

**Forsyth Township Board
Regular Meeting
Gwinn Community Center
January 26, 2023**

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

Board Members Present: Supervisor Boogren, Treasurer Kevern, Clerk Lauren, Trustee Heikkila and Trustee Bodenus

Board Members Absent: None

Also Present: Attorney Nordeen, a number of township employees and concerned citizens.

Approval of Minutes: Motion by Lauren, supported by Kevern, to approve the Minutes from the December 15, 2022 Board Meeting, as presented. Motion carried.

Agenda: Motion by Kevern, supported by Boogren, to approve the agenda as presented. Motion carried.

Public Comment: None

Department Reports: The following reports were placed on file: EMS, Zoning, Senior Center, Fire, Library, Police, General Operating Financial and Emergency Management.

Attorney's Report: Attorney Nordeen presented the Board with a report entitled Monthly Attorney Report. He briefly went over the items in the report.

Approval of Bills & Vouchers: Motion by Bodenus, supported by Lauren, to approve the bills and vouchers totaling \$679,098.44, as presented. Treasurer Kevern abstained from the vote. Motion carried 4-0.

**Forsyth Township
Bills For Approval
1/26/23**

Vendor	Description	Amount
Auto Value	Various Dept Parts	241.50
Anytime Fitness	PD Gym Memberships	2,500.00
Ace Hardware	Supplies Various Dept	938.07
Airgas	PW/FD Cylinder Rental	112.93
American Welding & Gas	EMS Oxygen	109.43
Bonetti & Gay Inc.	Servepro - Office Flood	19,570.50
Borrett, Michelle	Reimbursement for Holiday Party	269.84
Bound Tree	EMS Medical Supplies	498.80

City of Iron Mountain	EMS Training	850.00
City of Marquette	Water Testing	150.00
Cook Sign	EMS Ambulance Decals	469.42
CDW-G	Medical Equipment	3,325.70
Cuppad	Membership Renewal	1,238.00
Dalco	PW Supplies	914.70
Drug Screen Plus	Drug Testing	207.00
Election Source	Annual Maintenance	1,845.00
Emergency Medical Products	EMS Medical Supplies	1,573.44
Fidlar Technologies	Planning Commission Minutes Book	593.19
Galls	PD Uniforms	477.41
Holiday Cleaners	EMS Dry Cleaning	24.09
Industrial Marketing	PW Parts	365.35
Integris	Computer Support	2,589.95
Iron Mountain Fire Dept	EMS Training	850.00
Jesse Wright	Water and Street Lighting Electric Repair	875.00
Justin Wonch	Reimbursement for Training	150.00
Lake Superior Community Partnership	Membership Renewal	350.00
Lynn Rodgers	Reimbursement for EMS WPS Fee	688.00
Marquette Embroidery	EMS Uniforms	282.00
Menards	Various Dept Supplies	899.62
Medline	EMS Medical Supplies	327.03
Mission One Exterminating Co.	PD Extermination	30.00
Modeltown Express	Fuel Various Dept	4,160.38
North Country Disposal	Dump Recycle	590.00
O'Dea, Nordeen and Pickens	Attorney Fees	581.38
Pomasl Fire Equipment	FD Parts	1,772.78
Quill	Various Dept Supplies	878.79
Range Telecommunications	Miss Dig	57.00
RMS	PW Parts	68.14
Snyder Drug	Supplies Various Dept	324.95
State of Michigan	PD Printing, Token, VPN /PW Permit	1,700.50
Stephen Mills	PD Office Furniture	300.00
Superior Eagle Communications	Wiring	1,198.60
T.E.A.M.	KBIC Pass Through	2,500.00
Tanya Savage	Reimbursement for Training	70.00
Transunion	PD Background Checks	75.00
UP Kubota	PW Parts	294.79
US Post Office	SC Postage / PD Box Renewal	189.24
UPEA	Engineering	4,496.00

Wex Bank	Fuel Various Dept	212.09
Willey's Tire	PW/PD Tires	1,837.68
Wolverine Door Service	PD Door Repair	172.25
Total		64,795.54

**Forsyth Township
Additional Bills For Approval
1/26/23**

Vendor	Description	Amount
Ace Hardware	Various Dept Supplies	759.40
American Welding	EMS Oxygen	74.13
Bound Tree	EMS Medical Supplies	128.69
BS&A	Annual Support	5,040.00
Emergency Medical Products	EMS Medical Supplies	1,035.72
GFS	CH Concessions	59.97
Josh Preston	Reimbursement for CH Supplies	43.11
Marquette County Road Commission	HMA Resurfacing	604,275.56
Menards	Various Dept Supplies	129.90
Miss Dig 811	Membership Renewal	1,265.15
Pride Printing	Transfer Station Slips / Zoning Ord.	1,012.65
Quill	Office Supplies	139.62
State of Michigan	PD Renewal Plates	13.00
Superior Lock	A/Z Door Chime	326.00
		614,302.90
	Original Bill Listing	64,795.54
	Total Accounts Payable	679,098.44

Voucher Numbers for GO, Police, Clubhouse, Ambulance, Library, Water & Sewer: 86527 - 86647
Voucher Numbers for Tax 2160 - 2169

ACTION ITEMS:

DNR Spark Grant Resolution (10a.): UPEA Representative Ken Dillinger stated more information is needed in order to complete the resolution. He will meet with the event coordinators next week to finalize the details. Motion by Boogren, supported by Lauren, to hold in abeyance until the next meeting. Clerk Lauren reiterated the need for leases. Motion carried.

Police Chief Contract (10b.): Motion by Kevern, supported by Heikkila, to approve extending the Chief of Police’s contract for a fourth year, sustaining the 3% raise escalation and a \$1,000 signing stipend, with adding longevity back into his contract. Supervisor Boogren explained it had been missed when the contract was implemented. Motion carried.

Employee Cost of Living Adjustment (10c.): Motion by Boogren, supported by Bodenus, to approve an Employee Retention Bonus of 3% be given to current township Permanent Full Time Employees in the POAM and TPOAM bargaining units, to be paid from the Board Contingency funding line, on basis of the labor category salary held for the majority of calendar year 2022. Trustee Bodenus clarified it was a one-time payment. Attorney Nordeen expressed the need for signatures on the Memorandum of Agreements. Motion carried.

Department Supervisor Purchasing Authority (10d.): Motion by Kevern, supported by Lauren, to approve the amendment to the Department Supervisor Purchasing Policy, as presented. Motion carried.

It is the policy of the Forsyth Township Board that the Superintendent of Public Works, Fire Chief, Assessor, EMS Director and Senior Center Director have the authority to make purchases of \$500.00 or less from their respective currently approved Department Budgets. The Police Chief has the authority to make purchases of \$1,000.00 or less from the Police Department Budget. The Superintendent of Public Works has the authority to make purchases up to \$1,500.00 from the Public Works Department Budget with the verbal approval of the Supervisor (who will inform the full board of subject purchases). These purchases must be legitimate department expenses. The exception to this policy is any type of vehicle, heavy equipment, or other purchases which may create long term expenses to the Township. In these situations the item must be approved by the Forsyth Township Board prior to purchasing.

Budget Adjustments (10e.): Motion by Kevern, supported by Heikkila, to approve the budget adjustments, as presented. Motion carried.

**FORSYTH TOWNSHIP
BUDGET ADJUSTMENTS
26-Jan-23**

GENERAL FUND				
Department	Department #	Original/Amended	New	Difference
Revenue		2,909,625	2,971,230	61,605
Expense				
Audit	223	4,880	4,660	(220)
Tax/Bad Debt Expense	255	44,500	41,500	(3,000)
Elections	262	17,800	19,400	1,600
Professional Services	267	64,000	75,000	11,000
Insurance/Supplies/Support	268	78,110	82,110	4,000
Transfer Station	528	77,900	77,100	(800)
Cemetery	567	37,030	26,290	(10,740)
Ambulance	651	184,200	223,000	38,800

Senior Center	672	232,000	218,400	(13,600)
Blight Committee	732	5,540	13,100	7,560
Transfers Out	965	1,160,500	1,060,500	(100,000)
			Total	(65,400)
Beginning Fund Balance	2,107,558	4/1/22		
Estimated Revenues:	2,971,230			
Estimated Expenses:	(3,160,650)			
Estimated Ending Fund Balance:	1,918,138	3/31/23		

Police				
	Original/Amended	New	Difference	
Revenue	1,227,385	1,192,390	(34,995)	
Expenses	1,259,085	1,281,385	22,300	
Beginning Fund Balance	306,751	4/1/22		
Estimated Revenues:	1,192,390			
Estimated Expenses:	(1,281,385)			
Estimated Ending Fund Balance:	217,756	3/31/23		

Ambulance Equipment				
	Original/Amended	New	Difference	
Revenue	106,850	112,650	5,800	
Expenses	266,100	267,100	1,000	
Beginning Fund Balance	525,019	4/1/22		
Estimated Revenues:	112,650			
Estimated Expenses:	(267,100)			
Estimated Ending Fund Balance:	370,569	3/31/23		

Clubhouse/Recreation				
	Original/Amended	New	Difference	
Revenue	610,100	458,800	(151,300)	
Expenses	715,610	519,030	(196,580)	
Beginning Fund Balance	529,216	4/1/22		
Estimated Revenues:	458,800			
Estimated Expenses:	(519,030)			
Estimated Ending Fund Balance:	468,986	3/31/23		

Library				
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	Original/Amended	New	Difference
Revenue	192,346	194,846	2,500
Expenses	214,858	215,383	525
Beginning Fund Balance	225,662	4/1/22	
Estimated Revenues:	194,846		
Estimated Expenses:	(215,383)		
Estimated Ending Fund Balance:	205,125	3/31/23	

Township Improvement			
	Original/Amended	New	Difference
Revenue	78,000	88,500	10,500
Expenses	84,100	84,100	0
Beginning Fund Balance	1,110,866	4/1/22	
Estimated Revenues:	88,500		
Estimated Expenses:	(84,100)		
Estimated Ending Fund Balance:	1,115,266	3/31/23	

Water			
	Original/Amended	New	Difference
Revenue	644,300	644,300	0
Expenses	677,360	697,350	19,990
Beginning Net Position:	1,697,133	4/1/22	
Estimated Revenues:	644,300		
Estimated Expenses:	(697,350)		
Estimated Ending Net Position:	1,644,083	3/31/23	

Roads			
	Original/Amended	New	Difference
Revenue	657,000	670,000	13,000
Expenses	607,850	607,850	0
Beginning Fund Balance	302,631	4/1/22	
Estimated Revenues:	670,000		
Estimated Expenses:	(607,850)		
Estimated Ending Fund Balance:	364,781	3/31/23	

PW – Hire Lead Man – Recreation, Buildings & Grounds (10f.): Motion by Kevern, supported by Heikkila, to approve hiring Josh Preston as Lead Man – Recreation, Buildings & Grounds, as recommended by Superintendent Jancsi, effective 1/27/23. Motion carried.

PW – Hire Laborers (10g.): Motion by Bodenus, supported by Heikkila, to approve hiring Wyatt Young and Evan Milner as Public Works Laborers. Trustee Bodenus stated there were 25 applicants. Supervisor Boogren stated another Laborer may be built into next year’s budget. Motion carried.

FD – Purchase Pump (10h.): Motion by Bodenus, supported by Heikkila, to approve purchasing a fire hydrant pump, for \$300.00. Motion carried.

EMS – EMT Resignations (10i.): Motion by Boogren, supported by Lauren, to approve, with regret, the resignation of EMTs Jeff and Jamie Sims. The Board thanked them for their 3 years of service. Motion carried.

EMS – Hire EMTs (10j.): Motion by Bodenus, supported by Kevern, to approve hiring EMT Basics Dan Zintman and Lathon Andrews, as recommended. Motion carried.

EMS – Proceed with Contract Default (10k.): Motion by Boogren, supported by Lauren, to approve proceeding with the EMT training contract default, as recommended by the EMS Director. EMS Director Anthony Baez will forward the contract to Attorney Nordeen. Motion carried.

Tourist Park Fees (10l.): Motion by Lauren, supported by Bodenus, to approve increasing camping fees at the Tourist Park to \$38 for full hookup sites, \$25 for electric only sites and \$15 for primitive sites, as recommended. Motion carried

DISCUSSION ITEMS:

2023 Meeting Audio-Visual (11a.): Supervisor Boogren explained there was a prior motion regarding videoing the meetings that failed. He has reconsidered after a recent broadcast of the meeting. He would like to research audio and video equipment for the next fiscal year.

Motion by Boogren, supported by Lauren, to proceed with the intension of broadcasting and audio enhancements of meetings, commencing with the April meeting. Treasurer Kevern preferred residents attend the meetings. Motion carried 4-1.

Sponsored Summer Concert (11b.): Supervisor Boogren referenced a handout and stated he met with the event coordinators. He referred to the Big 3 president Jessica Styer. She would like the support and the approval of the Township in holding a concert at the Ice Track on July 8, 2023. Clerk Lauren, Trustee Bodenus and Attorney Nordeen would like a clarified lease or contract, especially in reference to liability insurance. Miss Styer commented on a Special Events Insurance Policy. The Board supports the July 8th event with proper contracts/leases and insurance.

Consolidated Township Complex (11c.): Treasurer Kevern is in favor of a consolidated building. Bodenus stated in lieu of the recent flooding at the Clerk’s Office, it may be the best time to consider consolidating all services and selling the buildings currently used as the Police Department and Clerk’s Office. He reminded the residents they are historical buildings, so will be preserved. Supervisor

Boogren suggested keeping the EMS building, with the other services at the same location. The timing may be best, as the township is solvent at this time. Clerk Lauren commented on the utilities being consolidated. Trustee Bodenus and Treasurer Kevern will head up a committee to create a concept for the new building.

Office Insurance Bids (11d.): Treasurer Kevern asked if the building should be repaired if it is going to be sold. Clerk Lauren suggested a new owner would want to remodel anyway. Bookkeeper Rodgers will call the insurance carrier for clarification on repairing. UPEA Representative Ken Dillinger commented on communication with the Insurance Adjuster. Superintendent Jancsi will have the bids extended.

OLD BUSINESS: None

CORRESPONDENCE: None

Public Comment: Librarian Makela commented on the 50th Birthday of the Library on Valentine's Day. Rich Johnson commented on the DEA Drug Take Back on April 22nd.

Board Comment: Treasurer Kevern announced the Ice Racing this week will be a night race. Supervisor Boogren stated the Firemen's Ball is Saturday. He then thanked everyone for coming out.

Adjournment: Supervisor Boogren adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Stacy Linnee
Board Secretary

Ron Lauren
Forsyth Township Clerk