

Au Train Township Regular Board Meeting

March 13, 2023

6:00 o'clock p.m.

Pursuant to adjournment, the Au Train Township Board convened on the above date at 6:00 p.m. at the Au Train Township Hall, N7569 Spruce St., Au Train MI 49806

The Meeting was called to order by Supervisor Michelle Doucette, with the following members present: Mary Johnson, Clerk; Kristy Cota, Treasurer; Jake Miller, Trustee and Tom Balmes, Trustee.

\*VISITORS PRESENT – Approximately 6 persons attended the meeting. A complete list is on file.

\*APPROVAL OF AGENDA

MOTION by Clerk Johnson, second by Treasurer Cota, to approve the Agenda. MOTION CARRIED.

\*MINUTES

Clerk Johnson noted that a few minor corrections were made to the Draft copies prior to the meeting.

MOTION by Supervisor Doucette, second by Treasurer Cota, to approve the minutes of the February 13, 2023 Regular Board Meeting. MOTION CARRIED.

MOTION by Clerk Johnson, second by Treasurer Cota, to approve the minutes of the February 20, 2023 Special Board Meeting. MOTION CARRIED.

MOTION by Treasurer Cota, second by Supervisor Doucette, to approve the minutes of the February 27, 2023 Special Board Meeting. MOTION CARRIED.

\*BILLS AND CLAIMS

MOTION by Treasurer Cota, second by Clerk Johnson, to accept this month's bill list as presented and authorize that they be paid as funds are available. COTA, YES; JOHNSON, YES; BALMES, YES; DOUCETTE, YES; MILLER, YES. MOTION CARRIED. (General Fund Checks Numbered #16884 through #16894; Fire Fund Checks Numbered #8946 through #8959; Garbage Fund Checks Numbered #2112 and #2113; Road Fund Check Numbered #3011).

\*BOARD MEMBER REPORTS -

•TREASURER'S REPORT - For the Month ending February 28, 2023

GENERAL FUND CHECKING	
Beginning Balance	\$ 303,157.82
Deposits	37,719.58
Interest	171.01
Disbursements	23,887.48
Total Checks Not Cleared	4,379.92
Ending Balance	\$ 312,781.01

FIRE FUND CHECKING	
Beginning Balance	\$ 568,169.10
Deposits	27,166.14
Interest	325.38
Disbursements	24,717.78
Total Checks Not Cleared	253,170.65
Ending Balance	\$ 317,772.19
Certificate of Deposit	\$ 51,555.30
GARBAGE FUND CHECKING	
Beginning Balance	\$ 298,908.98
Deposits	28,236.66
Interest	173.69
Disbursements	14,080.75
Total Checks Not Cleared	
Ending Balance	\$ 313,238.58
ROAD FUND CHECKING	
Beginning Balance	\$ 130,025.68
Deposits	18,918.86
Interest	80.68
Disbursements	555.95
Total Checks Not Cleared	
Ending Balance	\$ 148,469.27

\*A Complete copy of the February 28, 2023 Report is on file with Clerk Johnson. Treasurer Cota noted that Winter Tax Collection 2022 was completed and turned over to the County Treasurer. Once it is balanced, the County will prepare the final disbursement. There was a \$1,000 Dividend Fund Receipt from the Michigan Municipal League. There are no upcoming rentals.

\*CLERK'S REPORT - Clerk Johnson noted that work on the Budget prep has been completed as it is presented this evening, and will now focus on the upcoming May 2<sup>nd</sup> School Election. The FOIA's continue, specifically from one individual, and are addressed appropriately.

\*TRUSTEE'S REPORT - Trustee Balmes updated the Board on recent calls and inquiries. He voiced concern regarding interaction and engagement from Board Members during Public Comment and noted we should all work harder to keep it at the 3 minutes allowed and stop the Board interaction. It was suggested that the Board maybe open up a question and answer period near the end of the meetings to allow for such engagement and provided the audience with answers/updates they are seeking. He also noted he had received an email from Duane Newton looking for a motion clarification.

Trustee Miller provided information on scheduling upcoming CUPS with the Planning Commission, answering questions regarding the Au Train Lake Project as it gets underway, and that zoning questions continue regarding the ordinance and short term rentals. He answers what he can and refers them to Zoning Administrator Kathleen Lindquist when necessary.

\*SUPERVISOR'S REPORT - Supervisor Doucette updated the Board on recent activities which included dealing with garbage collection on Toms Road, and an email regarding the deer crossings on Au Train Forest Lake Road. She also noted that no further action regarding the lease end of the ballfield with the USFS and it will be placed on the agenda as weather permits. She also noted an upcoming Housing Partnership Kickoff Event at NMU hosted by CUPPAD on March 23<sup>rd</sup> from 1:00-4:00 pm, a meeting at the Township Hall with John of Iron Bay Computers to learn the communications/live meeting setup is set for March 16<sup>th</sup> at 3:30. Clerk Johnson will also be attending. A member of the Planning Commission and Zoning Board of Appeals were also invited to attend. She recently attended a Supervisor's Meeting via Zoom with State Representative Jenn Hill and discussed dam repair funding, short term rentals, and housing concerns. Representative Hill will plan to attend a future Township Board Meeting.

\*SPECIAL PRESENTATION - None

\*PUBLIC COMMENT - Public Comments were received from Matt Lang and via email from Duane Newton, read by Supervisor Doucette.

#### \*COMMITTEE REPORTS

*Financial Reports* - Clerk Johnson presented monthly financial reports for all funds. All reports were emailed to Board members prior to the meeting for review. No Budget Amendments were necessary.

*Zoning Administrator/Planning Commission/ZBA* - The Zoning Administrators report was provided and is on file. Zoning Administrator Kathleen Lindquist was present and provided a brief update and answered any questions. Additional CUP Hearing Dates will be scheduled with the Planning Commission at their upcoming meeting of March 20<sup>th</sup>, where 3 CUP Hearings will be held and is the rescheduled date from the February 23<sup>rd</sup> weather cancellation. The next regular meeting of the Planning Commission is April 20<sup>th</sup> at 6:00 pm.

Discussion about the correction of the Table of Contents layout for the current Zoning Ordinance was made.

There are no upcoming meetings scheduled for the Zoning Board of Appeals.

*Assessor/Board of Review* - There was no Assessor's report received prior to the meeting. Donna Shields, Board of Review member indicated that they did have their organizational meeting on March 7<sup>th</sup> and have upcoming Board of Review dates of March 14<sup>th</sup> and March 16<sup>th</sup>. Member Kristy Drake will not be present.

*Maintenance Department Report/Comm Bldg./Promotions/Cemetery* - Ryan Walther provided information to the Board prior to the meeting. He was not present. Exterior lights were installed at the fire hall and snow removal continues. He will be working on his Spring "to do" list.

*Fire Department/First Responders* – The Fire Department report was received and is on file. Members of the Department were present to provide additional information to the Board. There were no calls for the month. Trustee Balmes attended the March Department meeting and was present for the new truck delivery on February 21st. He thanked the members of the department who had a long day transferring all the equipment and supplies to the new rig. The new truck will be stationed at the Christmas Hall.

**\*BUDGET PUBLIC HEARING**

Supervisor Doucette opened the Public Hearing at 6:48 pm for the presentation and comment period of the Proposed 2023-2024 Fiscal Year Budget.

Proposed Budgets for the Fiscal Year 2023-2024 for the General Fund Account, Fire Fund Account, Garbage Fund Account and Road Fund Account were presented and reviewed for accuracy.

Clerk Johnson updated the Board on actual and projected State Revenue Sharing payments.

The General Fund Budget, based on the fund balance and allocated millage of 0.6782 was reviewed.

The Fire Fund Budget, based on the fund balance and voted millage of 2.8782 (Exp 12/31/24) was reviewed.

The Garbage Fund Budget, based on the fund balance and voted millage of 3.0000 of which 2.000 mills were authorized to be collected, (EXP 12/31/26) was reviewed.

The Road Fund Budget, based on the fund balance and voted millage of 2.0000 (EXP 12/31/26), was reviewed.

The total millage levied and authorized to be collected is 7.5564 for the Winter 2023 Tax Period.

Clerk Johnson noted that the Fund Balance for all accounts, effective March 31, 2023 will be amended to reflect actual reconciled balances at the April Regular Board Meeting.

Treasurer Cota noted there are some proposed projects the community will be excited about in the Budget using SLFRF monies.

No Public Comments were received.

Being no further comments or discussion, Supervisor Doucette noted the Public Hearing Closed at 6:54 pm.

*General Appropriations Act -*  
RESOLUTION No. 2023-003  
Au Train Township, Alger County, Michigan

A resolution to establish a general appropriations act for Au Train Township; to define the powers and duties of the Au Train Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Au Train Township resolves:

Section 1: Title

This resolution shall be known as the Au Train Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on January 4, 2023 and published on the [autraintownship.org](http://autraintownship.org) website on March 6, 2023 and a public hearing on the Proposed Budget was held on March 13, 2023.

Section 5: Estimated Revenues

Estimated Township General Fund revenues for Fiscal Year 2023-2024, including an allocated millage of 0.6782 mills; and various miscellaneous revenues shall total \$518,356.00 for the General Fund, which includes a 2/28/2023 approximate Fund Balance of \$300,214.58.

Estimated Township Fire Fund revenues for Fiscal Year 2023-2024, including a voted millage of 2.8782 (Exp 12/31/24) and various miscellaneous revenues shall total \$619,819.00, for the Fire Fund, which includes a 2/28/2023 approximate Fund Balance of \$454,906.00.

Estimated Township Garbage Fund revenues for Fiscal Year 2023-2024, including a voted millage of 2.000, (3.0000 available)(Exp 12/31/26) and various miscellaneous revenues shall total \$537,370.00, for the Garbage Fund, which includes a 2/28/2023 approximate Fund Balance of \$372,770.27.

Estimated Township Road Fund revenues for Fiscal Year 2023-2024, including a voted millage of 2.0000 (Exp 12/31/26) and various miscellaneous revenues shall total \$443,473.00, for the Road Fund, which includes a 2/28/2023 approximate Fund Balance of \$261,395.00.

Section 6: Millage Levy

The Au Train Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to total 7.5564 mills as set forth by the Tax Allocation Board (or as authorized under state law and approved by the electorate).

#### Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2023-2024 for the various township activities (cost centers) are as follows: see attached Exhibit A, B, C, D.

#### Section 8: Adoption of Budget by Reference

The General Fund, Fire Fund, Garbage Fund and Road Fund Budgets of Au Train Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

#### Section 9: Adoption of Budget by Cost Center

The Board of Trustees of Au Train Township adopts the 2023-2024 Fiscal Year General Fund Budget, Fire Fund Budget, Garbage Fund Budget and Road Fund Budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment. In addition, those activities with single line item budgets, shall be subject to prior board approval by budget amendment prior to any transfers.

#### Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations.

#### Section 11: Transfer Authority

No Officer shall have the authority to make transfers among the various cost centers (or line items) without prior board approval. Under no circumstances may the total general fund budget be changed without prior board approval.

#### Section 12: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the General Fund at the end of the previous quarter;
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter;
- c. a detailed list of:
  - i. expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year, and any revisions in revenue estimates resulting from collection experience to date.
  - ii. for each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 13: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 14: Budget Monitoring

Whenever it appears to the Fiscal Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Fiscal Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 15: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978) and the Au Train Township personnel manual.

Section 17: Board Adoption

Motion made by Treasurer Cota , seconded by Clerk Johnson , to adopt the foregoing Resolution.

Upon roll call vote, the following voted aye: Cota, Johnson, Doucette, Miller, Balmes

The following voted nay: None

The Supervisor declared the Motion carried and the Resolution duly adopted on the 13th day of March, 2023.

Mary Walther Johnson

Signed: Mary Walther Johnson, Township Clerk

\*UNFINISHED BUSINESS - None

\*NEW BUSINESS

Correspondence - Supervisor Doucette presented and read correspondence from Renewable World Energies dated February 24, 2023, regarding the Forest Lake Dam. It appears they are withdrawing their surrender application and will proceed with the upgrade projects, modifications and license amendments. A time table was included. Clerk Johnson noted that correspondence was received from UPSET and the Tri County Volunteer Fire Department requesting funding. Both requests were tabled for a future meeting. In addition a request for a donation from the Munising High School All Night Senior Party was reviewed. There was no Board Action on their request as it is not an authorized expenditure.

Spring Cleanup - Supervisor Doucette presented the proposed date of May 20, 2023 from 9:00-11:30 am for the Spring Cleanup at the Wood Island Landfill. MOTION by Clerk Johnson, second by Trustee Balmes to authorize a spring cleanup event for May 20, 2023 at the Wood Island Landfill with funding from the Garbage Fund Account. JOHNSON, YES; BALMES, YES; MILLER, YES; DOUCETTE, YES; COTA, YES. MOTION CARRIED.

Audit - Clerk Johnson presented an email with the cost estimate from Anderson, Tackman & Co. for the off-year audit of \$3,850.00. MOTION by Treasurer Cota, second by Clerk Johnson, to contract with Anderson, Tackman & Co. for the off-year Fiscal Year 2022/2023 Audit with an estimated cost of \$3,850.00. COTA, YES; JOHNSON, YES; MILLER, YES; DOUCETTE, YES; BALMES, YES. MOTION CARRIED.

\*PUBLIC COMMENT - Public Comments were received from Duane Newton via email, read by Supervisor Doucette.

\*ADJOURNMENT

Being no further business, MOTION by Supervisor Doucette, second by Treasurer Cota, to adjourn the meeting. MOTION CARRIED. MEETING ADJOURNED at 7:12 pm.

Submitted by: Mary Walther Johnson, Au Train Township Clerk

DRAFT  
3/21/2023 - MWJ