

MICHIGAMME TOWNSHIP

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**MICHIGAMME TOWNSHIP BOARD MEETING
MICHIGAMME TOWNSHIP HALL BOARD ROOM**

December 8th, 2025, at 6:00 p.m.

Guests: Debbie & Bill Kinnunen, Carla Skytta, Paul Olson, Brad Delongchamp, Viki DeMars, Bill Seppanen.

- I. **CALL TO ORDER** -The meeting was called to order by Supervisor Leake at 6:00 p.m.
- II. **ROLL CALL - MEMBERS PRESENT:** Supervisor Leake, Treasurer Eliason, Trustee Seppanen, Trustee Gregg, Clerk Hanson. Quorum met.
- III. **PLEDGE OF ALLEGIANCE** – recited by all present.
- IV. **Approval of the Agenda-** Leake added wording on New Business #2“declare as surplus”. Leake added New Business #4- Declare John Deere tractor and attachments as surplus. Motion by Gregg to approve the agenda with additions. Second by Seppanen. Voice vote. 5 Ayes. 0 Nays. Motion carried.
- V. **Approval of Minutes** for November 10, 2025, November 17, 2025, and November 18, 2025. Motion by Leake to approve November 10, 2025, minutes. Second by Gregg. Voice vote. 5 Ayes. 0 Nays. Motion carried. Motion by Leake to approve November 17, 2025, minutes. Second by Eliason. Voice vote. 5 Ayes. 0 Nays. Motion carried. Motion by Gregg to approve November 18, 2025, special meeting minutes. Second by Seppanen. Voice vote. 5 Ayes. 0 Nays. Motion carried.
- VI. **Treasurer Report-** Eliason reported he is gaining familiarity with BS&A; in the process of obtaining signature authorizations and access with banks; implemented Positive Pay system, received winter tax rolls and had it remotely installed by Cameron Fuess; reviewing internal control procedures for cash management within the office including deposit documentation; Form F65 for the year ending 3/31/2024 was filed with the Michigan Department of Treasury on 11/19/2025; and a conference was held with a prospective audit firm (Andres, Hooper and Pavlik PLC-Midland Mi) to provide the Township with an audit proposal for the fiscal years ending 3/31/2025 and 3/31/2026. Being there are a limited number of firms available locally, he is not sure a bid process would be required.
- VII. **Clerks Report-** Bills to be paid- No unexpected bills received this month except for several medical supplies and equipment ordered (and needed) by Fire /EMS. We are caught up on all past reporting to governmental agencies and current deadlines are being met in a timely manner. Leake added that the USDA has forgiven our 2023-2024 audit and we are going forward with our 2024-2025 audit now. Leake also stated that since we had the power outage and opened the building to the public, we need to address an emergency pay policy. What is pay? What is volunteering? And if we pay, what amount

per hour? Motion by Gregg to approve the bills to be paid. Second by Second by Seppanen. Roll call by Hanson. Gregg Aye. Eliason Aye. Seppanen Aye. Leake Aye. Hanson Aye. 5 Ayes. 0 Nays. Motion carried.

VIII. Public Comment- No comments.

IX. Board Comment- Hanson reported our new Treasurer is putting in a lot of time and doing an excellent job. Reminded people to turn in their expense reports (and receipts) the month the charges occurred to help with accurate bookkeeping, Thanked the people who stepped up and helped during the power outage. Seppanen thanked Julia for doing an excellent job. Eliason stated he is plugging along, and has lots to learn still, so be patient with him. Gregg stated it is good to finally have a full board.

Leake gave her monthly update report. (see below) **Supervisor Updates**

December 8, 2025

- 1- Door lock for exercise entry is installed but still must be programmed.
- 2- Chosen employee evaluation forms were created and are in place.
- 3- Committees and Departments will be getting notice for the 2026-2027 meeting schedules. CIP guidelines for proposals and requests for budgets.
- 4- New garbage schedules are complete and available online or at the table.
- 5- Application for the cost of a light pole on the intersection of CR607 and US41
- 6- Public concern over glare of the ice rink light so WE tipped it down more. We will see how it looks he can adjust it again.
- 7- Joe Perry has the NERIS system done and in use.
- 8- Air Handlers and balancing the entire heating system was discussed with Prime Mechanical. First, we must locate the blueprints for the project from back in 2009??
- 9- Upgrades are happening for two streetlights on Mesnard Street. Part of the pole project, no cost to the township except the cost for the lights will increase by \$3.18.
- 10- MCRC reports that Marquette County will receive 15.9 million of new money for the FY 2026. This is a projected number, there of lots of unknowns.
- 11- Share photo of the new bench installed at the cemetery.
- 12- CEM grant numbers are final at \$81,035.86 / budget was \$88745.00 (under by \$7709.14)
- 13- Energy incentives through Upper Michigan Energy Resources Efficiency United. Our bonus was originally going to be \$1873.63. It was then increased to \$2357.60. On November 25th I was informed that due to new legislation going into effect next year and because we met our deadlines our bonus will now be \$22,659.00.
- 14- U.P. Michigamme Highlands DNR and Lyme Great lakes Timberlands are moving forward with the 73,000 acres of conservation easement.

X. Correspondence- Leake received two letters. A Christmas card from the "Michigummies" Company, and Marquette County informed the Township they are revisiting their Master Plan.

XI. Committee Reports-

1. FIRE BOARD – Trudy reported (see attachment).
2. PLANNING COMMISSION – Gregg reported their meeting was rescheduled for Wednesday December 10, 2025, from 12:00 – 2:00 p.m. Leake reminded him the Rec Plan is due February 1, 2026.

3. DDA – Leake reported the Children’s Christmas Party is Saturday December 13, 2025, and the firetruck will be driving Santa to the event. Presents are still needed and donations are greatly appreciated (infants and 5–8-year-old boys and girls).
4. DPW- Leake reported the DPW did their first snow removal, and during the power outage manned the pumping stations that are on generators. There was a delay in our generator start up during the power outage due to no anti-freeze in the unit. Leake is in the process of getting the Township an annual maintenance contract so this never happens again. (The previous board approved such contract but never moved forward on it.)
5. Michigamme Area Seniors- No report.
6. Friends of Michigamme – Kinnunen reported the new bench for the cemetery has arrived and they are presently working on bids for the engine house sign.

XII. Old Business-

1. Discussion and decision for FMLA- After discussion, more information is needed before a decision can be made. Will be continuing business next board meeting.
2. Land Bank Update- Leake and Hanson met with Antonio regarding possible parcel/lots of interest to be developed by the Land Bank. The two parcels near the cemetery are not ones they plan to focus on now, they are undevelopable to them since we found out they are wetlands. Parcels they are interested in are the two on Main Street, the AT&T lot, and the one on Barnum Street. Motion made by Leake to approve the Land Bank can move forward and give us a written proposal. Second by Eliason. Voice vote 5 Ayes. 0 Nays. Motion carried.

XIII. New Business-

1. Scott Kenney Report (accountant)- see attached report.
2. Permission to sell the Fire Truck and declare as surplus- Motion by Hanson to declare the Fire Truck as surplus. Second by Leake. Voice vote. 5 Ayes. 0 Nays. Motion carried. Motion by Gregg for permission to sell the Fire Truck. Second by Eliason. Voice vote. 5 Ayes. 0 Nays. Motion carried.
3. (Addressed #4 first since Health Insurance Policy Choices will be time consuming). Motion by Gregg to declare the John Deere tractor and attachments as surplus. Second by Seppanen. Voice vote. 5 Ayes. 0 Nays. Motion carried.
4. (addressed #3) After much discussion and policy options comparisons, motion made by Gregg to offer BCBC Health Insurance Option One to the employees and keep the Township HSA and deductible contribution portions (80/20) at the current 2025 amounts \$5,000.00 and \$2,500.00. (Employees to pay the deductible increase difference. Township pays the policy increase difference). Second by Hanson. Roll call by Hanson. Eliason Aye. Seppanen Aye. Gregg Aye. Leake Aye. Hanson Aye. 5 Ayes. 0 Nays. Motion carried.

XIV. Public Comment- None.

XV. Board Comment- Eliason asked the public to “bear with him” as he continues to learn the ropes. Leake stated the time of the Children’s Christmas party was from 2-4 p.m. (not previously stated), and the Republic Michigamme School band / choir concert would be held at the Township at 11:30 on December 17th. She hoped everyone would come out and support them. Hanson stated she was glad the DDA offers the children a Christmas Party each year.

XV1. Adjournment- Motion by Gregg to adjourn the meeting. Second by Seppanen. Voice vote. 5 Ayes. 0 Nays. Motion carried. Meeting adjourned at 7:47 p.m.

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MEMBERS PRESENT JAY KILLORAN, Chief
JOE PERRY, JOE SWIEDALS, BETH KOENIG,
TAMMY SCHULTZ, TRUDY JEPARDEN and First
RESPONDER PAUL PETERSON.

Bill for EMS was paid for 76.46 for
FIRST NET for 1st. RESPONDERS MOBILE IPAD.
PAUL & JAY made COPIES. NO OTHER BILLS.

FIRE CHIEF JOE PERRY updated that THE FIRE
DEPT, had a MEETING ON 11-25, WITH 6 PRESENT.
THE FIRE DEPT. APPROVED THE OPERATIONAL TRAINING
FOR ICE RESCUE & STRUCTURE FIRES. TRAINING FOR
ALEX TROXCLAIR STARTS DEC. 4 IN L'ANSE WITH
BOOKS COSTING \$100.00. ALSO FIREFIGHTER CLASS
NFPA COURSE they will SEND 3 PEOPLE FOR THESE
CLASSES FOR 3 WEEKENDS AT A COST OF \$150. EACH.
AN ICE RESCUE TRAINING FIRST PART OF JAN.
ON THE LAKE WITH BARAGA & MARQUETTE COUNTY
RESCUE WILL BE HERE.

ON DEC. 14th. THEIR ANNUAL DINNER WILL BE HELD
AT SPURR FIREHALL, SOCIAL HOUR AT 5:00 & DINNER
AT 6:00.

ALSO THEY HAVE STARTED A CIP FOR A 6x6 PUMP
HOUSE AT MICHIGAMME ICE RINK WHICH WOULD BE
PUT OVER THE DRY HYDRANT & AN ELECTRICAL
SUBMERISABLE PUMP DOWN IN THE WELL. THIS
WOULD BE FASTER TO FILL THE TRUCKS & ALSO
WATER THE RINK.

ONE FIRE CALL ON TAN RD. TREE WENT DOWN ON
SERVICE LINE.

OUR POWER OUTAGE STAN STARR & ANNA LOUP MANAGED
THE COM. BLDG. OVERNIGHT FOR ANYONE NEEDING HELP.
CHIEF JOE CALLED MGT EMERGENCY & HAD ALL NEWS
MEDIA TO LET THEM KNOW THE BUILDING WAS OPEN.

THE 1979 FIRE TRUCK WILL BE PUT UP ON BIDS
THE MIDDLE OF THE MONTH.

ALSO JOE WILL BE ATTENDING A MEETING IN
PALMER FOR BOX ALARMS (MAV15) NEXT TUES.

EMS RUNS BEEN LOW THIS MONTH PAUL
PETERSON SAID.

EMS WILL KNOW MORE FROM CSI FOR BIDS
ON THE NEW EMS VEHICLE.

MEETING ADJOURNED.

NEXT MEETING TUES. JAN. 5TH 2026
5:30 AT SPURR TOWNSHIP HALL.

DEC 03 2025

**SCOTT R. KENNEY
1540 STATE HIGHWAY M69
CRYSTAL FALLS, MI 49920
(906) 367-4393**

Report to the Board and Supervisor:

This report is intended to provide an update of the work that I have undertaken since my last report to the Board.

- 1. I, again, assisted the staff with some of the bank/investment account reconciliations.**

The Sewer Fund Checking Account has finally been entirely reconciled for September. October needs to be completed.

The Tax Fund Checking Account needs to be reconciled for September and October.

The Fire Fund needs to be reconciled for October.

The bond interest and redemption account needs to be reconciled for October.

The General Checking Account has not been completely reconciled for August. In addition, the months of September and October also need to be reconciled.

All of the accounts for which bank statements are received need to be reconciled for November.

The reconciliations continue to be a key internal control item and remains a high priority for the staff.

- 2. With the Township now having appointed a new Treasurer, I am recommending that the various checking accounts that record ordinary operations be combined into a single account effective January 1, 2026. This will necessitate some changes within the financial system that will be addressed during December.**

- 3. As you know, the various government agencies (including USDA and the State of Michigan) have waived the requirement to have the Township records audited for the 2023-24 fiscal year. The F-65 report (annual fiscal activity) has been filed with the State for the 2023-24 year.**

I agree with this decision since we are on the cusp of having the records audited for the 2024-25 fiscal year.

4. I continued working on adjusting the various funds for the 2024-25 fiscal year. During November, I completed the adjustments in the Sewer Fund and I began work on the General Fund. Financial schedules and account adjustments need to be made in the General Fund. I expect this work will be complete prior to the end of December.

As I complete various portions of my engagement, I have been and will continue making recommendations to the staff members for procedural changes that will be necessary to remedy the situation that is requiring my engagement. I will also summarize these recommendations in a report to the Supervisor which can be shared with the Board, if the Board members so desire.