Clerk