

MICHIGAMME TOWNSHIP

William Seppanen, Supervisor
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MICHIGAMME TOWNSHIP BOARD MEETING MONDAY, MARCH 14, 2022—7:00 PM MINUTES

ATTENDANCE: Board Members: William Seppanen, Nicole Haskett, Neil Hanson, Donald DeRoche
Absent: Julia Anderson-Leake
Guests: Deborah Kinnunen, Ruth Starr, Nancy Ferro, Beth Koenig, Caron Christopherson, Don Peterson, Kathy Hanson, Rhonda Gravedoni, Scott Gravedoni, Truman Gregg, Irene DeRoche, John Gregg

- I. CALL TO ORDER – Seppanen called the meeting to order at 7:00 pm
- II. ROLL CALL – Hanson called the roll – Treasurer Haskett, Supervisor Seppanen, Trustee DeRoche, Clerk Hanson are present. Trustee Anderson-Leake is absent. There is a quorum.
- III. PLEDGE OF ALLEGIANCE – Recited.
- IV. CONSENT AGENDA: Seppanen moved to approve the agenda seconded by Hanson. 4 Ayes. 0 Nays. 1 Absent. Motion carried.
 1. AGENDA
 2. FEBRUARY 14, 2022, MICHIGAMME TOWNSHIP BOARD MEETING MINUTES
 3. FEBRUARY 23, 2022, MICHIGAMME TOWNSHIP SPECIAL BOARD MEETING MINUTES
 4. TREASURERS REPORT
 5. BILLS TO BE PAID
- V. PUBLIC COMMENT (Three Minutes) – Seppanen called for public comment. None.
- VI. BOARD COMMENT – Hanson stated that it was the first time he heard that Debbie Kinnunen, Administrative Assistant, was retiring and the Board should have been informed. Seppanen stated that this was known for months, discussed at several meetings by the Township Board, and in fact was voted on to pay her vacation pay when she leaves rather than having her take vacation now because it would be detrimental to the Township at this time since she has too much work to complete before the fiscal year end. Seppanen stated that the job has already been posted in the appropriate places in the Township, the website, Indeed, and Michigan Works. Previously, plans were made to accept applications until March 31, 2022, interview in April and have the new person start in May for training with Debbie.
- VII. UNFINISHED BUSINESS:
 1. STREET SIGNS REQUEST FOR PROPOSAL – Seppanen stated that the Township did not receive any bids by the deadline of February 28, 2022. Hanson was supposed to call each of the three companies that received a letter. He hasn't done so yet. Hanson states he will follow-up.
 2. SALE OF GARBAGE TRUCK – Seppanen stated that Jeff from the City of Kingsford inspected the truck on March 10th. They are making an offer of \$65,000 for its purchase. Hanson moved to sell the garbage truck for \$65,000 to the City of Kingsford with DeRoche seconding. Roll Call: Seppanen, Aye, DeRoche, Aye, Hanson, Aye, Haskett, Aye, Anderson-Leake, Absent. 4 Ayes. 0 Nays. 1 Absent. Motion carried. Haskett will remove the ad from the commercial truck trader magazine and Facebook Marketplace.
 3. CAPITAL IMPROVEMENT REQUESTS FROM TOWNSHIP DEPARTMENTS – DUE DATE FEBRUARY 21, 2022 – Seppanen stated that the capital improvement requests were scored on February 21, 2022, Debbie will be compiling the summary of the scoring and updating the CIP plan with the new information.
- VIII. NEW BUSINESS:
 1. DEPARTMENT ANNUAL REPORTS – No additional department annual reports were received to date. Outstanding are the Fire Department, EMS department, and DDA.
 2. BUDGET ADJUSTMENT RESOLUTIONS – Seppanen read the budget adjustment resolutions for the General Fund and Community Building Fund. Seppanen added that the Community Building renovations in the gymnasium started today by A & F Construction. The ceiling fan was ordered from Johnson Controls and should provide adequate flow in the gymnasium by itself to keep the temperature consistent in the room. Haskett moved to

- approve the budget adjustment resolutions as presented with DeRoche seconding. Roll Call: DeRoche, Aye, Hanson, Aye, Haskett, Aye, Seppanen, Aye, Anderson-Leake, Absent. 4 Ayes. 0 Nays. 1 Absent. Motion carried.
3. APPOINTMENT OF PLANNING COMMISSION MEMBERS – Seppanen stated the Township received five applicants. He had distributed copies of the applications to the Board members on Monday, March 7. The applicants are Kathleen Frisk, Elizabeth Howe-Koenig, Laura Mattson, William Gierut and Jolene Klumpp. Seppanen nominated Kathleen Frisk to complete David Niemi’s term and Jolene Klumpp to complete Janice Anderson’s term. Haskett moved to accept the nomination of Katherine Frisk and Jolene Klumpp to fill the Planning Commission openings with Seppanen seconding. Roll Call: Haskett, Aye, Seppanen, Aye, DeRoche, Aye, Hanson, Aye, Anderson-Leake, Absent. 4 Ayes. 0 Nays. 1 Absent. Motion carried. Seppanen explained that the Zoning Board of Appeals opening must be a Planning Commission member, so that opening will be voted on by the Planning Commission at their regular meeting. Seppanen will inform the applicants of the decision and will perform the oath of office for those appointed.
 4. APPOINTMENT OF DOWNTOWN DEVELOPMENT AUTHORITY (DDA) MEMBERS - Seppanen stated the Township received three applicants and has given the Board copies of them on Monday March 7. The three are Rose McBride, Laura Mattson, and Rhonda Gravedoni. Seppanen nominated Rose McBride to renew her term on the DDA for four years from January 2022 to December 2026 and Rhonda Gravedoni to fill the term previously held by Joseph Cox for four years January 2022 to December 2026. Haskett moved to accept the nomination of Rose McBride and Rhonda Gravedoni to fill the Downtown Development Authority openings with Seppanen seconding. Roll Call: Seppanen, Aye, DeRoche, Nay, Hanson, Aye, Haskett, Aye, Anderson-Leake, Absent. 3 Ayes. 1 Nay. 1 Absent. Motion carried. Seppanen will inform the applicants of the decision and will perform the oath of office for those appointed.
 5. APPROVAL OF STIPENDS FOR PLANNING COMMISSION – Seppanen is recommending that the Planning Commission be paid \$20 per hour with a 2-hour minimum and the chairperson receives an additional \$50, and the secretary receives an additional \$30 per meeting. Zoning Board of Appeals members also receive \$20 per hour with a 2-hour minimum. Seppanen explained the opening on the Zoning Board of Appeals has two community members and one Planning Commission member. The Planning Commission votes for their member to be on the Zoning Board of Appeals. Haskett moved to accept the increase in wages for the Planning Commission as presented with DeRoche seconding the motion. Roll Call: DeRoche, Aye, Hanson, Aye, Haskett, Aye, Seppanen, Aye, Anderson-Leake, Absent. 5 Ayes. 0 Nays. Motion carried.
 6. APPROVAL OF STIPENDS FOR FIRE BOARD – Seppanen stated that the Fire Board members asked that their stipend be increased to \$35 per meeting. This proposal was discussed with Spurr Township at the last combined Townships meeting. Spurr Township agreed with the increase and voted to increase the stipend for their members to begin on their fiscal year July 1, 2022. Haskett moved to increase the Fire Board members stipend to \$35 per meeting to begin on April 1, 2022, which is the start of the Township’s fiscal year. Seppanen seconded the motion. 3 Ayes. 0 Nays. 1 Abstain. 1 Absent. Motion carried.
 7. CREDIT CARD PROGRAM – Haskett is suggesting that the Township begin a credit card program for the payment of property taxes and sewer. She presented the information regarding the cost of the program. The cost is \$25 a month per account and there is a user fee to the payer of 3.75%. Haskett stated that she would set up one account and transfer the monies between the two funds appropriately. There can be a link on the website that the payer can use to make payments. The Township doesn’t need a point-of-sale terminal, payments can be typed directly into the computer when a person comes in with their card. Instituting this program is also a goal in the Redevelopment Ready Communities Program. DeRoche moved to institute the credit card program with Seppanen seconding the motion. 4 Ayes. 0 Nays. 1 Absent. Motion carried. Haskett will acquire the program and will get it set-up before the July property tax payments are due.
 8. ZONING ADMINISTRATOR POSITION – Seppanen stated that Jason McCarthy’s contract expires on March 31, 2022, and the Board needs to decide if it wants to renew his contract. The Planning Commission was not very happy with Mr. McCarthy’s performance regarding zoning permits. He doesn’t conduct in person site reviews as his contract requires and is reluctant to follow-up on blight and ordinance issues. Seppanen added that Jeremy Laakso had expressed interest in applying for the zoning administrator position. He has since rescinded his intent to apply for the position because he wants to pursue his construction business full-time and doesn’t think he would have the time to complete the work for the Township. Mr. Laakso gave Seppanen the name of another interested candidate, Erin Stratton. She sent an application to Seppanen which he has shared with the Board. Seppanen spoke to the Treasurer of Ely Township today to ask for a reference for Ms. Stratton who is currently her Administrative Assistant. The Treasurer says she would highly recommend her as she grasps tasks quickly and completes them accurately. Seppanen asked the Board if they are interested in interviewing her, and he would like to have Janice Anderson sit in on the interview. If Mrs. Anderson won’t, he will ask Bob Dellangelo to sit in on the interview as he has experience with the position. The Zoning Administrator file cabinets are located in the Board Room, and she can use this space and the extra computer for completing her duties. DeRoche moved to

contact Ms. Stratton to interview for the position with Haskett seconding the motion. 4 Ayes. 0 Nays. 1 Absent. Motion carried.

9. ANDERSON-TACKMAN AUDIT QUOTE – Seppanen stated that he hasn't received a quote from Anderson-Tackman yet, but last year Mr. Grentz did say they would be interested in conducting the audit this year. This item will be postponed until next month's meeting.
 10. BOARD AND COMMITTEE MEMBERS TRAINING REQUESTS – UPDATE BIENNIAL PLAN – Seppanen stated that the Township needs to record all the training that the Board and Committee members are attending. He asked the Board to give him any requests for training they would like to attend to update the plan. The Board members need to register by March 28, 2022, to attend the MTA conference either in person or virtually. The plan will be updated with the training already received for the year from all the Committee members. The training plan is also part of the Redevelopment Readiness Communities certification.
- IX. PUBLIC COMMENT (Three Minutes) – Seppanen called for public comment. Irene DeRoche and Truman Gregg commented.
- X. BOARD COMMENT – Seppanen called for Board comment. None.
- XI. ADJOURNMENT – Seppanen moved to adjourn the meeting with Hanson seconding the motion. 4 Ayes. 0 Nays. 1 Absent. Meeting adjourned at 7:39 pm.