

**Forsyth Township Board  
Regular Meeting  
Gwinn Community Center  
October 27, 2016**

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

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

**Board Members Absent:** None

**Also Present:** Attorney Kevin Koch, UPEA Representatives Matt Treado and Ken Dillinger, a number of township employees and concerned citizens.

**Approval of Minutes:** Motion by Nordeen, supported by Roberts, to approve the Minutes for September 15, 2016 Special Board Meeting and September 22, 2016 Regular Board Meeting, as presented. Motion carried.

**Agenda:** Motion by Roberts, supported by Nordeen, to approve the agenda with the following additions: **10o.** Nonparticipating Pay Resolution, **10p.** KI Sawyer Center Repair Change Order, **10q.** Hire Police Officer, **10r.** PD – Purchase Computer, **10s.** Memorandum of Understanding for Insurance, **10t.** Basketball Court, **10u.** Clerk Pay at KI Sawyer Community Center, **10v.** KI Sawyer Community Center Closing at 8:30pm. Motion carried.

**Public Comment:** Jim Beran from Joshua One Seven Enterprises introduced himself and commented on the Blight property on Dart Street. Bobbi Jacobson commented on the water rates. Dale Jacobson commented on the water rates.

**Department Reports:** The following reports were accepted and placed on file: Ambulance, Assessing/Zoning, Senior Citizens Director, Library, Police Department and General Operating Financial Report. Reports not filed: Fire Department, Public Works, KI Sawyer Community Center and Parks Committee. UPEA Representative Matt Treado was present, answering questions regarding the Water and Sewer Project. Trustee Adams questioned Superintendent Jancsi where he was in the process of putting excess equipment out for bids.

**Attorney's Report:** Attorney Koch informed the Board the YMCA order has not been entered yet. Marquette County tax appeals are going into the Small Claims division of the Tax Tribunal. No other litigation. He then questioned Jim Beran about the Blight property.

**Approval of Bills & Vouchers:** Trustee Adams questioned the Board about the bidding process for the Basketball Court at the KI Sawyer Community Center. Attorney Koch recommended not paying the Vultaggio Services bill, referring to a conversation with Clerk Nordeen prior to the meeting. Clerk Nordeen commented on the bidding process for this job. Motion by Roberts, supported by Adams, to approve the bills and vouchers totaling \$48,045.41, which removed the \$6,500.00 for Vultaggio Services. Motion carried.

**Forsyth Township  
Bills For Approval  
10/27/16**

<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
Airgas	PW Cylinder Rentals	47.35
A Jacobson Landscaping	Trees and Lawn Maintenance	5,340.00
A Lindberg and Sons	Light Poles	1,500.00
Anderson Communications	EMS Pager Repair, FD Radio Swap	348.75
Apex Software	AZ Sketching Software	470.00
Aramark	Carpet and Uniform Service	1,917.45
Auto Value	Parts for Various Depts	4,055.82
Cannon Financial	Copier Lease	135.07
City of Marquette	Bacteriological Analysis/FD Title Transfer	81.00
Compudyne	Computer Support for Various Depts	597.50
Crossroads Mini Mart	PD Fuel	11.95
Crossroads Truck Repair	FD Truck Repair	100.00
Drug Screen Plus	PW Drug Screening	28.00
Elcom Systems	PD Service Agreement	77.00
Emergency Medical Products	EMS Medical Supplies	1,893.35
Fraco	Park Repairs	363.87
Froberg's Clothing	SC Safety Boots	129.99
Galls	PD Boots	123.54
GBS	Election Supplies	107.23
Ginop Sales	PW Kubota Parts	61.38
Great Lakes Testing	FD Ladder	328.00
Harris	PW Meter Reader	177.08
Holiday Cleaners	PD Dry Cleaners	29.73
Hedmark Sales	FD Chains	59.40
Jackson-Hirsh	EMS Medical Supplies	120.40
JT Motor Sports	PW Tools	235.54
Justin Wonch	PD Gun	350.00
Kevin Koch PC	Attorney Fees	2,641.60
Marquette County Water/Sewer	PW Meter Kits	1,428.13
Marquette County Equalization	PD Maps	100.00
Marquette County 4-H Council	Platt Books	1,111.00
Menards	Supplies for Various Depts	814.32
Michigan Police Equipment	PD Ammunition	533.40
MTA	Tax Collection Training	101.00
Midway Rentals	PW Tools	44.00
North Country Septic	Portable Restrooms	95.00

OK Industrial	PW Tools	80.96
Pacific Telemanagement	Pay Phone	50.00
Peter Ghiringhelli	EMS Medical Supplies	19.08
Pitney Bowes	Postage & Lease	1,439.90
Pomasl Fire Equip	FD & EMS Supplies	9,244.54
Quill	Supplies for Various Depts	600.31
Range Telecommunications	Miss Dig	28.90
Remy Battery	PW Batteries	54.95
Shell Fleet Plus	Fuel	105.00
Snyder Drug	Supplies for Various Depts	70.04
Sports Rack	PD Bike and Accessories	1,280.93
St. Vincent de Paul	PW Rags	56.00
State of Michigan	PD SOR, EMS License Renewal	240.00
The Mining Journal	Publishing	256.65
The Office Planning Group	PD/AZ/Office Copiers	419.05
The Stitch Witch	PD Uniform Repair	21.90
TransUnion	PD Background Checks	50.00
UP Health System	EMS Medical Supplies	483.78
Upper Great Lakes Family Health	EMS Medical	20.00
UP Office	SC Box Renewal	44.00
US Postal Service	SC Postage	49.00
<del>Vultaggio Services</del>	<del>KISCC Basketball Court</del>	<del>6,500.00</del>
Wells Fargo	Supplies for Various Depts	12.00
WEX	Fuel	3,130.85
	<b>TOTAL</b>	<b>43,315.69</b>

**Forsyth Township  
Additional Bills For Approval  
10/27/16**

<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
Ace Hardware	Supplies Various Dept	591.73
Airgas	FD Breathing Tanks	1,105.00
Fox of Marquette	PW Truck Parts	67.78
Galls	PD Tool	155.97
Mid-American Research Chemical	PW Spray Paint	344.00
Mid American Associates	TRF Fees	378.00
Pomasl Fire Equip	FD Supplies	653.09
Quill	PD Office Supplies	25.97

Strictly Business Uniforms	EMS Uniforms	68.99
Superior Electric	Transfer Station Bailer Repair	321.40
US Postal Service	SC Newsletter Postage	76.17
Wells Fargo	PD/KISCC Supplies	941.62
		<b>4,729.72</b>
<b>Original Bill Listing</b>		<b>43,315.69</b>
<b>Total Accounts Payable</b>		<b>48,045.41</b>

Voucher Numbers for GO, Police, Clubhouse, Ambulance, Library, Water & Sewer: 72539-72743  
 Voucher Numbers for Tax 1661  
 Voucher Numbers for Sewer 1009-11  
 Voucher Numbers for Water 1015-1019

**ACTION ITEMS:**

**Employee Handbook (10a.):** Motion by Bodenus, supported by Nordeen, to adopt the Forsyth Township Personnel Policies and Procedures Manual, as presented. Motion carried.

**Budget Adjustments (10b.):** Motion by Roberts, supported by Nordeen, to approve the Budget Adjustments, as presented. Motion carried.

**FORSYTH TOWNSHIP  
 BUDGET ADJUSTMENTS  
 27-Oct-16**

<b>GENERAL FUND</b>				
Department	Department #	Original/Amended	New	Difference
<b>Revenue</b>		2,637,630	2,620,030	(17,600)
<b>Expense</b>				
Office	260	80,500	81,750	1,250
Buildings & Grounds	265	103,230	95,030	(8,200)
Public Works	441	151,950	157,335	5,385
Road Work	446	160,000	120,000	(40,000)
Ambulance	651	139,450	144,450	5,000
Misc. Operating/Equipment Support	895	12,700	19,700	7,000
Capital Outlay	900	249,000	282,300	33,300
			<b>Total</b>	3,735
<b>Beginning Fund Balance:</b>	1,597,418	4/1/16		
<b>Estimated Revenues:</b>	2,620,030			

<b>Estimated Expenses:</b>	<b>(2,633,090)</b>	
<b>Estimated Ending Fund Balance:</b>	1,584,358	3/31/17

<b>Police</b>			
	<b>Original/Amended</b>	<b>New</b>	<b>Difference</b>
<b>Revenue</b>	1,000,800	993,800	<b>(7,000)</b>
<b>Expenses</b>	1,032,250	1,024,250	<b>(8,000)</b>
<b>Beginning Fund Balance:</b>	210,122	4/1/16	
<b>Estimated Revenues:</b>	993,800		
<b>Estimated Expenses:</b>	<b>(1,024,250)</b>		
<b>Estimated Ending Fund Balance:</b>	179,672	3/31/17	

<b>Clubhouse/Recreation</b>			
	<b>Original/Amended</b>	<b>New</b>	<b>Difference</b>
<b>Revenue</b>	398,075	415,575	17,500
<b>Expenses</b>	430,350	420,550	<b>(9,800)</b>
<b>Beginning Fund Balance:</b>	497,225	4/1/16	
<b>Estimated Revenues:</b>	415,575		
<b>Estimated Expenses:</b>	<b>(420,550)</b>		
<b>Estimated Ending Fund Balance:</b>	492,250	3/31/17	

<b>Revolving</b>			
	<b>Original/Amended</b>	<b>New</b>	<b>Difference</b>
<b>Revenue</b>	72,000	72,000	0
<b>Expenses</b>	248,250	208,000	<b>(40,250)</b>
<b>Beginning Fund Balance:</b>	806,299	4/1/16	
<b>Estimated Revenues:</b>	72,000		
<b>Estimated Expenses:</b>	<b>(208,000)</b>		
<b>Estimated Ending Fund Balance:</b>	670,299	3/31/17	

<b>Sewer</b>			
	<b>Original/Amended</b>	<b>New</b>	<b>Difference</b>
<b>Revenue</b>	346,800	353,800	7,000
<b>Expenses</b>	347,950	351,250	3,300
<b>Beginning Net Position:</b>	1,314,516	4/1/16	

<b>Estimated Revenues:</b>	353,800	
<b>Estimated Expenses:</b>	(351,250)	
<b>Estimated Ending Net Position:</b>	1,317,066	3/31/17

<b>Water</b>	<b>Original/Amended</b>	<b>New</b>	<b>Difference</b>
<b>Revenue</b>	547,860	533,860	(14,000)
<b>Expenses</b>	542,410	562,110	19,700
<b>Beginning Net Position:</b>	2,164,791	4/1/16	
<b>Estimated Revenues:</b>	533,860		
<b>Estimated Expenses:</b>	(562,110)		
<b>Estimated Ending Net Position:</b>	2,136,541	3/31/17	

**A Jacobson Tree Wrap (10c.):** Motion by Bodenus, supported by Adams, to approve the A Jacobson Landscaping Estimate for wrapping trees totaling \$740.00. Motion carried.

**Tourist Park Rates (10d.):** Motion by Adams, supported by Roberts, to approve increasing the Tourist Park Rates, as presented. Motion carried.

Nightly Rate (Full Hook-ups)	\$26	
Weekly Rate (Full Hook-ups)	\$160	
Monthly Rate (Full Hook-ups)	\$600	
Nightly Rate (Electric Only)	\$20	(No weekly or monthly rate)
Nightly Rate (No Hook-ups)	\$10	(No weekly or monthly rate)
Passport America (1/2 Price)		(No Holiday Weekend; Monday-Thursday Only)

**Marquette County – Objecting to Transfer of Tax Foreclosed Property Resolution (10e.):** Motion by Adams, supported by Roberts, to approve the Resolution Objecting to Transfer of Tax Foreclosed Property, as presented. Discussion ensued. Roll call vote: Trustee Adams - yes, Trustee Bodenus - yes, Treasurer Roberts - yes, Clerk Nordeen - yes, Supervisor Minelli - yes. Motion carried.

**Sands Township Request for Collaboration (10f.):** Motion by Adams, supported by Roberts, to approve the Request for Your Collaboration from Sands Township, as presented. Attorney Koch updated the Board on the history of the issue. Motion carried.

**Clubhouse Flooring (10g.):** Motion by Nordeen, supported by Adams, to approve the quotes from Carpet Specialists, totaling \$13,392, to replace flooring at the Gwinn Community Center, splitting the cost between the Clubhouse and Senior Center funds. Motion carried.

**Office Security (10h.):** Motion by Adams, supported by Roberts, to approve the Midwest Security quote for \$779.00, for an office Duress Button. The Board acknowledged the monthly charge for monitoring services. Motion carried.

**MAAO Program (10i.):** Motion by Adams, supported by Roberts, to approve Assessor Stachewicz being reimbursed for travel and lodging expenses, along with the \$1,000 program fee upon successful completion and certification, for MAAO training to become a Level III Assessor. Discussion ensued. Motion and support were amended to table the issue until next month's meeting. An agreement will be drafted. Motion carried.

**Debris Removal (10j.):** Motion by Bodenus, supported by Nordeen, to approve the quote from SCI Cleaning and Maintenance, not to exceed \$6,700, for the Debris removal at 344-358 Dart Street. Discussion ensued. Motion carried.

**Water Project Pay Resolution (10k.):** Motion by Nordeen, supported by Bodenus, to approve the Resolution for payment of funds for the Forsyth Water System Improvements Project, as presented. Roll call vote: Trustee Adams - yes, Trustee Bodenus - yes, Treasurer Roberts - yes, Clerk Nordeen - yes, Supervisor Minelli - yes. Motion carried.

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

**Water Project Change Order (10m.):** Motion by Roberts, supported by Bodenus, to approve the Water System Improvements Project Change Order Number W10, as presented. UPEA Representative Matt Treado explained the Change Order. Motion carried.

**Sewer Project Change Order (10n.):** Motion by Nordeen, supported by Roberts, to approve the Sewer System Improvements Project Change Order Number S5, as presented. UPEA Representative Matt Treado explained the Change Order. Motion carried.

**Nonparticipating Pay Resolution (10o.):** Motion by Roberts, supported by Nordeen, to approve the Resolution for payment of funds for the Forsyth Township Non-Participating Project Funds, as presented. Roll call vote: Trustee Adams - yes, Trustee Bodenus - yes, Treasurer Roberts - yes, Clerk Nordeen - yes, Supervisor Minelli - yes. Motion carried.

**KI Sawyer Center Repair Change Order (10p.):** UPEA Representative Ken Dillinger explained the Change Order. Motion by Adams, supported by Nordeen, to approve Change Order No.1 for additional repairs to the KI Sawyer Community Center for an additional \$1,300.00, as presented. Motion carried.

**Hire Police Officer (10q.):** Police Chief Warchock informed the Board of the staffing issues and budget constraints. He will be hiring part-time Officers. Motion by Adams, supported by Nordeen, to table this issue until a later date, at the Chief's discretion. Motion carried.

***Supervisor Minelli called for a short break at 7:33 pm***  
***Supervisor Minelli called the meeting back to order at 7:39 pm***

**PD – Purchase Computer (10r.):** Motion by Roberts, supported by Nordeen, to approve quote from Compudyne purchasing a computer for the Police Department for \$804.73 plus installation totaling \$1,052.23. Motion carried.

**Memorandum of Understanding for Insurance (10s.):** Motion by Roberts, supported by Nordeen, to accept the Memorandum of Understanding as presented, retroactively to contract renewal date. Trustee Adams abstained from voting. Motion carried 4-1.

**Basketball Court (10t.):** Clerk Nordeen explained the bidding process for this project. She also expressed her disapproval of the work. It was the consensus of the Board to have the work inspected and corrected if applicable, prior to payment. Superintendent of Public Works Jancsi will oversee the project. Trustee Adams commented on the bidding policy.

**Clerk Pay at KI Sawyer Community Center (10u.):** Clerk Nordeen explained that she will continue to volunteer at the KI Sawyer Community Center but does not wish to be paid any longer, or be part of the Union. Motion by Bodenus, supported by Roberts, to extend the Clerk's pay through Thursday November 3<sup>rd</sup>. Clerk Nordeen abstained from voting. Motion carried 3-1.

**KI Sawyer Community Center Closing at 8:30pm (10v.):** Motion by Adams to close the KI Sawyer Community Center at 8:30pm. No support. Motion failed.

**DISCUSSION ITEMS:**

**Insurance Bids (11a.):** Bookkeeper Rodgers informed the Board that Insurance Policies were coming to expiration. Discussion ensued.

**Motion by Nordeen, supported by Roberts, to extend the Property and Liability Insurance another year. Motion carried.**

**Meter Pit Reading (11b.):** Supervisor Minelli explained that residents have come into the office asking to read their meter pits. Discussion ensued. It is the recommendation of the Superintendent of Public Works and UPEA Representatives to deny resident access the meter pits due to breakage and freezing. UPEA Representative Matt Treado is looking into electronic meter readers for the resident to purchase for personal reading.

Treasurer Roberts and Supervisor Minelli explained the late water and sewer billing this month.

**Motion by Adams, supported by Roberts, to waive the penalties for the October bills. Motion carried.**

**OLD BUSINESS:** None.

**CORRESPONDENCE:**

**Zoning Regulations (13a.):** Supervisor Minelli acknowledged a letter written regarding zoning regulations.

**Public Comment:** Dale Jacobson commented on the campground and water rates. Pat Anderegg commented on the water rates. Jill Froberg commented on the water rates.



**Board Comment:** Trustee Adams reminded the community to vote. Treasurer Roberts also reminded the community to vote and thanked Clerk Nordeen for her involvement at the KI Sawyer Community Center.

**Adjournment:** Supervisor Minelli adjourned the meeting at 8:21 p.m.

Respectfully submitted,

Stacy Filizetti  
Board Secretary

Jane Nordeen  
Forsyth Township Clerk