



MARQUETTE CHARTER TOWNSHIP

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MARQUETTE TOWNSHIP BOARD - REGULAR MEETING

WEDNESDAY, FEBRUARY 7, 2024 - 5:30 PM
MARQUETTE TOWNSHIP COMMUNITY CENTER

1. Call to order

- A. Pledge of Allegiance
- B. Roll Call

2. Public Comment (3 Minutes maximum) *This Board is conducting a meeting today to take care of Township business. You are allowed to address the Board at least twice tonight, but we will not have back-and-forth conversations between the staff, the Board, and the public during Public Comment. For Public Comment, or if you would like to speak on a particular agenda item, state your name and address and you have three minutes to address the Board. The Board may, but is not required to, respond at Board Member Comment immediately following Public Comment. The Board may also request follow-up with the Township Manager on some matters addressed during Public Comment.*

3. Board Member Comment in Response to Public Comment

4. Consent Agenda

- A. Approval of Work Session Minutes of January 16, 2024, and Regular Meeting Minutes of January 17, 2024.
- B. Bills Payable in the amount of \$182,393.32. Checks 164323 to 164370. Note any voided checks.
- C. Received Committee and Other Reports
 - 1. January 17, 2024 Election Commission Minutes (Draft)
- D. Correspondence not Requiring Board Action
 - 1. UofM CLOSUP Survey 1-23-24
 - 2. UPPCO Hearing 2-8-24
 - 3. Letter from MCSWMA Director Regarding Mattress Fee
 - 4. Board of Trustees of the Peter White Public Library Regular Board Meeting Minutes Tuesday, January 16, 2024
- E. Letter from Rep. Hill Regarding Renewable Energy Legislation
- F. Financial
 - 1. Budget Amendment 2024-01

5. Approval of the Agenda *(Declaration of Conflict of Interest, if any)*

6. Board Education/Privileged Comment

- A. 2022 Upper Peninsula Substance Enforcement Team Report-D/Lt Tim Sholander
- 7. Community Linkage** *(primarily based on the Board's Annual Plan of Work. Board member comment regarding what we are hearing from the external environment about township issues and activities.)*
- 8. Policy Discussion, Consideration and Development**
- A. Consider Appointment of Michelle LaJoie to Downtown Development Authority Board
 - B. Consider Upper Peninsula Substance Enforcement Team (UPSET) Agreement for Law Enforcement Services for 2024
 - C. Consider Partner Renewal with LSCP
 - D. Consider Addendum to DDA Project Priorities
 - E. Consider Personnel Committee Recommendations - Finance Director
 - F. Consider Personnel Committee Recommendation - Finance Director Employment Agreement
 - G. Consider Personnel Committee Recommendation - Letter of Understanding
 - H. Consider Personnel Committee Recommendation - Fire Chief/Marshal
 - I. Consider Personnel Committee Recommendations - Fire Inspector/Fire Fighter/EMT
 - J. Consider Personnel Committee Recommendation - Org Chart
 - K. Consider Work Session with Land Bank Authority on March 6 to Discuss New Housing Options
- 9. Assurance of Organizational Performance**
- A. Board - Committee Updates
 - 1. Roads Committee
- 10. Public Comment (3 Minutes maximum)**
- 11. Meeting Wrap-up**
- A. Announcements
 - B. Manager's Report
 - C. Review of Motions Passed & Assignments, if any
 - D. Items for Future Agenda
 - E. Board Member Comment
- 12. Adjournment**

Next Scheduled Meeting Date is February 21, at 5:30PM.

MARQUETTE TOWNSHIP WORK SESSION BOARD MINUTES

TUESDAY, JANUARY 16, 2024 - 12:00 PM
MARQUETTE TOWNSHIP COMMUNITY CENTER

Call to order:

Supervisor Durant called the Work Session to Order at 12:00PM.

Roll Call

Members present: Lyn Durant, Supervisor
Ernest Johnson, Treasurer
Dan Everson, Trustee
John Markes, Trustee
Karl Kytta, Trustee

Members absent: Randy Ritari, Clerk (excused)
Linda Winslow, Trustee (excused)

Staff present: Jon Kangas, Township Manager
Lenny Bodenus, Superintendent of Public Works
Jason McCarthy, Planner/Zoning Administrator
Erik Powers, Staff Planner

Committee Members

Present: None

Public Comment (3 Minutes maximum):

None

Board Member Comment in Response to Public Comment:

None

Policy Discussion, Consideration and Development:

Information Exchange with the Marquette Township Business Association

Various Board Discussion with the Marquette Township Business Association about current Township issues.

Public Comment (3 Minutes maximum):

None

Meeting Wrap-up:

Announcements

None

Board Member Comment

None

Adjournment:

Supervisor Durant adjourned the Work Session at 1:19PM.

Lyn J. Durant, Township Supervisor

MARQUETTE TOWNSHIP BOARD MINUTES

WEDNESDAY, JANUARY 17, 2024 - 5:30 PM
MARQUETTE TOWNSHIP COMMUNITY CENTER

Call to order:

Supervisor Durant called the Meeting to Order at 5:30PM.

Pledge of Allegiance

Roll Call

Members present: Lyn Durant, Supervisor
Randy Ritari, Clerk
Ernest Johnson, Treasurer
Karl Kytta, Trustee
Dan Everson, Trustee
John Markes, Trustee

Members absent: Linda Winslow, Trustee (excused)

Staff present: Jon Kangas, Township Manager
Roger Zappa, Township Attorney
Lenny Bodenus, Superintendent of Public Works

Committee Members

Present: Tom Bronken, Township Advisory Library Council

Public Comment (3 Minutes maximum):

Veronica White, 2013 Montgomery St., commented that she didn't think the Township was transparent in the budget process in the raising of the water and sewer rates for FY2024, and thinks that the new rates should go into effect on the February Bill, instead of the January Bill.

Board Member Comment in Response to Public Comment:

Clerk Ritari, commented that he respectfully did not agree with Ms. White over the comment that the Township Board was not transparent in the Budget Process regarding the Water and Sewer rates for FY2024. Clerk Ritari commented that he spoke about the increase of the water and sewer rates over at least 3 meetings in November and December, and the meetings are on the Township's YouTube site for all to view.

Consent Agenda:

Approval of Regular Meeting Minutes of January 3, 2024.

Bills Payable in the amount of \$181,885.49. Checks 164268 to 164322. Note any voided checks.

Received Committee and Other Reports

Sheriff's Department Activity Report - December 2023

Correspondence not Requiring Board Action

"Respect Marquette County" Workshop-Leave No Trace

Updated Fire Department Roster

Open Position on the Township Downtown Development Authority Board

Financials

December 2023 Preliminary Financial Statements

MOTION: To approve the Consent Agenda as presented.

Motion – Trustee Kytta

Second – Clerk Ritari

Carried (6-0)

Absent (1)

Approval of the Agenda:

Clerk Ritari, added to the Agenda, Library Report under Board Education/Privileged Comment, and renumber the rest of that section.

Board Education/Privileged Comment:

Library Report

Tom Bronken, Township Advisory Library Council, gave a brief report.

Fire Department Report

Chief Shanahan, presented his written report.

Public Works Report

Superintendent Bodenus, presented his report.

Planning and Zoning Report

Planner McCarthy, presented his report.

Attorney Report

Attorney Zappa, presented his report.

Community Linkage :

Supervisor Durant, commented about the Marquette County Township Association meeting next week and if anyone wanted to attend, and commented about some happenings at the Solid Waste Authority.

Policy Discussion, Consideration and Development:

Consider extending solid waste contract for 5 years

(Background from Superintendent Bodenus)

MOTION: To approve extending the North Country Disposal contract for Five (5) Years per section 1.2 of the current contract with them.

Motion – Trustee Markes

Second – Trustee Everson

Carried (6-0)

Absent (1)

Consider Garbage Cart Purchase

(Background from Superintendent Bodenus)

MOTION: To approve the solid waste container quote by Cascade Engineering in the amount of \$76,775 and authorize the Supervisor to sign the agreement.

Motion – Clerk Ritari

Second – Trustee Markes

Carried (6-0)

Absent (1)

Consider Interconnect Agreement with MBLP for Township Solar Project

(Background from Manager Kangas)

MOTION: To approve the interconnect agreement with the Marquette Board of Light and Power as presented.

Motion – Clerk Ritari

Second – Trustee Kytta

Carried (6-0)

Absent (1)

Assurance of Organizational Performance:

Board - Committee Updates

None

Public Comment (3 Minutes maximum):

None

Meeting Wrap-up:

Announcements

Clerk Ritari, commented about upcoming Election information.

Manager's Report

Manager Kangas, gave a verbal report.

Review of Motions Passed & Assignments, if any

Clerk Ritari, reviewed all motions from the meeting and any action items that needed to be done.

Items for Future Agenda

None at this time.

Board Member Comment

Clerk Ritari, reminded the residents to stay tuned to the township for pertinent information including rate increases during budget season.

Adjournment:

MOTION: To Adjourn the meeting.

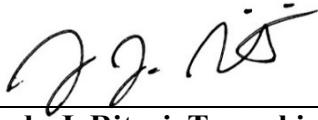
Motion – Trustee Everson

Second – Clerk Ritari

Carried (6-0)

Absent (1)

Supervisor Durant adjourned the meeting at 7:19PM.



Randy J. Ritari, Township Clerk

Lyn J. Durant, Township Supervisor

BILLS PAYABLE SUMMARY
2/7/24

1	1/16/24	Accounts Payable - Exempt	\$42,206.00
2	1/16/24	Accounts Payable - Exempt	\$538.20
3	1/22/24	Accounts Payable - Exempt	\$965.80
4	1/24/24	Accounts Payable - Exempt	\$46,460.27
5	1/25/24	Payroll - BiWeekly	\$40,936.42
6	1/31/24	Accounts Payable - Exempt	\$3,089.14
7	1/31/24	Payroll - Monthly	\$6,367.75
8	2/7/24	For Board Approval	\$41,829.74

Total \$182,393.32

General Fund	\$77,712.70
Fire Fund	36,840.28
Twp. Improvements Fund	0.00
Wastewater Fund	33,611.63
Library Fund	0.00
DDA Fund	0.00
Stormwater Fund	0.00
Water Fund	29,101.32
Water Restricted Fund	0.00
Solid Waste Fund	1,301.75
Trust and Agency Fund	<u>3,825.64</u>
Total Disbursements	<u><u>\$182,393.32</u></u>

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK #	DATE	VENDOR	DESCRIPTION	ACCOUNT	AMOUNT
164323	01/16/2024	ACCIDENT FUND OF MICHIGAN	2023 POLICY	101-000.000-123.000	6,274.35
				206-000.000-123.000	12,539.23
				590-000.000-123.000	1,941.66
				591-000.000-123.000	2,861.65
				596-000.000-123.000	33.11
164324	01/16/2024	ACCIDENT FUND OF MICHIGAN	2024 POLICY	101-000.000-123.000	4,863.53
				206-000.000-123.000	10,092.61
				590-000.000-123.000	1,480.77
				591-000.000-123.000	2,093.12
				596-000.000-123.000	25.97
TOTAL CHECKS (2)					<u>\$ 42,206.00</u>

VOIDED
CHECKS

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK#	DATE	VENDOR	DESCRIPTION	ACCOUNT	AMOUNT
224(E)	01/16/2024	AFLAC	PAYROLL DEDC	701-000.000-231.000	<u>538.20</u>
			TOTAL EFT (1)		<u>\$ 538.20</u>

VOIDED
EFTS

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK #	DATE	VENDOR	DESCRIPTION	ACCOUNT	AMOUNT
222(E)	01/22/2024	MARQUETTE TOWNSHIP	DECEMBER 2023 UTILITY BILLS	101-265.000-921.000	141.03
				101-265.000-926.000	91.31
				101-756.000-921.000	106.74
				101-756.000-926.000	93.37
				206-265.000-921.000	187.24
				206-265.000-926.000	55.50
				590-580.000-921.000	67.93
				590-580.000-926.000	55.08
				591-569.C00-921.000	25.50
				591-569.C00-926.000	19.10
				591-580.000-921.000	67.93
591-580.000-926.000	55.07				
TOTAL EFTS (2)					<u>\$ 965.80</u>

VOIDED
EFTS
223

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK #	DATE	VENDOR	DESCRIPTION	ACCOUNT	AMOUNT
164325	01/24/2024	CITY OF MARQUETTE	DECEMBER 2023 WASTEWATER	590-579.000-922.000	15,947.13
			NOVEMBER 2023 WATER	591-570.000-921.000	6,977.09
164326	01/24/2024	KRIST OIL COMPANY	DECEMBER 2023 FUEL	101-265.000-931.000	251.97
164327	01/24/2024	UPHS-MARQUETTE	AMBULANCE INTERCEPT FEES	206-337.000-809.000	1,000.00
164328	01/24/2024	BLUE CROSS BLUE SHIELD	FEBRUARY 2024 HEALTH INSURANCE	101-172.000-716.000	2,291.39
				101-257.000-716.000	615.41
				101-299.000-716.000	1,573.27
				101-721.000-716.000	1,923.06
				206-337.000-716.000	2,164.97
				590-575.000-716.000	860.78
				591-568.000-716.000	860.76
				591-569.000-716.000	2,385.48
		701-000.000-231.000	3,287.44		
164329	01/24/2024	CHARTER COMMUNICATIONS	PHONES/INTERNET	101-299.000-810.000	204.99
				101-299.000-850.000	145.76
164330	01/24/2024	CHARTER COMMUNICATIONS	DPW CABLE/INTERNET/PHONE	590-580.000-850.000	186.60
				591-580.000-850.000	186.59
164331	01/24/2024	CHARTER COMMUNICATIONS	FD CABLE/PHONE	206-337.000-810.000	94.76
				206-337.000-850.000	141.94
164332	01/24/2024	CITY OF MARQUETTE	ALS INTERCEPT FEES	206-000.000-202.000	2,000.00
164334	01/24/2024	PURCHASE POWER	POSTAGE	101-299.000-940.030	1,008.50
164335	01/24/2024	UNIFIRST CORPORATION	UNIFORMS & MATS	101-265.000-726.000	91.44
				101-265.000-750.000	47.97
				590-578.000-750.000	104.60
				591-578.000-750.000	104.60
164336	01/24/2024	UNITED GROUP PROGRAMS, INC.	FEB 2024 GAP POLICY	101-172.000-716.000	369.31
				101-257.000-716.000	104.99
				101-299.000-716.000	307.37
				101-721.000-716.000	303.89
				206-337.000-716.000	307.37
				590-575.000-716.000	305.43
		591-568.000-716.000	305.41		
TOTAL CHECKS (12)					<u>\$ 46,460.27</u>

VOIDED
CHECKS

164333

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK NO.	DATE	EMPLOYEE	DESCRIPTION	AMOUNT
DD7809 to DD7830	1/25/24	Various	Payroll - Biweekly	40,936.42
		Total Checks (22)		<u>40,936.42</u>

Voided
Checks

None

CHECK REGISTER REPORT
INCREDIBLE BANK

Check #	Check Date	Payee	Description	GL #	Amount
164342	01/31/2024	ADELINE BEAUCHAINE	2-27-24 ELECTION BALLOT PREP	101-262.000-704.000	328.00
164343	01/31/2024	BARAGA TELEPHONE COMPANY	PHONE	101-299.000-850.000	6.26
164344	01/31/2024	JOHN CEBALO	JANUARY 2024 CAMERA OPERATOR	101-101.000-801.000 101-721.000-801.000	70.00 70.00
164345	01/31/2024	MUTUAL OF OMAHA	JANUARY 2024 LIFE/DISABILITY	101-172.000-716.000 101-215.000-716.000 101-257.000-716.000 101-265.000-716.000 101-299.000-716.000 101-721.000-716.000 101-756.000-716.000 206-337.000-716.000 206-338.000-716.000 590-558.000-716.000 590-560.000-716.000 590-575.000-716.000 591-558.000-716.000 591-560.000-716.000 591-568.000-716.000 591-569.W00-716.000 596-528.000-716.000 596-560.000-716.000	137.32 98.22 179.20 180.14 80.07 129.49 60.04 120.89 149.50 65.75 29.92 225.96 65.75 29.92 225.96 98.88 13.61 25.65
164347	01/31/2024	RANDY RITARI	ZBA CAMERA OPERATOR	101-722.000-955.000	30.00
164348	01/31/2024	UNIFIRST CORPORATION	UNIFORMS & MATS	101-265.000-726.000 101-265.000-750.000 590-578.000-750.000 591-578.000-750.000	91.44 47.97 104.60 104.60
164349	01/31/2024	US POSTAL SERVICE	POSTAGE	590-558.000-940.030 591-558.000-940.030 596-528.000-940.030	106.67 106.67 106.66
TOTAL CHECKS (8)					<u>\$ 3,089.14</u>

VOIDED
CHECKS
164346

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK NO.	DATE	EMPLOYEE	DESCRIPTION	AMOUNT
164337 to 164341	1/31/24	Various	Payroll - Monthly	6,367.75
DD7831 to DD7842				
		Total Checks (17)		<u>6,367.75</u>

Voided
Checks

None

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK #	DATE	VENDOR	DESCRIPTION	ACCOUNT	AMOUNT
164350	02/07/2024	ADVANCE AUTO PARTS	VEHICLE EXPENSE	101-299.000-931.000	466.63
			CORE RETURN	101-299.000-931.000	(20.00)
			FD CHARGER ULTRASTAT	206-340.000-930.000	36.45
			FD CHARGER RADIATOR HOSE	206-340.000-930.000	30.87
			#2174 OIL FILTER	206-340.000-930.000	17.25
			FD CHARGER PULLEY/SERP BELT/WATER PUMP	206-340.000-930.000	225.12
164351	02/07/2024	AIRGAS USA, LLC	SUPPLIES - EMS	206-339.000-726.300	9.50
164352	02/07/2024	BS&A SOFTWARE	CONTRACTED SERVICES	101-105.000-801.000	16,610.00
			GL,AP,PR SUPPORT FEE	101-215.000-810.000	1,666.00
			CR SUPPORT FEE	101-299.000-810.000	488.00
			UB SUPPORT FEE	590-558.000-801.000	213.67
			UB SUPPORT FEE	591-558.000-801.000	213.67
			UB SUPPORT FEE	596-528.000-801.000	213.66
164353	02/07/2024	CITY OF MARQUETTE	BACTERIOLOGICAL ANALYSIS	591-558.000-830.000	75.00
164354	02/07/2024	DALCO	SUPPLIES	101-265.000-726.000	304.71
			SUPPLIES	206-265.000-726.000	252.66
			SUPPLIES	590-578.000-726.000	81.36
			SUPPLIES	591-578.000-726.000	81.37
164355	02/07/2024	DLP MQT PHYSICIAN PRACTICES, INC.	FIREFIGHTER PHYSICALS	206-337.000-801.000	678.00
164356	02/07/2024	ELECTION SOURCE	SUPPLIES	101-262.000-726.000	969.55
164357	02/07/2024	GETZ'S CLOTHIERS	UNIFORMS/WORK BOOTS	101-265.000-750.000	310.00
				590-578.000-961.000	263.49
				591-578.000-961.000	263.49
164358	02/07/2024	INTEGRIS LLC	COMPUTER SERVICES	101-299.000-810.000	175.00
164359	02/07/2024	KISM, LLC	SCADA MONITORING	590-558.000-830.000	1,565.00
				591-558.000-830.000	3,150.00
164360	02/07/2024	LOYAL TEES CUSTOM APPAREL	UNIFORMS	206-339.000-750.000	90.50
164361	02/07/2024	MARQUETTE EMBROIDERY	UNIFORMS	206-339.000-750.000	28.00
164362	02/07/2024	MENARDS	SUPPLIES	101-265.000-726.000	74.82
			CONFERENCE DOOR LOCK	101-265.000-726.000	149.00
			SUPPLIES	590-580.000-726.000	6.37
			SUPPLIES	591-580.000-726.000	6.37
164363	02/07/2024	MILLER-BRADFORD & RISBERG, INC.	REPAIRS AND MAINTENANCE	101-265.000-930.000	89.18
			LOADER SKID SHOES	101-265.000-931.000	296.33
			REPAIRS AND MAINTENANCE	590-578.000-930.000	89.16
			LOADER SKID SHOES	590-578.000-930.000	296.33
			REPAIRS AND MAINTENANCE	591-578.000-930.000	89.16
			LOADER SKID SHOES	591-578.000-930.000	296.33
164364	02/07/2024	MINING JOURNAL	PRINTING AND PUBLISHING	101-721.000-900.000	311.00
				596-528.000-900.000	166.32
164365	02/07/2024	OBERSTAR INC.	ORCHARD GRINDER REPAIR	590-583.000-930.000	3,012.50
164366	02/07/2024	PRIDE PRINTING INC	VOTING LETTER	101-262.000-801.000	1,252.70
			BUSINESS CARDS - RICK RITARI	590-558.000-900.000	22.00
				591-558.000-900.000	22.00
164367	02/07/2024	QUILL	SUPPLIES	101-299.000-726.000	156.28
			FD INK	206-337.000-726.000	148.38
164368	02/07/2024	RED POWER DIESEL	CONTRACTED SERVICES	206-340.000-801.000	781.27
164369	02/07/2024	SPECTRUM PRINTERS, INC.	EARLY VOTING MAILING/POSTAGE	101-262.000-801.000	2,946.47
			VOTER ID CARD MAILING	101-262.000-801.000	2,621.82
164370	02/07/2024	SUPERIOR ELECTRIC CO	GRINDER PUMP REPAIR PARTS	590-583.000-930.000	537.00
TOTAL CHECKS (21)					\$ 41,829.74

VOIDED
CHECKS

MARQUETTE TOWNSHIP ELECTION COMMISSION MINUTES

WEDNESDAY, JANUARY 17, 2024 - 5:15 PM
MARQUETTE TOWNSHIP COMMUNITY CENTER

Call to order:

Clerk Ritari called the Meeting to Order at 5:17PM.

Roll Call

Members present: Randy Ritari, Clerk
Dan Everson, Trustee
John Markes, Trustee

Staff present: None

Public Comment (3 Minutes maximum):

None

Approval of the Agenda:

MOTION: To approve the Agenda as presented.

Motion – Trustee Markes

Second – Trustee Everson

Carried (3-0)

Unfinished Business:

Approve the previous minutes of the Election Commission of 12/11/23.

MOTION: To approve the previous minutes of 12/11/23.

Motion – Trustee Everson

Second – Trustee Markes

Carried (3-0)

New Business:

Appointment of the Election Inspectors for Early Voting and Regular Voting of the Presidential Primary of 2/27/24.

MOTION: To approve the Clerk's list of Election Inspectors for Early Voting and Regular Voting for the Presidential Primary on February 27, 2024 and any other needed Election Inspectors if needed for Emergency purposes.

Motion – Trustee Everson

Second – Trustee Markes

Carried (3-0)

Public Comment (3 Minutes maximum):

None

Adjournment:

MOTION: To Adjourn the meeting.

Motion – Trustee Markes

Second – Trustee Everson

Carried (3-0)

Clerk Ritari adjourned the meeting at 5:20PM.

Lyn Durant

From: Debra Horner <dhorner@umich.edu>
Sent: Tuesday, January 23, 2024 10:22 AM
To: Lyn Durant
Subject: Report on Michigan local government fiscal health, from the Michigan Public Policy Survey (MPPS)

Dear Supervisor Durant,

Below is a link to a new report from the University of Michigan's Center for Local, State, and Urban Policy (CLOSUP) which presents the opinions of Michigan local government leaders like you on their jurisdictions' fiscal conditions in 2023 and expectations for future fiscal health.

Despite significant infusions of federal and state aid in recent years, local leaders' assessments of their current fiscal stress as of Spring 2023 remained essentially unchanged since 2020. In addition, statewide, 36% of Michigan local officials reported their jurisdictions were better able to meet their fiscal needs in 2023, down from the 41% who said they were better able in 2022. Looking down the road, concerns about long-term fiscal stress have increased over the past two years.

The report is based on responses from 1,307 Michigan jurisdictions (counties, cities, townships, and villages), and the key findings are summarized below.

The full report is available online at: https://urldefense.proofpoint.com/v2/url?u=https-3A__myumi.ch_MrNGe&d=DwICAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=IQMlyjyX8pNQ3ggAcjS_lucfrWW9vnrkbbcaWjr1WM8&m=9IhrZf1p7c6bYnpuv-IHAPM73zswV363eCc3bVpEH0Tu6OpsvRN_AiyBGFO0x+FO&s=VGZrSdQmmoOVv0gtnMuSsd4xUpjAUkJ_OMWn7q5x1vI&e=

You can read or download the report from the website, or if you contact us here at CLOSUP (closup-mpps@umich.edu), we would be happy to email you a .pdf version.

Key Findings:

As of Spring 2023, 65% of local leaders rated their government's current fiscal stress as relatively low (at 4 or lower on a 10-point scale), while 8% said it is high, essentially unchanged over the past few years. However, in 2023, fewer mid-sized jurisdictions (with between 5,001 - 10,000 residents) reported low fiscal stress compared to 2022, and the significant drop among the smallest jurisdictions reporting low stress between 2021-2022 has persisted, with just 57% reporting low fiscal stress in 2023.

Another MPPS measure, one which captures short-term fiscal change year-over-year, shows some signs of improvement, but mostly a general stability. In 2023, 44% statewide reported they were simply holding steady in their ability to meet fiscal needs compared with the previous year. Another 36% said they are better able to meet

their fiscal needs in 2023 (a drop from the record high 41% last year), and 18% statewide said they are currently less able to meet their needs than they were in 2022.

Looking ahead to next year, 42% expect no change in their ability to meet fiscal needs, while 30% expect improvement, and 22% expect further decline.

Meanwhile, looking further down the road, there is increased long-term pessimism. Statewide, just 52% of jurisdictions expect they will have low fiscal stress five years from now, while 13% predict high fiscal stress (up from 8% who reported high stress in 2023). These future concerns come despite post-COVID boosts of federal and state funding to many local governments.

More detailed information is available in the report itself.

The CLOSUP website provides detailed, easy-to-read tables of the data collected in all of the MPPS surveys, including Spring 2023. The data are broken down by jurisdiction type, population size, region of the state, and urban-rural categorization. These easy-to-read tables allow quick analysis for a wide range of issues and can be found at:

https://urldefense.proofpoint.com/v2/url?u=https-3A__myumi.ch_qgwR0&d=DwICAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=IQMlyjyX8pNQ3ggAcjS_lucfrWW9vnrkbbcaWjr1WM8&m=9IhrZf1p7c6bYnpuv-lHAPM73zswV363eCc3bVpEH0Tu60psvRN_AiyBGFO0xtFO&s=Wo-ZxMasKzVKH5GLoCeTCiEU3JOizG1s9QhnWvJQN8Y&e=

CLOSUP is eager to answer any questions you may have and to help you interpret the MPPS survey data. We would also be able to produce customized data tables for different groupings of local governments, such as responses for all jurisdictions within a particular county. Our goal is to help inform the policymaking process in Michigan at all levels.

The MPPS is conducted by CLOSUP in partnership with the Michigan Association of Counties, Michigan Municipal League, and Michigan Townships Association. The survey program is unique in the country as the only ongoing survey targeted at every unit of general purpose local government across an entire state.

For more information, contact MPPS staff by email at closup-mpps@umich.edu or by phone at 734-647-4091. More information is also available on the CLOSUP website at: https://urldefense.proofpoint.com/v2/url?u=http-3A__closup.umich.edu&d=DwICAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=IQMlyjyX8pNQ3ggAcjS_lucfrWW9vnrkbbcaWjr1WM8&m=9IhrZf1p7c6bYnpuv-lHAPM73zswV363eCc3bVpEH0Tu60psvRN_AiyBGFO0xtFO&s=P74g5e58dTuXrzTRU9XMJjNbo6aS6e7mifpnOGdeHuo&e=.

RECEIVED

JAN 22 2024

Marquette Township

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
UPPER PENINSULA POWER COMPANY
CASE NO. U-21513

- Upper Peninsula Power Company requests Michigan Public Service Commission for approval of depreciation rates and expenses.
- The information below describes how a person may participate in this case.
- You may call or write Upper Peninsula Power Company, 1002 Harbor Hills Dr., Marquette, MI 49855, (800) 562-7680, for a free copy of its application. Any person may review the documents at the offices of Upper Peninsula Power Company or on the Commission's website at: michigan.gov/mpscdockets.
- A pre-hearing will be held:

DATE/TIME: Thursday, February 8, 2024 at 9:00 AM

BEFORE: Administrative Law Judge Sally L. Wallace

LOCATION: Video/Teleconferencing

PARTICIPATION: Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8096, or by email at mpscdockets@michigan.gov in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Upper Peninsula Power Company (UPPCO)'s December 6, 2023 application requesting the Commission to approve: 1) its depreciation rates as proposed, that would result in a \$350,286 decrease in annual depreciation expense; and 2) grant such other and further relief as may be lawful and proper.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscdockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscdockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscdockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by February 1, 2024. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Upper Peninsula Power Company (UPPCO)'s attorney, Sherri A. Wellman, One Michigan Ave., Ste. 900, Lansing, MI 48933.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

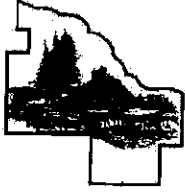
Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21513**. Statements may be emailed to: mpscedockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

U-21513



Marquette County Solid Waste Management Authority
600 County Road NP, Marquette MI 49855
Phone: (906) 249-4125

January 19, 2024

Subject: Mattress Disposal

The Marquette County Solid Waste Management Authority (MCSWMA) has recently implemented a fee of \$20 each for the disposal of mattresses and box springs at the landfill to offset the cost of the additional time and equipment usage necessary to process these items in the landfill. This fee was to become effective April 1, 2024, and is common practice at many solid waste facilities. The number one concern with this fee is that residents may be more likely to dispose of these items in rural areas rather than dispose of them properly at the landfill and pay this fee.

After consulting with staff and considering input from several of the municipalities, it has been determined that increasing the tipping fees at the landfill an additional \$0.50 per ton at the beginning of the fiscal year on July 1, 2024, would be a more preferable method of offsetting the landfill costs to dispose of these materials. This option will be presented to the MCSWMA Board at the February 21, 2024 meeting for approval. If approved, the \$0.50 increase will be added to the previously approved increase of \$2.00 per ton for a total tipping fee increase of \$2.50 per ton commencing on July 1, 2024.

Mike Stannard
Director of Operations
Marquette County Solid Waste Management Authority
Office: (906) 249-4125 Ext 305

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, January 16, 2024**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **January 16, 2024** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:05PM.

Members Present: Anne Donohue, President; Steve Schmunk, Secretary; Suzanne Williams, Member; Lori Nelson, Member.
Excused: Carol Steinhaus, Member

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Ann Richmond Garrett, Administrative Assistant; Jamie Goodwin, Finance Director; John Povey, Facilities Manager.

TAC Representatives Present: Tom Bronken, Marquette Township; Natasha Lantz, West Branch Township.

Others present (online): One member of the public.

The Agenda was approved on a motion by Schmunk and seconded by Nelson. The motion is approved 4-0.

The Minutes of the November 28, 2023 Board Meeting were approved on a motion by board Nelson and seconded by Williams. The motion is approved 4-0.

Special Presentation – John Povey, Facilities Manager. Povey presented the need for replacing the lower steps of the Front Street, East entrance. Leading up to the meeting Povey had requested preliminary costs to replace the limestone blocks and to remove the blocks and replace them with concrete steps. Nelson asked about the disparity between how long the first, full set of limestone steps lasted (over 100 years) and how long the second set lasted (under 15 years), and if there had been any contingencies with that second contractor. It was verified there were none. Ingmire stated that National Restoration, when consulted, informed that the difference may have to do with the salt the library is using on those steps. Nelson asked about rate of patron entry through the Front Street entrance, vs the main (West) entry, MacDonald said Front Street sees about 10 percent of the main library entrance foot traffic. Povey and Donohue reviewed some differences in costs and materials listed in the proposal, such as concrete being easier to maintain compared to limestone.

TAC Report: Natasha Lantz, West Branch Township.

The library steps were discussed at the recent Township Advisory Council (TAC) meeting, as well as the new library website and strategic plan updates. Changes were made to elected TAC officers: Suzanne Standerford stepped down as president. Lantz will stay in place as vice president. Karrie Heikes will serve as the TAC President. West Branch Township has been reviewing: budget, a possible joint Fire Hall with Skandia, the possibility of a door to door garbage pickup program, and a new park. Lantz will present Library Board of Trustees news at the West Branch township meeting also taking place on January 16, 2024.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Goodwin said the audit is now underway. A motion was brought by Nelson and seconded by Williams to approve the bills for November and December of 2023, in the amount of \$202,133.57 in November, and \$148,025.87. The motion is approved 4-0.

Public Comment: Natasha Lantz spoke about the library's Memory Lab, which she has been using for a personal project, saying what a great resource it is, and how helpful the Reference Staff has been.

Board Action Items:

- a) **Front Street Lower Stairs** –In August 2008, the PWPL Board of Trustees accepted bids to replace the Front Street lower stairs, which were part of the original 1904 limestone block steps. By the spring of 2019, fourteen of the 'new' limestone blocks had deteriorated to the point of needing to be replaced. National Restoration was onsite rebuilding the supports for the top set of stairs, and the Library elected to replace the worst blocks in the lower set while they were onsite. The new blocks that were installed in 2019 are in good condition. However, the blocks from 2008 continue to deteriorate. John Povey obtained an estimate of what it would cost to replace the lower steps with new limestone (\$92,000, National Restoration), or (more recently) poured concrete (\$73,000, Closner Construction). There also exists the possibility of taking the stairs out altogether and replacing them with lawn or gardens--while this may be a more sustainable option (long-term,) it would change the appearance of the Library significantly. Once the Board decides what end result is preferred, the next steps involve conducting a competitive bidding process outlined in our MGT – 8 Purchasing Policy. Fiscal Effect: The Library will need to use Fund Balance for this project. Donohue spoke in favor of replacing the steps through National Restoration, Nelson agreed but also pointed out positive aspects of the lawn/garden idea. Williams verified that, if the steps were to be removed, they would be the lower level only, and discussed various forms of concrete that could be used in place of the limestone. Schmunk agreed with the recommendation that options be researched more in-depth (such as investigating limestone quality, longevity, and the experiences of others in our area who may have replaced it) though at the moment is in favor of keeping the appearance of the building as is. Overall, the Board of Trustees agreed they will need more information, ultimately deciding against concrete, leaving the two options of either limestone or gardens. The Board requested mockups of how the grounds would appear with the lower steps replaced by gardens, MacDonald offered to create some. Costs involving removal of the steps would need to be assessed. Ingmire added that there would be more bids for removal, than the limestone, since fewer companies provide limestone. She also discussed the logistics of accepting RFPs. *No action at this time.* The Board will revisit this item at the February meeting.
- b) **Policy Cleanup** – In November 2023 we established a Fee Schedule. The intent was the creation of one document which housed all fees associated with Library services. That document will be approved annually during the budget approval process. Subsequently, several policy documents need minor updates which reflect this change. The following policies are being presented with minor changes related to the Fee Schedule. If there are changes outside of the Fee Schedule, there will be additional notes.

- CIRC-2 Library of Things Policy • CIRC-3 Collection Use Policy added links to related policies as opposed to duplicating information in multiple policy documents. Additionally, Melissa is recommending that we change the Claims Returned window to 2 months as opposed to 1 month. That window seems to work best for staff and patrons alike.
- CIRC-5 Educator Outreach Card Policy • MGT-5.1 Internet for Patron-Provided Equipment Policy. On a motion by Nelson and seconded by Schmunk, The Board of Trustees of the Peter White Library moves to approve Policy Cleanup. **The motion is approved 4-0**

c) Audit Engagement Documents - Each year PWPL is included in the City of Marquette audit process. This year, Anderson Tackman is requesting that the Audit Engagement documents come before the full board for authorization. These letters detail the duties and responsibilities of each party (Library and Auditors) and help you to understand your role in governance for preventing, deterring, and detecting fraud within the entity. If any board members have information regarding fraud or suspected fraud within the Library that information should be communicated to Anne Donohue for inclusion in her response. On a motion by Schmunk and seconded by Nelson, The Board of Trustees of the Peter White Library moves to authorize Library Board President, Anne Donohue and Library Director, Andrea Ingmire to sign off on the Audit Engagement Letters for FY ending September 30, 2023. Internal procedure was discussed at length. **The motion is approved 4-0.**

Other Business:

- a) **Community Report 2023** – Ingmire presented the content that was provided in the PWPL 2023 Community Report, including the major accomplishments from the Strategic Plan Action items.
- b) **Strategic Plan Accomplishments of 2023**
- c) **Website Demonstration**-Ingmire gave a demonstration on how to navigate the new website, using the Board Information page as an example.

Public Comment: Natasha Lantz expressed her appreciation for the due diligence the board exhibits, and gave the example of the discussion/consideration around the issue of the front steps.

Board Member Comment:

- a) **Trustee Manual:** Review of Chapter 1, 2021 Edition

Standing Reports

Adjournment: Nelson made motion to adjourn, seconded by Williams. The motion was approved 4-0. The meeting adjourned at 6:22PM.

Respectfully submitted,

Steve Schmunk
Secretary

Upcoming meetings: February 20, 2024
Upcoming TAC meeting: April 10, 2024



109TH DISTRICT
STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514

MICHIGAN HOUSE OF REPRESENTATIVES

PHONE: (517) 373-0498
FAX: (517) 373-9366
JennHill@house.mi.gov

JENN HILL
STATE REPRESENTATIVE

January 25, 2024

Supervisor Jon Kengas
1000 Commerce Dr.
Marquette, MI, 49855

Dear Supervisor Kengas,

I am writing to share some information on a package of bills related to renewable energy projects that was recently signed into law. This was a complex package developed by the Michigan Legislature over the course of several months. Many substantive changes and revisions were implemented throughout the process, meaning that several different versions of the bills were discussed before the final package was voted on. As a result of this long and arduous process, misinterpretations and misunderstandings of the new laws have been common. My intention is to clarify the details of the new laws and ensure that your local body of government is operating with an accurate understanding of what was enacted and how it will impact zoning in your community.

First and foremost, I want to emphasize that the new laws apply only to the largest projects. These include solar projects that will generate 50 megawatts of power or more and wind projects that will generate 100 megawatts of power or more. Because of the limited scope of the legislation, few if any of the local governments in the Central Upper Peninsula are likely to be impacted.

It is important to recognize that these new laws are a vital component of Michigan's strategy to achieve 100% clean energy generation by 2040. By utilizing innovative new technologies that reduce carbon emissions and improve the stability of our energy grid, we stand to gain billions of dollars in investment and many good-paying jobs. We cannot afford to pass up an opportunity like this. By failing to act, we would surrender our state's competitive advantages to other states that are already ahead of Michigan in the adoption of renewable energy infrastructure. The success of the U.P. is dependent on our state's ability to remain dynamic and industrious during this time of global transition.

As you may know, I served as a local government official prior to taking office as your state representative. I understand from experience that local governments have a pivotal role in representing the unique needs of their communities. I believe wholeheartedly in the importance of local control. It was with this conviction in mind that I worked diligently to represent the voices of local officials and amend the bills, ensuring that local governments would not be excluded from the renewable energy development siting process.

The new laws include several provisions to support local control, including the following requirements:

- The bills will not take effect until November of 2024, giving local governments time to craft and implement the compatible ordinances necessary to keep the entire application process at the local level.
- An energy developer that wishes to develop an applicable renewable energy project must hold a posted public meeting within the jurisdiction of each affected local unit of government prior to any development action being taken.
- If the affected local unit of government notifies the energy developer of its compatible ordinances within 30 days of the initial public meeting being held, the energy developer must file its application with the local unit of government.
- Energy developers must provide additional information related to their compliance with local ordinances at the request of an affected local unit of government.
- Following receipt of an application, affected local units will be allowed four months to deliberate toward approval or denial of said application. If the energy developer agrees to an extension beyond this initial four-month period, the local unit will have the option to extend the deliberation period up to an additional four months.
- Energy developers will have the option to file with the Michigan Public Service Commission (MPSC) only in cases where affected local units of government have failed to provide notification of their adopted compatible ordinances or if initial applications filed at the local level are denied.
- If the process is started at the MPSC, the developer will be required to pay the costs of local government participation in the process (also known as “intervenor costs”), up to a maximum of \$75,000 per participating local unit of government.
- The MPSC is legally required to factor local government and community input into its decision process; the commission is not permitted to approve development applications indiscriminately.
- Project construction under an approved application must start within five years, and extensions of this deadline can be granted only at the discretion of the affected local unit of government.

I appreciate that so many of the local officials in my House district have taken the time to connect with my office and express their concerns regarding these new laws. It was thanks to your input that I was able to improve these bills by implementing several of the provisions outlined above. I was also glad I could ensure that eminent domain processes—such as those used for the development of certain fossil fuel infrastructure in Michigan—were left off the table for renewable energy.

I will be working to defend the interests of our communities as we continue planning for changes to the state’s energy landscape. As new bills come to the House floor, I look forward to an ongoing dialogue with you regarding the needs of local governments in the U.P. Please be assured that I will always be glad to hear from you.

Best regards,



Rep. Jenn Hill



MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive
 Marquette, Michigan 49855
 Ph | 906.228.6220
 Fx | 906.228.7337
 www.marquettetownship.org

Budget Amendment No. 2024-01
February 7, 2024

CHARTER TOWNSHIP OF MARQUETTE FY 2024 BUDGET RESOLUTION

WHEREAS, it is the responsibility of the Marquette Township Board to establish General and Special Appropriations Acts for the purpose of budgeting Township finances in a manner which does not allow expenditure, including any accrued deficits, to exceed revenues, including any available unappropriated surpluses, and,

WHEREAS, the Marquette Township Board recognizes that unforeseen activities may require amendments to these Appropriations Acts, such amendments shall be made by either formal resolution of the Marquette Township Board; or, by a ten percent (10%) of budget center contingency transfer authorized by the Township Manager, in such a manner so as not to allow the total expenditures, including accrued deficits, to exceed revenues and unappropriated surpluses; and,

WHEREAS, the Marquette Township Appropriations Acts for 2024 do not permit deviations which cause expenditures for any activity to exceed budgeted amounts without amendment to the Act by the Marquette Township Board or the aforementioned contingency transfer; and,

WHEREAS, the Marquette Township Board has duly reviewed the budgets for the General Appropriations Act and the Special Appropriations Act, both Acts include all funds of the Charter Township of Marquette, at public hearings of the Marquette Township Board,

THEREFORE, BE IT RESOLVED, that the Marquette Township Board hereby amends the Appropriations Acts for 2022 in accordance with budgetary information presented to this Board and the limitations defined within this Resolution.

	Current Budget	Amended Budget	Change
Township Improvements			
Expenditures			
Road Improvements	0	150,000	150,000
Fund Balance	1,773,019	1,623,019	(150,000)
Water Fund			
Expenditures			
Depreciation – General	0	45,000	45,000
Reserves/Net Position Est	2,274,491	2,229,491	(45,000)

Authorization is requested to allocate funding to the Township Road Improvement and the Water General Depreciation Funds, due to an error in spreadsheet calculations during the budget process.

Mission Statement:

“To recognize and meet the needs of the Township Community.”



2022

Annual Report

UPPER PENINSULA SUBSTANCE ENFORCEMENT T TEAM



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- Forfeiture
- Expenses
- Municipal Contributions
- Private Contributions
- Other Income

PARTICIPATING AGENCIES

- Bureau of Alcohol, Tobacco, Firearms and Explosives
- Bureau of Indian Affairs
- Delta County Sheriff Department
- Drug Enforcement Administration
- Escanaba Public Safety Department
- Houghton City Police Department
- Houghton County Sheriff Department
- Marquette City Police Department
- Marquette County Sheriff Department
- Menominee City Police Department
- Michigan National Guard
- Michigan State Police
- U.S. Customs and Border Patrol
- U.S. Homeland Security Investigations

BOARD OF DIRECTORS

BOARD OFFICERS:

- **Chairperson: Chief Brett Botbyl**
Menominee City Police Department
- **Vice Chairperson: Chief John Donnelly**
Houghton City Police Department
- **Treasurer: Sherry Godfrey**
Delta County
- **Secretary: Director Robert Lamarche**
Escanaba Public Safety Department

BOARD VOTING MEMBERS:

- Captain Clint Michelin, Michigan State Police
- D/F/Lt. Paul Campbell, Michigan State Police
- Chief Blake Rieboldt, Marquette City Police Department
- Undersheriff Phil Griebel, Delta County Sheriff Department
- Sheriff Mark Valesano, Iron County Sheriff Department
- Sheriff Greg Zyburt, Marquette County Sheriff Department
- Matt Wiese, Marquette County Prosecutor
- Brett Gardner, Delta County Prosecutor
- Undersheriff Kevin Coppo, Houghton County Sheriff Department
- Chief Steve Snowaert, Ishpeming City Police Department

SIGNIFICANT ACTIVITY

UPSET WEST

SIGNIFICANT ACTIVITY

UPSET NORTH/SOUTH

SIGNIFICANT ACTIVITY

UPSET NORTH/SOUTH

SIGNIFICANT ACTIVITY

UPSET NORTH/SOUTH

SIGNIFICANT ACTIVITY

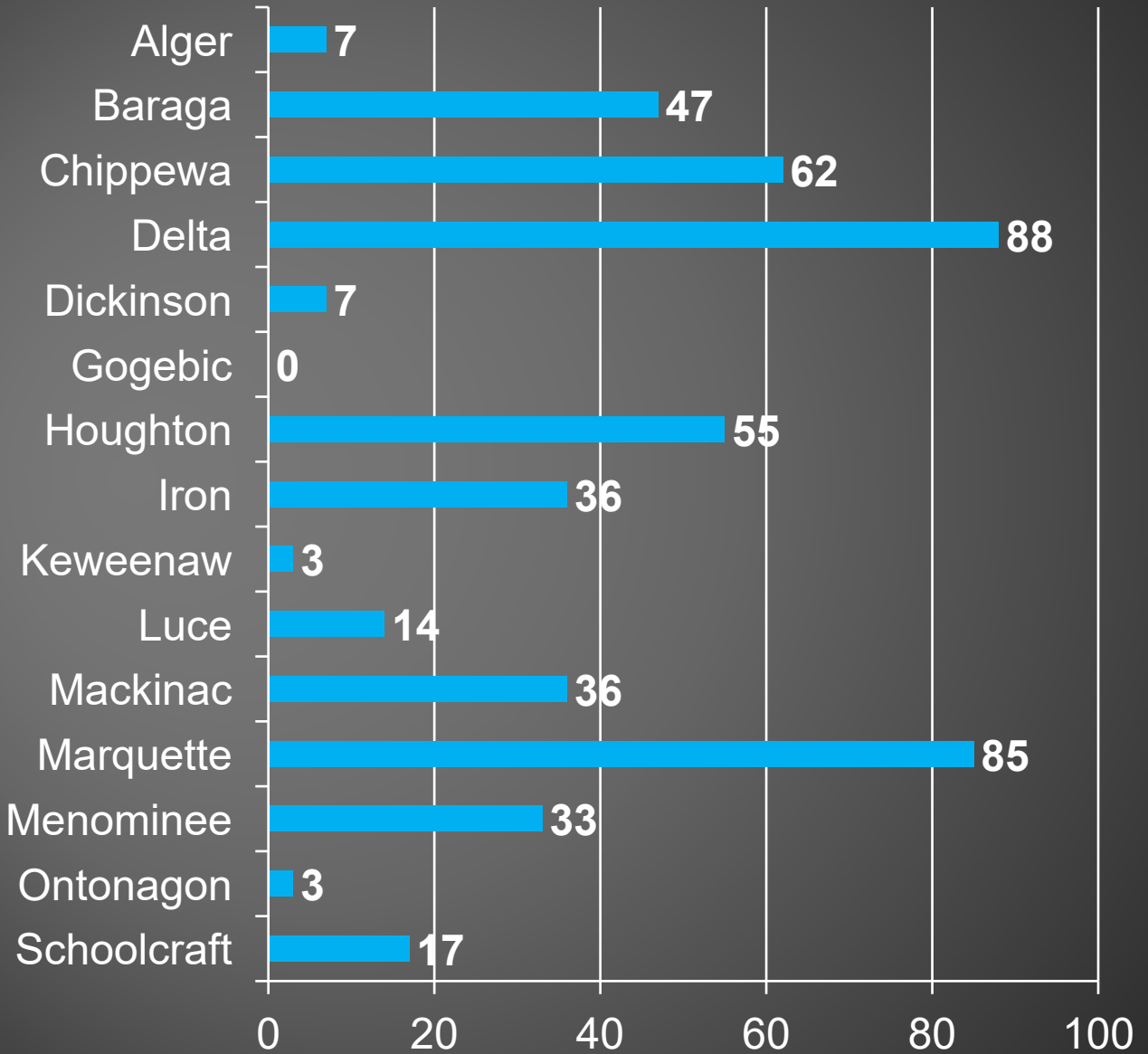
UPSET NORTH/SOUTH

SIGNIFICANT ACTIVITY

UPSET EAST

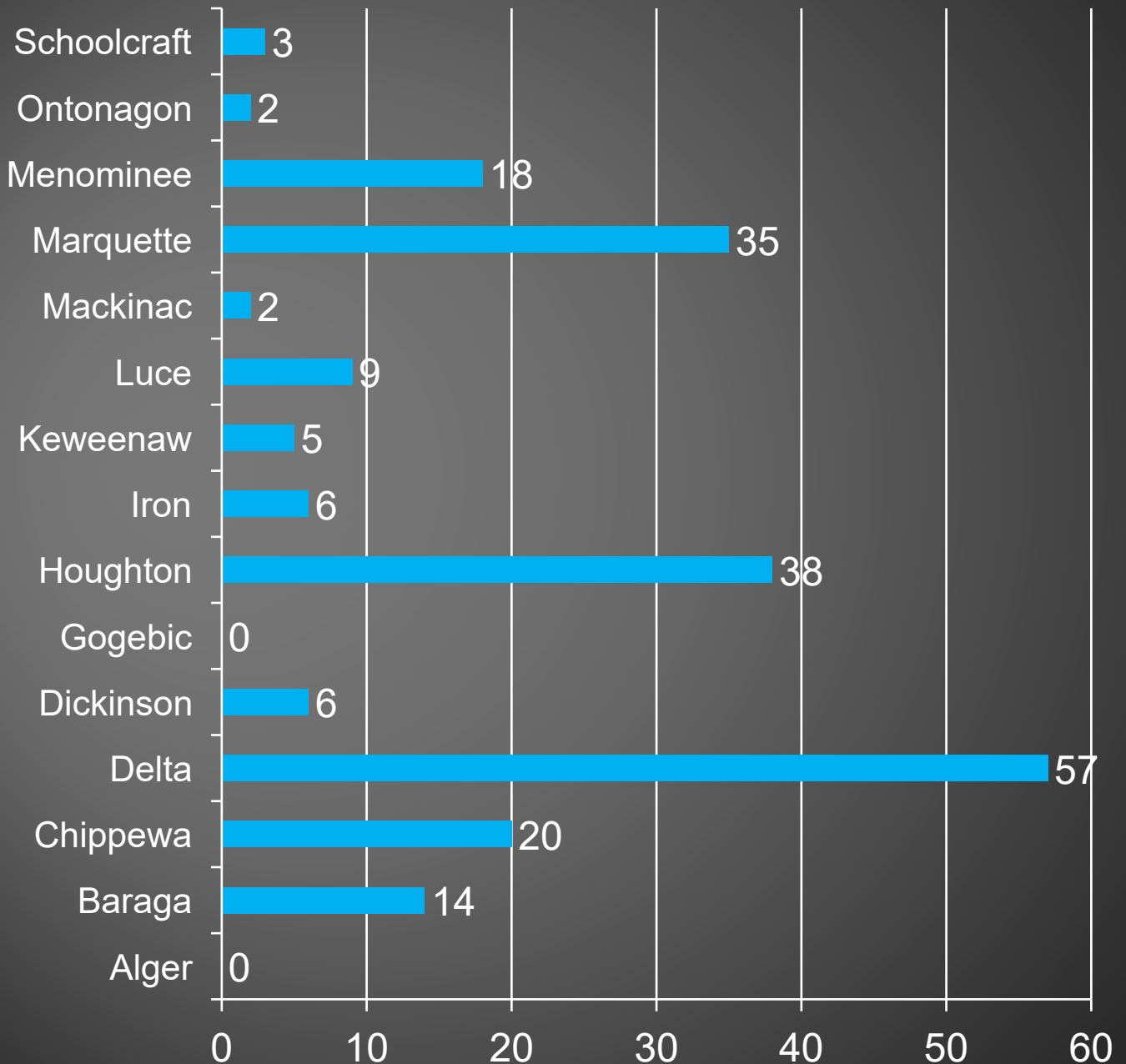
COMPLAINTS BY COUNTY

495 Total Complaints

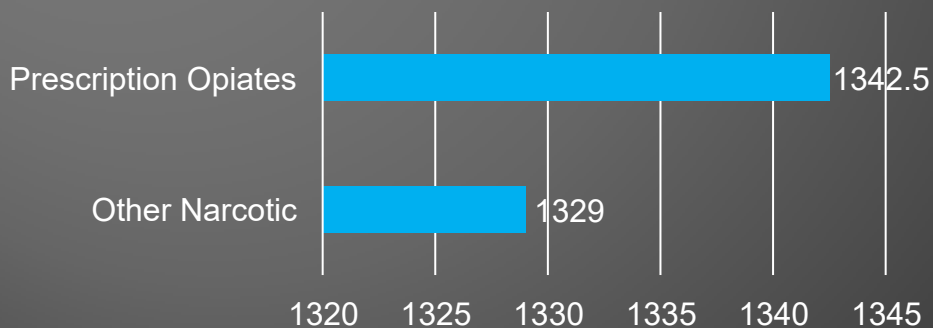
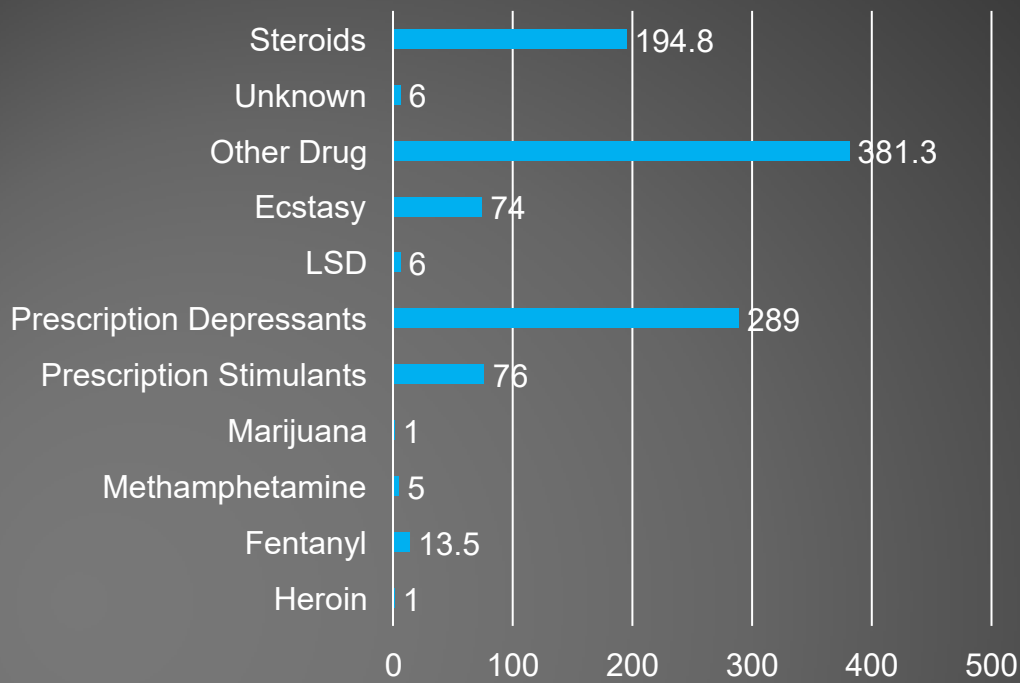


ARRESTS BY COUNTY

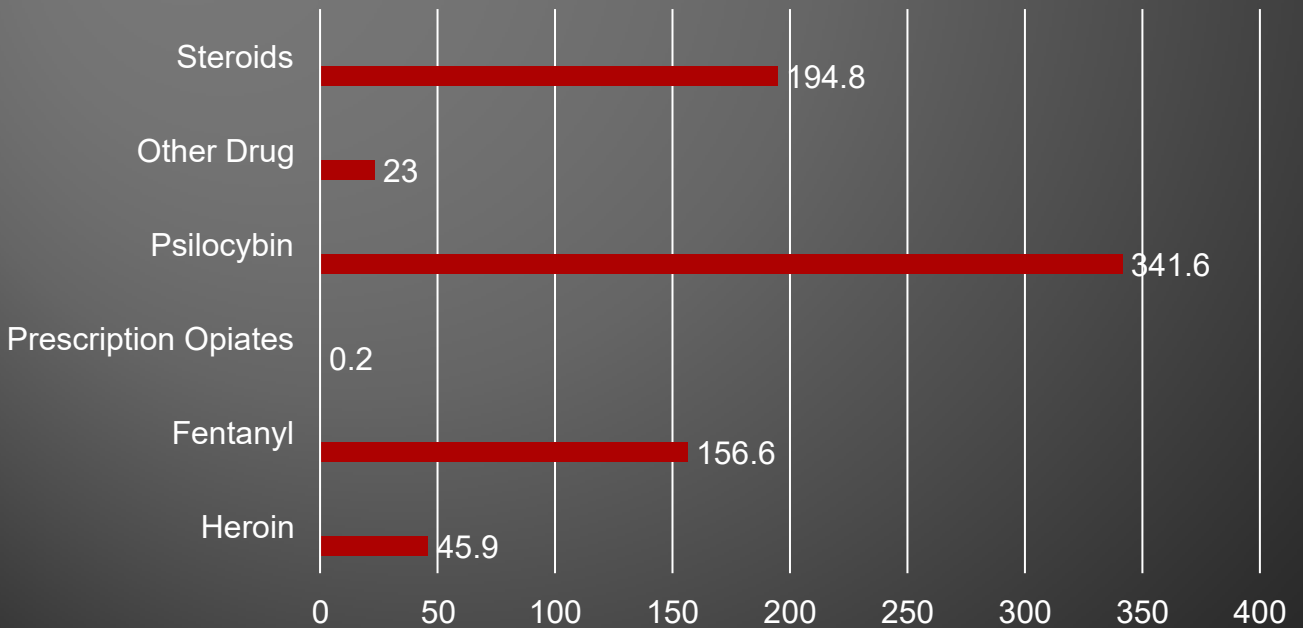
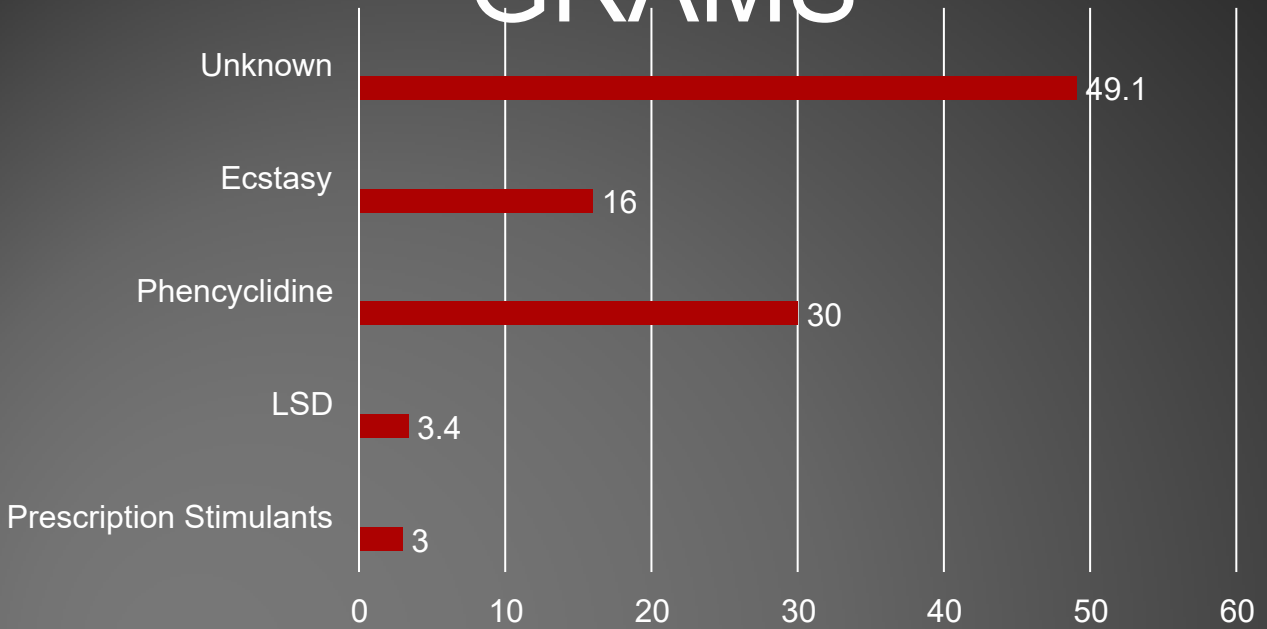
215 Total Arrested Persons



NARCOTICS SEIZED IN UNITS

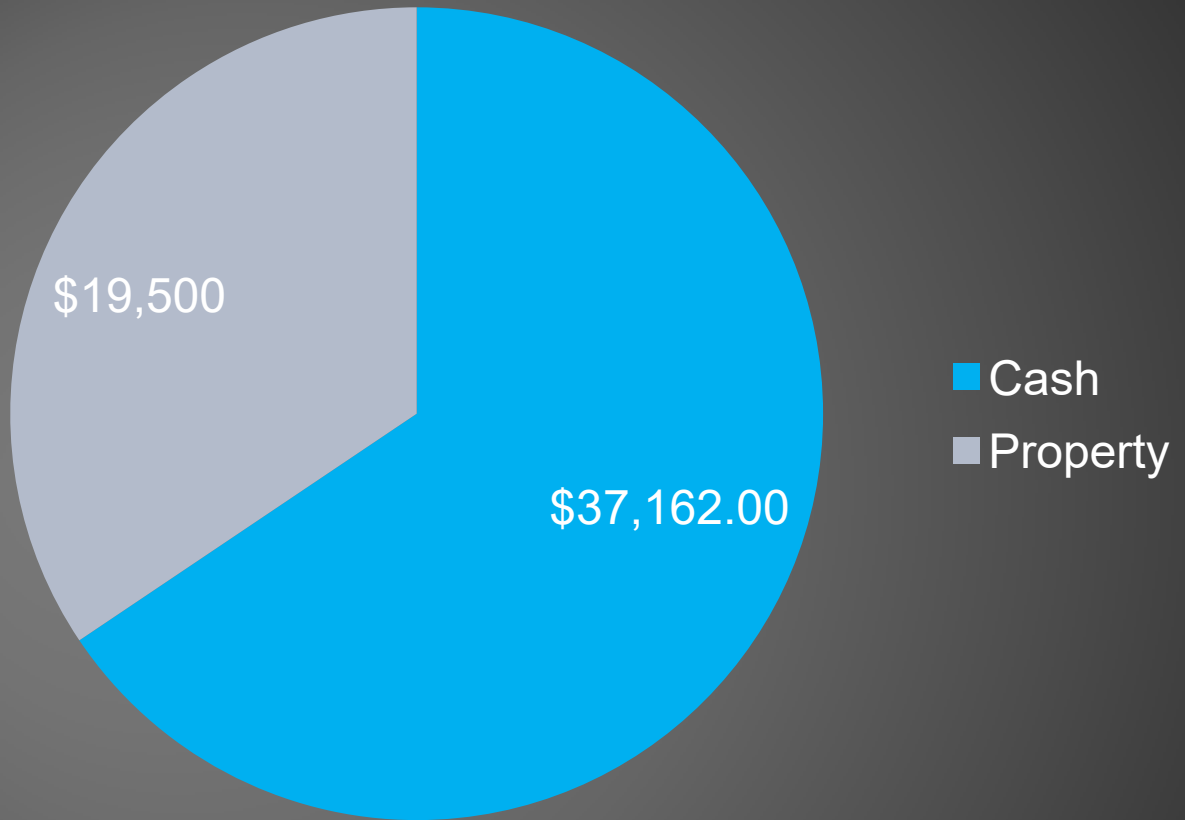


NARCOTICS SEIZED IN GRAMS



FORFEITURE

55 Forfeitures initiated in 2022



Net Forfeiture Income Deposited:
\$98,931.38

EXPENSES

• Audit	\$4,800.00
• Communications	
\$9,471.58	
• Controlled Buy Funds	\$79,921.76
• Equipment	\$20,063.71
• Forfeiture	\$3,228.08
• Insurance	\$1,220.00
• Lease	\$9,000.00
• Office Expense	\$19,501.53
• Personnel	\$15,349.84
• Training	\$600.00
• Utilities	\$1,062.81
• Vehicles	\$26,135.44

TOTAL EXPENSES: \$190,354.75*

*Total Expenses also includes UPSET East and UPSET West controlled buy funds, training, and office expenses.

MUNICIPAL

Marquette Township	\$5,000
City of Ishpeming	\$10,000
Forsyth Township	\$10,000
Stambaugh Township	\$1,000
Carp Lake Township	\$1,500
Ely Township	\$500
Manistique Township	\$1,000
City of Gladstone	\$4,973
Michigamme Township	\$1,000
Hancock Township	\$500
Gourley Township	\$300
Sagola Township	\$500
Munising Township	\$2,000
Humboldt Township	\$500
Au Train Township	\$1,500
City of Caspian	\$2,000
Township of Erwin	\$500
Bates Township	\$500
Arvon Township	\$1,000
Alger County	\$10,000
Escanaba Township	\$100
Chocolay Township	\$5,000

PRIVATE CONTRIBUTIONS

Private Donation	\$20
KBIC	\$5,000
Hannahville 2% Grant	\$20,000
Lac Vieux Grant	\$25,000
Hannahville 2% Grant	\$10,000
Private Donation	\$50
Fernstrum	\$2,000

OTHER INCOME

Alcohol, Tobacco, Firearms, and Explosives	\$7,000
Drug Enforcement Administration	\$10,000
Restitution	\$5,724.14
State of Michigan* *utilized for UPSET East controlled buy funds	\$5,000
Portage Health Foundation* *utilized for UPSET West controlled buy funds	\$20,000



MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive
Marquette, Michigan 49855
Ph | 906.228.6220
Fx | 906.228.7337
www.marquettetownship.org

Board Action Item

Board Meeting Date: February 7, 2024
Agenda Item #: 8.A.
Proposal: Consider the appointment of Michelle LaJoie to the Downtown Development Authority Board.
Presented by: Supervisor Lyn Durant

Background:

Michelle has attended joint meetings with the Township Board in her position with the Marquette Business Association and appreciates the culture and philosophy of the township. She wants to use her skills to help the community and has DDA experience in Sault Ste Marie along with a background in development. Michelle is invested in the communities where she lives and works, and will bring a good skill-set to the position.

The open position on the DDA is for a term ending 12/31/24. Her appointment would also satisfy the seat's requirement that the appointee be one of five members who "shall have an interest in property located within the Downtown District, or shall be members, trustees, principals or employees of a legal entity having an interest in property located in the Downtown District". In this case, Michelle works for CAAM (Community Action Alger-Marquette) right down Commerce Drive, here in Cornerstone.

Attachments: None

Cost: \$ -0-

Budget Account: -0-

Recommended motion:

Approve the recommendation by Supervisor Durant to appoint Michelle LaJoie to the Downtown Development Authority with a term ending 12/31/24.

Mission Statement:

"Recognize and meet the needs of the Township Community."





MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive
Marquette, Michigan 49855
Ph | 906.228.6220
Fx | 906.228.7337
www.marquettetownship.org

Board Action Item

Board Meeting Date: February 7, 2024
Agenda Item #: 8.B.
Proposal: Consider renewing the UPSET Agreement for Law Enforcement Services for 2024
Presented by: Supervisor Lyn Durant

Background:

Marquette Charter Township has supported the Upper Peninsula Substance Enforcement Team at different levels for many years. This is the second budget cycle the Board has signed the Agreement for Law Enforcement Services and provided \$10,000 toward the contract.

Attachments: None

Cost: \$ \$10,000

Budget Account: General Fund #101-301.801.000 Law Enforcement/Contracted Services

Recommended motion:

Approve the 2024 Agreement for Law Enforcement Services with the Upper Peninsula Substance Enforcement Team.

Mission Statement:

"Recognize and meet the needs of the Township Community."





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Board Action Item

Board Meeting Date: February 7, 2024
Agenda Item #: 8.C.
Proposal: Consider LSCP Renewal
Presented by: Jon Kangas, Township Manager

Background:

Marquette Township has only returned to Partner status with LSCP for a short time and a lot has changed in their organization during that time. It is my belief that the current director and staff have been very supportive of Township needs. The renewal is \$360 for the year.

Attachments: 1. 2024 renewal

Cost: \$ \$360

Budget Account: General Fund

Recommended motion:

Approve the Partner Renewal with LSCP.

Mission Statement:

"Recognize and meet the needs of the Township Community."





Lake Superior Community Partnership
 101 W Washington St. Ste. 10
 Marquette, MI 49855
 (906) 226-6591 | fax: (906) 226-2099
 lscp@marquette.org

Invoice

Invoice Date: 1/2/2024
 Invoice Number: 29765

Marquette Township
 Jon Kangas
 1000 Commerce Drive
 Marquette, MI 49855

Terms	Due Date
Due on receipt	1/31/2024

Description	Quantity	Rate	Amount
Partner Renewal	1	\$360.00	\$360.00
Subtotal:			\$360.00
Tax:			\$0.00
Total:			\$360.00
Payment/Credit Applied:			\$0.00
Balance:			\$360.00

Login to your Member Center to pay online.

- Go to www.chamberlogin.com and enter your login and password.

Login: jonkangas@marquettetownship.org
 Password: Forgot password? Click here - <http://business.marquette.org/login/forgotpwd>

- Pay online, check out your additional Member Benefits, update your member page and contact information.

Thank you for your support of the **Lake Superior Community Partnership**

Please return this portion with your payment.

Member Name: Marquette Township

Invoice #: 29765

Payment Amount: \$ _____

Payment Method: Check # _____ Credit Card

Make all checks payable to **Lake Superior Community Partnership** or enter credit card information below.

Enter Credit Card Billing Address (inc. zip code)

Address _____

City/State/Zip _____

Credit Card #: _____ Exp. Date: _____ CVV Code (3 or 4 digits on back of card) _____

Name on Card: _____ Signature: _____



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Board Action Item

Board Meeting Date: February 7, 2024
Agenda Item #: 8.D.
Proposal: Consider Addendum to DDA Project Priorities
Presented by: Jon Kangas, Township Manager

Background:

In October 2023, the DDA agreed to the addition of one new project to its list of priorities - the "Forestville Intersection". At the first meeting of 2024, the DDA approved the attached language, recognizing the project as a need within the DDA's boundary, though likely with little hope for finding funding for the project on its own. Regardless, the community has recognized the safety concerns at the intersection and the DDA agrees.

Attachments: 1. DDA Project Priorities Plan AMENDED DRAFT
Project table only

Cost: \$ TBD

Budget Account: NA

Recommended motion:

Approve the amendment to the DDA Project Priorities as presented.

Mission Statement:

"Recognize and meet the needs of the Township Community."



See Table 2 below.

TABLE 2

Project Name	Scope of Project including timeframe	Probable Estimate of Cost
Non-motorized path- Wright Street Connector	Installation of non-motorized pathway/sidewalk on Wright Street from US-41 to Venture. This would provide a connection from the recently installed pathway along US-41 to the existing pathway/sidewalk installed on Venture Drive in 2018 through a Safe Routes 2 School grant. Expected timeframe, pending funding source, is 3 years.	\$175,000
Non-motorized path- Commerce Drive Connector	Installation of non-motorized pathway/sidewalk on Commerce Drive from US-41 to Werner St. This would provide a connection from the recently installed pathway along US-41 to the existing pathway/sidewalk installed on Commerce Drive in 2018 through a Safe Routes 2 School grant. Expected timeframe, pending funding source, is 3 years.	\$75,000
Non-motorized pathway connector- Iron Ore Heritage Trail Spur (Cox Farm Trail)	The Iron Ore Heritage Trail (IOHT) is a multi-jurisdictional trail that transverses the DDA south of US-41. Developing a spur/connector trail (Cox Farm Trail) from a cluster of hotels, restaurants, and services to existing non-motorized infrastructure along south property lines south of US-41, connecting with and following Brookton Rd/CR 492 west to the Commerce Dr and US-41 signaled intersection, and continuing west along CR 492 to the established IOHT trailhead at Schwemwood Park would facilitate further use of the trail and activity within the DDA district. Expected time frame, pending funding source, is 3 years.	\$250,000
US-41 Median Beautification	Beautification of the median separating east- and west-bound traffic on US-41 would provide for a more inviting and appealing corridor experience. Sustainable, native, and/or low maintenance vegetation could be utilized to provide for long-term viability. Coordination with Michigan Dept. of Transportation would be needed. Expected time frame, pending funding source is 3-5 years.	\$100,000
Non-motorized pathway connection to City of Marquette	In 2021, MDOT directed a US-41 reconstruction project which provided non-motorized pathways on a portion of the US-41 corridor. The DDA desires to facilitate extension of the non-motorized pathway to connect to similar infrastructure in the City of Marquette, providing a continuous pathway parallel to US-41 from the Township to the City. Pending funding sources and redevelopment of	\$250,000

	private property parallel to the corridor, expected timeframe is 10 years.	
Regional Park Property Acquisition	Township staff is, at the time of writing, working towards acquiring a 16-acre parcel on Venture Drive through the Michigan Natural Resources Trust Fund Grant Program. If acquired, the property would be designated for recreational use in perpetuity. Required match will consist of in-kind donation from seller. Expected timeframe to acquire property is 1.5 to 2 years from application to acquisition.	\$1,600,000
Regional Park Development	If acquired, development of the property (referenced in the item immediately above) would commence in conjunction with and/or after an extensive public input process. Numerous regional partners are expected to partake. Funding associated with the DDA could be utilized as match funding for various grants. Anticipated developments include, but are not limited to: outdoor amphitheater, dog park, pickleball/tennis courts, soccer fields, disc golf course, restroom facilities. Expected timeframe is development would commence upon successful acquisition and is expected to continue for 5-10 years.	TBD
Event Space	Dedicated Event space for events such as a farmer's market, flea market, festivals, etc. has been desired by residents, and this could take many different forms as far as facilities, location, and size of space. Expected time frame, pending funding source is 3-5 years.	TBD
Lighting along US-41	Lighting along US-41 would increase appeal and safety of the non-motorized and motorized users of the corridor. Coordination with Michigan Dept. of Transportation would be needed. Expected time frame, pending funding source, is 3-5 years.	TBD
Wright St/County Rd 492 and Forestville Rd/Commerce Dr intersection improvements	The Wright St/County Rd 492 and Forestville Rd/Commerce Dr intersection lies within the DDA boundary and is recognized as one of the most dangerous intersections in the county. Safety and circulation improvements to the intersection, including non-motorized aspects, could spur further residential and commercial development in the DDA project area. Coordination with the Marquette County Road Commission would be needed. Expected time frame, pending funding sources, is 3-5 years.	\$1,300,000- \$5,000,000
<i>*to be determined pending project planning and economic factors</i>		

g. A statement of the construction or stages of construction planned, and the estimated time of completion of each stage.

See Table 2 above.



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Board Action Item

Board Meeting Date: February 7, 2024
Agenda Item #: 8.E.
Proposal: Consider New Job
Description/Reclassification - Finance
Director
Presented by: Jon Kangas, Township Manager

Background:

The Personnel Committee met on January 18, 2024 to consider the proposed Job Description for Finance Director and the reclassification of our current Accountant/Assistant Clerk. Their recommendation is provided below and was supported 3-0.

Attachments:

1. 02 Job Description - Finance Director DRAFT
2. 03 Points
3. 04 Reclass Finance Director

Cost: \$ 109,875 (wages and benefits)

Budget Account: General Fund (Already in 2024 budget.)

Recommended motion:

Adopt the Finance Director job description (subject to legal review) and reclassify Kim Clark to the new position (Grade 9) with back pay to January 1, 2024.

Mission Statement:

"Recognize and meet the needs of the Township Community."



MARQUETTE TOWNSHIP
Job Description

TITLE: **Finance Director**

Status: Full-Time
 Exempt

I. General Summary:

Manages the overall function of Township finances. Makes recommendations to the Board regarding the various financial concerns of the Township. Assists in the daily supervision of staff assigned election duties of the Township Clerk. Performs and/or supervises the general accounting for the Township by maintaining financial records, including, but not limited to, payroll and benefits records, accounts payable, and the general ledger in the various funds.

II. Supervision Received/Given:

Under the general direction of the Township Board and alongside the Township Manager, functions within broad, central policy guidelines. Exercises broad discretion and judgment regarding day-to-day financial decisions.

Exercises general supervision over front office staff as it may relate to finance/accounting functions, except as required by the statutory responsibilities of the executive officers where applicable (i.e. for the positions of deputy clerk, and deputy treasurer). Monitors bookkeeping work for accuracy.

III. Essential Functions and Job Duties:

An employee in this position is required to supervise and/or perform the following essential functions and job duties with or without reasonable accommodation. This is not intended as an exhaustive list of duties, rather a description of the general nature and level of work being performed within this classification.

1. General Ledger: Maintains the detailed accounting records of the Township, including utilizing the “*Uniform Chart of Accounts*” prescribed by the State Treasurer and preparing and maintaining the journals and ledgers necessary to reflect the assets, liabilities, fund equities, revenues, and expenditures for each fund of the Township.
2. Budget: Assists with annual budget preparation and ongoing administration in coordination with the Township Manager and under the direction of the Township Board, including:
 - ⇒ Prepares budget data to facilitate the budgeting process.
 - ⇒ Assists department heads with budget preparation process.
 - ⇒ Enters approved annual budget information into the accounting records.
 - ⇒ Monitors budget centers on a monthly basis for compliance.
 - ⇒ Answers questions from department heads in regards to budget accounts.

- ⇒ Assists with the preparation of budget amendments and enters approved amendments.
 - ⇒ Prepares budget analyses and projections.
3. Payroll: Administers the payroll function, including:
- ⇒ Prepares and maintains payroll records for all Township employees, the Township Board, Fire Department, committees and commissions.
 - ⇒ Runs payroll and prints checks for signatures of the Clerk and the Treasurer in a timely manner.
 - ⇒ Assists employees and officials with preparing appropriate wage and benefit forms and processes such materials to the proper agency and record file.
 - ⇒ Prepares, maintains and files timely federal and state withholding tax reports.
 - ⇒ Responsible for the timely deposit of taxes withheld, unemployment contributions, pension contributions, and employee deductions.
 - ⇒ Maintains employee leave records on time earned, accumulated and taken.
 - ⇒ Prepares year-end payroll procedures, including preparation of various reports for the annual audit, state and federal agencies, and the printing of W-2's and 1099's.
 - ⇒ Classifies labor costs appropriately among various funds
 - ⇒ Prepares overtime reports and other special reports as requested.
4. Accounts Payable: Administers the accounts payable function, including:
- ⇒ Maintains records of accounts payable and processes claims for payment against the various funds of the Township.
 - ⇒ Reviews and codes claims for payment, coordinating efforts with various departments of the Township.
 - ⇒ Prepares an accounts payable report for the Township Board for approval.
 - ⇒ Prepares checks for approved claims for signatures of the Clerk and the Treasurer and processes the payments.
 - ⇒ Reconciles monthly statements with various vendors.
 - ⇒ Responsible for year-end reconciliation's and reports for annual audit, state and federal agencies.
5. Audit: Assists with the annual audit, prepares fixed asset and depreciation schedules, reconciles accounts, assembles records and provides information as requested.
6. Financial Analysis and Reporting: Prepares financial statements and reports, evaluates cash flow, performs financial analysis and prepares special reports. Complete various monthly, quarterly and annual financial reports for the state and federal agencies.

7. Elections: Assists the Township Clerk in the administration of elections, including supervision of staff assigned the duties of: processing absentee ballots, preparing for elections, coordinating election workers, and related activities as assigned.
8. Voter Registration: Assists the Clerk in the supervision over staff maintenance of voter records and the voter registration file.
9. General Office Administration & Records Management: Assists in general office administration including:
 - ⇒ Modifies, implements, maintains and updates computerized systems and software to meet financial reporting needs.
 - ⇒ Develops records management systems for the Township.
 - ⇒ Maintains department records including filing, retention, and disposal under the direction of the Township Clerk.
 - ⇒ Assists in the maintenance of important records including minutes, ordinances, oaths, and bonds; ensuring they are complete with necessary signatures and publication requirements under the direction of the Township Clerk.
10. Provides customer assistance related to finance functions and Clerk department. Responds to the public on requests for public records, or Freedom of Information requests, which may be referred to the Township Clerk.
11. Prepares billings and reconciles accounts associated with landfill usage.
12. Prepares master meter readings to the City of Marquette, including entering data and generating reports on sales, use by district, year-to-year analysis and related items.
13. Special Projects & Rate Studies: Participates in special projects as assigned, including public works rate studies and other departmental requests. Researches alternative funding sources, grants and related financial topics, assembles data and prepares recommendations.
14. Meetings & Presentations: Attends meetings as required, including meetings scheduled outside normal business hours, and makes presentations as requested.
15. Professional Development and Expertise: Keeps abreast of legislative and regulatory developments, new administrative techniques and current issues pertinent to finance, accounting and Clerk functions. Attends conferences, workshops and seminars as appropriate.
16. Provides back-up for other office positions as operational needs demand and performs a variety of related duties as needed.

IV. Minimum Qualifications and Required Knowledge, Skills and Abilities:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities (KSA's) required to successfully perform the essential functions of the position. In some cases, alternative qualifications or combinations of education/experience and/or KSA's may be sufficient.

- A. Bachelor's Degree or the equivalent in accounting or a related field is required.
- B. Two or more years of experience in accounting or a related field, preferably in a municipal setting.
- C. Equivalent combination of education and experience.
- D. Ability to qualify for bond is required.
- E. Knowledge of the principles and practices of finance, accounting and general business administration and professional office management.
- F. Skill in addressing public inquiries and internal issues with professionalism, tact and diplomacy.
- G. Skill in maintaining accurate accounting records and knowledge of related computer systems and software.
- H. Skill in assembling and analyzing complex financial data, administering budgets and preparing comprehensive and accurate reports.
- I. Ability to communicate effectively and make presentations in public forums.
- J. Ability to manage multiple priorities and work within deadlines.
- K. Ability to attend meetings outside of normal business hours.
- L. Ability to work constructively and interact professionally with employees, elected officials, leaders of other organizations, the general public, and various professional contacts.

V. Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone or in person, and move around the office to assist customers and staff, and complete other duties.

MARQUETTE TOWNSHIP POINT FACTOR ANALYSIS

Grade	POSITION	Point Range	Point Total	Ed/Exp	Judgement	Int/Ext	Sup	Complex	Safety	Tech/Equip	Impact	Intensity	Env
10	Township Manager	Over 2850	2,982	280	531	340	280	496	325	93	462	125	50
9	OPEN	2650 - 2849											
8	Assessor/Planning & Zoning Adm.	2450 - 2649	2,542	280	392	310	190	462	213	93	427	125	50
	Public Works Superintendent		2,632	260	392	280	220	462	288	93	427	125	85
7	Fire Marshall	2250 - 2449	2,409	240	358	280	220	392	325	71	358	80	85
	Project Manager/Code Enf.		2,372	240	358	280	130	392	213	157	392	125	85
6	OPEN	2050 - 2249											
5	Accountant	1850 - 2049	1,973	240	323	250	100	358	175	114	288	125	0
	Deputy Treasurer/Assessing Asst (Level II)		1,869	220	288	250	100	323	175	114	254	95	50
	Service Worker/Crew Leader		1,931	160	288	190	160	254	250	125	254	95	155
	Water Operator		1,959	180	288	190	130	254	288	125	254	95	155
4	Service Worker	1650 - 1849	1,691	140	254	160	100	219	250	114	219	80	155
	Deputy Treasurer/Assessing Asst (Level I)												
3	Service Worker (ENTRY)	1450 - 1649	1,464	140	219	160	0	219	213	93	185	80	155
	Deputy Treasurer		1,541	160	254	220	100	254	100	104	254	95	0
	Deputy Clerk		1,541	160	254	220	100	254	100	104	254	95	0
2	Secretary/Cashier	1250 - 1449	1,326	120	219	220	0	219	100	104	219	125	0
	Accounts Clerk		1,386	180	219	220	0	219	100	104	219	125	0
	Building & Grounds Caretaker		1,339	120	219	160	100	185	138	82	185	50	100
1	Entry	Under 1250											

FINANCE DIRECTOR

POINT TALLY	
List the point award for each factor and total accordingly	
Factor	Point Award
Education and Relevant Experience	300
Judgment and Independence of Action	496
Internal and External Relations	310
Supervisory or Managerial Responsibility	190
Job Complexity	427
Responsibility for the Safety and Convenience of Others	100
Technology and Equipment Use	179
Impact on Programs, Services and Operations	462
Intensity and Demand for Concentration Mental Concentration + Focus + Intensity	185
Working Environment Working Conditions + Physical Demands	20
TOTAL POINTS	2669



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Board Action Item

Board Meeting Date: February 7, 2024
Agenda Item #: 8.F.
Proposal: Consider Finance Director Employment Agreement
Presented by: Jon Kangas, Township Manager

Background:

The Personnel Committee met on January 18, 2024 to discuss the proposed Finance Director position. It is proposed that this new position report directly to the Township Board ("CFO", if you will). The Committee's recommendation is below.

Attachments: 1. Employment Agreement Finance Director DRAFT

Cost: \$ (See prior agenda item.)

Budget Account: General Fund

Recommended motion:

Approve the Employment Agreement for Finance Director, subject to legal review and negotiation with the employee.

Mission Statement:

"Recognize and meet the needs of the Township Community."



EMPLOYMENT AGREEMENT

This Employment Agreement (“Agreement”) is made and entered into on January 1, 2024, by and between the Charter Township of Marquette, Marquette County, State of Michigan, a municipal corporation, hereinafter called the ‘Township’ and KIM CLARK, hereinafter called the “Employee” who, in consideration of the mutual covenants contained herein, agree as follows:

SECTION I. DUTIES.

The Township agrees to employ KIM CLARK as Finance Director of the Township to perform those duties and functions contained in the Marquette Township Finance Director Job Description, attached as Exhibit A and incorporated herein by reference, as well as those legally permissible duties and functions as the Township Board or Township Supervisor shall from time to time assign.

SECTION II. TERM.

- A. The Employee is an employee at will. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Township Board to terminate the services of the Employee at any time, subject to the provisions set forth in Section V, paragraphs A and B of this agreement.
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from her position with the Township, subject only to the provision set forth in Section V, paragraph C of this Agreement.
- C. Employee agrees to remain in the full-time employment of the Township until December 31, 2028, and to not become employed by any other employer or engage in any outside business until said termination date herein, unless said termination date is affected as hereinafter provided. The prohibition against employment by another employer or engaging in outside business shall not be construed to exclude occasional consulting performed on the Employee’s time off provided it is accomplished other than on the Township properties and does not interfere with Employee’s duties under this Agreement, assigned work schedule or ability to perform her job at the Township.
- D. The Employee shall, at least four (4) months prior to the expiration of this Agreement, provide written notice to the Township Board of her desire to renew and/or renegotiate this Employment Agreement. This Agreement shall automatically terminate if Employee fails to provide timely written notice to the Township of her desire to renew and/or negotiate the Agreement or if the Agreement is not renewed or renegotiated one (1) month prior to its expiration.

SECTION III. SALARY AND INSURANCE PROTECTION.

Employee shall be compensated in accordance with the Classification and Compensation System as adopted by the Board. The position shall be classified as Grade 9 and the Employee shall continue at Step 3 (\$40.40/hour) until her employment anniversary date, at which time she shall progress to Step 4. An additional Step increase shall be awarded at each subsequent anniversary date for the duration of this Agreement.

- A. Employee shall be entitled to a cost of living adjustment on January 1 of each year of this agreement in the amount of 2.5%, commencing January 1, 2025.
- B. Employee shall be entitled to an annual performance bonus of 2.5%, provided employee receives at least a “Good” rating on the annual Performance Appraisal.

SECTION IV. BENEFITS.

During the term of this Agreement, unless otherwise mutually agreed between the Parties, Employee shall receive healthcare insurance and other fringe benefits as determined by the Township, including: 1) Ten (10) paid Holidays per calendar year, designated by the Township; 2) Twenty (20) paid Vacation Days per anniversary year (plus one (1) additional day for each additional anniversary year attained by Employee to a maximum of thirty (30) days), credited on a pro-rata basis, with a maximum of fifteen (15) days which may be carried over to the following anniversary year – unused vacation in excess of the maximum shall be paid out annually at the then-current wage rate; 3) One (1) Sick Day per month, which shall not be accumulated in excess of one hundred and twenty (120) days – one-half (1/2) of any accumulated amount unpaid (up to a maximum of 120 days) shall be paid out at the time Employee’s employment terminates; and 4) Other Leaves in accordance with the Charter Township of Marquette Personnel Policies and Procedures Manual; 4) Participation in the Michigan Municipal Employees Retirement System (MERS) Defined Benefit B-2/10 year vesting plan as established for the Employer’s Professional and Administrative Employees.

SECTION V. TERMINATION AND SEVERANCE PAY.

- A. In the event that the Township terminates Employee’s employment at any time during the term of this Agreement, the Township agrees to pay Employee a lump sum cash payment equal to 4/12ths of the Employee’s then current annual salary, less deductions (“Severance Pay”). In the event Employee is terminated for uncorrected violation of a Marquette Township policy involving malfeasance or dishonesty, or because of her conviction of any illegal act involving personal gain to her, the Township shall have no obligation to pay Severance Pay.
- B. The Township may, during the employment term, reduce the salary or other financial benefits of Township employees as part of the budget process. In the event Employee suffers a percentage reduction in salary in excess of the average percentage reduction suffered by the

Township's Professional and Administrative employees, she may resign from her Township employment and collect the Severance Pay specified in Section V.A. of this Agreement.

- C. In the event Employee voluntarily resigns her position with the Township before expiration of the term of this Agreement, Employee shall give the Township thirty (30) days' advance written notice, unless the Parties agree otherwise. Should Employee voluntarily resign her position before the expiration of the term of this Agreement, no Severance Pay shall be due pursuant to the provisions of Paragraph A of this Section.

SECTION VI. TRAVEL.

The Employee shall be permitted to non-exclusive use of the Township's retired sheriff patrol vehicle for job-related travel, when available. When the Employee's duties require the use of a personal vehicle outside the limits of Marquette Township, and the Township vehicle is not available, she will be reimbursed at the current IRS allowed amount. Other travel reimbursement shall be the same as that established by policies now in effect, and as may hereafter be amended, in the Charter Township of Marquette Personnel Policies and Procedures Manual.

SECTION VII. PERFORMANCE EVALUATION.

- A. The township Board shall evaluate the performance of the Employee by March 14th of each year, utilizing the current Employee Evaluation form, unless and until a new evaluation system is developed and adopted by the Township board with the approval of labor and employment counsel, and shall notify the Employee of the results of the evaluation.
- B. A review and performance evaluation of the Employee shall be completed by the Township Board prior to renewing this Agreement.
- C. The annual review and Employee performance evaluation shall be addressed in closed session, if requested by the Employee.

SECTION VIII. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

- A. The Township Board shall fix other terms and conditions of employment and compensation, as it may determine from time to time, provided such terms and conditions are not inconsistent with or in direct conflict with the provisions of this Agreement, the Township Ordinances, or any other applicable law.
- B. The Employee shall be subject to and comply with the same Employee Guidelines, Work Rules & Regulations and working conditions, now in effect and as may hereafter be amended, in the Charter Township of Marquette Personnel Policies and Procedures Manual, except as otherwise modified by this Agreement.

SECTION IX. GENERAL CONDITIONS.

- A. This Agreement, as written, constitutes the entire agreement between the Parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- C. This Agreement shall become effective January 1, 2024.
- D. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected, and shall remain in full force and effect.
- E. Should the term of this Agreement pass with no renewal, the Parties may acquiesce in continued employment on a periodic basis. Employee shall be employed by mutual agreement from pay period to pay period and the Township shall provide Employee with thirty (30) days' written notice prior to termination, or pay in lieu of notice. Severance Pay will not be paid.

During any continuation of employment on a periodic basis after expiration of this Agreement, all terms and conditions of this Agreement shall remain in force and effect with the exception of those relating to the employment term, and operative dates and deadlines.

IN WITNESS WHEREOF, the Charter Township of Marquette has caused this Agreement to be signed and executed on its behalf by its Supervisor and duly attested to by its Township Clerk, and the Employee has signed and executed this Agreement, both in duplicate, the day and year first dated below.

January 1, 2024

Date

Lyn J. Durant
Township Supervisor

ATTEST:

Randy J. Ritari
Township Clerk

Kimberly Clark
Employee



MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive
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www.marquettetownship.org

Board Action Item

Board Meeting Date: February 7, 2024
Agenda Item #: 8.G.
Proposal: Consider Letter of Understanding with Professional and Administrative Association
Presented by: Jon Kangas, Township Manager

Background:

The Personnel Committee met on January 18, 2024 to consider the attached Letter of Understanding with the Professional and Administrative Association. This letter allows the Township to promote the Accountant/Assistant Clerk to the non-represented Finance Director position and leave the Accountant/Assistant Clerk position vacant until such time as it is needed again. The letter also agrees to leave the Accountant/Assistant Clerk position in the Professional and Administrative Association.

Attachments: 1. 06 LOU Finance Director 01.08.2024

Cost: \$ NA

Budget Account: NA

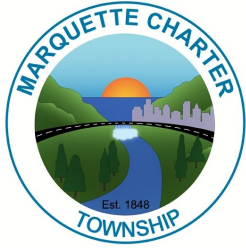
Recommended motion:

Approve the Letter of Understanding with the Professional and Administrative Association, subject to legal review.

Mission Statement:

"Recognize and meet the needs of the Township Community."





MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive
Marquette, Michigan 49855
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Fx | 906.228.7337
www.marquettetownship.org

Letter of Understanding

**By and between Marquette Charter Township and
Marquette Township Professional and Administrative Employees Association**

The Accountant/Assistant Clerk position has been represented by the Professional and Administrative Employees Association since reclassification in March of 2021.

Marquette Charter Township does hereby announce its intent to create a new Executive position titled Finance Director, according to the attached Job Description. Said new position will report directly to the Township Board in direct partnership with the Township Manager. Said new position has been classified at Grade 9, subject to approval of the Township Board.

It is the intent of the Township to promote the current Accountant/Assistant Clerk to Finance Director. Upon completion of this promotion, the Accountant/Assistant Clerk position will remain vacant until such time as needed by the Township.

Marquette Charter Township does also hereby agree that under any such occasion said position returns to full-time status in the Township, said position shall be recognized by the Township as an Association-represented position.

For the Association

Date

For the Association

Date

Lyn Durant, Township Supervisor

Date

Randy J. Ritari, Township Clerk

Date

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Board Action Item

Board Meeting Date: February 7, 2024
Agenda Item #: 8.H.
Proposal: Consider Reclassification - Fire Chief/Marshal
Presented by: Jon Kangas, Township Manager

Background:

The Personnel Committee met on January 18, 2024 to consider the reclassification of all full-time Fire Department staff. The recommendation for the Fire Chief/Marshal is below.

Attachments: 1. 07 Reclass Fire Chief Marshal

Cost: \$ 127,042 (wages and benefits)

Budget Account: Fire Fund

Recommended motion:

Approve the Fire Chief/Marshal reclassification to Grade 9 with back pay to January 1, 2024.

Mission Statement:

"Recognize and meet the needs of the Township Community."



FIRE CHIEF / MARSHAL

POINT TALLY	
List the point award for each factor and total accordingly	
Factor	Point Award
Education and Relevant Experience	240
Judgment and Independence of Action	392
Internal and External Relations	280
Supervisory or Managerial Responsibility	280
Job Complexity	427
Responsibility for the Safety and Convenience of Others	325
Technology and Equipment Use	125
Impact on Programs, Services and Operations	358
Intensity and Demand for Concentration Mental Concentration + Focus + Intensity	125
Working Environment Working Conditions + Physical Demands	125
TOTAL POINTS	2677



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Board Action Item

Board Meeting Date: February 7, 2024
Agenda Item #: 8.1.
Proposal: Consider Reclassifications - Fire Inspector/Fire Fighter/EMT (2 positions)
Presented by: Jon Kangas, Township Manager

Background:

The Personnel Committee met on January 18, 2024 to consider reclassifications of the three full-time member of the Fire Department. There are two separate motions required for the Fire Inspector/Fire Fighter/EMT position since current revenues cannot fully support the justified reclassifications. The recommendations of the Personnel Committee are provided below.

Attachments: 1. 08 Reclass Fire Inspector FF EMT

Cost: \$ 152,992

Budget Account: Fire Fund

Recommended motion:

Approve the Fire Inspector/Fire Fighter/EMT reclassification from Grade 4 to Grade 6 but with compensation adjustment only to Grade 5 and with back pay to January 1, 2024.

Approve the Fire Inspector/Fire Fighter/EMT compensation to Grade 6 as soon as revenues justify.

Mission Statement:

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FIRE INSPECTOR / FIRE FIGHTER / EMT

POINT TALLY	
List the point award for each factor and total accordingly	
Factor	Point Award
Education and Relevant Experience	200
Judgment and Independence of Action	323
Internal and External Relations	190
Supervisory or Managerial Responsibility	190
Job Complexity	323
Responsibility for the Safety and Convenience of Others	288
Technology and Equipment Use	125
Impact on Programs, Services and Operations	323
Intensity and Demand for Concentration Mental Concentration + Focus + Intensity	125
Working Environment Working Conditions + Physical Demands	155
TOTAL POINTS	2242



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Board Action Item

Board Meeting Date: February 7, 2024
Agenda Item #: 8.J.
Proposal: Consider Org Chart Revisions
Presented by: Jon Kangas, Township Manager

Background:

The Personnel Committee met on January 18, 2024 to consider various personnel matters. As a result of recommendations made, the Township Org Chart requires minor revisions. The recommendation of the committee is provided below.

Attachments: 1. org chart 2024 draft

Cost: \$ NA

Budget Account: NA

Recommended motion:

Approve the revised Township Org Chart as presented and attach it as an update to the Township Policies and Procedures Manual.

Mission Statement:

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APPENDIX A - DRAFT

MARQUETTE CHARTER TOWNSHIP ORGANIZATIONAL CHART

1/23/2024

