

ADAMS TOWNSHIP
MONTHLY MEETING
MARCH 5, 2018

The regular monthly meeting of the Adams Township Board was held on Monday, March 5, 2018 at the Township Hall, 17118 First Street, Baltic, Michigan.

The meeting was called to order at 6:00PM. Pledge of allegiance was recited followed by roll call. The following board members responded to roll call: Supervisor Heikkinen, Trustee Mattila, Treasurer Immonen, Trustee Keranen, and Clerk Pindral. There were 3 guests in attendance.

MOTION made by Trustee Keranen with support from Treasurer Immonen to accept the minutes of the February 5, 2018 Monthly meeting, February 19 Special meeting, and February 5, 2018 Wholesale Water meeting. Roll call, all ayes. Motion carried.

COMMENTS:

- David Fox stated he would like to defer any comment until end of meeting.

CORRESPONDENCE:

- KEDA 2018 Membership renewal invoice received. Cost \$250.00. MOTION by Trustee Keranen to pay renewal membership of \$250.00 for KEDA membership. Supported by Trustee Mattila. Roll call, all Ayes. Motion carried.
- UPEA invoice for \$354.00 for AMP services presented. MOTION by Trustee Mattila with support from Trustee Keranen to pay UPEA AMP Invoice in amount of \$354.00. Roll call, all ayes. Motion carried.
- FYI – No action regarding International City/County Management Association (ICMA) Survey.

FINANCIAL REPORT: Financial reports for February reviewed. MOTION made by Trustee Keranen with support from Trustee Mattila to accept the February financial reports. Roll call, all ayes. Motion carried.

FIRE DEPARTMENT: Trustee Mattila reported February had 19 medical calls and 5 fire calls. Reminder of the Fire Department Pancake Breakfast fundraiser to be held Sunday, March 11th at the South Range Elementary School. Time is 8AM to 1PM. Also reminder to change clocks ahead one hour and change batteries in smoke detectors. At last meeting the fire dept. held election of officers and elected Dan Coponen as Fire Chief, which the Board needed to approve. MOTION by Trustee Mattila with support from Clerk Pindral to approve Dan Coponen as fire chief for Adams Township Volunteer Fire Department. Roll call, all ayes. Motion approved.

ASSESSOR REPORT: Assessor report for February reviewed. Board of Review scheduled for March 12th from 3-9PM and March 13 from 9-3PM for corrections and amendments. BOR may need a spare member onboard to cover absenteeism. This will be discussed at the organizational meeting March 6th.

UNFINISHED BUSINESS:

- Chris Holmes, UPEA Engineer, stated nothing new to report on water project. Landscaping in Atlantic Mine will be finished up in the spring along with hookups that were left due to weather. The second half of the project will be fixing the water main on Iroquois Street in Painesdale and 5th Street in Trimountain if funds hold. Rural Development pay request for meters will be submitted for payment at April meeting. Chris stated he redirected Steve Mann FOIA request to the Township. This is regarding construction bid information.
- Quotes are needed soon on the water line fix by Northern Hardwoods: 1) To bore under M-26; or 2) Run alongside highway from fire hydrant.

- Supervisor Heikkinen reported the timeclock issue has been resolved. The company installed a new timeclock with warranty at no charge. Employees are required to clock in and out.

NEW BUSINESS:

- Annual meeting is scheduled for March 21st at 4:30. Supervisor Heikkinen requested thoughts/ideas to be budgeted. Currently budgets look good with Wholesale Water a little tight. Will discuss water rates at later date. Recreation plan needs to be updated before any grants can be applied for.
- Discussion regarding water meters on house trailers. Tabled for future discussion.
- Supervisor Heikkinen reported Justin Hayrynen was rehired last week. He is currently on-call 24/7.
- Discussion on need for vehicle upgrades. Vehicle currently utilized by Bob Hudson could be used at cemeteries. The newer vehicle would need to have a plow. Tabled for future meeting.

Public Comment: None

MOTION at 6:34PM by Trustee Mattila with support from Trustee Keranen. Roll call, all ayes.
Meeting adjourned.

Submitted by:

Debbie Pindral
Township Clerk

ADAMS TOWNSHIP
Wholesale Water Board
March 5, 2018

The regular monthly meeting of the Adams Township Wholesale Water Board was held on Monday, March 5, 2018 at the Township Hall, 17118 First Street, Baltic, Michigan.

The meeting was called to order at 6:35PM. The following board members responded to roll call: Supervisor Heikkinen, Treasurer Immonen, Trustee Mattila, Trustee Keranen, and Clerk Pindral. Also in attendance was Water Superintendent Bob Hudson, and Justin Hayrynen.

- Supervisor Heikkinen asked for an update on the Somero sewer situation. J Hayrynen stated he spent 2 ½ days and J Wisniewski spent approx. 1 day digging in the snow looking for the manholes to find the problem. City of Houghton then assisted with their sewer cleaner equipment. It was discovered manholes 4 and 5 were plugged with industrial grease. After considerable discussion, it was decided to have Lawyer Mackey draft a letter to Somero regarding the practice of disposing of industrial grease in the sewer with a copy also included to Portage Township. Adams Township would like to remedy the practice without intervention by EPA. Lawyer Mackey will also draft continuation agreement between Adams Township and Charter Township of Portage regarding sewer connection to Somero.
- Supervisor Heikkinen stated D. Pyykkonen is on 30 day unpaid leave to study for upcoming licensing exams. Will return on April 2nd. Bob stated that he will need to learn how to get paperwork done in a very timely manner. Eric Waara, City of Houghton Mayor, will be contacted to develop contract for their D2 licensed employee to cover Adams Township Water Plant. The contract will stipulate they will observe work being done, not just sign reports. This is being done in anticipation of Bob Hudson upcoming retirement.
- Bob Hudson stated he is aware the Village of South Range has a big water leak. He has no further business to report.

With no further business to discuss, MOTION to adjourn at 7:10PM by Trustee Keranen with support from Trustee Mattila. Roll call, all ayes. Meeting adjourned.

Submitted by:

Debbie Pindral,
Township Clerk

Adams Township
Special Meeting

A special meeting of the Adams Township Board was held on Wednesday, March 21, 2018 at 5:01PM at the Township Hall in Baltic, Michigan.

A roll call with board members present was taken. Supervisor: Gerald Heikkinen, Treasurer: Nancy Immonen Clerk: Debbie Pindral, Trustee Keranen, and Trustee David Mattila. There was one guest present. Motion by Trustee Mattila, supported by Treasurer Immonen to accept the special meeting minutes of March 22, 2017. Roll call, all ayes. Motion accepted.

Resolution:

On motion by Mattila, supported by Pindral under the provision of the law and statute provided, the following resolution is hereby adopted by the Adams Township Board, Houghton County, Michigan in a meeting assembled this 21nd day of March 2018 at the Township Hall in Baltic, MI.

Resolved:

That the Township Board of Adams Township, County of Houghton, State of Michigan does hereby establish that there will be one (1) regular monthly meeting held by the Adams Township Board as follows:

-All regular meetings will be held at the Township Hall in Baltic, MI.

Meetings will be held on the first Monday of each month (unless posted), commencing at 6:00PM. Dates of the regular monthly meeting will be as follows: April 2, May 7, June 4, July 2, August 6, September 10 (Second Monday), October 1, November 5, December 3, 2018, January 7, February 4, and March 4, 2019. (Followed by the Wholesale Water Board Meeting).

-The annual meeting is scheduled for Wednesday, March 20, 2019 at 4:30PM. Budget work sessions shall be set as needed at monthly meetings.

-Special meetings shall be called and held at the direction of the Adams Township Board with due and proper notice of such meetings.

-Meetings will observe Robert's Rules of Order, and will allow five (5) minute limit per individual of public comment before meeting.

MOTION by Mattila supported by Keranen, the board approved the depository of all the Township funds with Superior National Bank & Trust, Citizens Bank, River Valley State Bank, Wells Fargo, M-Bank, Ontonagon Citizens State Bank, Range Bank, Huntington Bank and Miners Bank, and to keep them current and updated. Roll call vote, all ayes, motion carried.

MOTION by Pindral with support from Mattila, the Board authorizes the Township to utilize electronic transactions in compliance with the written procedures and internal controls developed and adopted by the Treasurer as the Township's ACH policy. Roll call vote all ayes, motion carried.

MOTION by Immonen supported by Keranen, that Lawyer Paul Tomasi for the Atlantic Mine Water Distribution Project; and Kevin Mackey from Kevin Mackey Law will represent the Township as its attorneys, with the option to consult with other attorneys more qualified on the subject in question. Roll call vote all ayes, motion carried.

MOTION by Pindral, supported by Keranen, the board appoint the Rukkila Negro and Associates CPA firm as auditors for the Township. Roll call vote all ayes, motion carried.

MOTION made by Keranen, supported by Immonen that the Adams Township Board be given authorization to borrow funds for the operation of the Fire Department, and for any other purpose deemed necessary for the operation of the Adams Township Board. Roll call vote all ayes, motion carried.

MOTION made by Mattila supported by Keranen, that the Adams Township Board be given permission to lease, purchase or sell land, buildings and structures deemed by the Township Board for the operation of the Township Fire Dept, Recreation Dept, and for any other purpose deemed necessary for the operation of

Adams Township and at terms deemed satisfactory by the Adams Township Board. Roll call vote all ayes, motion carried.

MOTION by Pindral, supported by Immonen the Board adopted the following wages for employees. Roll call vote 4 ayes, Pindral abstained:

Robert Hudson	2.5%
Justin Hayrynen	2.5%
Heather Platzke	2.5%
Jerry Wisniewski	2.5%
Account/Payroll Manager	\$12.50/Hr
New, Temporary, or seasonal	\$10.00/Hr (not to be less than current minimum hourly wage)
Current Cemetery workers	\$11.00/Hr
Board of Review	\$13.25/Hr
Election workers	\$13.25/Hr
Election chairperson	\$15.50/Hr
Deputy Clerk	\$13.25/Hr
Deputy Treasurer	\$13.25/Hr

Mileage rate at current IRS rate – 54.5cents/mile

Wholesale Water Board \$60.00 month, not to exceed \$720.00 annually.

MOTION made by Mattila with support from Pindral to retain Lisa Karrio as assessor, with following stipulations: 1) there is a 30 day termination clause in her contract; 2) missed hours are to be made up within the same week if possible, otherwise within the month after. She will be a township employee, salaried per contract (current salary: \$25,000.00). Roll call vote all ayes, motion carried.

Changes and adjustments are effective April 1, 2018.

Motion by Mattila, supported by Keranen, the board appointed the following to their respective positions: Torey Kostamo, Deputy Clerk; Heather Platzke, Deputy Treasurer. Roll call vote all ayes, motion carried.

MOTION by Mattila, supported by Keranen, the following cemetery rates were set for Mountain View and Atlantic Mine:

Lot purchases: \$150.00 if ever a resident of the Township & \$250.00 non-resident – With the stipulation that due to decreasing space, lot sales in the Atlantic Mine cemetery are available to residents only. Non-resident burials shall be at Mountain View Cemetery in South Range.

Free lot for Veteran if buried in Veterans plot. Sales of Veteran/Spousal Plots are \$175.00 (\$150.00 for plot plus \$25.00 stone lot marker). Must pay for burial.

Burials: Regular - \$250.00 everyone	Saturday rates: \$365.00	Sunday and Holiday - \$550.00
\$100.00 cremations	\$150.00	\$200.00
\$100.00 stillborns	\$150.00	\$200.00
\$700.00 disinterment	\$900.00	\$1,200.00

There will be NO unauthorized burials or cremations in either cemetery.

Any burials held from November 1st thru May 15th will be charged for any extra cost incurred in addition to the Township fee. Roll call vote all ayes, motion carried.

MOTION by Pindral, supported by Keranen, the annual street light assessment will remain at \$20.00 per PRE (excludes Village of South Range) per year. Roll call vote all ayes, motion carried.

MOTION by Immonen, supported by Mattila, the board retained 1% administrative tax fee plus 3% penalty fee on property tax collection (with the current applicable non-sufficient funds fee) with charge to Adams Township School District \$2.50 per parcel. Roll call vote all ayes, motion carried.

MOTION by Keranen supported by Immonen to continue to add delinquent water and sewage bills to the tax roll. Roll call vote all ayes, motion carried.

MOTION by Keranen, supported by Immonen to continue collecting special assessments excluding the Village of South Range, in the amount of \$40 per year per parcel for the Fire Dept. and 1st Responders. Roll call vote all ayes, motion carried.

MOTION by Mattila, supported by Keranen, the board retained Hannula Insurance Agency for township insurance, and Blue Cross and Blue Shield for medical with permission for Supervisor to investigate insurance options and financial advisors. Roll call vote all ayes, motion carried.

MOTION by Pindral, supported by Immonen, the water rates and sewage rates will remain the same with the option to increase rates if necessary using proper notice and procedure. Roll call vote all ayes, motion carried.

MOTION by Mattila, with support from Keranen that the Treasurer, Clerk, Deputy Clerk, and Deputy Treasurer, be authorized to sign checks on behalf of the Township. Mandate will require at least one of the signatures be either the Township Treasurer or the Township Clerk. Roll call vote all ayes, motion carried.

MOTION by Keranen, with support from Mattila to go into executive session at 5:20PM to discuss wages. All ayes, motion carried.

MOTION by Keranen with support from Immonen to leave executive session at 6:15PM, and return to special meeting. All ayes, motion carried.

With no other business brought before the Board, meeting adjourned at 6:18PM on a motion by Keranen with support from Mattila. All ayes, Motion carried.

Debbie Pindral
Adams Township Clerk

Annual Meeting of the
Electors of Adams Township

The annual meeting of the electors of Adams Township was held on Wednesday, March 21, 2018 at 4:30PM at the Township Hall in Baltic, Michigan.

Electors present were: Nancy Immonen, David Mattila, Diane Keranen, and Robert Hudson.

Board members present were Gerald Heikkinen and Debbie Pindral.

Supervisor Heikkinen motioned to accept the minutes of the March 22, 2017 Elector Annual Meeting; Clerk Pindral seconded the motion. Motion carried

Supervisor Heikkinen reported the state of the Township to be solvent and in good condition. State Revenue Sharing funds continued as anticipated. The Atlantic Mine Water Project will be completed in 2018.

Supervisor Heikkinen stated board salaries to remain at current levels, which are:

- Salary of supervisor \$10,000 annually
- Salary of clerk \$9,000 annually
- Salary of treasurer \$10,710 annually
- Salary of trustees \$1,500 annually

Supervisor Heikkinen motioned to adjourn the annual electors meeting; Seconded by Clerk Pindral. Meeting adjourned at 4:32PM.

Debbie Pindral
Adams Township Clerk

Adams Township
Budget Hearing

The annual budget hearing of Adams Township was held on Wednesday, March 21, 2018, at 4:32PM at the Township Hall in Baltic, Michigan.

The following Board members responded to roll call: Supervisor Gerald Heikkinen, Clerk Debbie Pindral, Treasurer Nancy Immonen, Trustee Diane Keranen and Trustee David Mattila. There was one guest present.

On a MOTION from Trustee Mattila with support from Trustee Keranen the minutes of the March 22, 2017 budget meeting were reviewed and approved, all ayes, and motion carried.

On a MOTION from Treasurer Immonen with support from Trustee Mattila, the board accepted the 1.021% tax for FY 2018/19 as set by the State of Michigan; all ayes, and motion carried.

General Fund:

Supervisor Heikkinen presented 2017/18 final budget for approval with notation that the purchase of new dump truck was budgeted and approved in this budget and will be purchased in April 2018. Year two of UPSET pledge also included in budget. Budget line added for health insurance. On a MOTION from Trustee Keranen with support from Trustee Mattila the board accepted the amended 2017/2018 budget activity level with total income of \$341,350 and expenses of \$263,600. Roll call vote, all ayes, motion carried.

On a MOTION from Trustee Keranen with support from Trustee Mattila the board accepted the proposed 2018/2019 budget activity level with total income of \$341,900 and expenses of \$270,750. Roll call vote, all ayes motion carried.

Wholesale Water:

2017/18 budget presented with income slightly below projected due to decreased water sales. This is offset slightly by electricity costs slightly decreased due to less pumping. Health insurance has been increased slightly. MOTION by Trustee Mattila and seconded by Trustee Keranen to approve the 2017/18 budget at the following activity level: Income \$330,850 and Expenses at \$272,550. Roll call vote; all ayes. Motion carried.

MOTION by Trustee Mattila and seconded by Trustee Keranen to approve the 2018/19 budget at the activity level as follows: Income \$325,850 and expenses \$276,000. Roll call vote; all ayes. Motion carried.

Retail Water:

Supervisor Heikkinen stated water improvement project will be finalized in 2018. Expenses were lower than anticipated due to no principal payment and lower interest payment on Rural Development loan. All funds have health insurance expense added back into them.

MOTION by Treasurer Immonen and seconded by Trustee Keranen to approve the 2017/18 budget at the activity level with the following charges: Income \$235,350 and Expense at \$106,800. Roll call vote; all ayes. Motion carried.

MOTION by Treasurer Immonen and seconded by Trustee Keranen to approve the 2018/19 budget at the activity level as follows: Income \$235,350 and expenses \$207,000. Roll call vote; all ayes. Motion carried.

Atlantic Mine Sewer Fund:

Planned maintenance on all lift stations has ended, and Bay Electric will now do on 'as needed basis'. Health insurance has been added to budget. MOTION by Trustee Keranen and seconded by Treasurer Immonen to approve the 2017/18 budget at the following activity level: Income \$75,200 and Expense at \$67,150. Roll call vote; all ayes. Motion carried.

MOTION by Trustee Keranen and seconded by Treasurer Immonen to approve the 2018/19 budget at the following activity level: Income \$77,000 and expenses \$69,850. Roll call vote; all ayes. Motion carried.

Baltic Sewer Fund:

Rural Development loan and interest devour most of income. Health insurance has been budgeted in. MOTION by Trustee Mattila and seconded by Trustee Keranen to approve the 2017/18 budget at the following activity level: Income \$52,050 and Expense at \$39,800. Roll call vote; all ayes. Motion carried.

MOTION by Trustee Mattila and seconded by Trustee Keranen to approve the 2018/19 budget at the following activity level: Income \$52,050 and expenses \$44,250. Roll call vote; all ayes. Motion carried.

Painesdale Sewer Fund:

Supervisor Heikkinen stated due to extra monies paid on the Rural Development loan, interest expense was slightly lower than budgeted. Health insurance budgeted back in. MOTION by Treasurer Immonen and seconded by Trustee Keranen to approve the 2017/18 budget at the activity level with the following charges: Income \$87,050 and Expense at \$58,150. Roll call vote; all ayes. Motion carried.

MOTION by Treasurer Immonen and seconded by Trustee Mattila to approve the 2018/19 budget at the activity level as follows: Income \$87,050 and expenses \$67,000. Roll call vote; all ayes. Motion carried.

Trimountain Sewer Fund:

Rural Development loan and interest comprised most of 2017/18 expenditures. Health insurance was also budgeted for 2018/19. MOTION by Trustee Keranen and seconded by Trustee Mattila to approve the 2017/18 budget at the following activity level: Income \$62,250 and Expense at \$42,800. Roll call vote; all ayes. Motion carried.

MOTION by Trustee Keranen and seconded by Trustee Mattila to approve the 2018/19 budget at the following activity level: Income \$62,250 and expenses \$47,600. Roll call vote; all ayes. Motion carried.

Meeting adjourned at 5:00PM on a motion from Trustee Keranen with support from Trustee Mattila with all ayes, motion carried.

Debbie Pindral
Adams Township Clerk