

**Munising Township Regular Board Meeting Minutes**  
**February 5, 2024 7:00 p.m. – 9:19 p.m.**

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**Roll Call:**

Board Members Present: Supervisor Lisa Howard, Clerk Patty Willson, Treasurer Carmon Decet, Trustee Selina Balko, and Trustee Jolene Hetherington. Board Members Absent: None. Also present: Assessor Corey McLaughlin, Zoning Administrator Kathleen Lindquist, Bob Balko, Fire Chief Harold Anderson, Rachael Gurski of Munising Beacon, Lisa Cromell, and Char Dugas.

Supervisor Howard opened our February 5, 2024, meeting at 7:00 p.m. leading us with the pledge.

**Public Comment:**

Char Dugas spoke about the services offered by the Munising School Public Library and the upcoming library millage.

**Approval of Minutes:**

Moved Balko/seconded Hetherington to **approve minutes of January 2, 2024 Township Board regular meeting**. Motion carried.

**Clerk's Correspondence/Report:**

Received Fahey newsletter. Received a notice from the State (EGLE) on the Prairie Creek to install a temporary clear span bridge, which shall be removed immediately upon completion of the utility maintenance project. Received tax statement form from Peoples State Bank and Embers Credit Union. Received phone call and letter of interest from Landmark Dividend to purchase cellular tower. The quarterly statements from John Hancock are in your packets. Updated the Wages and Salaries 2024/25FY form. Updated the website. Sent out W2's and 1099's and completed year-end forms. Spoke with Circle K Fleet (Holiday) about our credit card not handling multiple transactions by the fire department at the pump. Fixed the issue by increasing the dollar limit and transaction limit on account. Updated our list of authorized purchasers on our Menards account. Updated our jurisdiction contact information in the Election Official Directory. Received updated school consolidation agreement. There will be a school election on May 7. Harold and I completed our property and casualty inspection with Lori from Michigan Township Participating Plan. Selina and I have been busy processing AV ballots. Election inspectors attended Early Voting training last week. Selected election workers for February 27 presidential primary election. Several election inspectors are working to cover a few days of Early Voting and Janet Miron and Eileen Egilsson are working the election for Grand Island Township. Held Election Commission meeting. Pre-accuracy testing was successful. Public Accuracy Testing is scheduled for February 12 at 4:30 p.m.

**Supervisor's Correspondence/Report:**

Received Notice from DTE Gas Company requesting Michigan Public Service Commission to increase its rates, amend its rate schedule and rules governing the distribution and supply of natural gas, and for miscellaneous accounting authority on Monday, February 5 at 10 a.m. via video/teleconferencing. Also, for approval of a gas cost recovery plan and recovery factors for the 12 months ending March 31, 2025, on Thursday, February 8 at 10 a.m. via video/teleconferencing. Received Notice from UPPCO requesting MPS approval of depreciation and expenses on Thursday, February 8 at 9 a.m. via video/teleconferencing. Attended a renewable energy zoning webinar. Wrote a citation for blight on Cedar Street. Working with Alger County Pickleball group on the MEDC crowdfunding grant for constructing pickleball courts at McQuisten Recreation Area. The budgetary estimate for four courts came in at between \$114,000 - \$130,000. The DNR accepted our 5-Year Recreation Plan. Received a map of our streetlights from UPPCO. Do we want to get a conference table and chairs for the small conference room? Road Millage renewal is on the February 27<sup>th</sup> ballot.

**Requested Items:**

- A. Zoning Administrator: Present and provided update.
- B. Assessor: Present and provided update. Board of Review meetings to be held in March.

**Unfinished Business:**

- A. Cemetery Property Expansion: Additional work to begin in the spring. Board discussed fencing along South side near the snowmobile trail and sprinklers. TriMedia still has work to be completed.
- B. Digitizing Meeting Minutes: Lisa searched MTA website and contacted company in Grand Rapids who digitizes and utilizes two mirrored hard drives. Moved Decet/seconded Balko to **accept bid from**

**Alcogare and approve up to \$1,000.** Carried.

**New Business:**

- A. Township Hall Closet Expansion Bid: Moved Hetherington/seconded Balko to accept bid from William Balko and approve up to \$8,000 to renovate closet and include a door. Carried.
- B. Shingleton Community Building Lease: Eviction Notice served to tenant on January 3 and must vacate by February 2. Trudell will winterize.
- C. Poverty Exemption Guidelines: Moved Howard/seconded Willson to **adopt the Poverty Exemption Guidelines for 2024, plus 25%**. Carried.
- D. Fire Department Lighting Bid – Convert to LED: Moved Balkos/seconded Hetherington to **approve Milloy Electric's estimate of \$5,500**. Carried.
- E. Replacing Hall Toilets Bids: Received three estimates; one from Beauchamp Plumbing & Heating, second from Berger & King, and the third from Paul's Plumbing and Appliance. Board discussed and motion made by Decet/seconded Balko to **accept Beauchamp's estimate of \$4500 with clarification on the quality and specifics of the toilets**. Motion carried.
- F. Non-elected Position Employee Wages: After much Board discussion, moved Decet/seconded Willson to **increase the following wages: Deputy \$309 per month, Fire Chief \$1,208 per month, Assistant Fire Chief and Fire Captain \$424 month, Firemen \$27 per hour, Handyman \$17.70 per hour, Cleaning Person \$75 per week, Receptionist \$15.60 per hour, Assessor \$2,762 per month, Zoning Administrator \$728 per month, Board of Review Members, Election Inspectors, State-mandated Office Hours, and Training/Workshop Attendance \$17 per hour, and Election Chairman \$50 extra per election**. Carried.
- G. Rental, Zoning and Land Split Fees: Moved Howard/seconded Decet to **increase Conditional Use Permits fee and Variance Application fee to \$250**. Carried.
- H. Draft 2024/25 Budget: Board discussed and adjusted.
- I. Hall Façade/Window Replacement Options: Board discussed. Board consensus to repair the existing façade by lifting it back into place and pouring a foundation underneath. Lisa will research further.

**Committee/Policy Reports:**

APRD still working on getting permits... hopefully by May.

**Fire Department:**

Present, and provided report.

**Public Comment:**

Lisa Cromell spoke positively about bulk microfilming archiving and digitizing simultaneously.

**Treasurer's Report:**

Balance Savings (12/31/2023): \$284395.52. Receipts: \$44947.38. Disbursements: \$27076.73. Balance Savings (01/31/24): \$302266.17. Balance Fire Truck Millage Account: \$167802.03. Balance Road Millage Fund: \$148089.31. Balance Road Improvement Fund: \$27192.87. Balance Road Bond Account: \$1050.37. Balance General Fund: \$5057.56. Balance CD – Embers: \$300000.00. Balance CD – Embers/FTMillage: \$150000.00. Balance Savings – Embers: \$5.00.

**Pay Bills:**

Moved Hetherington/seconded Balko, to **pay bills with checks numbered 9756 – 9812, excluding voided checks numbered 9792, 9808 and 9812**. Motion carried.

**Next Meeting:**

Next regular monthly meeting is scheduled for Monday, March 4, 2024, at 7:00 p.m. at the Munising Township Hall.

**Adjournment:**

Moved Hetherington/seconded Decet to **adjourn**. Carried. Meeting adjourned at 9:19 p.m.

Respectfully Submitted by Patty Willson, Clerk

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Patty Willson, Clerk

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Lisa Howard, Township Supervisor