

**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