

**Forsyth Township Board
Regular Meeting
Gwinn Community Center (Clubhouse)
August 25, 2016**

Supervisor Minelli called the meeting to order at 6:30 p.m.

Board Members Present: Supervisor Minelli, Clerk Nordeen, Trustee Adams and Trustee Bodenus

Board Members Absent: Treasurer Roberts

Also Present: Attorney Kevin Koch, UPEA Representative Carr Baldwin, a number of township employees and concerned citizens.

Approval of Minutes: Motion by Nordeen, supported by Adams, to approve the Minutes for July 28, 2016 Regular Board Meeting, as presented. Supervisor Minelli abstained from voting because of his absence at last month's meeting. Motion carried 3-0.

Agenda: Motion by Adams, supported by Nordeen, to approve the agenda with the following changes:
Add: 10 r. Harris quote for Meter Reading Software and 10s. Excess Equipment, **Delete:** 10i. RV Rates, **Amend:** 10d. to read: Water and Sewer Project Change Orders. Motion carried.

Public Comment: Carl Bryzek commented on his taxes. Roger Anderson commented on the Water Project.

Department Reports: The following reports were accepted and placed on file: Ambulance, Assessing/Zoning, Senior Citizens Director, Fire Department, Library, Police Department, Public Works and General Operating Financial Report. Reports not filed: KI Sawyer Community Center and Parks Committee. Supervisor Minelli stated that Trustee Adams, Superintendent of Public Works Eric Jancsi and himself will meet with LSCC Representative regarding the KI Sawyer Community Center. UPEA Representative was present to answer any questions regarding the Water and Sewer Project.

Attorney's Report: Attorney Koch stated Family Homes will be heard in court on October 3rd. There will be a default judgment. The YMCA suite will be discussed in closed session. There are cases pending with the Tax Tribunal.

Approval of Bills & Vouchers: Motion by Nordeen, supported by Adams, to approve the bills and vouchers totaling \$29,737.34, as presented. Motion carried.

**Forsyth Township
Bills For Approval
8/25/16**

| Vendor | Description | Amount |
|------------------------|---------------------|---------------|
| Airgas | PW Cylinder Rentals | 51.12 |
| American Welding & Gas | EMS Gases | 323.48 |

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|------------------------------|---|----------|
| Anderson Communications | EMS Pager and Radio Repairs | 1,760.00 |
| Aramark | Carpet and Uniform Service | 2,135.49 |
| Auto Value | Parts for Various Depts | 647.31 |
| Bear Auto Repair | PD Towing | 340.00 |
| Beauchamp Plumbing & Heating | PD Furnace Repair | 390.56 |
| Bergdahl's | PW Lawn Equipment Parts | 71.90 |
| BS&A | Assessing/Zoning Software Renewal | 1,243.00 |
| Canon Financial | Copier Agreement | 135.07 |
| City of Marquette | Bacteriological Analysis | 80.00 |
| Compudyne | Computer Support for Various Depts | 807.50 |
| Dalco | Clubhouse/KISCC/Park Supplies | 209.32 |
| Elcom Systems | PD Service Agreement | 77.00 |
| Embroidery Wear House | EMS Uniforms | 297.96 |
| Emergency Medical Products | EMS Medical Supplies | 376.83 |
| Fastenal | PW Shop Parts | 226.16 |
| Ferno | EMS Equipment | 150.00 |
| Fidlar Technologies | Minutes Book | 278.64 |
| Fox Negaunee | PD Patrol Vehicle Parts | 192.44 |
| Fraco | Park Stone Repair | 380.00 |
| Fred's Rubber Stamp | Office Stamps | 103.16 |
| GBS | Election Supplies | 840.00 |
| Joe & Son's Service | PD Tire Change | 60.00 |
| Kevin Koch PC | Attorney Fees | 2,785.60 |
| KirbyBuilt Sales | KISCC Bike Rack | 599.97 |
| Lifeloc Technologies | PD Equipment Supplies | 35.00 |
| Marquette County Health Dept | Campground Inspection | 196.00 |
| Marquette County Treasurer | Tax Deferment Ad | 22.93 |
| Menards | Supplies for Various Depts | 625.40 |
| Merry Mixers | Intergenerational Meal/National Night Out | 112.09 |
| Midway Rentals | Park Repairs Supplies | 104.01 |
| North Country Septic | Portable Restrooms | 95.00 |
| Northgate Equipment | JD Parts | 99.62 |
| Pacific Telemanagement | Pay Phone | 50.00 |
| Pomasl Fire Equip | FD & EMS Supplies | 920.18 |
| Pomp's Tire | PW Compressor Parts | 104.90 |
| Quill | Supplies for Various Depts | 237.21 |
| R&R Fire Truck Repair | EMS/FD Parts | 2,040.00 |
| Range Telecommunications | Miss Dig Calls | 114.32 |
| Sirchie | PD Finger Print Kit | 231.87 |
| Standard Electric | Streetlight Parts | 282.24 |

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|--------------------------|-----------------------------------|------------------|
| State of Michigan | EMS Radio Activation | 250.00 |
| Superior Lock & Security | CH Camera Repair / W&S Monitoring | 609.88 |
| The Mining Journal | Publishing | 5,622.38 |
| TransUnion | Background Checks | 50.00 |
| UP Health System | EMS Medical Supplies | 28.35 |
| | TOTAL | 26,393.89 |

**Forsyth Township
Additional Bills For Approval
8/25/16**

| Vendor | Description | Amount |
|-------------------------------|-------------------------------|------------------|
| Ace Hardware | Various Dept Supplies | 926.86 |
| Anderson Communications | EMS Battery and Clip | 96.75 |
| CarQuest | FD Fuel Filter | 22.59 |
| Crossroads Truck Repair | FD Truck Repair | 250.00 |
| ETNA Supply | Water Tools and Parts | 1,111.59 |
| Fox Negaunee | PD Vehicle Parts | 546.00 |
| Holiday Cleaners | PD Dry Cleaning | 17.37 |
| Joyce Styer | SC Birthday Cake | 25.00 |
| Lansing Community College | SC Training | 180.00 |
| Menards | KISCC Supplies | 45.43 |
| OK Industrial | PW Jackhammer Parts | 58.53 |
| Peninsula Glass Co. | Backhoe Window | 145.00 |
| Quill | PD Office Supplies | 180.39 |
| R & R Fire Truck Repair | EMS Part | (1,590.00) |
| Remy Battery | FD Battery | 80.00 |
| Road Machinery & Supplies Co. | Backhoe Parts | 542.38 |
| Snyder Drug | Various Dept Supplies | 228.43 |
| The Office Planning Group | Assessing/Zoning Copier | 317.43 |
| Wells Fargo | KISCC Supplies | 159.70 |
| | | 3,343.45 |
| | Original Bill Listing | 26,393.89 |
| | Total Accounts Payable | 29,737.34 |

Voucher Numbers for GO, Police, Clubhouse, Ambulance, Library, Water & Sewer: 72112-72336

Voucher Numbers for Tax 1649-1654

Voucher Numbers for Sewer 1008-1009

Voucher Numbers for Water 1014-1015

ACTION ITEMS:

Water Project Pay Application (10a.): Motion by Bodenus, supported by Nordeen, to approve the Resolution for payment of funds for the Forsyth Water System Improvements Project, as presented. Discussion ensued. Roll call: Trustee Bodenus – yes, Trustee Adams – yes, Treasurer Roberts – absent, Clerk Nordeen – yes, Supervisor Minelli – yes. Motion carried.

Sewer Project Pay Application (10b.): Motion by Bodenus, supported by Nordeen, to approve the Resolution for payment of funds for the Forsyth Sewer System Improvements Project, as presented. Roll call: Trustee Bodenus – yes, Trustee Adams – yes, Treasurer Roberts – absent, Clerk Nordeen – yes, Supervisor Minelli – yes. Motion carried.

Non-Participating Pay Application (10c.): Motion by Nordeen, supported by Bodenus, to approve the Resolution for payment of funds for the Forsyth Township Non-Participating Project Fund, as presented. Roll call: Trustee Bodenus – yes, Trustee Adams – yes, Treasurer Roberts – absent, Clerk Nordeen – yes, Supervisor Minelli – yes. Motion carried.

Water and Sewer Project – Change Orders (10d.): Motion by Nordeen, supported by Adams, to approve the Water Project Change Order W8, as presented. Roll call: Trustee Bodenus – yes, Trustee Adams – yes, Treasurer Roberts – absent, Clerk Nordeen – yes, Supervisor Minelli – yes. Motion carried.

Motion by Nordeen, supported by Adams, to approve the Sewer Project Change Order S2, as presented. Roll call: Trustee Bodenus – yes, Trustee Adams – yes, Treasurer Roberts – absent, Clerk Nordeen – yes, Supervisor Minelli – yes. Motion carried.

Water/Sewer Project – Engineering Agreement #7 (10e.): Motion by Bodenus, supported by Nordeen, to approve the Engineering Services Agreement 7, as presented. Motion carried.

EMS – Internet Service (10f.): Motion by Nordeen, supported by Bodenus, to approve the EMS internet service quote from AT&T for the new Ambulance. EMS Director Peter Ghiringhelli explained. Motion carried.

Assessing/Zoning – Fee Schedule (10g.): Motion by Nordeen, supported by Adams, to approve the updated Assessing and Zoning Fee Schedule, as presented. Discussion ensued. Motion carried.

Pine Street Fencing (10h.): Motion by Adams, supported by Bodenus, to approve speaking to the rebuilding of the fences on Pine Street. Discussion ensued. Motion and support rescinded. It was the consensus of the Board to Table the issue until Supervisor Minelli, Trustee Adams and Superintendent of Public Works Jancsi look at each fence in question.

RV Rates (10i.): Deleted. Supervisor Minelli explained there will be a comparison sheet in the future.

Gravel (10j.): Supervisor Minelli instructed Superintendent of Public Works Jancsi to explain to the Board his intentions for this action. Discussion ensued. Motion by Adams, supported by Bodenus, to approve taking bids for gravel, not to exceed \$3,500.00. Motion carried.

Clubhouse Parking Lot (10k.): Superintendent Minelli asked Superintendent of Public Works Jancsi to explain this action. Discussion ensued. Motion by Nordeen, supported by Adams, to approve a 3 inch blacktop parking lot for the Clubhouse not to exceed \$20,000.00. Motion carried.

MTA Class (10l.): Supervisor Minelli asked Bookkeeper Rodger's to explain the action. Discussion ensued. Motion by Adams, supported by Nordeen, to approve Bookkeeper/Deputy Treasurer Rodgers helping County Treasurer Giroux with MTA training for a Treasurer's Guide to Tax Collection class. Motion carried.

Marquette County Demolition (10m.): Motion by Adams, supported by Nordeen, to approve splitting the demolition costs with the Marquette County Land Bank for demolition on 24 E. Jackpine and 131 E. Sands, our cost totaling \$6,025.00. Motion carried.

KISCC Meal Grant (10n.): Clerk Nordeen explained the action. Discussion ensued. Motion by Adams, supported by Minelli, to approve progressing with the application only, for the KI Sawyer Community Center Meal Grant. Motion carried.

Office Air Conditioner (10o.): Motion by Adams, supported by Bodenus, to approve the Beauchamp Plumbing and Heating quote for the office air conditioning unit with optional Heat Pump, as presented. Motion carried.

Delinquent Contractor Policy (10p.): Motion by Adams, supported by Bodenus, to approve the Delinquent Contractor Policy, as presented. Motion carried.

DELINQUENT CONTRACTOR POLICY

Any person or entity who is delinquent in payment of money owed to Forsyth Township shall not be considered for any Township undertaking by which such person or entity will be paid any amount of money or other consideration for services performed, for as long as such person or entity remains in debt to the Township.

Volunteer Service Policy (10q.): Motion by Adams, supported by Bodenus, to approve the Volunteer Service Policy, for discussion. Discussion ensued. It was the consensus of the Board to table this item until more specific wording can be added to the policy.

Harris Quote (10r.): UPEA representative Carr Baldwin explained the need for the software. Motion by Adams, supported by Bodenus, to approve the Harris quote for Water Meter reading software, as presented. Discussion ensued. Motion carried.

Excess Equipment Bids (10s.): Motion by Adams to develop an excess equipment bid list by the next meeting and put those items out for bids for sale. Supervisor Minelli explained there was no need for a motion. He requested that all Department Supervisors produce a list of equipment that the department no longer needs that can be put out for bids.

Extend Clerk's Hours at KI Sawyer Community Center: Supervisor Minelli explained that he had received a proposal for the KI Sawyer Community Center. He would like to extend Clerk Nordeen's paid hours. Discussion ensued. Motion by Bodenus, supported by Minelli, to extend the Clerks paid hours at

the KI Sawyer Community Center retroactively from July 13, 2016 until the September 2016 meeting. Clerk Nordeen abstained. Motion carried 2-1.

DISCUSSION ITEMS:

Assessing/Zoning – Ordinance Amendments (11a.): Assessor Stachewicz stated the revised ordinances would be presented soon. She explained the process and asked how each Board Member would like to view the Ordinances.

OLD BUSINESS:

Employee Handbook (12a.): Supervisor Minelli explained that all Board Members have received a copy of the Employee Handbook. There have been no additional comments. Attorney Koch will review.

CORRESPONDENCE: None.

Public Comment: EMS Director Peter Ghiringhelli commented on the AED in the Clubhouse. Lynn Rodgers commented on the office air conditioner. Gerri Ann Zaborowske-Kangas commented on decision making by the Board. Bobbi Jacobson asked what LSCC stood for.

Supervisor Minelli called for a short break at 7:49 pm
Supervisor Minelli called the meeting back to order at 7:58 pm

ACTION ITEMS: 15. Closed Session for Pending Litigation

At 7:59 pm, motion by Adams, supported by Bodenus, to approve going into closed session for Pending Litigation. Roll call: Trustee Bodenus – yes, Trustee Adams – yes, Treasurer Roberts – absent, Clerk Nordeen – yes, Supervisor Minelli – yes. Motion carried.

At 8:05 pm, motion by Adams, supported by Nordeen, to come out of closed session. Roll call: Trustee Bodenus – yes, Trustee Adams – yes, Treasurer Roberts – absent, Clerk Nordeen – yes, Supervisor Minelli – yes. Motion carried.

It was the consensus of the Board to have Attorney Koch contact the YMCA to notify them that they will maintain their position.

Adjournment: Supervisor Minelli adjourned the meeting at 8:06 p.m.

Respectfully submitted,

Stacy Filizetti
Board Secretary

Jane Nordeen
Forsyth Township Clerk