

**Forsyth Township Board
Regular Meeting
Gwinn Community Center
November 21, 2024**

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

Board Members Present: Supervisor Kevern, Clerk Lauren, Treasurer Underwood, Trustee Hammond, and Trustee Fowler

Board Members Absent: None

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

Chief Kjellin announced that Corporal Smith has been training K9 Officer Zeke. K9 Officer Zeke's specialty is explosives and firearms. Corporal Smith instructed K9 Officer Zeke to search the room. He alerted on a mock bomb and a firearm that was placed in a backpack for demonstration purposes. The Board thanked Corporal Smith for all the effort she has put forth, and continues to put forth, in his and her training.

Approval of Minutes: Motion by Lauren, supported by Kevern, to approve the Minutes from the October 24, 2024 Board Meeting, as presented. Motion carried.

Agenda: Motion by Lauren, supported by Underwood, to approve the agenda with the addition of 12k. Forsyth Forward Grant and Letter of Support. Motion carried.

Public Hearing: Semco Franchise Ordinance: At 6:38 pm, Supervisor Kevern opened the public hearing. He asked if anyone had any questions or comments concerning the proposed ordinance. No comments were offered. Clerk Lauren explained it is renewing the 30-year Ordinance currently in effect. Supervisor Kevern closed the public hearing at 6:38 pm.

Public Comment: None

Department Reports: The following reports were placed on file: Assessing, Zoning, Senior Center, Fire, Library, Police and General Operating Financial. Supervisor Kevern asked the Board if they had any questions. No questions or comments were offered.

Attorney's Report: Attorney Nordeen handed out a report outlining the items he is working on. He stated he has a meeting with the Marquette County Road Commission, Smith Construction, VanDamme Trucking and Supervisor Kevern concerning the Crestview easements and the use of Serenity Drive for truck traffic year around. He has been in contact with Lansing regarding the best avenue for the tax abatement request from Amp Z. Supervisor Kevern and Clerk Lauren expressed their desire to have new businesses included in the abatement district.

Supervisor's Report: Supervisor Kevern stated that this item will be taken off the agenda. He prefers verbal interactions and is available throughout the month should any Board Members or Residents have any questions or concerns.

Approval of Bills & Vouchers: Motion by Underwood, supported by Fowler, to approve the bills and vouchers totaling \$457,543.92, as presented. Supervisor Kevern abstained. Motion carried 4-0.

**Forsyth Township
Bills For Approval
11/21/24**

Vendor	Description	Amount
A1 Sport & Weld Supply	PW Glasses	25.41
Amazon	PW PD Supplies	653.56
Anthony Baez	Reimbursement for Dry Cleaning	310.92
Bound Tree	EMS Medical Supplies	1,153.06
Carilyn Froberg	Reimbursement for Open House Supplies	187.27
City of Marquette	Bacteriological Analysis	75.00
Ferrellgas	Transfer Station Tank	26.50
Gwinn Fire Fund	Reimbursement for Candy & Bunker Dryer Parts	265.16
Honor Credit Union	PD K9 Supplies	81.34
Integris	Computer Support	715.20
Marquette County Road Commission	Road Repairs	50,216.56
Medline	EMS Supplies	158.99
Menards	Various Dept Supplies	366.17
MERs	Additional Payment	250,000.00
Michelle Borrett	Reimbursement for Halloween Supplies	109.77
Michigan State Firemen's Assoc	FD Dues	75.00
Michigan Townships	Election Training for New Officials	750.00
Midway Rentals	PW Gloves	167.93
Newman Sign	PW Sign Supplies	146.21
North Country Disposal	PW Dump Recycles	305.00
Northland Lawn Sport & Equip	PW Parts	650.40
OK Industrial Supply	PW Parts	52.36
Pitney Bowes	Postage	2,024.75
Pride Printing	Envelopes	263.94
Prime Specialty Contracting	FD Parts	82.00
Quill	Various Dept Supplies	384.39
Range	Miss Dig Calls	159.60
Snyder Drug	Various Dept Supplies	105.34
State of Michigan	Water License	1,293.38
State of Michigan	Sewer Grant Over-Payment	61,199.00
State of Michigan	PW Boiler Inspections/PD Printing	429.75
StopStick Ltd	PD Stop Sticks	538.00
Superior Lock	Cameras and Installations	6,269.00

The Mining Journal	Publishing	1,179.28
The Office Planning Group	Copier Maintenance	949.96
Unifirst	Carpet/Uniform Service	464.61
UPEA	Engineering	4,388.80
UP Environmental Services	MDOT Project	49,536.80
UP Kubota	PW Parts	14.99
USABlueBook	Water Parts	358.20
Wells Fargo	Various Dept Supplies	213.04
Wolverine Door Service	PW Door Repair	1,208.98
Total		437,555.62

**Forsyth Township
Additional Bills For Approval
11/21/24**

Vendor	Description	Amount
Ace	Various Dept Supplies	216.25
Airgas	PW Cylinder Rental	39.12
Auto Value	Various Dept Supplies	1,893.58
Bound Tree	EMS Medical Supplies	167.99
CUPPAD	Membership Dues	1,253.00
ElectionSource	Tabulator Coding	1,789.00
Integris	Computer Support	4,574.59
Katie Holt	PD Patches	18.00
Menards	Various Dept Supplies	727.71
Medline	EMS Medical Supplies	43.67
Michelle Borrett	Reimbursement for Craft Supplies	61.69
Michigan Townships Assoc	New Official Training	1,200.00
Miller-Bradford & Risberg Inc	PW Backhoe Rental	1,522.50
Modeltown Express	Various Dept Fuel	4,114.62
MMTA	Membership Dues	198.00
MWEA	Membership Dues	100.00
North Country Disposal	Dump Recycle	305.00
Paula Sirois	Reimbursement for Election Food	394.99
Spectrum Printers	Ballot Test Decks	315.00
Superior Lock & Security	PW Restroom Handle	680.70
The Office Planning Group	EMS Copier Supplies	60.79
Unifirst	Carpet/Uniform Svc	66.40
US Postal Service	SC Newsletter Postage/Stamps	150.84

	19,988.30
Original Bill Listing	437,555.62
Total Accounts Payable	457,543.92

Voucher Numbers for GO, Police, Clubhouse, Ambulance, Library, Water & Sewer: 89578 - 89705
 Voucher Numbers for Tax 2324 - 2334

ACTION ITEMS:

Semco Franchise Ordinance (12a.): Motion by Lauren, supported by Kevern, to approve the Semco Franchise Ordinance, as presented. Trustee Fowler clarified the ordinance was valid for 30 years. Roll call: Supervisor Kevern – yes, Clerk Lauren – yes, Treasurer Underwood – yes, Trustee Fowler – yes, Trustee Hammond – yes. Motion carried.

Budget Adjustments (12b.): Motion by Kevern, supported by Underwood, to approve the budget adjustments as presented. Treasurer Underwood explained the adjustments would be made quarterly. Motion carried.

**FORSYTH TOWNSHIP
 BUDGET ADJUSTMENTS
 21-Nov-24**

GENERAL FUND				
Department	Department #	Original/Amended	New	Difference
Revenue		3,437,375	3,553,120	115,745
Expense				
Legislative	101	15,960	16,560	600
Assessing/Zoning	257	373,280	290,530	(82,750)
Office	261	176,750	220,600	43,850
Elections	262	27,865	30,365	2,500
Buildings & Grounds	265	268,475	282,475	14,000
Public Works	441	145,550	170,300	24,750
Street Lighting	448	103,000	80,000	(23,000)
Transfer Station	528	252,050	299,250	47,200
Cemetery	567	38,875	37,755	(1,120)
Planning & Zoning Commission	721	3,700	5,945	2,245
Zoning Board of Appeals	722	4,770	5,970	1,200
Blight Committee	732	16,100	16,725	625
			Total	30,100
Beginning Fund Balance	2,571,516	4/1/24		
Estimated Revenues:	3,553,120			

Estimated Expenses:	(3,588,160)	
Estimated Ending Fund Balance:	2,536,476	3/31/25

Police			
	Original/Amended	New	Difference
Revenue	1,260,420	1,298,935	38,515
Expenses	1,313,400	1,362,400	49,000
Beginning Fund Balance	189,222	4/1/24	
Estimated Revenues:	1,298,935		
Estimated Expenses:	(1,362,400)		
Estimated Ending Fund Balance:	125,757	3/31/25	

Clubhouse/Recreation			
	Original/Amended	New	Difference
Revenue	653,800	653,950	150
Expenses	786,500	711,500	(75,000)
Beginning Fund Balance	572,473	4/1/24	
Estimated Revenues:	653,950		
Estimated Expenses:	(711,500)		
Estimated Ending Fund Balance:	514,923	3/31/25	

Library			
	Original/Amended	New	Difference
Revenue	214,951	224,254	9,303
Expenses	202,163	215,748	13,585
Beginning Fund Balance	257,272	4/1/24	
Estimated Revenues:	224,254		
Estimated Expenses:	(215,748)		
Estimated Ending Fund Balance:	265,778	3/31/25	

Sewer			
	Original/Amended	New	Difference
Revenue	425,000	428,000	3,000
Expenses	490,450	606,600	116,150
Beginning Net Position:	1,226,830	4/1/24	

Estimated Revenues:	428,000	
Estimated Expenses:	(606,600)	
Estimated Ending Net Position:	1,048,230	3/31/25

Water	Original/Amended	New	Difference
Revenue	1,022,000	985,050	(36,950)
Expenses	1,050,595	1,069,800	19,205
Beginning Net Position:	1,820,274	4/1/24	
Estimated Revenues:	985,050		
Estimated Expenses:	(1,069,800)		
Estimated Ending Net Position:	1,735,524	3/31/25	

2025 Meeting Notice (12c.): Motion by Underwood, supported by Kevern, to approve the Notice of Regular Meeting Schedule, as presented. Clerk Lauren pointed out the July meeting was moved up a week because of the Firemen’s Tournament. Motion carried.

Forsyth Forward Rental Proposal (12d.): Motion by Lauren, supported by Kevern, to approve the Forsyth Forward Proposal, as presented. Discussion ensued. Trustee Fowler questioned the price of the wall primer. Mr. Cook will contact Mr. Blanck for clarification. Clerk Lauren explained the main part of the building will be used for community promotions and the basement will continue to store Township paperwork. Supervisor Kevern asked Attorney Nordeen to draft a lease, which should include an “in kind” clause for labor used to improve the building. Motion carried.

Sewer Grant Repayment (12e.): Motion by Kevern, supported by Lauren, to approve the Sewer Grant repayment, as recommended. Clerk Lauren explained that the grant was overpaid. Bookkeeper Rodgers stated the overpayment will be a loan. Motion carried.

Office Parking Lot (12f.): Motion by Lauren, supported by Kevern, to approve the quote from Robare Excavation for \$5,300.00 to repair the office parking lot. Treasurer Underwood explained the construction will not touch the asphalt in the front of the building. Motion carried.

FD – Hire Firefighter (12g.): Motion by Underwood, supported by Fowler, to approve hiring Kim Davis as a Firefighter, as recommended. Clerk Lauren explained Ms. Davis is currently working for EMS and is a certified Firefighter. Trustee Hammond stated the Fire Department Staff is at its cap now. Motion carried.

EMS – Replace Training Candidates (12h.): Motion by Lauren, supported by Underwood, to transfer EMT sponsorship to Emma Evens and Elizabeth Matthews, as recommend. Trustee Fowler clarified EMS will be replacing the current sponsors. Motion carried.

EMS – K9 Officer Medical Training (12i.): Motion by Hammond, supported by Underwood, to approve K9 EMS training for \$821.00, as requested. Clerk Lauren explained that if K9 Officer Zeke gets injured, EMS can give him the medical care he needs. Motion carried.

Letter of Support for KI Sawyer RAISE Grant (12j.): Motion by Lauren, supported by Underwood, to approve the Letter of Support for the KI Sawyer RAISE Grant, as presented. Motion carried.

Forsyth Forward Grant and Letter of Support (12k.): Motion by Underwood, supported by Lauren, to approve a Forsyth Forward Letter of Support and \$30,000 matching trail grant. Supervisor Kevern introduced Emily Soucy who is a grant writer. Clerk Lauren informed the Board that Mrs. Soucy wrote the grant for our Master Plan for \$50,000. She is with CUPPAD and on the Board of Forsyth Forward. Mrs. Soucy explained that nonmotorized trails connecting the communities was number 1 for Forsyth Township residents. Motion carried.

DISCUSSION ITEMS:

Township Manager (13a.): Clerk Lauren believes a manager is needed. Supervisor Kevern suggested everyone read over the presented job description and note any suggestions. He would like the manager to replace the Superintendent of Public Works. He went on to state he would like lead people working in Public Works, one to be situated in the Gwinn area and one to be situated in the KI Sawyer area.

Liaison (13b.): Supervisor Kevern made recommendations for current Liaisons. He announced that Len Bodenus is his Deputy and will be chairing the Water Committee meetings. Trustee Fowler has worked in the Transfer Station and Public Works, therefore he believes he would be best suited for that committee. Supervisor Kevern reassigned Trustee Underwood to the Library. The rest of the assigned duties were accepted. Trustee Underwood questioned the Board Representatives for the Planning Commission and Zoning Board of Appeals, asking if two Board Representatives make the quorum, can a vote be taken? Attorney Nordeen will research that issue.

OLD BUSINESS: None

CORRESPONDENCE: None

Public Comment: None

Board Comment: Clerk Lauren welcomed the new Board Members and congratulated Supervisor Kevern on chairing the meeting. Supervisor Kevern welcomed questions from Board Members at any time during the month.

Adjournment: Supervisor Kevern adjourned the meeting at 7:14 p.m.

Respectfully submitted,

Stacy Linnee
Board Secretary

Ron Lauren
Forsyth Township Clerk