

Dafter Township Board

Supervisor: Bob Brown
Clerk: Jodi Hunter
Treasurer: Kareen Brown
Trustee: Robert "Bob" St. Peter
Trustee: Joyce Engelhardt

Meeting Minutes
for
February 9, 2015
7:00 p.m.

Dafter Township Hall
2926 W. 10 Mile Road
Dafter, MI 49724

- Call to order

Present: Bob Brown, Jodi Hunter, Kareen Brown, Bob St. Peter, Joyce Engelhardt
Absent: N/A

- Pledge of Allegiance

Given by all in attendance

- Approval of Minutes

-January 15, 2015 Minutes - Emailed with Agenda – Bob Brown suggested that the time the meeting was adjourned is added to the minutes. Kareen made a motion to approve, Joyce supported, vote was unanimous.

- Citizen's Comments

-Don McLean, from the County Commission provided an update to the Board on a number of county items, including the sale of the Poly Annex, the new process to fund retiree medical benefits, the new Trident drug enforcement task force, maintenance on county buildings, the new VOIP phone system, the status of the county budget and the impact of the lower tax base related to some recent initiatives. There are three new commissioners on the five member county board. Don was elected chairman of the Chippewa County EDC and is working on several initiatives, as well as serving as chairman on a number of boards and committees including Regional Planning, EUP Michigan Works, and Community Corrections. In addition, he serves on Community Action 911, UPCAP, Michigan Township Association, and Chippewa Co. SORVA. Updates were given on the activities and initiatives for each. A full recording of Mr. McLean's updates is available upon request from the Clerk.

- Treasurer's Report

-Kareen indicated funds received were \$13,009.26. The interest was allocated \$17.06 to General Fund, \$9.49 to Fire, and \$0.55 to the Truck Fund. The General Fund started with \$54,766.67, Fire Fund started with \$3,154.87, and Truck Fund started with \$1,897.99. General Fund ended with \$61,777.03 and Fire Fund ended with a deficit of -\$2,606.12, and Truck Fund ended with \$1898.54. Kareen noted January expenditures totaled \$11,759.34. Total CD's were valued at \$250,094.48 resulting in total funds and CD's of \$311,157.43.

-Kareen asked for a motion to transfer \$10,000 from General Fund to Fire Fund to cover the current deficit and the checks from the current payments. Joyce made a motion to transfer \$10,000 from General to Fire Fund, Jodi seconded. Role call vote resulted in motion passing unanimously.

-Jodi asked for a motion to transfer \$1,200 propane pre-buy from the Fire Fund to the General Fund. Kareen made the motion, Joyce supported. Role call vote result in unanimous decision.

- Approval of Bills

- List of Bill Payment – Including Checks after last meeting

- Acceptance of Checks Written After Last Meeting

- Check # 7398 - \$150.52 – Wex – Fire Dept Fuel

- Check # 7399 - \$292.46 – Central Savings Bank CC – Software Subscription

Bob Brown asked Luanne, township assessor what the postage will be used for, and Luanne responded that the postage was being used to mail out the township tax assessments. Luanne also explained that we will be getting a bill from Manatron for the printing costs as well. Jodi and Bob discussed that this would be an item that we will need to put in for next year's budget. Bob St. Peter made a motion to pay the bills and accept the checks after last meeting, Kareen supported, vote was unanimous.

-Approval of Credit Card Charges submitted to be paid before the next meeting

Jodi passed around two approvals. One was for travel for the Supervisor to the MTA Conference. The other was for Jodi to have the township laptop repaired due to virus problems. Jodi made a motion to approve the credit card charges, Kareen seconded, vote was unanimous.

- Supervisor's Report

- Property and Structure at 2274 W 10 Mile Road – See Report Below

Bob provided an update regarding the donated house and property. Bob completed the paperwork and sent it in. He received confirmation the previous Friday that they would be contacting him within 3 business days to schedule a closing date. The \$10,000 will be provided upon closing. Bob also obtained estimates to tear down the house if the Board chose to go that route. Discussion ensued regarding selling some of the salvage materials prior to tearing the home down. The possibility of using the house as a fire practice house for a month or so

before tearing it down was also discussed. More information will be available at the next meeting and a vote may be in order for a decision at that point.

- Cost Recovery Ordinance – See Report Below

-Bob Brown discussed the necessity of passing a cost recovery ordinance in order to bill for fire department services. Discussion ensued regarding the procedures of developing and adopting this ordinance. Bob is planning to have the cost recovery ordinance ready to present at the next meeting.

-MTA Conference

-Bob Brown discussed the value of attending the MTA Conference and suggested that more board members should attend the next conference if funds allowed, given the extensive amount of knowledge obtained from this conference.

- Correspondence

-Jodi discussed that the Pension Plan is requiring that all participants mailing addresses and birthdates need to be uploaded in the system and that those involved need to provide current information to Jodi.

-Bob Brown received the tax foreclosure paperwork on the property from 10 Mile and Soo Line. Bob updated everyone again of the status, and that the Township will wait until the property forecloses and will be purchased for back taxes once it goes through the process.

-Clerk's Report

-Budget to Actual Year YTD Report

-Jodi indicated that the report was provided with the agenda. Jodi discussed that the report is up to date as of the meeting.

-Fire Department Billing Procedures

-Jodi discussed that she and Henry had started to do this but given the need for a cost recovery ordinance, this would be deferred to be incorporated with Cost Recovery Ordinance

-Reimbursement Request Form

-Jodi discussed the need for a formal reimbursement request form to provide detailed information regarding payments made to individuals for reimbursements or services provided to the Township. The proposed form was sent with the agenda

for review. Kareen made a motion to approve the use of the Reimbursement Request Form. Bob St. Peter supported, vote passed unanimously.

-Jodi discussed that each month when these forms are submitted at the meeting, they will be reviewed and approved for payment at the next meeting. Several forms were handed around for review, some that were paid for this meeting and already approved and some that will be paid and approved at the next meeting.

-Changes Requested in Charter Services

-Jodi discussed the Charter services that we are currently paying but really do not need. Discussion ensued regarding the savings this would provide to the Township. Bob St. Peter asked Jodi what the cell phone she is using costs. Jodi explained that she has a separate dedicated line for the Township at \$15.00 per month. Bob St. Peter indicated that Jodi should be submitting for reimbursement of this phone line. Jodi also indicated that she would be submitting for reimbursement for the fax service that costs about \$45 per year to have online fax service. Bob St. Peter made a motion to accept the changes in the Charter services, Joyce supported, motion passed unanimously.

-Website Update

-Jodi discussed that an LSSU student is working on a website that will be proposed to the Township that we will be able to manage ourselves at no cost once completed. Jodi asked for pictures to be provided for this purpose.

-Newsletter

-Discussion ensued about using the website to publish the newsletter. Discuss was the idea of sending out one more paper newsletter and indicating that residents who still wish to receive a paper copy can request to continue to receive it, but that unless requested, the newsletter will be available on the website.

-Inventory list needs to be updated/confirmed

-Jodi discussed that we still need to work on getting the fixed asset listing updated and confirmed for year end. This needs to be done by the end of April. Jodi will follow up with people over the next couple months to get this completed.

-Safety Deposit Box

-Kareen mentioned that we need to get a safety deposit box. Kareen made a motion that the Township obtain a safety deposit box and recommended at

Central Savings Bank due to price and convenience. Jodi seconded the motion. Discussion ensued as to who should have access. It was decided that the Treasurer, Clerk and Supervisor would have access. Vote passed unanimously.

- Township Assessor

-Land Divisions for Jim Osborn

-Luanne presented two land divisions for approval. One land division was to split a 1.12 acre small parcel from a larger parcel of agricultural land for the purpose of selling the small part. Zoning language does not prevent this split as the property is zoned as agricultural. The other split is to divide 23 acres on another parcel for the purpose of selling to a neighbor who owns adjoining property. Jodi made the motion to accept the two land divisions, Kareen seconded the motion. Vote passed unanimously.

-Employment Contract for upcoming fiscal year

-Luanne presented the proposed employment contract to be effective as of April 1, 2015. She discussed her rationale for the pay increase to \$13,549.92 as requested. Discussion ensued that this was a reasonable fee given the current rates for assessors in the area. Bob St. Peter made a motion to approve the contract, Joyce seconded. Vote passed unanimously.

- Fire Commissioners Report

-Henry discussed what a great job that Billy and Pete did regarding the maintenance on the fire trucks, and that now all the trucks are up to date on the routine preventative maintenance that was needed. The brush truck will be done prior to spring. Henry discussed that the stipend report was turned in for payment at the next meeting. Henry discussed that Alpena Fire came up and provided a training and safety overview of the cascade system on the new rescue truck, and discussed the benefits of having this system on the truck and how it works by allowing the department to fill their small oxygen bottles right from the truck rather than having to take them to Sault Fire to fill each time they are empty. This will prevent the department from running out of oxygen in the event of a large fire.

Henry indicated that he is still working on getting a quote on the lettering for the new truck. He discussed that the department had one accident during the previous month.

Henry discussed whether the Township could ask for cost recovery from the DNR when a ticket is issued for causing fires. Discussion ensued regarding the ability to get the reimbursement from part of the ticket fee. It was discussed that in a case where someone receives a ticket, that the Township could bill the individual directly for causing the fire. It was discussed that we may discuss this situation with the DNR and while having discussions regarding the cost recovery ordinance.

- Zoning Administrators Report

- Bob Brown discussed that zoning does not currently have a minimum requirement for splitting agricultural land. He discussed that this may be something that the Planning Commission may want to consider and discuss and bring to the board.

-Bob discussed that he is working with a resident regarding zoning of a proposed building as to whether it will be zoned residential or otherwise. No permit has been issued yet.

- Parks & Recreation Committee

-Bob St. Peter discussed that the committee needed one more member and would be having the first meeting in the middle of April. Bob indicated that he would provide the parks and recreation committee discussions and requests to present to the board.

-Bob St. Peter provided an update of the activities of the Lions Club and how the funds from the mud runs are used to provide activities for Dafter Township such as Santa at the Town Hall and other activities. This report indicated that most of funds taken in at the mud runs are used directly in the community for our residents. Bob St. Peter asked what the Board expects from the Dafter Lions Club in respect to a donation. He also asked that the township bill the Lions Club for the use of the facilities and provide this amount for their budgeting purposes.

- Old Business

- Discussion of Millage Proposal for Emergency Services

-Bob Brown discussed that we will need to ask for 2 mils given the state of our funding. Even if the millage passes, we will be running in a deficit for this year. If the millage passes, we should be able to have a balanced budget for the next year. The wording for the millage is underway and is expected to be presented at the next meeting for approval. Discussion ensued about the cost of the ambulance

services and different options to present to Kinross Township for ambulance services. Jodi discussed the current status of our runs with Kinross and that we may exceed our expected runs for the year and have additional costs. Jodi, Bob Brown, and Bob St. Peter have a meeting with Kinross Township to discuss ambulance services. They will bring this information to the next meeting.

Discussion regarding billing residents who do not pay taxes for receiving ambulance services followed. A discussion around whether the Township could bill on a fee or possibly a payment in lieu of taxes to offset these costs was tabled until further research could be done.

-New Business

-Request for discussion of Deputy Clerk and Treasurer pay

-Bob St. Peter opened a discussion regarding whether the Deputy Clerk and Deputy Treasurer should receive salary only or small salary and hourly pay with submission of hours worked and duties performed each month submitted to the board.

Discussion ensued around whether going to an hourly rate would actually result in higher amounts being paid, unless hours were capped, depending on the amount of work performed. Bob St. Peter discussed that he feels that if someone is being paid they should be providing work. Jodi discussed that maybe an approach would be to actually define duties for the Deputies to have in order to ensure that they are providing services as well as meeting some of the internal control issues. Bob Brown discussed that these were all valid issues and he intends to look at what other similar townships are doing in this regard. The discussion was tabled for future discussion following additional research.

- First draft of proposed budget for 2015-2016 fiscal year

-Bob Brown indicated that everyone received a copy of the tentative proposed budget. Jodi indicated that some numbers would likely be adjusted due to the ambulance contracts, and a few other adjustments. A final budget will be sent prior to the next meeting as we will be holding the public budget meeting prior to next board meeting. It was discussed that we had the budget balanced except that the road projects from last year were not yet paid in full, which is causing the reduction in fund balance for the year. It was also noted that this budget assumes that the millage for emergency services passes.

-It was discussed that the dump used to help with the road costs and we have not received this money in recent times. Bob Brown indicated that he would follow up and see about getting some monies to help offset the road costs.

-Bob Brown had asked Dan to obtain quotes for replacing the carpet in the Town Hall as part of maintenance costs for the year. Dan presented quotes from Northern Hospitality and Weir Carpet. These quotes were given the Clerk to retain for budgeting purposes.

Meeting adjourned at 9:50 p.m.

Respectfully submitted,

Jodi L. Hunter
Dafter Township Clerk