

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the January 29, 2018, Meeting

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, at 5:30 p.m.
Present: Supervisor: Allan Berg, Clerk: Eileen Brege, Treasurer: Terri Koss, Trustees: Robert Hopp (left @ 5:45 p.m.) and Toby Kuznicki, and Maintenance: Richard Kamyszek.

Absent: Caretaker: Connie Hopp

Guests: None

Public Comment: (5 minute time limit):

Consent Agenda:

Approval of the Agenda for January 29, 2018, with additions.

Approval of the December 18, 2017, meeting minutes.

Receive and file Clerk's Budget Report, and Treasurer's Financial Report.

A motion by Hopp and supported by Koss to approve the Consent agenda. Motion carried.

Old Business:

Pop Cooler/Kitchen Refrigerator: Maintenance will replace part of the tubing, in the hope that it will last longer. The left side of refrigerator in the kitchen needs gaskets.

Water Sample: Mr. Zack Birmingham, of the Health Department #4, sent a letter allowing the Township to remain on a quarterly testing schedule. Caretaker is to submit the 2018 1st quarter sample the beginning of January, per Mr. Birmingham. Schedule will be given to Caretaker to follow future testing dates.

Roof Repair: New bid was received for roof replacement which includes labor and material. Maintenance will seek additional quote and put on next month's agenda.

Non-Profit use of the Township Hall: Berg prepared and distributed a point review sheet for non-profit rental of the hall. Responses are to be forwarded to the Supervisor by February 16, 2018. Board members and staff are to review at the February 2018 meeting.

Outdoor Security Lighting at Township Hall: Tabled till February 2018 meeting.

MTA Meeting: January 2, 2018 attended by all officers.

New Trustee: Toby Kuznicki was welcomed by Supervisor and members.

New Business:

Township Hall:

Caretaker's Report: Connie purchased supplies. Spring cleaning will take place.

Maintenance Report:

Rob: Water heater issues were noted. John's Plumbing & Heating is scheduled to service by February 2, 2018. Outdoor lighting will be attended to by maintenance. Consensus of the board was that the cost of materials, lift, and employee labor would be within the budget and they should move forward with completion of the project.

Rich K: Maintenance will continue to work on the ceiling lights in the main hall. With the recent power outage, a discussion was held about purchasing a generator for the hall. This will be addressed in the new budget.

Liquor Report:

Clerk to check if constable is different than liquor inspector for UIA reporting.

Clerk's Report:

Lappan Agency: Steve Lappan reached out to present an insurance proposal. Clerk to let him know we are not soliciting bids at this time. He can attend for a five minute public comment.

Clerk Accreditation Travel: Clerk Brege requested approval to attend classes and to be reimbursed costs for mileage and travel. A motion by Berg and supported by Koss to approve travel and mileage for required clerk training. Motion carried.

Election Training for Clerk and Deputy: Clerk indicated that there would be more training and travel costs for election matters in the future. It was noted that necessary training and travel costs would be covered.

Deputy Clerk: Clerk Brege, chose Terry Basel as Deputy Clerk. Oath of office was completed.

Auditors: Schulze, Oswald, Miller & Edwards PC submitted a quote and a date for the audit for year ending June 30, 2018. The proposed fee for audit services and expenses will not exceed \$1950. The Clerk is to confirm that it is a two year audit and due this year. A motion by Koss and supported by Kuznicki to sign the engagement letter for the audit for FYE 06/30/2018. Motion carried.

MML Binder: Clerk received MML Binder. It is available for review.

Ambulance Board Representative: Brege requested a release of her duties as representative at the Ambulance Board Meetings. A motion by Koss and supported by Berg to have Trustee Kuznicki attend Ambulance Board Meetings to represent Belknap Township. Motion approved. Berg and Kuznicki will inquire of Attorney Vogler to rule out any conflict of interest as a City Employee.

Treasurer's Report: Nothing.

Trustee's Report: Nothing

Supervisor's report:

Fire Board– Fire Hall: Berg reported on the ongoing plans for a new fire hall.

Proclaim APRIL as Social Host Responsibility Month: Belknap Township was asked to support and proclaim April 2018 as Social Host Responsibility Month. A motion by Koss and supported by Brege to Proclaim April 2018 as Social Host Responsibility Month.

Roll: Kuznicki-Yes, Koss-Yes, Berg-Yes, Brege-Yes, Hopp-Absent Motion carried.

Board of Review Training: Motion by Koss and supported by Kuznicki to approve the costs for training and travel on February 13, 2018 for three Board of Review Members. Motion carried.

Road Funds Transfer: Tabled till April. (Crack and fog sealing is estimated to cost about \$20,000 per mile.)

Board of Review Training for Presque Isle County Townships: Training will be held at Belknap Township Hall on February 22, 2018.

Resolution to Allow Alternate Date for March Board of Review: A resolution was offered by Kuznicki and supported by Koss to allow an alternate date for the March Board of Review if needed. Upon a roll call vote, the following votes were recorded: Berg-Yes, Brege-Yes, Hopp-Absent, Koss-Yes, Kuznicki-Yes The Supervisor declared the Resolution adopted on January 29, 2018.

Bridal Tab Ad: A motion to advertise Belknap Township Hall in the Bridal Tab Ad in the Advance Newspaper at a cost of \$58.00. Motion by Koss, supported by Kuznicki to advertise in the Bridal Tab. Motion carried.

Medical Marijuana Formal Resolution: A formal resolution to approve or disapprove medical marijuana will be prepared by Berg and will be presented next month.

Property Transfer Affidavit Resolution: When ownership of property is transferred with a deed, it is a requirement to file a PTA. If the PTA is not filed, a fee would be assessed. If Belknap Township chooses not to pursue the fee, a resolution to waive the charge is needed.

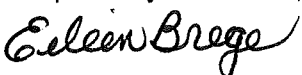
A resolution was offered by Koss and supported by Kuznicki to waive the fee for not filing a PTA on a timely basis. Upon a roll call vote, the following votes were recorded: Berg-Yes, Brege-Yes, Hopp-Absent, Koss-Yes, Kuznicki-Yes. Supervisor Berg declared the Resolution to waive the fee will be adopted on January 29, 2018. The resolution is to be signed and delivered to Berg.

Presentation & Payment of bills: A motion was made by Koss, supported by Kuznicki, to pay the bills as presented, General Fund vouchers; #5114 to #5129, and Liquor Fund vouchers; # 117, for a total of \$10340.50 paid. Motion carried.

Public Comment: (5 minute time limit): None

Adjournment: A motion was made by Koss, supported by Kuznicki, to adjourn the meeting at 7:05 p.m. The next regular scheduled meeting will be on Monday, February 26, 2018, beginning at 5:30 p.m.

Respectfully submitted,



Eileen Brege

Belknap Township Clerk

Belknap Township Board Meeting Held at Belknap Township Hall, Presque Isle County, Michigan - Minutes from the February 26, 2018, Meeting

The meeting of the Belknap Township Board was called to order by Supervisor Berg on Monday, at 5:32 p.m.
Present: Supervisor: Allan Berg, Clerk: Eileen Brege, Treasurer: Terri Koss, Trustees: Robert Hopp and Toby Kuznicki, and Maintenance: Richard Kamyszek. Connie Hopp arrived at 6:10 p.m.

Absent: None

Guests: None

Pledge: was recited.

Public Comment: (5 minute time limit): None.

Consent Agenda:

Approval of the Agenda for February 26, 2018, with additions.

Approval of the January 29, 2018 meeting minutes.

Receive and file Clerk's Budget Report, and Treasurer's Financial Report.

A motion was made by Koss, supported by Kuznicki, to approve the Consent Agenda. Motion carried.

Old Business:

Pop Cooler/Kitchen Refrigerator: Refrigerator will be measured for purchasing gaskets for the door.

Roof Repair: Additional bids will be researched for the March meeting. A bid for a rubber membrane roof will be sought along with two or three other bids.

Non-Profit use of the Township Hall: The Board Members discussed ideas on promoting the use of the hall by non-profit organizations. Koss will check with MML concerning liability issues. Berg will prepare a draft for the March meeting subject to MML requirements.

Outdoor Security Lighting at Township Hall: Maintenance will report back at the March meeting. They hope to work on it as the weather has improved.

Main Hall Lighting: Replacement of 28 bulbs in the main hall has been completed. The disposal of the old bulbs will be handled by Maintenance.

Audit by Schulze for FYE June 2018: The two-year audit is scheduled for September 17, 2018. The last audit was 2 years ago for FYE March 2016.

MTA Quarterly Meeting: MTA Meeting to be held April 3 at 7:00 p.m. at the Bismarck Township Hall.

PIE&G Gas Rates: Announcement of a change in gas rates by PIE&G to be in effect as of April 2018.

New Business:

Township Hall:

Caretaker's Report: Reported that there is a March booking. Hall clean-up is taking place: Cleaned windows and lights, mopped floors and inventory has been done. Silver polishing will be completed.

Maintenance Report: Maintenance will use their best discretion in replacing ceiling tiles where needed. Gas smell was noted at red box. John's Plumbing & Heating will be contacted. Water heater lower element was repaired. Recommendation was to start looking for new one. Water heater quotes will be obtained for regular and portable-on-demand water heaters for the new budget. Breezeway and small area ceiling tiles may need to be replaced. This will be addressed in the next budget. Maintenance will consider replacement of wall lighting in the main hall that will provide more practicality. Maintenance suggested that the lease agreement should include the words: "Do not move ceiling tiles". Some damage has occurred due to decorating.

Liquor Report:

Liquor Inspection Reports: (Quarterly: March/Jun/Oct/Dec) Nothing this month.

Clerk's Report:

Lappan Agency: An email was sent to Lappan Agency that Belknap Township is not soliciting bids at this time.

QVF Training for Clerk and Deputy: New QVF software is being introduced. The Deputy Clerk is scheduled to attend QVF training on April 16, in Gaylord.

Clerk Position: Clerk Brege has addressed the Board of her interest in resigning her position. An ad will be placed in the PI Advance for two weeks beginning March 1, 2018. Resumes will be accepted through March 16, 2018. March 31, 2018 will be proposed as the transition date for a new clerk. Clerk will submit resignation. Terry Basel, Deputy Clerk has offered to assist the new Clerk on a contracted basis if needed.

MTA Conference April 23-26: No interest in attending at this time.

PI County Training for Elections-- Clerks & Deputy Clerks: Training will be held at the Belknap Township Hall on April 10, 2018, from 9:00 a.m. to 12:00 p.m. Terry Basel, Deputy Clerk will open the hall and set up for the training. Snowplowing will be done if needed.

Treasurer's Report: Trial Balance is in order.

Trustee's Report:

Safety Issue: A sign will be hung on the furnace room door: "Not a storage room." for the purpose of safety issues.

Ambulance Board Meeting: There will be no change in officers for the Ambulance Board. The Ambulance Building Remodel Project was issued a Certificate of Occupancy. New furniture will be purchased for \$3000.

Supervisor's report:

Fire Board-- Fire Hall: An employee of the Fire Department was released for reasons of failing to comply with the rules. Three bids were received for the building of a new fire hall. The project still appears to be on the unaffordable end. A special meeting is scheduled for Feb 28, at 5:00 p.m.

Board of Review: Belknap will be holding Board of Review on Monday, March 12, 2018, from 9:00 a.m. to 3:00 p.m. and on Tuesday, March 13, 2018, from 3:00 p.m. to 9:00 p.m. Deadline for written inquiries is March 8, 2018.

Assessment Notices: Berg reported the notices were mailed February 21, 2018.

Medical Marijuana Formal Resolution: A formal resolution to decline an ordinance for medical marijuana facilities in Belknap Township was offered by Kuznicki, and supported by Koss. The following were recorded during a roll call of votes: Ayes: Hopp, Koss, Berg, Kuznicki, Brege Nays: None. Supervisor Berg declared the resolution to be adopted. The resolution (2018-05) will be signed and delivered to Berg.

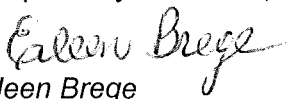
Ambulance Board Representative (Attorney Opinion): Berg read Attorney Vogler's opinion regarding Trustee Kuznicki's representation on the Ambulance Board. Kuznicki will address his employer: the City Manager and speak to Attorney Vogler on the issues and will report back to the Board next month.

Presentation & Payment of bills: A motion was made by Kuznicki, supported by Hopp, to pay the bills as presented: General Fund vouchers; #5130 to #5150 for a total of \$7742.28 paid. Motion carried.

Public Comment: (5 minute time limit): None

Adjournment: A motion was made by Kuznicki, supported by Hopp, to adjourn the meeting at 7:37p.m. The next regular scheduled meeting will be on Monday, March 26, 2018, beginning at 7:00 p.m.

Respectfully submitted,


Eileen Brege
Belknap Township Clerk