

ADAMS TOWNSHIP
MONTHLY MEETING
MARCH 6, 2017

The regular monthly meeting of the Adams Township Board was held on Monday, March 6, 2017 at the Township Hall, 17104 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, Treasurer Immonen, Trustee Keranen, Trustee Mattila, and Clerk Pindral. There were 5 guests in attendance.

MOTION made by Trustee Keranen with support from Treasurer Immonen to accept the meeting minutes of the February 6, 2017 monthly meeting, and Wholesale water meeting. Roll call, all ayes. Motion carried.

CITIZEN'S COMMENTS:

- J. Kokko inquired if there was any update in regards to the wind turbines. Supervisor Heikkinen stated there has been no correspondence from the company.

CORRESPONDENCE:

- FYI only - received letter from WUPPDR regarding their "Project List for 2017: Houghton County Project List".
- KEDA annual Membership Invoice of \$250.00 received. MOTION by Trustee Mattila with support from Treasurer Immonen to approve payment of 2017 invoice. All ayes, motion carried.
- MIOSHA 2017 Training Institute brochure received. Packet given to J. Hayrynen to review for applicable classes to attend.

FINANCIAL REPORT: MOTION made by Treasurer Immonen with support from Trustee Keranen to accept the February financial report. Roll call, all ayes with Trustee Mattila abstaining from vote on any Portage Lake Construction invoices. Motion carried. Supervisor Heikkinen reports all budgets are sound. Wholesale Water has significant fixed annual expenditures as well as aging equipment, so that budget needs to be carefully monitored.

FIRE DEPARTMENT: Trustee Mattila reported 9 medical calls and 5 fire calls. The fire department held election of officers, and Trustee Mattila recommends the Board approve Dan Coponen as fire chief. MOTION by Treasurer Immonen with support from Trustee Keranen to approve Dan Coponen as Adams Township Fire Department Chief. All ayes, motion carried. Reminder that the Fire Department Pancake Breakfast will be held on March 12 from 8AM to 1PM. The Fire Department would like to expand the building in Atlantic Mine. Supervisor Heikkinen suggested contacting the grant writer thru KEDA, and then approach the Board with a proposal.

ASSESSOR REPORT: Assessor report reviewed monthly report. The assessor did attend the BOR School in February, as well as other required educational sessions. Public reminded of Spring BOR dates: Organizational meeting on March 7th. BOR for Spring Taxes scheduled for March 13th at 3PM-9PM and March 14th 9AM to 3PM. This BOR is where property owners can appeal assessments.

UNFINISHED BUSINESS:

- Chris Holmes, UPEA, stated E. Tepsa has not yet responded to any correspondence regarding easement rights on Trimountain property. Stated that Lawyer Tomasi's office will attempt to contact Mr. Tepsa regarding easement. Lawyer Mackey stated since the water line on Tepsa property had no other outlets and the Township has received no correspondence from Mr. Tepsa, he recommends starting procedure for condemnation of that water main. MOTION by Trustee Keranen with support from Clerk Pindral to start the condemnation for water main on Ernie Tepsa property in Trimountain. All Ayes, motion carried. Lawyer Mackey will start procedure. Spec book for project has been completed. Clauses stating the Atlantic Mine water project must be completed before starting the

Painesdale/Trimountain phases. Multiple crews might be allowed. A copy of Retail Water Resolution needs to be sent to UPEA for Rural Development. Copy of Wholesale and Retail resolutions will be faxed to UPEA. Mr. Holmes suggested that the Board immediately start procurement of Wholesale Water easements to prevent such delay in the future projects.

- A new employee was hired: Tim Turcotte started on February 21. Health Insurance was discussed. The insurance agent is checking into plans for the Township and will include employee contribution to monthly premium. Coverage would not begin until employee probation period was ended. This will need to be considered in the upcoming yearly budgets.
- Supervisor Heikkinen will be meeting with the Auditor on Wednesday. Supervisor Heikkinen inquired if there were any requests to be included in the upcoming budgets. Clerk Pindral requested a laptop to be used for voter registration updates and elections. Also requested the Board approve renewal of her public notary license, and approve the notary process for Heather Platzke also. MOTION by Trustee Mattila with support from Trustee Keranen to approve the Notary Process for Clerk Pindral and Heather Platzke, as well as the purchase of a laptop for Clerk Pindral. All ayes, motion carried. Trustee Mattila also suggested the budget include placing more gravel in the parking lots, and painting the buildings.
- The Baltic Ice Rink is currently closed due to warmer temperatures with no reopening date available.
- Treasurer Immonen requested permission to add a service charge to the snow plowing invoice for the Atlantic Mine Post Office. The Postal Service will only submit payment thru PayPal and the Township gets charged the service charge. Treasurer Immonen was instructed to invoice the postal service for plowing in one annual invoice and to include the service charge as part of invoice,

MOTION to adjourn at 6:50PM 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 6, 2017

The regular monthly meeting of the Adams Township Wholesale Water Board was held on Monday, March 6, 2017 at the Township Hall, 17104 First Street, Baltic, Michigan.

The meeting was called to order at 6:58PM. The following board members responded to roll call: Supervisor Heikkinen, Treasurer Immonen, Trustee Mattila, Trustee Keranen, Clerk Pindral, and Water Superintendent Bob Hudson. Also in attendance was Justin Hayrynen and Bob Bonini, from the Village of South Range.

- Bob Bonini stated the new water meter for the Village of South Range has been installed but is not operational yet as the valves must be replaced. In order to replace the valves, water must be shut-off, which causes concern about water line freeze at this time of year. Water Superintendent Hudson instructed the Village to wait until the freeze concern is over before attempting to change valves. Mr. Bonini also stated the manhole covers that were popped by the trail groomer have also been fixed.
- Supervisor Heikkinen stated that Martha Jukkala is out of town and does not want the grinder pump installed on her property until she returns.
- Superintendent Hudson stated that he and Justin would be attending water meetings in Escanaba and Harris. Attendance counts as points toward license renewal, as well as educational opportunities for Justin. Tim will record numbers at the pumping station during the day that they are out of town.
- Bob stated he renewed his Water License for the next three years. Next summer he will renew the Lagoon License. Due to a technical glitch, there will be a delay in Justin taking the test for his license this May. Plan now is the S3/D3 in November and the D2/Lagoon in spring 2018.
- In Atlantic Mine, a water leak on the homeowner side of shut-off has resulted in a 500,000 gal water loss. The homeowner finally put a patch on the 2" line. Employees request Board directive on such repairs in the future. MOTION by Treasurer Immonen with support from Trustee Keranen that the repair time frame on leaks on the homeowner side of shut-off will be at Township discretion, with Township repair at homeowner expense if necessary. Roll call, all ayes. Motion carried.

With no further business to discuss, MOTION to adjourn at 7:18PM by Trustee Keranen with support from Treasurer Immonen. 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 22, 2017 at 5:15PM 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. Motion by Trustee Mattila, supported by Treasurer Immonen to accept the special meeting minutes of March 23, 2016. Roll call, all ayes. Motion accepted.

Resolution:

On motion by Mattila, supported by Keranen 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 22nd day of March 2017 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 3, May 1, June 5, July 10, August 7, September 11, October 2, November 6, December 4, 2017, January 8, February 5, and March 5, 2018. (Followed by the Wholesale Water Board Meeting).

-The annual meeting is scheduled for Wednesday, March 21, 2018 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 Immonen 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 Keranen with support from Pindral 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 Mattila supported by Immonen, 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 Immonen, 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 Immonen, supported by Keranen 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 Keranen supported by Mattila, 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 Mattila, supported by Immonen the Board adopted the following wages for employees. Roll call vote 4 ayes, Pindral abstained:

Robert Hudson	\$19.75/Hr
Justin Hayrynen	\$13.50/Hr
Heather Platzke	\$13.50/Hr
Tim Turcotte	\$12.00/Hr
Account/Payroll Manager	\$11.82/Hr
Temporary or seasonal	\$9.00/Hr (not to be less than current minimum hourly wage)
Cemetery workers	\$10.00/Hr
Board of Review	\$12.75/Hr
Election workers	\$12.75/Hr
Election chairperson	\$15.00/Hr
Deputy Clerk	\$12.75/Hr
Deputy Treasurer	\$13.50/Hr

Mileage rate at current IRS rate - 53.5cents/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. Roll call vote all ayes, motion carried.

Changes and adjustments are effective April 1, 2017.

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

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

MOTION by Mattila, supported by Pindral, 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 with further clarification received ASAP by County/State. 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 Mattila 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 Immonen, supported by Mattila, 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 Mattila, supported by Pindral, 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 Keranen, with support from Mattila 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 Mattila, with support from Pindral to go into executive session at 5:45PM to discuss wages. All ayes, motion carried.

MOTION by Mattila with support from Keranen to leave executive session at 6:10PM, and return to special meeting. All ayes, motion carried.

Meeting adjourned at 6:14PM on a motion by Mattila with support from Keranen. 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 22, 2017 at 4:30PM at the Township Hall in Baltic, Michigan.

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

Board members present were Gerald Heikkinen and Debbie Pindral.

Supervisor Heikkinen motioned to accept the minutes of the March 23, 2016 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 were higher than anticipated. Getting the water improvement project in Atlantic Mine completed is major goal.

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 4:34PM.

Debbie Pindral
Adams Township Clerk

Adams Township
Budget Hearing

The annual budget hearing of Adams Township was held on Wednesday, March 22, 2017, at 4:34PM 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 were two guests present.

On a MOTION from Treasurer Immonen with support from Trustee Keranen the minutes of the March 23, 2016 budget meeting were reviewed and approved, all ayes, and motion carried.

On a MOTION from Trustee Mattila with support from Trustee Keranen, the board accepted the 1.009% tax for FY 2017/18 as set by the State of Michigan; all ayes, and motion carried.

General Fund:

Supervisor Heikkinen presented 2016/17 final budget for approval with notation that the U.P.E.A. invoices totaling approximately \$108,000 would be returned to general fund when the water improvement project loan is approved in 2017. On a MOTION from Trustee Keranen with support from Trustee Mattila the board accepted the amended 2016/2017 budget activity level with total income of \$323,300 and expenses of \$255,110. Roll call vote, all ayes, motion carried.

On a MOTION from Trustee Mattila with support from Treasurer Immonen the board accepted the proposed 2017/2018 budget activity level with total income of \$321,900 and expenses of \$258,050. Roll call vote, all ayes motion carried.

Wholesale Water:

2016/17 budget presented with decreased income from water sales due to the City of Hancock repair of leaky water lines. Income for FY 2017/18 reflects increase in water rates effective 4/1/17. MOTION by Trustee Mattila and seconded by Treasurer Immonen to approve the 2016/17 budget at the following activity level: Income \$295,400 and Expenses at \$301,050. Roll call vote; all ayes. Motion carried.

MOTION by Treasurer Immonen and seconded by Trustee Mattila to approve the 2017/18 budget at the activity level as follows: Income \$340,400 and expenses \$299,000. Roll call vote; all ayes. Motion carried.

Retail Water:

Supervisor Heikkinen stated \$57,000 in contract labor was paid this fiscal year to fix broken water lines, mostly in Atlantic Mine. The 2017/18 expenditure total includes \$82,000 projected annual payment to Rural Development for the Water Project, and the 2

017/18 income reflects the \$2 rate increase effective 4/1/17. MOTION by Trustee Mattila and seconded by Trustee Keranen to approve the 2016/17 budget at the activity level with the following charges: Income \$205,200 and Expense at \$119,450. Roll call vote; all ayes. Motion carried.

MOTION by Treasurer Immonen and seconded by Trustee Keranen to approve the 2017/18 budget at the activity level as follows: Income \$235,200 and expenses \$207,700. Roll call vote; all ayes. Motion carried.

Atlantic Mine Sewer Fund:

Expenditures FY 2016/17 were unremarkable. Planned maintenance on lift stations was budgeted for approximately \$1,200 for upcoming FY. MOTION by Trustee Keranen and seconded by Trustee Mattila to approve the 2016/17 budget at the following activity level: Income \$76,650 and Expense at \$72,000. Roll call vote; all ayes. Motion carried.

MOTION by Trustee Mattila and seconded by Treasurer Immonen to approve the 2017/18 budget at the following activity level: Income \$76,650 and expenses \$70,150. Roll call vote; all ayes. Motion carried.

Baltic Sewer Fund:

FY 2016/17 had nothing out of the ordinary in expenditures. Again planned maintenance expenditure for lift stations will be approximately \$1,200.00. MOTION by Treasurer Immonen and seconded by Trustee Keranen to approve the 2016/17 budget at the following activity level: Income \$52,050 and Expense at \$44,200. Roll call vote; all ayes. Motion carried.

MOTION by Trustee Mattila and seconded by Trustee Keranen to approve the 2017/18 budget at the following activity level: Income \$52,050 and expenses \$43,800. Roll call vote; all ayes. Motion carried.

Painesdale Sewer Fund:

Supervisor Heikkinen again reiterated the FY 2017/18 budget includes \$1,200.00 for the already approved planned maintenance on the pumping station generators. MOTION by Trustee Mattila and seconded by Trustee Keranen to approve the 2016/17 budget at the activity level with the following charges: Income \$87,050 and Expense at \$65,250. Roll call vote; all ayes. Motion carried.

MOTION by Trustee Keranen and seconded by Trustee Mattila to approve the 2017/18 budget at the activity level as follows: Income \$87,050 and expenses \$68,000. Roll call vote; all ayes. Motion carried.

Trimountain Sewer Fund:

Repair on the variable frequency drives at lift station increased expenses for FY 2016/17.

Expenditures FY 2017/18 include the \$1,200 for planned maintenance on pumping station generators. MOTION by Treasurer Immonen and seconded by Trustee Mattila to approve the 2016/17 budget at the following activity level: Income \$62,250 and Expense at \$51,600. Roll call vote; all ayes. Motion carried.

MOTION by Trustee Keranen and seconded by Trustee Mattila to approve the 2017/18 budget at the following activity level: Income \$62,250 and expenses \$47,800. Roll call vote; all ayes. Motion carried.

Meeting adjourned at 5:13PM on a motion from Trustee Mattila with support from Trustee Keranen with all ayes, motion carried.

Debbie Pindral
Adams Township Clerk