

Clerk, Tami Hillis
Treasurer, Laura Mattson

Supervisor,
Heather Smith

Trustee, Donald DeRoche
Trustee, Kathleen Frisk

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Michigamme Township Board Meeting
Location: Community Building
Date & Time: March 11, 2024, At 6:00 P.M.
Minutes

Attendees: Mark Hannula, Jerry Roach, Friederike Roach, Debbie Kinnunen, Joan Carlisle, Irene DeRoche, Virginia Olson, Paul Olson, Marsha McBride, Brad DeLongchamp, Charles Gardner, Scott Gravedoni.

- I. CALL TO ORDER – The meeting was called to order by Supervisor Smith at 6:00 p.m.
- II. PLEDGE OF ALLEGIANCE – Recited.
- III. ROLL CALL – MEMBERS PRESENT: Treasurer Mattson, Trustee DeRoche, Supervisor Smith, Trustee Frisk, Clerk Hillis. A quorum is present.
- IV. CONSENT AGENDA:
 1. AGENDA – Hillis asked to add Approve Guidelines Resolution for Poverty Exemption R-2024-03-11-01 as Number 9 under new business. Frisk made the motion to accept the agenda with change, supported by DeRoche. 5 Ayes. Motion carried.
 2. MINUTES:
 - A. FEBRUARY 12, 2024, TOWNSHIP BOARD MEETING – Motion by Frisk to accept the minutes, support by DeRoche. 5 Ayes. Motion carried.
 - B. MARCH 1, 2024, BUDGET WORKSHOP – Motion by DeRoche to accept the minutes, Smith supporting. 5 Ayes. Motion carried.
 3. TREASURER’S REPORT – The severance check arrived and was deposited, and the bank held it for 7 days. After that the funds were disbursed to the appropriate accounts/parties. Mattson said taxes are complete except for the delinquent taxes, which will be reimbursed to the township from the county. Mattson recommended to the board that the CD, which is around \$107,000 and currently with Nicolet Bank, should be re-invested for an additional 6 months, which is the better rate of 4.67%. Motion by DeRoche to go with the 4.67% rate for 6 months, support from Smith. Roll call vote: DeRoche – Aye, Frisk – Aye, Mattson – Aye, Hillis – Aye, Smith – Aye. Motion carried. Motion by Hillis to accept the Treasurer’s Report, Frisk seconded. Roll call vote: Frisk – Aye, Mattson – Aye, DeRoche – Aye, Smith – Aye, Hillis – Aye. Motion carried.
 4. BILLS TO BE PAID – Frisk questioned why there was a bill from Anderson Tackman for \$504. Hillis informed the board that an itemized bill was not provided by the company and when asked, a breakdown of dates was given, but no names of who contacted the accountant was provided. DeRoche commented on the charge from Crane Engineering in

reference to the cost of a new pump. His recommendation was to try finding a company or someone locally that the township could go through. Motion by Frisk, support by DeRoche to approve paying the bills except for the Anderson Tackman bill until we get an itemized bill. Roll call vote: Frisk – Aye, DeRoche – Aye, Mattson – Aye, Smith – Aye, Hillis – Aye. Motion carried.

V. PUBLIC COMMENT – S. Gravedoni.

VI. BOARD COMMENT – Frisk informed the board that she reached out to Jay, the Spurr Township Supervisor, to see if Spurr could use its building for the Memorial Day luncheon. Michigamme’s community building may be under construction, so we wanted to provide a safer place to hold the luncheon. Jay said he would bring it to his board on March 18, 2024

VII. COMMITTEE REPORTS

1. FIRE BOARD – DeRoche informed the board that the firefighters had their monthly meeting – 10 members were present – and had the election for their officers and they are the same as last term. Joe Perry is the chief, Brad DeLongchamp is the assistant chief, Anna Loup is the secretary, Ray Suring is chief engineer, Kyle Loup is an engineer, Ed Warren is an engineer, and John Gregg is training. Currently there are 24 firefighters. Six Scott Air-Paks arrived, and the chief inspected them. Four portable radios were ordered to replace the older units. Chief submitted a grant request for \$25,000 to Canadian National, which would cover the 4 new radios. The rescue boat arrived, and they are looking at different entities to help pay for the motor and trailer. The tribal police are changing out their cold-water rescue suits, so they are donating them to the Michigamme/Spurr Fire Department.
2. PLANNING COMMISSION – Frisk said the Planning Commission is still short 2 people, so if anyone is interested, please let the PC know. The PC has been busy working on the master plan and the survey.
3. DDA – Gravedoni said the DDA would like to purchase 3 ½ foot lighted snowflakes, which could be used for a longer timeframe than if holiday themed ones were purchased. The snowflakes would go on the 9 Main Street light poles and the 2 light poles on Max Street. The cost is \$4,070. In the spring, flowers/plants for the flowerpots will be purchased. The DDA requested the township board approve \$1,500 to help the DDA purchase the snowflakes. Also, there are currently some pedal bikes that will go throughout the town that community members can adopt and give their own personal touch. The DDA will be putting up signs soon, to include signs by Marti’s Market and the Cozy Inn.

VIII. CONTINUING BUSINESS

1. PARK GRANT UPDATE – Frisk informed the board that the project is finally approved, has moved on to the bid requesting stage, and bids should be here to open at the April Regular Board Meeting.

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2. BONDS – Mark Hannula informed the board of the status of its bonds and what the holdup was for the board member bonds. Mark recommended the board drop the amount to \$250,000, which would be cheaper and would get the bonds approved in a shorter timeframe. DeRoche made the motion to approve the \$250,000 bonds for the four positions, Frisk seconded. Roll call vote: DeRoche – Aye, Frisk – Aye, Mattson – Aye, Smith – Aye, Hillis – Aye. Motion carried. Hannula gave the board members the amount of the Participating Plan’s annual premium for the next coverage period, which is April 1, 2024-March 31, 2025. The premium is \$29,219.40 and will be split between a couple of the township’s accounts. Hannula was informed that the Fire Department recently purchased a boat for approximately \$16,000, so an updated quote will be submitted to ensure coverage of the boat. Frisk made the motion to accept the ParPlan quote, with Smith supporting. Roll call vote: Frisk – Aye, Mattson – Aye, DeRoche – Aye, Smith – Aye, Hillis – Aye. Motion carried. Hannula also mentioned the township may qualify for a security grant for cameras through ParPlan.
3. NEW HIRES –
 - A. Hillis said a couple of people have been assisting with the transferring/organizing of the Township’s records.
 - B. The board requested more details about the extent of required supervision for the Michigan Works summer hire and will ask the DPW supervisor for his recommendation. The Michigan Works hire was tabled.
 - C. The board recommended hiring 2 DPW summer hires. Hillis will post the position on Indeed, the township website, and around town. Frisk made the motion to hire 2 DPW summer hires, working up to 28 hours per week, for \$16/hour, Hillis supported the motion. Roll call vote: Mattson – Nay, DeRoche – Aye, Smith – Aye, Frisk – Aye, Hillis – Aye. Motion carried.
 - D. On a need’s basis, the board approved up to 40 hours/week for the current DPW worker, Nathan Brown. Frisk made the motion to allow Nate 40 hours a week, if needed, with approval from the supervisor or clerk, Smith supporting. 5 Ayes. Motion carried.
 - E. The board discussed the hiring of a grant writer. Hillis said the Michigan Township Association has a list of recommended grant writers. The fee ranges from \$40/hr up to \$250. If community members want to write a grant, it was recommended that they get permission prior to starting a grant. who want to find/write a grant should be given permission. Hillis would provide supporting financial documents if needed for the grant, and if the grant has a “fund’s match” stipulation, that will need to be brought before the board. If a community member writes a grant that is awarded to the township, the board would recommend appropriate compensation.
4. APPROVE RENTAL DOCUMENTS AND DETERMINE APPROPRIATE FEE FOR COORDINATOR – Frisk made the motion to accept the rental fees, supported by DeRoche. 5 Ayes. Motion carried. The board will coordinate with Nancy Ferro to determine an appropriate fee and checklist. Tabled until more details are provided.

5. SET BUDGET WORKSHOP DATE – The next budget workshop will be 8 a.m. Friday, March 15, 2024, at the Community Building.
6. UPDATED ENGINE HOUSE BID – Hillis informed the board of the current situation with the Engine House. The deputy clerk is in the process of getting updated quotes for the insulation, which was previously approved by the previous board. The current permit states no restrooms or heat can be in the building; it's considered cold storage only. If heat is wanted, a new permit will be required.

IX. NEW BUSINESS

1. RECREATION TOPICS: MARQUETTE COUNTY REC-TOURISM NETWORK, AND UPDATE ON ORV ORDINANCE – Sven Gonstead wasn't present. He is expected to be at April's meeting. Julia Leake spoke briefly about having a county-wide ORV regulation, with the support of the townships. Townships would still have their own ordinances/rules on ORVs as far as speed limit, etc. when going through town.
2. APPROVE BOR SECRETARY PAY RATE – The board approved to pay all boards/commissions the same pay rate for the chair, secretary, and members, which are: additional \$50.00 for the chairperson, \$35.00 for the secretary, and members \$20.00 an hour with a 2-hour minimum for all meetings and workshops. This doesn't apply to the Township board members or Fire Board members. Frisk made the motion to keep consistent pay rates throughout all the committees, with Smith supporting. Roll call vote: Frisk – Aye, Smith – Aye, DeRoche – Aye, Mattson – Aye, Hillis – Aye. Motion carried. Effective March 2024.
3. APPROVE ADMINISTRATIVE ASSISTANT – Smith and Hillis will interview 2 applicants March 14, 2024. The new hire will be paid \$21 an hour, 32-hours weekly, with a 90-calendar day probationary period. Frisk made a motion that we accept hiring an administrative assistant after the interview, and begin any time after March 18, with support from Mattson. Roll call vote: Frisk – Aye, Mattson – Aye, DeRoche – Aye, Smith – Aye, Hillis – Aye. Motion carried.
4. CLERK UPDATE –
 - A. The door/window between the office and card room is nearly complete. Community members are asked to enter through the card room and come to the window if assistance is needed.
 - B. The keypad locks for the office/community building will be installed later in the week.
 - C. All 5 board positions are up for election during this year's election. Interested candidates can stop by the office to get a packet. If anyone wants to be on the August ballot, the filing deadline is April 23 before 4:00 p.m. at the County Courthouse. Election information will be posted around the community and on the website.
 - D. The township is upgrading the network service used, so construction, including running lines between the office, DPW building, and Fire Hall is underway. Updated electrical work will be completed, and modems/server will be consolidated in one

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area. The project will be complete before April 1, 2024. With most upgrades, there are numerous one-time costs due to the outdated equipment, lines, electrical requirements, etc.

- E. Anyone in the community who is hosting a particular event on the township's behalf, for the 4th of July celebration needs to inform the Township receptionist so appropriate documentation/permits are filled out. This encompasses everything from the fireworks to the carnival to the parade to the kid's games to food vendors to entertainment, etc.
5. REQUIRED ANNUAL BIDS/CONTRACTS –
 - A. Previously Associated Constructors was the only company that bid on re-doing the boat launch by the campground/beach. The current bid is \$15,900 and it includes pouring a 20'x12'x8" out of water area and place eight 4' x 12' precast boat launch in the water. Frisk made the motion to accept the bid for \$15,900 from Associated Constructors to fix the boat launch, seconded by DeRoche. Roll call vote: Frisk – Aye, DeRoche – Aye, Mattson – Aye, Smith – Aye, Hillis – Aye. Motion carried.
 - B. No bids were received for the Ford Expedition. Hillis made the motion to scrap the vehicle, seconded by Frisk. 5 Ayes. Motion carried.
 - C. Steve from Great American Disposal (GAD) was present and said GAD would appreciate the township's continuing business. He answered questions from the board and community members. The board tabled the discussion until the next meeting and will determine if the contract can be extended and/or if requests for bids are required.
6. APPROVE ADMIN PAY – Frisk wanted to ensure board members knew that Hillis was currently filling in as the admin during the week and doing her Clerk statutory duties after hours and on the weekend. Frisk made the motion to pay Hillis admin pay for 2 weeks in the month of February, Smith supporting. Roll call vote: DeRoche – Aye, Frisk – Aye, Mattson – Aye, Smith – Aye, Hillis – Aye. Motion carried.
7. STREETLIGHTS ON MAIN STREET – DeRoche recommended purchasing a new streetlight for the broken one on Main Street. Hillis will get with the Deputy Clerk and DPW Supervisor to get a cost for the replacement light. Tabled until next board meeting.
8. POLICY FOR RAISING THE DOLLAR AMOUNT ON REFUNDS FROM \$1 TO \$5 – Mattson explained the current procedure for returning excess funds if a taxpayer overpays property taxes. Currently a check is cut for any amount over \$1. Mattson recommends it should be for any amount over \$5 due to the cost of resources and supplies. Tabled until next meeting. Mattson was asked to write a resolution and bring it before the board for a vote at April's regular board meeting.
9. Approve Guidelines Resolution for Poverty Exemption R-2024-03-11-01 – Hillis said the resolution is the same as previous resolution, that the only change was the dates and names on the resolution. Hillis spoke with the assessor prior to the meeting, and his recommendation was to stay with the same guidance set by the federal government. Frisk made the motion to approve the Guidelines Resolution for Poverty Exemption R-2024-03-11-01, supported by DeRoche. Roll call vote: Frisk – Aye, DeRoche – Aye,

Mattson – Aye, Smith – Aye, Hillis – Aye. Motion carried. Smith declared the resolution adopted on March 11, 2024.

- X. PUBLIC COMMENT –Rhonda Gravedoni, F. Roach, M. McBride, Julia Leake, C. Gardner, P. Olson, B. DeLongchamp, D. Kinnunen, S. Gravedoni.
- XI. BOARD COMMENT – Frisk, DeRoche.
- XII. ADJOURNMENT – Smith adjourned the meeting at 8:04 p.m.