

Belknap Township Board Meeting Held via Zoom, Presque Isle County, Michigan - Minutes from the January 25th, 2021 Meeting

The meeting of the Belknap Township Board was called to order by Allan Berg on Monday, January, 25th at 7:00 p.m.

Present: Supervisor: Allan Berg, Treasurer: Candy Peltz Clerk: Danielle Wirgau, Trustees and Toby Kuznicki.

Absent: Robert Hopp

Guests:

Pledge: was not recited.

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

***Consent Agenda:**

Approval of the December 28th, 2020 meeting minutes,

Motion made by Candy Peltz, support by Toby Kuznicki. Motion Carried.

Presentation & Payment of Bills:

A motion was made by Danielle Wirgau, supported by Toby Kuznicki, to pay the bills as presented: General Fund vouchers; #5682 to #5690 and Credit Card Bill for a total of \$5522,76

Roll call: Candy Peltz-yes

Robert Hopp-yes

Toby Kuznicki-yes

Danielle Wirgau-yes

Allan Berg- yes. Motion carried

Old Business:

Corrective action plan: Motion to accept the corrective action plan with corrections made by Danielle Wirgau, seconded by Candy Peltz.

Training: Candy and Danielle are to complete trainings with BS&A as covid allows.

Procedures will be developed and presented to the board to be approved.

New Business:

Caretaker's Report: nothing to report.

Maintenance Report: nothing to report.

Clerk's Report: Risk Limiting Audit for November election was completed. Will call Nancy and Sally for Training dates and Oaths. Deputy Oaths need to be done.

Treasurer's Report: nothing to report

Trustee's Report: nothing to report

Ambulance Meeting: no meeting.

Supervisor's Report: March BOR pros and cons of being online or in-person. Looking for board opinion, majority opinion to go online.

Fire Board: is currently accepting bids for fire hall

Correspondence: none

Public Comment: (5-minute time limit) None

Adjournment: A motion was made by Danielle Wirgau, supported by Candy Peltz to adjourn the meeting at 8:15pm. The next regular meeting will be on Monday, February 22nd, 2021 at 7:00pm

Respectfully submitted,

Danielle Wirgau

Belknap Township Clerk

Belknap Township Board Meeting Held via Zoom, Presque Isle County, Michigan - Minutes from the February 22nd, 2021 Meeting

The meeting of the Belknap Township Board was called to order by Allan Berg on Monday, February, 22th at 7:02 p.m.

Present: Supervisor: Allan Berg, Treasurer: Candy Peltz Clerk: Danielle Wirgau, Trustees: Robert Hopp and Toby Kuznicki.

Absent:

Guests:

Pledge: was not recited.

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

***Consent Agenda:**

Approval of the January 25th, 2021 meeting minutes with corrective action plan amendment.

Motion made by Candy Peltz, support by Danielle Wirgau. Motion Carried.

Presentation & Payment of Bills:

A motion was made by Toby Kuznicki, supported by Danielle Wirgau, to pay the bills as presented: General Fund vouchers; #5691 to #5699 and Credit Card Bill for a total of \$4170.59

Roll call: Candy Peltz-yes

Robert Hopp-yes

Toby Kuznicki-yes

Danielle Wirgau-yes

Allan Berg- yes. Motion carried

Old Business:

BOR training: Nancy has called many times about compensation and we will pay for the day and a half of training to compensate for 9 hours of training

Oaths were sent, but have to be resent

Corrective Action Plan: BS&A trainings are virtual, but not meeting in person. Got all info to do trainings online. Will continue to update.

New Business:

Caretaker's Report: rentals are calling about our guidelines. We are taking bookings at their own risk, and allowing refunds for cancellations.

Maintenance Report: Couple of the exit lights are out. Going to flip over the tables and chairs and make sure all bolts are tight. Rich will be out for 6 weeks starting April 22. Matt from summit fire called to do inspection again.

Clerk's Report: Will have a school election in May. Will update minutes **on website** this week

Treasurer's Report: will resend bank statement.

Trustee's Report: nothing to report

Ambulance Meeting: audit shows a deficit due to a unearned revenue issue. In basic terms they spent their money to fast. They have the money in the bank.

Supervisor's Report: March BOR will be online. Meeting guidelines have been extended to end of March. General Ledger Process for clerk's computer, if the books reconcile effective March 1st, after the February 28th reconciliation to take treasurers database and back up on clerk computer. Motion made by Toby Kuznicki, Seconded by Robert Hopp.

Fire Board: Fire Hall bids came in \$2mil to \$3mil, budget is \$1.4mil. Going to try and see what it looks like to get quotes and plans for budgeted price.

Correspondence: none

Public Comment: (5-minute time limit) None

Adjournment: A motion was made by Candy Peltz, supported by Danielle Wirgau to adjourn the meeting at 8:09pm. The next regular meeting will be on Monday, March 22nd, 2021 at 7:00pm

Respectfully submitted,

Danielle Wirgau
Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the March 22nd, 2021 Meeting

The meeting of the Belknap Township Board was called to order by Allan Berg on Monday, March, 22th at 7:06 p.m.

Present: Supervisor: Allan Berg, Treasurer: Candy Peltz Clerk: Danielle Wirgau, Trustees: Robert Hopp and Toby Kuznicki.

Absent:

Guests:

Pledge: was not recited.

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

***Consent Agenda:**

Approval of the February 22nd, 2021 meeting minutes with corrections.

Motion made by Toby Kuznicki, support by Candy Peltz. Motion Carried.

Presentation & Payment of Bills:

A motion was made by Toby Kuznicki, supported by Danielle Wirgau, to pay the bills as presented: General Fund vouchers; #5701 to #5712 and Credit Card Bill for a total of \$5,362.85.

Roll call: Candy Peltz-yes

Robert Hopp-yes

Toby Kuznicki-yes

Danielle Wirgau-yes

Allan Berg- yes. Motion carried

Old Business:

Summit Fire: Matt was here for inspection on fire extinguishers and to fix exit signs, said the Ansul system was only out of date because of a cannister. When called back to get a price on the cannister Dana answered the phone and said that the whole system needs to be replaced. Matt then called back and said the whole thing needs to be replaced and said they will honor the quote that we received in October. There is two companies who do these inspections in Alpena and we are going to get a second opinion on the whole system. Then we will make a decision from there.

BOR Training pay: we are going to pay for the full day and two half days, but are considering changes for future.

Oaths have been received.

Corrective Action Plan: BS&A Trainings have been started. Will have Financial Policy ready for the next meeting.

New Business:

Caretaker's Report: Rentals are coming in.

Maintenance Report: Cannot get parts for exit signs, will cost \$110/pc. To replace. Going to have Summit Replace signs. Going to look into options for stairs.

Clerk's Report: Will have a school election in May. Need to schedule preliminary testing. Check from MML was lost and we had to redo. Have received all oaths. Suggested we get the report Summaries on fire board and ambulance authority in emails then during the meeting if we have any questions we can ask them at the meeting.

Treasurer's Report: We have a parcel that hasn't had taxes paid since 2017. It is up to the township what to do. Going to resend the delinquent tax bills certified mail, will have 15 days to reply to certified mail, then will be taken to small claims court.

Trustee's Report: nothing to report

Ambulance Meeting: no update

Supervisor's Report: March BOR went well. Township is going to get a stimulus amount. Motion to approve the resolution regarding the accessibility of the assessing office made by Candy Peltz, seconded by Toby Kuznicki.

Candy Peltz-yes

Robert Hopp-yes

Toby Kuznicki-yes

Danielle Wirgau-yes

Allan Berg- yes. Motion carried

Fire Board: Have value engineered the fire hall down to \$1.4million which is the target, Contract has been awarded to Gerber Construction of Reed City. Can

Correspondence: PIE&G Gas Rate.

Public Comment: (5-minute time limit) Robert Hopp: Has garbage from the neighbor when windy, they have two more vehicles. Have hauled a chunk of meat from a butcher and it is just lying in the yard. Board suggests calling Mike Libby, County Zoning Ordinance Officer.

Adjournment: A motion was made by Candy Peltz, supported by Danielle Wirgau to adjourn the meeting at 8:16pm. The next regular meeting will be on Monday, April 26th, 2021 at 7:00pm

Respectfully submitted,

Danielle Wirgau
Belknap Township Clerk

**Belknap Township Election Commission Meeting Held at Belknap
Township Hall, Presque Isle County, Michigan – April 26th, 2021**

The meeting was called to order at 846 PM with Supervisor Allan Berg, Treasurer Candy Peltz and Clerk Danielle Skerski present.

A motion was made by Allen Berg, seconded by Candy Peltz to approve the Election Commission minutes of July 27th, 2020. Motion Carried.

A motion was made by Candy Peltz, seconded by Allen Berg to appoint Terry Basel as Election Chairperson, and Jessica Claus, Joyce Schwiesow, Kathleen Berg, Roger Fleming as Election Inspectors for the May 5th, 2021, Special Election for Belknap Township. Motion Carried.

A motion was made by Allan Berg, seconded by Candy Peltz, to appoint Terry Basel and Joyce Schwiesow to the receiving board for Belknap Township. Motion Carried.

Motion made to adjourn meeting by Candy Peltz, supported by Allan Berg. The meeting adjourned at 8:47PM.

Respectfully submitted,

Danielle Wirgau,
Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the April 26th, 2021 Meeting

The meeting of the Belknap Township Board was called to order by Allan Berg on Monday, April 26th at 7:01 p.m.

Present: Supervisor: Allan Berg, Treasurer: Candy Peltz Clerk: Danielle Wirgau, Trustees: Robert Hopp and Toby Kuznicki.

Absent:

Guests:

Pledge: was recited.

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

***Consent Agenda:**

Approval of the March 22nd, 2021 meeting minutes.

Motion made by Candy Peltz, support by Toby Kuznicki. Motion Carried.

Presentation & Payment of Bills:

A motion was made by Danielle Wirgau, supported by Toby Kuznicki, to pay the bills as presented: General Fund vouchers; #5713 to #5724 and Credit Card Bill for a total of \$4,086.24.

Old Business:

Ansul System: Great Lakes Fire: was called and never returned call.

Corrective Action Plan: Rough Draft for procedures of Financials: going to lay out in more of a step-by-step instruction rather than paragraph format, going to work on revised copy for May. Going to have trial balances for end of previous month and current month. Any deposits made by Treasurer should be sent to Clerk right away. Motion to send/produce current and previous months trial balances made by Candy Peltz, seconded by Toby Kuznicki. Motion Carried. Account balance report to be sent instead of the Budget Versus Actual. Complete Invoice Register to be sent every month. Databases to be sent to Allan by the 20th of the month. Exit Signs: Front one is fixed, still having problems with the back. The Front one could be moved to back if a door was to be placed. Would be okay to deadbolt with Fire exits. Going to get a quote to add a door at the bottom of the stairs. Going to get two or three quotes.

New Business:

Caretaker's Report: Rentals are coming in. not going to be saving dates for hall rentals until deposit is made.

Maintenance Report: Hall is good.

Clerk's Report: Budget hearing notice has to be in paper for 1 week, going in the 12th and running until 19th. Election computer: We can use the one from Rogers City, City Council, but will look into other computer options.

Treasurer's Report: Sent Central Mulch the certified letter for delinquent taxes, Interest is calculated until June. Going to table until June when interest charges need to be recalculated. Will decide to take to small claims court at that point.

Trustee's Report: American Rescue Plan: Recommendation from Treasury is to come up with a strategic plan to spend money. Need to get a Dunn's Account and Sam Number to be able to get the checks. MTA has sent emails about these two accounts and numbers. The Money will need to be "marked" for something when it does arrive, due to it being federal money it will have to be reported and tracked.

Ambulance Meeting: still working on a response to the corrective action plan. Budget committee meeting on May 6th.

Supervisor's Report: Changing meeting Date: Motion to reschedule all further meeting to the fourth Thursday of every month starting in June. Motion made by Toby Kuznicki, Seconded by Rob Hopp. Motion carried.

Fire Board: Fire Hall Update: still are moving forward with 1.47million dollar project. Appraisal is in Draft form, contract to be signed in May with construction to start immediately. Projected finish date is April 2022.

Supervisor will be resigning very soon. Will continue to be assessor if the board decides, but would be a contracted company through Berg Assessing. Has been supervisor for 17 years. Township has to have someone appointed to position within 30 days prior to resignation effective date. If one is not appointed within 45 days to appoint someone or county will call special election to appoint new supervisor.

Correspondence: Quotes for election computer.

Public Comment: (5-minute time limit) Rich Kamyszek called during meeting to tell us that his surgery went well.

Adjournment: A motion was made by Candy Peltz, supported by Toby Kuznicki to adjourn the meeting at 8:45pm. The Budget hearing meeting is to be held Monday, May 24th, 2021 at 7pm with the regular meeting to follow.

Respectfully submitted,

Danielle Wirgau
Belknap Township Clerk

Belknap Township Budget Hearing Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the May 24th, 2021 Meeting

The meeting of the Belknap Township Budget Hearing was called to order by Allan Berg on Monday, May 24th at 7:09 p.m.

Present: Supervisor: Allan Berg, Clerk: Danielle Wirgau, Trustees: Robert Hopp and Toby Kuznicki.

Absent: Treasurer: Candy Peltz

Guests:

Pledge: was recited.

Public Comment: (5-minute time limit): No Comment

No attendees.

Public Comment: (5-minute time limit): No comment

Adjournment: A motion was made by Danielle Wirgau, supported by Toby Kuznicki to adjourn the meeting at 7:11pm.

Respectfully submitted,

Danielle Wirgau
Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the May 24th, 2021 Meeting

The meeting of the Belknap Township Board was called to order by Allan Berg on Monday, May 24th at 7:11 p.m.

Present: Supervisor: Allan Berg. Clerk: Danielle Wirgau, Trustees: Robert Hopp and Toby Kuznicki.

Absent: Treasurer: Candy Peltz

Guests: Kevin Lamb

Pledge: was recited.

Public Comment: (5-minute time limit): Kevin Lamb: Cemetery needs some work. He would like a nice fence, a gate, and signage at the cemetery and directional signs leading to the cemetery.

***Consent Agenda:**

Approval of the March 22nd, 2021 meeting minutes.

Motion made by Toby Kuznicki, support by Rob Hopp. Motion Carried.

Presentation & Payment of Bills:

A motion was made by Rob Hopp, supported by Toby Kuznicki, to pay the bills as presented: General Fund vouchers; #5725 to #5739 and Credit Card Bill for a total of \$5,531.90.

Old Business:

Ansul System: Got the Second opinion quote from CertraSite Fire and Life Safety Company and it came in at \$3825.26. Board would like to see what the American Rescue Plan money will be allowed to be used for before proceeding.

Corrective Action Plan: tabled until next month.

Exit Sign: Going to wait until we put the door in and move the working sign above the front exit, to replace the one that isn't working.

New Business:

Caretaker's Report: Hot water heater breaker blew during shower. Need to replace the breaker. Corn Hole rental: Would have to create a customizable rental agreement, and have many questions for people involved, would like to meet with them at next meeting.

Maintenance Report: Going to change the breaker for the water heater.

Clerk's Report: 38 Voters for the Election, there was some issues with the voting equipment. Need to Update meeting schedule online and minutes.

Treasurer's Report: Absent

Trustee's Report: nothing to report

Ambulance Meeting: Budget meeting: Formed a rough budget. Using Thunder Bay accounting as a consultant for accounting issues. There are some issues with the billing of some expenses that got put into the wrong account.

Supervisor's Report: Assessing Contract will be emailed to Danielle and returned.

Fire Board: Fire Hall: Hall price has gone up \$63,000.00 total is now \$1,535,258.00. Vote passed at special meeting 3 to 2. Will be signing contract on Thursday, May 27th, 2021.

Resignation from supervisor position: effective June 30, 2021. Motion to accept resignation made by Danielle Wirgau, seconded by Robert Hopp. Motion passed.

Allan Berg- abstain

Rob Hopp- yes

Toby Kuznicki- Yes

Danielle Wirgau-yes

Candy Peltz-absent.

Talk of having a third person still look at the books until all issues with BS&A.

Correspondence: none

Public Comment: (5-minute time limit)

Adjournment: A motion was made by Danielle Wirgau, supported by Toby Kuznicki to adjourn the meeting at 8:45pm. The next regular meeting to be held Thursday June, 24th 2021 at 7:00pm

Respectfully submitted,

Danielle Wirgau
Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the June 24th, 2021 Meeting

The meeting of the Belknap Township Board was called to order by Allan Berg on Thursday, June 24th at 7:00 p.m.

Present: Supervisor: Allan Berg. Clerk: Danielle Wirgau, Trustees: Robert Hopp and Toby Kuznicki.

Absent: Treasurer: Candy Peltz arrived at 7:17

Guests: Lacy Smolinski

Pledge: was recited.

Public Comment: (5-minute time limit): Lacy Smolinski: Corn Hole League would meet Monday Nights starting at 6:30pm. Would meet for 3 short leagues during fall, winter, and spring. Each league would be 7 weeks long. Have 30 plus people interested. Fred Webber and Lacy Smolinski would be the regional directors/franchise holders and hold the lease and Liability insurance.

***Consent Agenda:**

Approval of the May 24nd, 2021 meeting minutes.

Motion made by Toby Kuznicki, support by Candy Peltz. Motion Carried.

Approval of the May 24nd, 2021 Budget Hearing meeting minutes.

Motion made by Candy Peltz, support by Toby Kuznicki. Motion Carried

Presentation & Payment of Bills:

A motion was made by Candy Peltz, supported by Danielle Wirgau, to pay the bills as presented: General Fund vouchers; #5740 to #5753 and Credit Card Bill for a total of \$7909.67.

Old Business:

Corn Hole: Would be 21 weeks out of the year. Going to give them a year lease with stipulations. Talking a hundred dollar per week for the rental with a \$100.00 security deposit. Motion to offer the Corn Hole people with custom lease to be drafted, \$100.00 rental fee per use, and a \$100.00 security deposit made by Candy Peltz, seconded by Robert Hopp.

Budget: motion to approve budget as presented with general fund revenue projected at \$97,010.00, expenses projected at \$79,005.00. Liquor Fund revenue projected at \$26,200.00, expenses projected at \$0.00. Liquor Fund revenue projected at \$0.00, and expenses projected at \$0.00 by Candy Peltz, seconded by Toby Kuznicki.

Roll Call: Candy Peltz- yes

Rob Hopp- yes

Toby Kuznicki- yes

Danielle Wirgau- yes

Allan Berg- yes. Motion carried.

Ansul System: hint of hope that we would be able to use funds for Ansul system. There is a way to use lost revenue in rentals, capital investment in public facilities to accommodate pandemic regulations.

Corrective Action Plan: request from treasury and was happy with the information and documents that were sent in. motion to adopt the monthly financial process with corrections made by Candy Peltz and Toby Kuznicki.

Assessor: motion to contract Berg Assessing Services to execute all assessing with Belknap township at the cost of \$7440.00 made by Candy Peltz, Seconded by Rob Hopp.

New Business:

Caretaker's Report: hall inspection went well, need to put up new license. Going to mow hall at own discretions

Maintenance Report: still need to fix breaker

Clerk's Report: emailed minutes. Budget issues with trustee account has been fixed. Motion to approve budget amendments in the amount of \$2806.73 made by Toby, seconded by Rob Hopp.

Treasurer's Report: as of July 1st the tax account will zeroed.

Trustee's Report: fence at cemetery is in good order. Motion to accept Toby Kuznicki resignation as Trustee effective June 30th, 2021 made by Danielle Wirgau, supported by Candy Peltz.

Roll Call: Candy Peltz- yes

Rob Hopp- yes

Toby Kuznicki- abstain

Danielle Wirgau- yes

Allan Berg- yes. Motion carried

Ambulance Meeting: ambulance authority budget was passed. Ambulance authority has a class action suit they are a participant in.

Supervisor's Report:

Fire Board: Fire Hall: construction has started.

Motion to approve PIE&G Franchise agreement under Belknap ordinance 2021-1 by Toby Kuznicki, supported by Candy Peltz.

Roll Call: Candy Peltz- yes

Rob Hopp- yes

Toby Kuznicki- yes

Danielle Wirgau- yes

Allan- abstain, due to conflict of interest. Motion passed.

Motion to appoint Toby Kuznicki as supervisor as of July 1st, 2021 with a compensation of 600.00 a month made by Candy Peltz, supported by Rob Hopp. Motion carried.

Roll Call: Candy Peltz- yes

Rob Hopp- yes

Toby Kuznicki- abstain

Danielle Wirgau- yes

Allan berg- abstain

Motion to appoint Rob Hopp as fire board representative made by Candy Peltz, seconded by Toby Kuznicki. Motion Passed.

Correspondence: 2021-2022 Budget, New monthly schedule

Public Comment: (5-minute time limit)

Adjournment: A motion was made by Toby Kuznicki, supported by Candy Peltz to adjourn the meeting at 8:53pm. The next regular meeting to be held Thursday July, 22nd 2021 at 7:00pm

Respectfully submitted,

Danielle Wirgau

Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the July 22nd, 2021 Meeting

The meeting of the Belknap Township Board was called to order by Toby Kuznicki on Thursday, July 22nd at 7:02p.m.

Present: Supervisor: Toby Kuznicki. Clerk: Danielle Wirgau, Treasurer: Candy Peltz, Trustee: Robert Hopp and Rich Kamyszek.

Absent:

Guests:

Pledge: was recited.

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

***Consent Agenda:**

Approval of the June 24th, 2021 meeting minutes and agenda with corrections.

Motion made by Candy Peltz, support by Rob Hopp. Motion Carried.

Presentation & Payment of Bills:

A motion was made by Rob Hopp, supported by Rich Kamyszek, to pay the bills as presented: General Fund vouchers; #5754 to #5772 and Credit Card Bill for a total of \$3,589.09 with check number #5754 to #5762 voided due to printer issues.

Old Business:

Vacant Trustee Position: Rich Kamyszek is going to take over as trustee. Motion made by Candy Peltz, seconded by Rob Hopp. Motion carried.

Corn Hole Follow up: Lacy was contacted and given our proposed priced.

Corrective Action Plan: report on the treasury about our Corrective Action Plan. Training on the use of BS&A will cost \$1700.00, board has mixed feelings about incurring such a large cost for training.

21/22 Budget: is awaiting final year end budget numbers from 20/21.

PIE&G Franchise Agreement: needs to be signed and mailed to the newspaper and PIE&G.

New Business:

Caretaker's Report: Connie mowed lawn today. Found a deposit from last year that was never made, don't have a refund check in AP to refund for name on rental deposit. Going to look into it further.

Maintenance Report: Breaker hasn't tripped since issue. Going to find out if both elements had been replaced. Amy Henry rented for graduation and had uses with a cooler in the bar leaking water everywhere. Thinking it was the upright cooler because there is supposed to be a pitcher in the cooler and that it needs to be emptied during use. Going to put a notebook in the kitchen that renters can use to let us know about issues and add a sign on the cooler for emptying the pitcher.

Clerk's Report: Clerks Budget report: motion to accept clerks budget report: Candy Peltz made the motion, seconded by Rob Hopp. Motion passed.

Discuss 101-257-702.000: because the assessor is no longer on the monthly payroll we need to change the account name from assessing wage to assessing contract.

Treasurer's Report: receive and file the treasurer's financial report: motion made by Rob Hopp, seconded by Rich Kamyszek. Motion carried.

Discuss 701-852-955.000: possibly adding \$100.00 to the NSF account for checks that have to be stopped. Could pay \$100.00 to tax account, but tax account is thought to have to be zeroed by July 1st every year. Mr. Hentkowski has spoken to treasurer; he found the letter on his desk. He will have a check to us next week. Total lump sum of delinquent taxes is \$13,986.86.

Trustee's Report: General report: Nothing to report.

Fire Board: very straight forward. Got building permit and dozer is there to start moving dirt.

Ambulance Meeting: Toby Kuznicki is stepping down as Ambulance Board representative. Motion to accept resignations made by Danielle Wirgau, seconded by Candy Peltz. Motion carried.

Rich Kamyszek going to take over as Belknap Representative for Ambulance Authority meetings. Motion made by Danielle Wirgau, seconded by Rob Hopp. Motion carried.

Rich's email: richkamyszek123@gmail.com

Supervisor's Report: US Census- Government unit survey, Toby Kuznicki has filed for an extension and is completing.

July BOR is done, Danielle has to drop of payment forms to Nancy and Sally.

Audit from SOME- Danielle Wirgau is to call SOME CPA to request Audit proposal letter for follow up audit. Ask SOME about if we send this audit into treasury if we need to do another one next year to keep with the every other year cycle or if we can skip next year and start a new two year cycle.

Coronavirus Local Fiscal Recovery Fund (CLFRF): can receive up to \$73,896.00 based on our top line budget for the 19/20 budget. Motion to submit appropriate paperwork for CLFRF funding made by Candy Peltz, seconded by Rich Kamyszek. Motion carried. Have to have paperwork in by Tuesday, July 27th, 2021. Motion to possibly utilize SOME up to \$300.00 to help with paperwork made by Rich Kamyszek, seconded by Candy Peltz. Motion passed. Have to report and justify all purchases made with these funds.

Strategic Planning: Would like to do some strategic planning for the roads and the building and grounds. Possibly doing cost sharing with the road commission to improve more roads that currently planned. For the building and grounds would be interested in looking into redoing the parking lot because we are a disaster relief site. Also looking at doing some AC/Heating splits, sewer and well improvements, venting fans and building improvements.

Belknap Township Federal Procurement Conflict of Interest Policy: motion to accept Belknap Township Federal Procurement Conflict of Interest Policy made by Rob Hopp, seconded by Rich Kamyszek. Motion carried.

News Letter: Would like to get a newsletter started for the winter tax bill especially with all the changes on the board.

Letter of thanks: would like to send Allan Berg a letter of thanks for his service on the board.

Correspondence: 2020 Fiscal Year Annual Financial Report from Presque Isle Board of County Road Commissioners, BS&A Proposal for Training, Letter from PIE&G about Covid relief money can be used for their fiber project.

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

Adjournment: A motion was made by Danielle Wirgau, supported by Candy Peltz to adjourn the meeting at 8:57pm. The next regular meeting to be held Thursday August, 26th, 2021 at 7:00pm

Respectfully submitted,

Danielle Wirgau
Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the August 26th, 2021 Meeting

The meeting of the Belknap Township Board was called to order by Toby Kuznicki on Thursday, August 26th at 7:02p.m.

Present: Supervisor: Toby Kuznicki. Clerk: Danielle Wirgau, Treasurer: Candy Peltz, Trustee: Robert Hopp and Rich Kamyszek.

Absent:

Guests:

Pledge: was recited.

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

***Consent Agenda:**

Approval of the July 22nd, 2021 meeting minutes with corrections.

Approval of the August 26th, 2021 meeting agenda.

Motion made by Candy Peltz, support by Rich Kamyszek. Motion Carried.

Presentation & Payment of Bills:

A motion was made by Danielle Wirgau, supported by Rob Hopp, to pay the bills as presented: General Fund vouchers; #5773 to #5784 and Credit Card Bill for a total of \$5,328.86.

Old Business:

Vacant Trustee Position and building grounds position: Rich is taking a different job and will not be available to attend meetings. Will continue in position until a person is found.

21/22 Budget: Year-End numbers in email. Will send Backup to Toby from GL and AP.

PIE&G Franchise Agreement: will be sent tomorrow.

Update on the \$250.00 dollar deposit and refund Check: Has been deposited, but no further contact was made.

Audit Proposal From SOME- Was suggested that we could do a full audit or a F-65 with enhanced investigation into the books.

Treasury says they do not need/want a full audit. Accountant suggest doing F-65 with enhanced procedures. Board is in agreement with accountant.

701 Account: Tax NSF fee account: going to leave account at zero due to having to zero whole tax account.

New Business:

Caretaker's Report: Water Sample will be done next week.

Maintenance Report: not going to change breaker at this time. Rich Kamyszek is resigning as Building and Maintenance position effective September 1st, 2021. Resident is upset that we don't rent tables.

Clerk's Report: motion to receive and file clerks budget report made by Candy Peltz, seconded by Rich Kamyszek. Motion carried.

Treasurer's Report: motion to receive and file treasurers financial report made by Danielle Wirgau, seconded by Rob Hopp. Motion Carried. Mr. Hentkowski is paid in full through 2019. By September plans to have 2020 paid.

Trustee's Report: general report: Nothing to report

Fire Board: Fire Hall: going from a two inch line to a one inch water line.

Ambulance Board: budget planed through 2025.

Supervisor's Report: census is done.

July BOR treasurer has completed petitions and minutes and petitions are filed.

CLERF our applications has been accepted and we are able to track funds on a spreadsheet. Need to create the Account in BS&A for the funds. Can possibly use SOME CPA for the October reporting of the CLERF.

Strategic Planning: Quote from Goodrich to redo entire parking lot with 3" of asphalt, quote came in at \$59,000.00. Danielle to email quotes of Ansul system. Newsletter: cut off date for newsletter is November 1st, 2021 for \$0.18/page. Toby would like verbiage for newsletter by October 15th, 2021.

Correspondence: none

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

Adjournment: A motion was made by Rich Kamyszek, supported by Candy Peltz to adjourn the meeting at 8:15pm. The next regular meeting to be held Thursday September, 23rd, 2021 at 7:00pm

Respectfully submitted,

Danielle Wirgau
Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the September 23rd, 2021 Meeting

The meeting of the Belknap Township Board was called to order by Toby Kuznicki on Thursday, September 23, 2021 at 7:02p.m.

Present: Supervisor: Toby Kuznicki. Treasurer: Candy Peltz, Trustee: Robert Hopp.

Absent: Clerk: Danielle Wirgau, and Trustee Rich Kamyszek

Guests:

Pledge: was recited.

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

***Consent Agenda:**

Approval of the August 26, 2021 meeting minutes with corrections.

Approval of the **September 23rd, 2021** meeting agenda.

Motion made by Candy Peltz, support by Rob Hopp. Motion Carried.

Presentation & Payment of Bills:

A motion was made by Rob Hopp, supported by Toby Kuznicki, to pay the bills as presented: General Fund vouchers; #5785 to #5791 and Credit Card Bill for a total of \$3,615.99.

Old Business:

Vacant Trustee Position and building grounds position: still looking for candidate

21/22 Budget: no changes

PIE&G Franchise Agreement: .no changes

Audit Proposal From SOME- no update yet, need to discuss year end procedures

New Business:

Caretaker's Report: water samples did not make it to the lab on time so they failed. Connie will resend.

Maintenance Report: All is well. Breaker seems to be working just fine.

Clerk's Report: motion to receive and file clerks budget report made by Candy Peltz, seconded by Rob Hopp. Motion carried.

Treasurer's Report: motion to receive and file treasurers financial report made by Rob Hopp, seconded by Toby Kuznicki. Motion Carried.

Trustee's Report: general report: Nothing to report

Fire Board: Fire Hall: Curtis Excavating is almost finished and construction is scheduled for Oct 1st. They are having some issues with getting cement. They are also trying to schedule a Ground breaking ceremony.

Ambulance Board: Rob volunteered to attend the meetings until we find a replacement

Supervisor's Report:

CLERK: No word yet. Still in review

Strategic Planning: Please get your part of the newsletter to Toby ASAP. Toby is in contact with NEMCOG for surface rating for gravel for township roads L-4029 Operating and Roads: Levy 1 Mil Operating .9861. Motion was made by Candy Peltz supported by Rob Hopp. Motion carried. Road millage expires 12/2021. Toby will get with Vogler to get Millage language to rewrite millage. Red Cross shelter: Discussion was brought up to have the hall be a Red Cross shelter in case of Emergency. Toby talked to Sara Melching about this matter. There are different levels.

Correspondence: none

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

Adjournment: A motion was made by Rob Hopp, supported by Candy Peltz to adjourn the meeting at 8:02pm. The next regular meeting to be held Thursday, October 29th, 2021 at 7:00pm

Respectfully submitted,

Danielle Wirgau

Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the October 28th, 2021 Meeting

The meeting of the Belknap Township Board was called to order by Toby Kuznicki on Thursday, October 28th, 2021 at 7:02p.m.

Present: Supervisor: Toby Kuznicki. Clerk: Danielle Wirgau Treasurer: Candy Peltz, Trustee: Robert Hopp.

Absent: Trustee Rich Kamyszek

Guests: Benton Heisler

Pledge: was recited.

Public Comment: (5-minute time limit): Benton: Part of the Clarity group and communityinput.org. They have a survey that has been to townships related to development of the township. Looking for information about ordinances related to windmills, cell towers, and marijuana. No current projects are in the works, just making contact.

***Consent Agenda:**

Approval of the September 23, 2021 meeting minutes with corrections.

Approval of the October 28th, 2021 meeting agenda.

Accept and file Clerks Budget Report and Treasurers financial report

Motion made by Candy Peltz, support by Rob Hopp. Motion Carried.

Presentation & Payment of Bills:

A motion was made by Danielle Wirgau, supported by Rob Hopp, to pay the bills as presented: General Fund vouchers; #5792 to #5803 and Credit Card Bill for a total of \$3,405.67. Motion Carried

Old Business:

Vacant Trustee Position and building grounds position: couple people were contacted. Going to put two ads in the paper. Separate positions. Going to run ad for two weeks. Starting next week.

Corrective action plan: going to put feelers out for doing a group training with BS&A software.

21/22 Budget: draft budget is up on website. Toby would like to have the audit done before we finalize the budget.

PIE&G Franchise Agreement: will check email to see when it was sent.

Audit Proposal From SOME- Clerks stuff has been emailed; treasurers' stuff will be dropped off Monday.

New Business:

Caretaker's Report: getting a lot of rentals for next year. Water samples were taken to the Health Dept and were sent directly.

Maintenance Report: going to fix a couple lights and some molding in the kitchen.

Clerk's Report: nothing to report

Treasurer's Report: received \$36,948.00 for the CLERF Funds. It needs to go in the unearned revenue account.

Trustee's Report: general report: Nothing to report

Fire Board: Fire Hall: getting starting on building. November 7th at Scill's they will hold a fundraiser called Stump the Cold. Any tip left that day will go to the fire department so they can buy winter clothing for less fortunate

Ambulance Board: unable to attend.

Supervisor's Report:

CLERF: received half the money. Can use some of the funds to improve building and grounds. Can also use a revenue loss calculation from the pandemic. We can then use the money for different things. Can use SOME CPA to do this calculation. SOME projected a cost of 150 to complete. Motion to approve funds up to 250.00 to SOME CPA for completion of revenue loss calculation made by Candy Peltz, supported by Rob Hopp. Motion carried. Will use CLERF funds to pay for this expense.

Strategic Planning: going to get a map of all paved and gravel roads with passer ratings to see current status of all township roads.

Deb Green is the contact for Red Cross Disaster Relief site. Process of updating the contract for the hall being a disaster relief site is in the process. Working on a list of updates to the hall to later come up with a 5 year Capital improvement plan.

Legal Council: Would like to hire Tim Gulden as legal counsel for the township. Motion to select Gillard, Bauer, Mazrum, Florip, Smilgelski & Gulden, represented by Tim Gulden as the townships legal counsel made by Candy Peltz, seconded by Rob Hopp.

Motion carried

Road millage expires 12/2021: motion to authorize legal counsel to research, rewrite the millage language with a headily override and submit for 1500.00 made by Candy Peltz, seconded by Rob Hopp. Motion carried.

Newsletter: completed

Letter of thanks to Allan: completed

Correspondence: none

Public Comment: (5-minute time limit): Benton: Asked what our budget total is. It is roughly 80 thousand. Suggested getting a generator as an update to the hall.

Adjournment: A motion was made by Rob Hopp, supported by Candy Peltz to adjourn the meeting at 8:43pm. The next regular meeting to be held Thursday, November 22nd, 2021 at 7:00pm

Respectfully submitted,

Danielle Wirgau
Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the November 22nd, 2021 Meeting

The meeting of the Belknap Township Board was called to order by Toby Kuznicki on Thursday, October 28th, 2021 at 7:00p.m.

Present: Supervisor: Toby Kuznicki. Clerk: Danielle Wirgau Treasurer: Candy Peltz, Trustee: Robert Hopp.

Absent: Trustee Rich Kamyszek

Guests: Benton Heisler

Pledge: was recited.

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

***Consent Agenda:**

Approval of the October 28, 2021 meeting minutes.

Approval of the November 22nd, 2021 meeting agenda.

Accept and file Clerks Budget Report and Treasurers financial report with corrected Trial Balance

Motion made by Rob Hopp, support by Danielle Wirgau. Motion Carried.

Presentation & Payment of Bills:

A motion was made by Rob Hopp, supported by Danielle Wirgau, to pay the bills as presented: General Fund vouchers; #5804 to #5811 and Credit Card Bill for a total of \$3,822.50. Motion Carried

Old Business:

Vacant Trustee Position and building grounds position: talked to a couple people who were not interested. Going to post on Facebook to see if we get any interest.

Corrective action plan: going to put feelers out for doing a group training with BS&A software.

21/22 Budget: going to get matching fund balance from Candy and Danielle to end budget.

PIE&G Franchise Agreement: complete

Audit Proposal From SOME- will email for an update.

New Business:

Caretaker's Report: rental on December 4th.

Maintenance Report: nothing to report. Going to put Ad in paper for snow plowing. Motion to authorize Hopp Farms to plow until December meeting made by Candy Peltz support by Danielle Wirgau

Clerk's Report: Clerk will be unavailable the week from November 29th to December 6th.

Treasurer's Report nothing to report

Trustee's Report: general report: Nothing to report

Fire Board: unable to attend

Ambulance Board: no meeting.

Supervisor's Report:

CLERF: no update

Strategic Planning: no update from Deb Green

Road millage expires 12/2021: Talked to Gulden. Going to calculate the new millage numbers. Should have proposal for millage in January or February

Correspondence: none

Public Comment: (5-minute time limit): none.

Adjournment: A motion was made by Candy Peltz, supported by Rob Hopp to adjourn the meeting at 7:46pm. The next regular meeting to be held Thursday, December 23rd, 2021 at 7:00pm

Respectfully submitted,

Danielle Wirgau

Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the December 23rd, 2021 Meeting

The meeting of the Belknap Township Board was called to order by Toby Kuznicki on Thursday, December 23rd, 2021 at 7:01p.m.

Present: Supervisor: Toby Kuznicki. Clerk: Danielle Wirgau, Trustee: Robert Hopp.

Absent: Trustee Rich Kamyszek Treasurer: Candy Peltz

Guests:

Pledge: was recited.

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

***Consent Agenda:**

Approval of the November 22nd, 2021 meeting minutes.

Approval of the December 23rd, 2021 meeting agenda.

Accept and file Clerks Budget Report and Treasurers financial report with corrected Trial Balance.

Motion made by Rob Hopp, support by Danielle Wirgau. Motion Carried.

Presentation & Payment of Bills:

A motion was made by Rob Hopp, supported by Danielle Wirgau, to pay the bills as presented: General Fund vouchers; #5812 to #5823 and Credit Card Bill for a total of \$10,380.98. Motion Carried

Old Business:

Vacant Trustee Position and building grounds position: Dick Hansen may be interested in position. Will repost the position on Facebook.

Corrective action plan: Going to call other townships to see about BS&A training.

20/21 Budget and Audit Proposal From SOME- will email for an update on budget amendments

New Business:

Caretaker's Report: water sample paperwork is unclear going to talk to Zach next week.

Maintenance Report: nothing to report

Clerk's Report: tabling action for plow bid.

Assessing contract bill: will use payroll for form to make sure assessing contract is paid. Emails from Assessing office billing Department.

Poverty exemption: New Poverty Guidelines: Motion to approve Hardship paperwork with federal income guidelines, and Asset Test as follows:

Limit on Cash Balances: \$2,500 (check/savings). All bank statements must be submitted with application.

1 personal vehicle is exempt from overall asset value limit

Primary Residence is excluded, however, excess land over 5 acres will count toward overall asset limit.

Annual dividend income (taxable & non-taxable) must be less than \$1,000

Overall Asset Value Limit: \$20,000.

Motion made by Toby Kuznicki, seconded by Rob Hopp. Motion carried. Paperwork will be emailed.

Roll call:

Rob Hopp- yes

Candy Peltz- absent

Rich Kamyszek- absent

Danielle Wirgau- yes

Toby Kuznicki- yes

Yearly Schedule: Motion to accept 2022 meeting schedule made by Rob Hopp, seconded by Toby Kuznicki. Motion passed.

Treasurer's Report: Winter Warrant is signed.

Trustee's Report: general report: Nothing to report

Fire Board: Sarah Melching is setting up a training for the Firefighters. One Fire engine fixed and looking to get a new pumper. Have two new firefighters.

Ambulance Board: no meeting.

Supervisor's Report:

CLERF: no update

Strategic Planning: no update

Road millage expires 12/2021: ballot language will be here for the April meeting. They have to be turned in by May 12th for the August ballot.

BOR: There was no Belknap business, Sally missed the meeting.

Correspondence: none.

Public Comment: (5-minute time limit): none.

Adjournment: A motion was made by Danielle Wirgau, supported by Rob Hopp to adjourn the meeting at 8:35pm. The next regular meeting to be held Thursday, January 27th, 2022 at 7:00pm

Respectfully submitted,

Danielle Wirgau
Belknap Township Clerk