

Michigamme Township  
202 West Main – Po Box 220  
Michigamme, MI 49861  
Phone: 906-323-6608 Fax: 906-323-6344  
Michigamme Township Board Meeting  
Location: Community Building  
March 9, 2026, at 6:00 P.M.

CORRECTED OFFICIAL MINUTES

- GUESTS: Bill Seppanen, Virginia & Paul Olson, Lindsey McMahon
  - Debbie Kinnunen, Jonathan McMahon, Joan Carlisle, Paul Peterson.
- I. Call to order by Supervisor Leake at 6 :01 pm.
  - II. The Pledge of Allegiance recited by all present.
  - III. Roll Call by Clerk Hanson. All five board members were present. Quorum met.
  - IV. Approval of Agenda : Added the January 27th CIP minutes to the agenda. Motion to approve the agenda with the addition of CIP minutes by Gregg. Second by Eliason. Voice vote. 5 Ayes. 0 Nays. Motion passed.
  - V. Approval of Minutes for February 9, 2026 (with corrections to be made) by Gregg, Second by Seppanen. Voice vote. 5 Ayes. 0 Nays. Motion passed. Motion to approve the February 9<sup>th</sup> minutes (with corrections to be made) by Leake. Second by Gregg. Voice vote. 5 Ayes. 0 Nays. Motion passed.
  - VI. Treasurer's Report by Treasurer Eliason. (see attachment). Motion to approve the Treasurer's report by Hanson. Second by Seppanen. Roll call by Hanson. Trudy Aye, Eliason Aye, Leake Aye, Hanson Aye. Gregg Aye. 5 Ayes. 0 Nays. Motion passed.
  - VII. Clerks Report / Bills to be paid. Hanson reported no unusual expenditures this billing cycle. Discussion was held on whether to subscribe to the MTA online training opportunity. This topic is tabled until we can inquire on the types of training available in each tier of the subscription. Motion to approve the bills to be paid by Eliason. Second by Seppanen. Roll call by Hanson. Seppanen Aye, Eliason Aye, Leake Aye, Hanson Aye. Gregg Aye. 5 Ayes. 0 Nays. Motion passed.
  - VIII. Public Comment / (3 minutes on Agenda Items Only). Debbie Kinnunen said she really liked the NEW Treasurer Report. Paul Olson stated, "why would you buy study courses when you have no time to study".
  - IX. Board Comment by Leake. (see Supervisor report attachment).
  - X. Correspondence. There was no correspondence.
  - XI. Committee Reports
    1. Fire Board: Trustee Seppanen gave her report. (see attachment).
    2. Planning Commission: Report by Trustee Gregg. The commission met for finalizing the Master Plan. They are planning one more meeting to put on the final touches then start

- the process of public hearings, etc. and then final approval. They had a concerned citizen ask them about 40 versus 20-acre land use restrictions stating dividing up an existing 40 acres would allow for more building/growth in our community. After the commission completes the Master Plan and Rec Plan, they plan to research this issue/concern.
3. DDA: Report by Leake. The DDA met and is moving ahead with the Gateway Sign. Dates were firmed up for Artisan Market (June 27<sup>th</sup>), Holiday market (November 7<sup>th</sup>), and The Children's Christmas Party (December 13<sup>th</sup>). Business drop down cards are now on the website. (Did this instead of rack cards like previous years.)
  4. DPW: No report.
  5. Michigamme Area Seniors: Virginia Olson gave report. They are holding off on purchasing new chairs until the EIN Number is resolved.
  6. Friends of Michigamme: Report by Bill Seppanen. They met on March 18<sup>th</sup> at 4pm and discussed the car show (no date set/ will be at the park again). Debbie Kinnunen added they discussed possibly fundraising for a new Museum Building. They also still have approx. \$3,000.00 available in funds that they would put towards repairing the Stations of the Cross at the cemetery. Looking into if repairs are needed.

## XII. Old Business

1. Scott Kenney Report (accountant): Leake read his report outloud. (see report attachment).
2. Web Design Changes for Federal law compliance / Quote: The quote for ADA website compliance changes was \$3,500.00 or \$3,150.00 if paid in full with signed contract. Leake reached out to several other web hosts, and they all quoted her for an entire new website (none were willing to make changes on our current website.) Motion by Gregg to accept the North Country Website Design contract and pay in advance (\$3,150.00) to get the discount. Second by Seppanen. Roll call by Hanson. Gregg Aye, Hanson Aye, Leake Aye, Eliason Aye, Seppanen Aye. 5 Ayes. 0 Nays. Motion passed.
3. Revisit Board Resolution for Trustees' Salaries: The Trustees' salaries were revisited due to an error in the salary amount that needed adjusting (lowered). Motion by Gregg to adjust Trustee #1 annual salary to \$3,300.00 which is \$275.00 monthly. Second by Eliason. Roll call by Hanson. Hanson Aye, Gregg Aye, Leake Aye, Eliason Aye, Seppanen Aye. 5 Ayes. 0 Nays. Motion passed. Motion by Hanson to adjust Trustee #2 annual salary to \$3,300.00 which is \$275.00 monthly. Second by Seppanen. Roll call by Hanson. Eliason Aye, Leake Aye, Hanson Aye, Gregg Aye, Seppanen Aye. 5 Ayes. 0 Nays. Motion passed.
4. CR 607 Light Pole final quotes: There was lengthy discussion regarding the cost to the Township to put the light pole up versus the validity of the request. It was concluded it was a personal request to make it easier to see the road turn off NOT a safety issue therefore no action was taken at this time.

## XIII. New Business

1. MCRC Dust Control Contract: Motion by Leake to move to accept the Dust Control Contract for 2026. We will be billed the entire amount and Holli Blue resident will reimburse us for his portion of the bill. Estimated cost at this time is \$8,055.27 (Holli Blue Road portion of this is \$3,359.16). Second by Gregg. Roll call by Hanson. Hanson Aye, Gregg Aye, Eliason Aye, Seppanen Aye, Leake Aye. 5 Ayes. 0 Nays. Motion passed.

2. U.P.S.E.T. Request for Funding Support: Motion by Seppanen to make a 2026 contribution/donation to U.P.S.E.T. for \$1,500.00 (same amount as last year). Second by Gregg. Roll call by Hanson. Seppanen Aye, Gregg Aye, Eliason Aye, Leake Aye, Hanson Aye. 5 Ayes. 0 Nays. Motion passed.
3. Permission to apply for the West End Health Foundation Grant: Motion by Gregg to give permission to apply for the West End Health Foundation Grant. Second by Seppanen. Voice vote. 5 Ayes. 0 Nays. Motion passed.
4. Prime Supply Proposal for Community Building Heat System: Motion by Gregg to tell Prime to send out a certified technician to do a detailed diagnosis of our entire heating system at a cost of \$129.50 per hour with an estimated 8 hours of work. Second by Eliason. Voice vote. 5 Ayes. 0 Nays. Motion passed.
5. Board Budget Resolution: Motion by Hanson to accept Resolution 2026-3-9 #6 to Amend the Budget for the FY 2025-2026 to reflect the Amount of Legal Revenues and Expenditures from April 1, 2025 -March 31, 2026. Second by Leake. Roll call by Hanson. Seppanen Aye, Gregg Aye, Eliason Aye, Leake Aye, Hanson Aye. 5 Ayes. 0 Nays. Motion passed.
6. Board Depository Resolution: Motion by Leake to accept Resolution 2026-3-9 #1 Michigamme Township Investment and Depository Resolution. Second by Hanson. Roll call by Hanson. Seppanen Aye, Gregg Aye, Eliason Aye, Leake Aye, Hanson Aye. 5 Ayes. 0 Nays. Motion passed.
7. U.P.E.A. / EGLE Sewer Permit for 2026: Must renew every six years. Motion by Gregg to accept the agreement for the provision of limited professional services by U.P.E.A. for the project EGLE Ground Water Discharge Permit Reissuance Application. (Time and materials estimated to be \$7,700.00 - \$9,000.00 with owner to pay all permit fees and subcontractor fees if applicable.) Second by Seppanen. Roll call by Hanson. Seppanen Aye, Gregg Aye, Eliason Aye, Leake Aye, Hanson Aye. 5 Ayes. 0 Nays. Motion passed.
8. Set boards budget workshop dates: Budget workshop dates were set. Board workshop dates are Monday 3-16-26 at 9:00 a.m. and Thursday 3-19-29 at 9:00 a.m. in the card room. Public Meeting for the Budget will be held Monday March 23-2026 at 6:00 pm in the card room.
9. Increase Public Service Window hours by one/ 9-1 April 1, 2026: Motion by Leake to extend/change the Township's winter office window business hours from 10-1 (current hours) to 9-1 Monday through Thursday. Second by Seppanen. Voice vote. 5 Ayes. 0 Nays. Motion passed.
10. Increase Receptionist work hours by one. April 1, 2026: Motion by Leake to increase Receptionist hours 1 additional hour (to accommodate opening the business window earlier to the public). Second by Seppanen. Voice vote. 5 Ayes. 0 Nays. Motion passed.
11. Permission to post for summer DPW worker. Wage and Hours: Motion by Gregg to post summer DPW summer worker job opening. Wage \$18.00 - \$20.00 per hour depending on qualifications and 28 hours per week. Must be 18 years or older and pass a background check. Second by Eliason. Roll call by Hanson. Gregg Aye, Hanson, Aye, Seppanen Aye. Eliason Aye, Leake Aye. 5 Ayes. 0 Nays. Motion passed.
12. Permission to hire previous Adm. Asst. Sarah Etelamaki for maternity leave. Hours and wages: Motion by Leake to hire Sarah Etelamaki back at her previous wage of \$22.60 for

- Keesha maternity leave hours working approximately 1:30 – 4:00 three days a week (when possible). Second by Seppanen. Voice vote. 5 Ayes. 0 Nays. Motion passed.
13. Wage increases for deputies: Motion by Gregg to increase the deputy wages to \$22.00 an hour starting April 1<sup>st</sup>, 2026. Second by Hanson. Roll call by Hanson. Seppanen Aye, Leake Aye, Hanson Aye, Eliason Aye, Gregg Aye. 5 Ayes. 0 Nays. Motion passed.
  14. Wage increases for summer worker (Ernie ~~Schmitt~~ Smet): Motion by Leake to increase Ernie Schmitt wage to \$20.00 an hour as a summer worker. Second by Eliason. Roll call by Hanson. Seppanen Aye, Gregg Aye, Eliason Aye, Leake Aye, Hanson Aye. 5 Ayes. 0 Nays. Motion passed.
  15. Wage increase for election administrator: Motion by Gregg to increase election administrator wage to \$22.00 an hour (previous wage \$18.00) on April 1<sup>st</sup>, 2026. Second by Seppanen. Roll call by Hanson. Seppanen Aye, Gregg Aye, Eliason Aye, Leake Aye, Hanson Aye. 5 Ayes. 0 Nays. Motion passed.

XIV. Public Comment: Debbie Kinnunen stated only 157 people on the sewer line, why should everyone pay? Maybe do a special assessment? Paul Olson inquired where's the money coming from to pay everyone? Bill Seppanen said he had hired Ernie to do some work for him and his work ethic is stellar. Jonathan McMahon offered his services/expertise on the crosses in the cemetery, residents excess water drainage, and the museum damage.

XV. Board comment: Hanson thanked Jonathan for offering his help with Township projects. Seppanen stated she thought it was a very good meeting. Eliason stated he thought we accomplished a lot this meeting.

XVI. Adjournment: Motion by Gregg to adjourn the meeting. Second by Hanson. Voice vote. 5 Ayes. 0 Nays. Motion passed. Meeting adjourned by Leake at 8:40 pm.

FYI: Fire Board, Scott Kenney Accountant, and Supervisor Reports below.

Tuesday March 3, 2026

5:30pm

### Fire Board Meeting Spurr

Members present Chief Joe Perry, Jason Killoran, Joe Swiedals, Elizabeth Koenig, Tammy Schultz, Trudy Seppanen and first responders Stan Starr.

No bills to be paid for the fire department.

Two bills approved to be paid for the first responder team. They were for programming one radio, for \$ 35.71 and Chief Joe said there should be 4 radio's to be programmed. The other bill was for 2 items, i-pad mobile device and a wi-fi booster which are both in the responder truck, \$ 38.73 each a month. Will be a set fee for the month, also the bill for the gloves for EMS Chief Joe said that is a scam as they didn't order them. Also other departments received the gloves also. So don't pay it.

Fire Chief update, they had their meeting Feb. 24<sup>th</sup> 11 fireman present. Accepted a letter of resignation from John Koski. Held elections Joe was elected Chief, Brad Delongchamp elected assistant chief. Anna Loup secretary, training/safety officer Mike McBride, chief engineer Ed Warren and 2 engineers James Saunders and Alex Troclair.

They picked out a theme for the 4<sup>th</sup> of July which is celebrating 250 years, red white and blue.

Chief Joe Perry also applied for a flyover on the 4<sup>th</sup> of the Air National Guard out of Duluth.

Chief Joe stated the first Monday of the month will be the fire department's training night, they had their 1<sup>st</sup> training on February 3<sup>rd</sup> on May days and SCBA.

One fire run on February 21<sup>st</sup>, car in ditch no injuries, it was cancelled.

Update from first responder Stan Starr said they had their meeting on February 23<sup>rd</sup> 7 members present they also had officer elections. Director Paul Peterson, Secretary Stan Starr, education officer Dan Zintman, engineer Bill Gierut. Joe said bids for the new truck sent out, the responder team got contacted from 3 of them who contacted Joe and asked some questions about the truck. The responders had 6 runs for the month.

Next fire board meeting Tuesday April 7<sup>th</sup> 2026 at 5:30pm at Michigamme Township Firehall.

Meeting adjourned.

## 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 completed adjusting the various funds for the 2024-25 fiscal year. The backups of each of the databases in Quickbooks have been provided to the auditor, AHP. This is a beginning step for the 24-25 audit.
2. As part of the closure of the 24-25 financial records I prepared a document necessary for the audit report pursuant to GASB 101 - Compensated Absences.
3. I have begun adjusting the financial records for April and May, 2025, for the purpose of ensuring that the beginning balances in the BS&A general ledger financial system are correct. I will adjust the various accounts as necessary and also make sure those get reflected in the beginning balances in BS&A.

This was work that was agreed upon at a meeting between the Supervisor, Treasurer and myself held on February 5.

4. I completed Component Unit evaluation checklist forms, provided by the auditor, for the Senior Meal Program, Fourth of July Committee, Ambulance Auxiliary, Steamer Fund Committee and the Friends of Michigamme Committee. I reviewed those forms with the Supervisor, adjusted them when necessary, and provided final drafts of each of the forms to the Supervisor.
5. I, again, worked with the various staff members to strengthen accounting procedures.

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.

## Supervisor Report

- 1- Seasonal Load limit started on March 5<sup>th</sup>.
- 2- BOR meets this Month on the 3, 9, and 11th
- 3- The township account and auditors requested that our component units bring in their financial records, bylaws and federal ID information. I'd like to thank the parties involved for getting the information and meeting with the office to move forward with the GASB Code. Materials for the audit. The component units include the 4<sup>th</sup> of July Committee, The Steamer Team, The Friends of Michigamme Community and the newly formed Michigamme Spurr EMS Auxiliary
- 4- Public Budget hearing will be set tonight.
- 5- Spring runoff into wastewater system.
- 6- Daily worklog system will be going into effect for the DPW to better track work areas and jobs.
- 7- The office has been more than busy preparing the budget for 2026-2027 It will be the first one completely on the new BS&A accounting system. The 2024-2025 audit has started which is all on quick books.
- 8- Sewer: I have completed the USDA Sewer Report for 2025. I arranged for EGLE to come here and do training for Nathan on inputting data for MI Waters. Nathan has now caught up with the reports. These reports enabled us to move ahead with the sewer permitting process.
- 9- Sewer customers will be receiving letters reflecting the concern over the spike during the spring melt.