

**Munising Township Regular Board Meeting Minutes
March 3, 2025 7:00 p.m. – 9:06 p.m.**

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: Zoning Administrator Kathleen Lindquist, Assessor Corey McLaughlin, Fire Chief Ty Nesberg, Bob Balko, Norm Dodge, and Barry Hoover.

Supervisor Howard opened our March 3, 2025, meeting at 7:00 p.m. leading us with the pledge.

Public Comment:

Concern voiced by resident regarding blight on Carmody Road.

Approval of Minutes:

Moved Hetherington/seconded Balko to **approve minutes of February 3, 2025 Township Board regular meeting**. Motion carried.

Clerk's Correspondence/Report:

Received updated terms and conditions for our Business Charge Card Agreement, which outline specific fees applicable to our Circle K Holiday Fleet (WEX) Account. Attended two webinars on the amended Earned Sick Time Act. Updated the Property Policy, our website, and the Wages and Salaries form for the 2025/26FY. Re-issued payroll checks that were uncashed.

Supervisor's Correspondence/Report:

Received Notice from UPPCO requesting approval of an amended renewable energy plan to comply with Public Act 235 of 2023 and approval of its integrated resource plan pursuant to MCL 460.6t and for other relief on Thursday, March 13 via video/teleconference. Charter notified its customers that they will cease Universal Kids channels 170 and 729. And they will launch AXS TV on channel 820. Received a thank you from Friends of Valley Spur and Commission on Aging. Attended a webinar on Trust Fund Grant. Renewed our SAM, System for Award Management, registration. Attended webinar on the new Michigan ESTA, Earned Sick Time Act. Working with Michigan Department of Technology, Management & Budget on the tax credit for the solar array. Attended my first CUPPAD Regional Board meeting.

Requested Items:

- A. Zoning Administrator: Present and provided update.
- B. Assessor: Present and provided update.

Unfinished Business:

- A. Employee Paid Time off/Paid Sick Leave: A resolution was offered by Hetherington and supported by Balko to adopt the Paid Time Off / Earned Sick Time Act Policy. Roll call vote: Willson-yes, Decet-yes, Hetherington-yes, Howard-yes, and Balko-yes. 5 yes, 0 nay, 0 absent. Howard declared the resolution passed.

Adjournment from regular board meeting: Moved Decet/seconded Hetherington to **adjourn regular board meeting**. Carried. We adjourned at 7:20 p.m.

Public Hearing on Budget 2025/26

Supervisor called the public hearing on Township Budget 2025/26 to order at 7:31 p.m.

- 1. **Budget Items:** Discussed proposed budget presented. The township is in good condition.
- 2. **Public Comment:** None.

Moved Decet/seconded Balko to **close Public Hearing**. Carried. We closed at 7:35 p.m.

Supervisor Howard called the regular board meeting back to order at 7:35 p.m.

New Business:

- A. Adopt 2025/26 Budget: **A resolution was offered by Balko and supported by Decet to adopt the 2025/26 budget as presented. Roll call vote: Balko-yes, Willson-yes, Howard-yes,**

- Hetherington-yes, and Decet-yes. 5 yes, 0 nay, 0 absent.** Howard declared the resolution passed.
- B. Adopt General Appropriations Act Resolution: **A resolution was offered by Howard and supported by Hetherington to adopt the 2025/26 General Appropriations Act. Roll call vote: Decet-yes, Hetherington-yes, Balko-yes, Willson-yes, and Howard-yes. 5 yes, 0 nay, 0 absent.** Howard declared the resolution passed.
 - C. Meeting Dates and Time: Moved Balko/seconded Willson that the **Township Board continue meeting at 7:00 p.m. on the first Monday of each month with the following exception: Tuesday, September 2.** Carried.
 - D. Banking Preferences: Moved Balko/seconded Hetherington to **continue banking with PSB and Embers.** Carried.
 - E. Planning Commission Appointment – Chelsea Heyrman: Moved Howard/seconded Willson to **appoint Chelsea Heyrman to the Planning Commission with term ending in 2028.** Carried.
 - F. Board of Review Appointments: Moved Howard/seconded Balko to **appoint Ken Heyrman and Jon Mills to the Board of Review.** Carried.
 - G. Hiawatha Township Mutual Aid Agreement: Board discussed the agreement and whether expenses typically incurred during a fire call, such as wages, fuel, and fire foam, are adequately covered. Board prefers an agreement where actual costs are reimbursed.
 - H. DNR Trust Fund Grant – Prime Professional: Moved Balko/seconded Decet to secure a prime professional for DNR grant. Carried.
 - I. Vacation Rental Limits: Board discussed having CUPPAD do a housing assessment, also having them update the township’s Master Plan at a later date. Planning Commission to address the rules and regulations specific to each location. Zoning Administrator is willing to write a “Due to recent complaints” letter to vacation rental owners addressing rules, ordinances, property boundaries, etc.

Fire Department:

Present and provided update.

Committee Reports/Board Comments:

Board discussed the need for a service contract and will begin working with the attorney to get a draft contract written. Lisa Howard officially resigned as Blight Enforcement Officer, effective immediately.

Public Comment: None.

Treasurer's Report:

To renew Savings CD (\$103,828.05) and Fire Millage CD (\$100,000.00) for 12 months at 4.25%.

Balance Savings (1/31/2025): \$291,352.02	Balance Road Improvement Fund: \$30,162.60
Receipts: \$97,790.38	Balance Road Bond Account: \$1,061.85
Disbursements: \$51,791.95	Balance General Fund: \$5,005.11
Balance Savings (2/28/2025): \$337,350.45	Balance CD – Embers: \$208,528.29
Balance Fire Truck Millage Account: \$262,780.61	Balance CD – Embers/FTMillage: \$260,712.18
Balance Road Millage Fund: \$250,492.46	Balance Savings – Embers: \$5.00

Pay Bills:

Moved Hetherington/seconded Balko, to **pay bills with checks numbered 10668 – 10746, excluding voided check numbered 10675.** Motion carried.

Next Meeting:

Next regular monthly meeting is scheduled for Monday, April 7, 2025, at 7:00 p.m. at the Munising Township Hall.

Adjournment:

Moved Decet/seconded Hetherington to **adjourn.** Carried. Meeting adjourned at 9:06 p.m.

Respectfully Submitted by Patty Willson, Clerk

Patty Willson, Clerk

Lisa Howard, Township Supervisor