

**Forsyth Township Board
Regular Meeting
Gwinn Community Center
August 22, 2024**

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

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

Board Members Absent: None

Also Present: Attorney Nordeen, UPEA Representative Ken Dillinger, CUPPAD Representative Emily Bosch Soucy, Amp Z Representatives, a number of township employees and concerned citizens.

Supervisor Boogren informed the Board and Residents of the passing of Veteran Vernon “Butch” Noel. Butch has done many great things for our community and our country. Supervisor Boogren expressed his, and the communities, condolences to his family.

Approval of Minutes: Motion by Kevern, supported by Lauren, to approve the Minutes from the July 25, 2024 Board Meeting, as presented. Motion carried.

Agenda: Motion by Kevern, supported by Boogren, to approve the agenda with the addition of 18. Closed Session for Legal Opinion, moving the Adjournment to 19. Motion carried.

Draft Recreation Plan Presentation: Clerk Lauren introduced Emily Bosch Soucy from CUPPAD. Ms. Soucy has been working on the Recreation Plan along with the Master Plan. She then handed out a Recreation Plan summary to the Board. She explained the process of what has already been completed and what still needs to be completed in order to adopt the Recreation Plan. She then asked the Board if they had any questions. No questions were offered. Trustee Heikkila asked Ms. Soucy to meet with Al Cook of Forsyth Forward and Ryan Lipinski at KI Sawyer for information they may add to the plan.

Motion by Kevern, supported by Heikkila, to move the plan forward into the public comment period. Motion carried.

Ms. Soucy explained the Master Plan is being updated but will not be completed until the Recreation Plan is finished. She should have a draft of the Master Plan by the end of the year.

Treasurer Kevern asked how the public can add to the Recreation Plan. Ms. Soucy suggested reaching out to her through a link that is posted on the CUPPAD website, the Forsyth Township website, along with other community groups, such as the library. A link can also be found on the Facebook page. The Board thanked Ms. Soucy for her update.

Public Comment: Jill Paris commented on dust control and signage needed on the Cataract Road. A resident commented on the broken Martin Lake Road street-sign.

Department Reports: The following reports were placed on file: EMS, Assessing, Zoning, Senior Center, Fire, Library, Police, General Operating Financial, Emergency Management and Water/Sewer Committee. Trustee Bodenus asked for the status of the lead service line potholing. UPEA Representative Ken Dillinger stated it is on the schedule and will be initiated when Escanaba is completed. Superintendent Jancsi informed the Board that the streetlights in Little Lake should be placed tomorrow.

Attorney's Report: Attorney Nordeen handed the Board his report and briefly went over it. He will look at the ownership of the Cataract Road. Attorney Nordeen will look at a proposed amendment for Short Term Rentals. He asked the Board if they had any questions. No questions were offered.

Supervisor's Report: Supervisor Boogren referred to his report in the Board Packets. He asked the Board if they had any questions. No questions were offered.

Approval of Bills & Vouchers: Motion by Bodenus, supported by Lauren, to approve the bills and vouchers totaling \$120,606.31, as presented. Treasurer Kevern abstained. Motion carried 4-0.

**Forsyth Township
Bills For Approval
8/22/24**

Vendor	Description	Amount
Airgas	PW Cylinder Rental	39.12
A1 Sport & Weld Supply	PW Safety Equip	259.85
Amazon Business	PD Air Conditioner	376.76
American Welding & Gas	EMS Oxygen	147.20
Auto Value	Parts Various Dept	1,023.61
Axon	PD Taser Pmt	2,317.00
Bound Tree	EMS Medical Supplies	182.77
City of Marquette	Bacteriological Analysis	75.00
Crystal Johnson	Planning Commission Training Expenses	729.36
Eric Jancsi	Reimbursement for Concession Restroom Parts	2,250.44
Galls	EMS PD Uniforms	541.35
ImperialDade	PW Supplies	695.99
Integris	Computer Support & Equipment	11,979.52
Jesse Cadwell	Reimbursement for Weapon Repair	34.96
JF Ahern	Fire Extinguisher Inspections	2,683.99
Jefferson Fire & Safety	FD Foam	805.00
Larry's Family Foods	Various Dept Food	159.21
Matt Perala	Reimbursement for Medical Supplies	280.95
MCRC	Dust Control	6,791.23
Menards	Various Dept Supplies	3,702.41
Modeltown Express	Various Dept Fuel	5,112.30
North Country Disposal	PW Dump Recycles	305.00
North Country Septic	PW Portable Restrooms	275.00

Northland Lawn Sport & Equip	PW Parts	130.98
Northern MI Assoc of Chiefs of Police	PD Dues	75.00
Paula Sayen	Office Remodel Paint	2,495.00
Paula Sirois	Reimburse Election Food	150.10
Pitney Bowes	Postage	962.56
Pomasl Fire Equip	FD Uniforms	76.00
Pomp's Tire Service	FD Tire Repair	238.47
Quill	Various Dept Supplies	274.57
R.N.O.W. Inc	PW Parts	143.24
Remy Battery	FD Battery	332.64
Snyders	Various Dept Supplies	353.84
Spielbauer Fireworks	Fireworks	9,800.00
Spectrum Printers	Election Test Ballots	300.00
State of Michigan	EMS QA Assess, PD Printing	486.00
Stryker Sales	EMS Battery	797.13
The Minig Journal	Publishing	1,646.00
The Office Planning Group	Copier	62.67
Unifirst	Carpet/Uniform Service	297.24
UPEA	Engineering	9,224.84
US Post Office	SC Newsletter Postage	80.25
USA Bluebook	PW Parts	133.63
Wells Fargo	Various Dept Supplies	252.99
Wolverine Door Service	PD Door Repair	106.00
Total		69,187.17

**Forsyth Township
Additional Bills For Approval
8/22/24**

Vendor	Description	Amount
Ace	Various Dept Supplies	1,870.88
Amazon	A/Z PD OFF Supplies	1,783.57
American Welding & Gas	EMS Oxygen	88.03
Bound Tree	EMS Medical Supplies	742.00
D&D K9 Dynamics	PD K9 & K9 Training Academy	21,000.00
Election Source	Election Supplies	1,814.46
Gordon Food Service	SC Food for Senior Picnic	278.04
Josh Preston	Transfer Station Expenses	73.33
Lexipol	EMS CE Library	2,172.04
Matt Perala	Reimburse for Supplies	2,760.80

State of Michigan	MDOT M-35 W/S Project	9,160.86
Menards	Various Dept Supplies	467.33
Midway Rentals	PW Tool	14.97
O'Dea, Nordeen, Burink & Pickens	Attorney Fees	814.00
Quill	Various Dept Supplies	112.43
R.N.O.W.	PW Parts	464.03
Red Power Diesel	FD Truck Repair	3,035.64
Remy Battery	Various Dept Supplies	332.64
State of Michigan	EMS License Renewal	150.00
Timberville	Concession Stand Supplies	1,714.29
Transcell	Transfer Station Scale	1,349.00
UPEA	Engineering	1,050.00
Unifirst	Carpet/Uniform Svc	170.80
		51,419.14
	Original Bill Listing	69,187.17
	Total Accounts Payable	120,606.31

Voucher Numbers for GO, Police, Clubhouse, Ambulance, Library, Water & Sewer: 89156 - 89270
Voucher Numbers for Tax 2266

ACTION ITEMS:

Amp Z Tax Abatement (12a.): Supervisor Boogren referred to an opinion that Attorney Nordeen included in the Board Packet. He asked the Amp Z Representatives if they had anything to add to the letter submitted to the Board. One of the representatives explained how previous properties had been developed. This property will follow the same path. They understand the development will be costly. The clientele will be worth the cost. This will be a 10-year plan. Clerk Lauren questioned the plan with UPPCO. One of the representatives explained the extent of the electrical project. Motion by Boogren, supported by Lauren, to approve the Township take those actions necessary to facilitate the addition of Amp Z to Forsyth Township with the proposed personal property tax and real estate tax abatement at 75% for years 1-5 of their plan, 50% for years 6-8, and 25% for years 9 and 10, as has been requested. A representative stated there are government customers. He also commented regarding “big name” manufacturers. Supervisor Boogren explained the need to establish a zoning district for the abatement. An Industrial Facility Exemption must be created. He went through the steps to create that district. Trustee Bodenus is eager to use the empty buildings. Attorney Nordeen clarified it must be an Industrial Development District which could entail other buildings as well. Motion carried.

A committee of Treasurer Kevern, Clerk Lauren and Attorney Nordeen will suggest boundaries for the Industrial Development District.

Assessor Computer Integration Quote (12b.): Motion by Bodenus, supported by Lauren, to approve the quote from Integris for \$4,975.00 to combine the servers for the Assessing and Zoning office and the Clerk's office. Motion carried.

Amend Department Supervisor Purchasing Policy (12c.): Motion by Boogren, supported by Bodenus, to approve the amended Department Supervisor Purchasing Policy, which includes the Zoning Administrator, as presented. Motion carried.

Ambulance Billing Amendment (12d.): Motion by Kevern, supported by Lauren, to approve the Second Amendment to Billing and Collection Services Agreement with DLP Marquette General Hospital LLC d/b/a/ UP Health System Marquette, as presented. Motion carried.

EMS – Advertise Training Costs (12e.): Motion by Kevern, supported by Heikkila, to approve EMS advertising the Township is willing to send 5 people to training with a 2-year employment agreement requirement. Motion carried.

Zoning – Request Authority for 30 Day Blight Extension (12f.): Motion by Bodenus, supported by Lauren, to approve the Zoning Administrator having the authority to give a 30-day extension for Blight, if the owner is showing an effort in good faith and needs additional time to complete the cleanup. Motion carried.

Zoning – Increase Land Division Permit Rate (12g.): Motion by Boogren, supported by Lauren, to approve increasing the Land Division permit to \$100. Trustee Bodenus stated it is a cost recovery. There is much work that goes into land division. Motion carried.

PD – Hire Patrol Officer (12h.): Motion by Bodenus, supported by Kevern, to approve hiring Cody Reed as a Patrol Officer, contingent upon successful completion of the NMU Police Academy, good background check and passing both medical and psychological exams, as requested. Motion carried.

Fire Escrow Payment (12i.): Motion by Kevern, supported by Heikkila, to approve releasing the Fire Insurance escrowed funds to the property owner at 345 S. Johnson Lake Drive. Motion carried.

Credit Card For K9 Supplies (12j.): Motion by Kevern, supported by Heikkila, to approve a \$500 limit credit card for the K-9 Police Handler to purchase incidentals needed for the K-9. Motion carried.

Office Copier (12k.): Motion by Boogren, supported by Lauren, to approve the copier quote from OPG for a new Clerk's Office copier, as presented. Motion carried.

W/S Committee – 135 N. Pearce St. (12l.): Motion by Bodenus, supported by Kevern, to approve amending the water/sewer bill for 135 N. Pearce Street, as recommended. Motion carried.

W/S Committee – 39 E. Stephenson St. (12m.): Motion by Kevern, supported by Boogren, to approve amending the water/sewer bill for 39 E. Stephenson, as recommended. Motion carried.

PD – K9 Heat Alarm System (12n.): Motion by Kevern, supported by Heikkila, to approve a K-9 Heat Alarm System, not to exceed \$1,400.00. Motion carried.

DISCUSSION ITEMS:

Community Cleanup Costs (13a.): Supervisor Boogren stated when the Board reconstitutes, they can see how we're going to fund long-term cleanups. Attorney Nordeen informed the Board that the landfill is no longer going to apply for tire grants because of the number of tires received this year. Clerk Lauren and Trustee Bodenus commented on the Township applying for the grant.

Motion by Bodenus, supported by Lauren, to approve applying for the EGLE tire grant. Motion carried.

Zoning – Request Amendment for Short Term Rental Clarifications (13b.): Supervisor Boogren indicated an amendment is requested for clarification on who is charged a fee. Treasurer Kevern does not believe a duplex should be charged, as it is listed as an exemption. Cabins, hotels and resorts are taxed at a different rate, therefore exempt. If anyone advertises a short-term rental, they should be charged. Trustee Heikkila and Attorney Nordeen will reform the committee to draft clarifications needed in the Ordinance.

Master Plan Update (13c.): Updated earlier in the meeting.

Hiring Plan for Lead Man Public Works and Payroll/Billing Specialist (13d.): Supervisor Boogren stated we need a hiring plan. An updated job description was presented. He asked the Board for any questions or clarifications. Trustee Heikkila clarified, no need for a CDL. This should be posted and advertised. Supervisor Boogren will call the Union Representative to make sure the description is acceptable.

Motion by Bodenus, supported by Kevern, to approve the updated job description. Motion carried.

Clerk Lauren is finalizing the updated job description for the Payroll/Billing Specialist. This will be brought to the Board next meeting.

OLD BUSINESS: None

CORRESPONDENCE:

Sporley Lake Cell Tower (15b.): A cell tower leasing company has reached out and would like to present the Board a contract to buy our current contract. Supervisor Boogren requested Attorney Nordeen review the contract prior to authorizing the new company presenting a buyout contract.

Public Comment: None

Board Comment: None

Closed Session for Legal Opinion: At 7:46 pm, motion by Boogren, supported by Lauren, to approve going into closed session for legal opinion. Roll call: Treasurer Kevern – yes, Clerk Lauren – yes, Trustee Heikkila – yes, Supervisor Boogren – yes, Trustee Bodenus – yes. Motion carried.

At 8:27 pm, motion by Lauren, supported by Bodenus, to approve coming out of closed session.

Motion by Bodenus, supported by Kevern, to follow the recommendation of the Chief of Police, in using Township resources outside of Forsyth Township. Motion carried.

Adjournment: Supervisor Boogren adjourned the meeting at 8:29 p.m.

Respectfully submitted,

Stacy Linnee
Board Secretary

Ron Lauren
Forsyth Township Clerk