



MARQUETTE CHARTER TOWNSHIP

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MARQUETTE TOWNSHIP BOARD - REGULAR MEETING

TUESDAY, JULY 6, 2021 - 6:30 PM

MARQUETTE TOWNSHIP COMMUNITY CENTER

1. Call to order

- A. Pledge of Allegiance
- B. Roll Call

- 2. Public Comment (3 minutes each)** *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 Regular Meeting Minutes of June 15, 2021.
- B. Bills Payable in the amount of \$219,221.22. Checks 160954 to 161016. Note any voided checks.
- C. Received Committee and Other Reports
 - 1. July 2021 Utility Billing Calendar
- D. Correspondence not Requiring Board Action
 - 1. "Smart" Street Lights
 - 2. MCSWMA Meeting Minutes 6-16-21
- E. Financial
 - 1. Budget Amendment 2021-05
 - 2. Public Act 202 Pension Report 2020
 - 3. State of Michigan Qualifying Statement
- F. 2021 Road Maintenance Progress Billing Invoice - Fahrner Asphalt Sealers

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

6. Board Education/Privileged Comment

- A. Library Report

1. Draft Peter White Public Library Minutes of June 15, 2021
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 MTA Principles of Governance
 - B. Consider acceptance of low bid for Northwoods hydrant installation.
 - C. Consider acceptance of Stantec proposal
 - D. Adopt Resolution for Non-motorized Path, MDOT Contract Number 21-5084
 - E. Approve Deputy Treasurer Job Description
 - F. Approve Assessor (MAAO Level 3)/Assistant Treasurer Job Description
 - G. Approve Revised Assessor (MCAO Level 2) Job Description
 - H. Approve Revised Secretary/Cashier Job Description
9. **Assurance of Organizational Performance**
 - A. Consider Appointment of Paul Marin to Peter White Public Library Township Advisory Council to complete a 4-year term ending 12/31/2024
 - B. Board – Committee Updates
 1. Planning Commission
 2. Recreation Committee
 3. Events Committee
 - C. DRAFT Committee Reports
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 July 20, 2021

**MARQUETTE TOWNSHIP BOARD
MINUTES**

**TUESDAY, JUNE 15, 2021 - 6:30 PM
MARQUETTE TOWNSHIP COMMUNITY CENTER**

Call to order:

Supervisor Durant called the Meeting to Order at 6:33PM.

Pledge of Allegiance

Roll Call

Members present: Lyn Durant, Supervisor
Randy Ritari, Clerk
Ernest Johnson, Treasurer
Linda Winslow, Trustee (Teleconference)
John Markes, Trustee
Pete LaRue, Trustee

Members absent: Dan Everson, Trustee (excused)

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

Committee Members

Present: Mike Springer, IOHT Township Rep - Alternate

Public Comment (3 minutes each):

None

Board Member Comment in Response to Public Comment:

None

Consent Agenda:

Clerk Ritari, commented he had to fix part of the last minutes in the roll call, and Budget Amendment 2021-04 had a wrong date in it that he would fix.

Approval of Regular Meeting Minutes of June 1, 2021

Bills Payable in the Amount of \$275,810.91. Checks 160885 to 160953, Note any Voided Checks.

Received Committee and Other Reports

Sheriff's Department Activity Report - May 2021

Marquette County Solid Waste Management Authority 6-16-21 Agenda and 5-19-21 Minutes

Financial

May 2021 Financial Statement

Budget Amendment 2021-04

Budget Amendment No. 2021-04

June 15, 2021

**CHARTER TOWNSHIP OF MARQUETTE
FY 2021 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 2021 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 2021 in accordance with budgetary information presented to this Board and the limitations defined within this Resolution.

	Current Budget	Amended Budget	Change
Wastewater Fund			
Expenditures			
WW Meter/Interceptor	2,000	6,000	4,000
Contingency	31,500	27,500	(4,000)
Township Improvements Fund			
Expenditures			
Road Improvements	0	50,000	50,000
Road Improvements-Millage	66,928	44,928	(22,000)

Fund Balance	508,592	480,592	(28,000)
General Fund			
Expenditures			
Prof. Services-Contracted Services	35,000	19,000	(16,000)
Capital-Building	0	16,000	16,000

Authorization is requested to increase the WW Meter/Interceptor Department by \$4,000 due to an interceptor overflow and resulting emergency callout and cleaning. Also requested is funding for the non-motorized path adjacent to US 41 for \$50,000. The 2021 crack seal work will require \$22,000 less funding, resulting in an overall fund balance decrease of \$28,000. The General Fund reclassification is due to the changes/additions to the Community Center for safety and security.

Correspondence not Requiring Board Action

Charter Communications Regarding Changes to Channel Lineup

MOTION: To approve the Consent Agenda as Amended.

Motion – Trustee Markes

Second – Treasurer Johnson

Roll Call Vote:

Supervisor Durant - Aye

Clerk Ritari - Aye

Treasurer Johnson -Aye

Trustee Markes -Aye

Trustee Winslow- Aye

Trustee Everson - Absent

Trustee LaRue - Aye

Carried (6-0)

Absent (1)

Approval of the Agenda:

Declaration of Conflict of Interest, if any

MOTION: To approve the Regular Agenda as presented.

Motion – Clerk Ritari

Second – Trustee LaRue

Carried (6-0)

Absent (1)

Board Education/Privileged Comment:

Mike Springer, IOHT Alternate Rep, presented a short presentation on the Iron Range Roll and property acquisition by the IOHT.

Staff Reports

Fire Department

Chief Shanahan, presented his report.

Public Works

Superintendent Bodenus, presented his report.

Attorney Report

Attorney Zappa, presented his report.

Community Linkage :

Trustee LaRue, gave the Township Staff praise for keeping our park facilities so clean and presentable.

Clerk Ritari, commented about a working with Marquette High School and Marquette Little League for building a new batting cage at Lions Field for girls softball.

Supervisor Durant, commented about board members zooming in for meetings that we are still covered by the County Declaration of Emergency, and about losing local control of short term rentals to the State of Michigan.

Policy Discussion, Consideration and Development:

Consider Dissolving Road Committee

Various Board Discussion of the Item.

MOTION: To move this Item to the next regular agenda.

Motion – Clerk RItari

Second – Trustee Markes

Carried (6-0)

Absent (1)

Consider MDOT Contract for US41 Non-Motorized Facility Project

MOTION: Approve the Contract with MDOT for the non-motorized path construction along US 41/M 28 from Wright Street to Commerce Drive with a Township match of \$42,800.

Motion – Treasurer Johnson

Second – Trustee Markes

Carried (6-0)

Absent (1)

Approve MDOT Invoice for Local Match (Working Capital) per Agreement 21-5084.

MOTION: Approve payment of the MDOT invoice for non-motorized pathway construction along US 41/M 28 in the amount of \$42,800 per the approved contract. This payment is the Township's full commitment to the project as local matching funds.

Motion – Clerk Ritari

Second – Trustee Markes

Carried (6-0)

Absent (1)

Consider Marquette County Solid Waste Management Authority Request on Battery Collection

The Township Board directed the Township Manager to come back with a recommendation for the Marquette County Solid Waste Management Authority Request on Battery Collection.

Consider MTA Dues Subscription

MOTION: Authorize payment of the MTA Dues Invoice, including the Legal Defense Fund contribution and Premium Pass for the invoice total of \$6,816.85.

Motion – Trustee LaRue

Second – Clerk Ritari

Carried (6-0)

Absent (1)

Adopt Resolution for Marquette County Multi-Jurisdictional Hazard Mitigation Plan

CHARTER TOWNSHIP OF MARQUETTE RESOLUTION TO ADOPT THE 2021 MARQUETTE COUNTY HAZARD MITIGATION PLAN

At a regular meeting of the Board of Trustees of Charter Township of Marquette (“Township”), Marquette County, Michigan, held at the Township Hall in said Township on the 15th day of June, 2021 at 6:30 p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, the Charter Township of Marquette is committed to the mitigation of potential hazards and the protection of the public health, and the reduction of property damage and loss of life that can result from hazardous events;

WHEREAS, the Federal Emergency Management Agency (FEMA) requires that communities have an adopted Hazard Mitigation Plan as a requirement to receive funding under certain FEMA programs;

THEREFORE, the Marquette Township Board of Trustees, Marquette County, Michigan, does hereby adopt the Marquette County Hazard

Mitigation Plan, as updated in 2021.

ADOPTED BY ROLL CALL VOTE:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF MARQUETTE)

Randy J. Ritari, the duly qualified and acting Township Clerk of the Charter Township of Marquette, Marquette County, Michigan, DOES HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 15th day of June, 2021.

Randy J. Ritari – Township Clerk

MOTION: Adopt the Marquette County Multi-Jurisdictional Hazard Mitigation Plan according to the attached resolution.

Motion –Clerk Ritari

Second – Trustee Markes

Roll Call Vote:

Supervisor Durant - Aye

Clerk Ritari - Aye

Treasurer Johnson -Aye

Trustee Markes -Aye

Trustee Winslow- Aye

Trustee Everson - Absent

Trustee LaRue - Aye

Carried (6-0)

Absent (1)

Assurance of Organizational Performance:

Board – Committee Updates

Trustee Winslow, No Planning Report

Trustee LaRue, Commented on the Car Show coming up on June 19th at the Westwood Mall Parking lot, and mentioned Community Day coming up on August 7th at the Lions Field.

DRAFT Committee Reports

None

Public Comment (3 Minutes maximum):

Mike Springer, IOHT Alternate Rep, presented a short video from the Iron Range Roll.

Meeting Wrap-up:

Announcements

Clerk Ritari, gave a short presentation on Civic Clerk and where to find it on the Township Website.

Manager's Report

Manager Kangas, presented his written 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

Road Committee Future, and Job Descriptions

Board Member Comment

Treasurer Johnson, commented on the Township Business Association Meeting that he attended.

Trustee Winslow, commented on maybe the Hazard Waste Collection might collect old fluorescent bulbs for disposal.

Adjournment:

MOTION: To Adjourn the meeting.

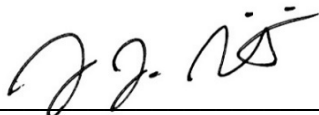
Motion – Clerk Ritari

Second – Treasurer Johnson

Carried (6-0)

Absent (1)

Supervisor Durant adjourned the meeting at 8:37PM.



Randy J. Ritari, Township Clerk

Lyn J. Durant, Township Supervisor

BILLS PAYABLE SUMMARY
JULY 6, 2021

1	6/16/21	Accounts Payable - Exempt	72,130.83
2	6/17/21	Payroll - Biweekly	32,844.42
3	6/22/21	Accounts Payable - Exempt	19,487.44
4	6/25/21	Accounts Payable - Exempt	23,230.30
5	6/30/21	Payroll - Monthly	3,797.71
5	7/1/21	Payroll - Biweekly	37,435.96
6	7/6/21	For Board Approval	30,294.56

	Total	219,221.22
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	General Fund	\$74,416.60
	Fire Fund	25,747.54
	Twp. Improvements Fund	42,800.00
	Wastewater Fund	31,328.22
	Library Fund	0.00
	Stormwater Fund	0.00
	Water Fund	38,622.91
	Water Restricted Fund	0.00
	Solid Waste Fund	1,598.54
	Trust and Agency Fund	4,707.41
	Total Disbursements	\$219,221.22

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK	DATE	VENDOR NAME	DESCRIPTION	ACCOUNTS	AMOUNT
160954	6/16/21	Blue Care Network	Ambulance Refund	206-000.000-040.000	475.00
160955	6/16/21	Board of Light and Power	Various Electric	101-265.000-923.000	533.42
				101-756.000-923.000	256.52
				101-448.000-923.000	3,053.28
				206-265.000-923.000	523.29
				590-582.000-923.000	1,180.11
				590-580.000-923.000	287.59
				591-580.000-923.000	287.59
				591-570.000-923.000	52.11
				591-567.CR0-923.000	108.78
				591-569.C00-923.000	116.96
				591-569.N00-923.000	112.91
				591-569.W00-923.000	2,592.06
160959	6/16/21	Ambulance Patient	Ambulance Refund	206-000.000-040.000	7.88
160960	6/16/21	Charter Communications	DPW Internet, Cable	590-580.000-850.000	183.35
				591-580.000-850.000	183.34
160961	6/16/21	City of Marquette	May Water Analysis	591-570.000-801.000	100.00
160962	6/16/21	Hannula Agency	Annual Emergency Services Accident Policy	206-339.000-910.000	1,725.00
160963	6/16/21	Hirshberg Acceptance Corp.	Payroll Deduction	701-000.000-231.000	424.05
160964	6/16/21	Krist Oil Company	May Gasoline	206-340.000-863.000	180.73
				206-340.000-864.000	97.73
				101-265.000-931.000	167.69
				101-265.000-726.000	24.58
				590-578.000-863.000	132.28
				591-578.000-863.000	132.29
160965	6/16/21	Michigan Municipal League	Staff Planner Ad	101-721.000-955.000	305.52
160966	6/16/21	Unifirst Corporation	Uniforms/Mats	5909-580.000-726.000	7.65
				591-580.000-726.000	7.65
				101-265.000-750.000	39.51
				590-578.000-750.000	92.46
				591-578.000-750.000	92.46
160967	6/16/21	Verizon Wireless	Fire Department Phone	206-340.000-860.000	34.30
160968	6/16/21	Accident Fund of Michigan	Additional Workers Compensation Deposit for 2021	101-000.000-123.000	1,335.94
				206-000.000-123.000	3,697.61
				590-000.000-123.000	455.33
				591-000.000-123.000	637.01
				596-000.000-123.000	5.11
160969	6/16/21	Cardmember Service (VISA)	Name Plates for Several Board/Commission Members;	101-299.000-726.000	133.07
			Adobe Monthly Subscription; PDF Converter for	590-558.000-830.000	7.94
			Township Supervisor; Local Managers Meeting Supplies	591-558.000-830.000	7.95
			Air Filters for the Community Center; Battery Backups;	101-172.000-860.000	107.36
			Pants for B&G Employee; Board Room Computer	101-171.000-726.000	52.97
			Repeater Cable; Lions Field Line Chalker and Aerosol	101-265.000-726.000	499.87
			Spray; DPW Direct Connect Leads; Picnic Tables for	101-299.000-726.000	44.88
			Various Properties; Amazon Prime Annual Fee;	101-265.000-750.000	275.55
				101-756.000-726.000	608.65
				590-578.000-726.000	28.07
				591-578.000-726.000	28.06
				206-265.000-726.000	214.88
				590-580.000-726.000	107.44
				591-580.000-726.000	107.44
				591-569.C00-726.000	214.88
				101-299.000-955.000	126.14
				101-215.000-726.000	27.43
				101-101.000-726.000	27.42
				101-172.000-726.000	174.89
160971	6/16/21	John Cebalo	Board Meeting Camera Operator (May)	101-101.000-801.000	70.00
160972	6/16/21	Michigan Townships Association	2021/2022 Dues As Approved at the June 15 Meeting	101-101.000-812.000	6,816.85
160973	6/16/21	State of Michigan	Nonmotorized Path US 41	246-442.000-881.000	42,800.00
Total Checks (16)					<u>72,130.83</u>

Voided
Checks

160956
160957
160958
160970

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK NO.	DATE	EMPLOYEE	DESCRIPTION	AMOUNT
DD5626 to DD5646	6/17/21	Various	Payroll - Biweekly	32,844.42
		Total Checks (21)		<u>32,844.42</u>

Voided
Checks

None

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK	DATE	VENDOR NAME	DESCRIPTION	ACCOUNTS	AMOUNT
160974	6/22/21	Board of Light and Power	Meter Interceptor Electric	590-577.000-923.000	52.99
160975	6/22/21	Charter Communications	Fire Department Phones and Cable	206-337.000-810.000	82.94
				206-337.000-850.000	170.69
160976	6/22/21	City of Marquette	May Wastewater	590-579.000-922.000	16,099.55
160977	6/22/21	Michigan Rural Water Association	Membership Dues 7/1/21 to 6/30/22	591-558.000-812.000	252.50
				591-000.000-123.000	252.50
160978	6/22/21	Semcoenergy Gas Company	Various Natural Gas	101-265.000-924.000	58.04
				590-580.000-924.000	48.95
				591-580.000-924.000	48.94
				206-265.000-924.000	39.11
				591-569.C00-924.000	57.09
				591-569.N00-924.000	58.98
160979	6/22/21	Unifirst Corporation	Mats/Uniforms	101-265.000-726.000	73.55
				101-265.000-750.000	39.51
				590-578.000-750.000	92.46
				591-578.000-750.000	92.46
160980	6/22/21	United Group Programs	July GAP Insurance	101-299.000-716.000	141.06
				590-575.000-716.000	538.06
160981	6/22/21	UPHS-Marquette	Ambulance Intercept Fees	591-568.000-716.000	538.06
				206-337.000-809.000	750.00
			Total Checks (8)		<u>19,487.44</u>
Voided					
Checks					
None					

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK	DATE	VENDOR NAME	DESCRIPTION	ACCOUNTS	AMOUNT
160985	6/25/21	Hirshberg Acceptance Corp.	Payroll Deduction	701-000.000-231.000	424.05
160986	6/25/21	Marquette County Treasurer	Tax Tribunal Refund (Walmart)	101-299.000-955.010	18,437.21
160987	6/25/21	Mike Potts	Landfill Deposit Return	596-000.000-255.000	250.00
160988	6/25/21	State of Michigan	June Withholding Taxes	701-000.000-228.020	3,859.31
160989	6/25/21	Unifirst	Uniforms/Mats	590-580.000-726.000	7.65
				591-580.000-726.000	7.65
				101-265.000-750.000	39.51
				590-578.000-750.000	92.46
				591-578.000-750.000	92.46
160990	6/25/21	Adeline Beauchaine	Deputy Clerk Attendance at County Clerks Meeting	101-215.000-704.000	20.00
Total Checks (6)					23,230.30

Voided
Checks

None

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK NO.	DATE	EMPLOYEE	DESCRIPTION	AMOUNT
160982 to 160984	6/30/21	Various	Payroll - Planning Comm/ Board	3,797.71
DD5647 to DD5653				
		Total Checks (10)		<u>3,797.71</u>

Voided
Checks

None

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK NO.	DATE	EMPLOYEE	DESCRIPTION	AMOUNT
DD5654 to DD5673	7/1/21	Various	Payroll - Biweekly	37,435.96
		Total Checks (20)		<u>37,435.96</u>

Voided
Checks

None

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK NO.	DATE	VENDOR NAME	DESCRIPTION	ACCOUNTS	AMOUNT
160991	7/6/21	906 Technologies	Community Center Door Access System Installation	101-903.000-970.265	1,530.00
160992	7/6/21	Beauchamp Plumbing & Heating	Lions Field Sprinkler System Callout	101-756.000-930.000	125.00
160993	7/6/21	City of Marquette	Fire Department Truck Maintenance (Seagrave, 2010 Chev.)	206-340.000-930.000	1,567.42
160994	7/6/21	Conway Shield	Fire Department (4) Gas Clip (CO) Detectors	206-339.000-726.300	505.00
160995	7/6/21	Core and Main	(2) Hydrants for the Highway Project; Subsurface Magnetic Locator	591-000.000-152.016 590-578.000-930.000 591-578.000-930.000	4,850.00 387.50 387.50
160996	7/6/21	Dalco	Trash Can Liners, Paper Products, Hand Wash for Various Properties	101-756.000-726.000 206-265.000-726.000 590-580.000-726.000 591-580.000-726.000	72.36 296.70 109.84 109.84
160997	7/6/21	Etna Supply	Waldo Project Components; Well Repair Components; DPW Copper Coil; Ontario Hydrant Components; MISS DIG Marking Flags	591-000.000-152.010 591-569.W00-930.000 591-578.000-726.000 591-000.000-152.016 591-572.000-930.000	7,643.40 749.49 294.79 1,203.25 806.94
160998	7/6/21	Fire Catt, LLC	Annual Fire Hose Testing	206-339.000-801.000	3,912.00
160999	7/6/21	Icon Signs, Inc.	Vehicle Stickers/Decals	590-578.000-930.000 591-578.000-930.000 101-299.000-726.000	37.50 37.50 25.00
161000	7/6/21	Leadbetter Electric Company	Community Center and Fire Hall Annual Monitoring Fee	101-265.000-930.000 206-265.000-930.000	210.00 210.00
161001	7/6/21	Marquette County Clerks Assn.	2021 Dues	101-215.000-812.000	20.00
161002	7/6/21	Mary Beals	Flowers for the Grove Street Sign	101-966.000-880.000	67.67
161003	7/6/21	Menards	Buildings and Grounds Supplies (Kitchen Items, Cleaning Supplies, Pothole Patch, Batteries); Lions Field Items (Sprinkler System Solenoid, Restroom Upgrade); Picnic Tables for Various Properties; Car Show Caution Tape; DPW Supplies and Repair Parts (Orbit Sander, Truck Tool Box Repair Items, Rechargeable Flashlight, Drive Bit); Allen Street Grinder Pump Repair Components; Supplies for Manhole Repairs; Center Street Liftstation Panel Cover Repair Parts	101-265.000-726.000 101-756.000-930.000 101-756.000-726.000 101-756.000-729.000 101-966.000-880.000 206-265.000-726.000 590-582.000-930.000 590-576.000-930.000 591-569.W00-930.000 590-583.000-930.000 590-578.000-930.000 591-578.000-930.000 590-580.000-726.000 591-580.000-726.000 590-584.000-726.000 591-584.000-726.000	75.84 20.96 116.44 1,663.43 17.98 7.96 116.43 105.60 10.97 35.38 53.96 53.98 1.99 1.99 30.00 29.99
161006	7/6/21	Midway Rentals and Sales	Blade for Lions Field Door Replacement Project	101-756.000-726.000	89.00
161007	7/6/21	Nelson Tank Engineering	Attendance at Meeting re: Northwoods Tank	591-569.N00-801.000	700.00
161008	7/6/21	Northland Lawn Sport & Equipment	John Deere Mower Parts	101-265.000-726.000	42.17
161009	7/6/21	Pride Printing	Staff Planner Business Cards; Zoning Ordinance Books	101-721.000-726.000	530.64
161010	7/6/21	Quill	Fire Department Lam Pouches; Community Center HDMI Cable	206-337.000-726.000 101-299.000-726.000	19.99 39.60
161011	7/6/21	Standard Electric	Allen Street Grinder Pump Repair Parts	590-583.000-920.000	17.03
161012	7/6/21	State of Michigan	Quarterly Ambulance Assurance Assessment	206-337.000-802.000	147.56
161013	7/6/21	Total Tool	Fire Department Chainsaw	206-339.000-728.000	449.00
161014	7/6/21	U.P. Engineers & Architects	Road Maintenance Engineering	101-105.000-805.000	405.00
161015	7/6/21	USA Bluebook	Water Testing Supplies	591-569.W00-726.000	102.97
161016	7/6/21	White Water	Water Testing	591-569.W00-801.000	250.00
Total Checks (24)					<u>30,294.56</u>





Voided
Checks

161004
161005

2021

July

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 	5 	Grab your chair and join us for Community Day on August 7th! Call Alex at 251-0097 or Justin at 869-3934 to organize your softball teams! 		1 Summer Property Tax Bills are Mailed and due by September 14th	2	3
11  Independence Day	12 Township Offices CLOSED	13 Roads Committee 5:30 pm Board Meeting 6:30 pm	14 *Rubbish, Glass, Leaves, Metal Drop-Off Noon – 7:00 pm	15 **Household Hazardous Waste Collection Marquette 3-7pm	16	17
18	19 Scrap Tire Collection at Negaunee Township Hall 3-7pm	20 UTILITY PAYMENTS DUE Board of Review 1:00 pm Recreation Comm. 5:30 pm Board Meeting 6:30 pm	21 **Household Hazardous Waste Collection West End 3-7pm Planning Commission 7:00 pm	22	23	24
25	26	27 Scrap Tire Collection at West End Transfer Station 3-7pm	28 Planning Commission 7:00 pm	29	30	31

Marquette Charter Township www.marquettetownship.org 906.228.6220 1000 Commerce Drive, Marquette, MI 49855

***Rubbish, Glass, Metals, Leaves Drop-Off:** North Country Transfer Station is located at 83 Eagle Mills Rd in Negaunee Township and is a service to our Township residents. Please bring a paid utility bill and an ID with you.

****Household Hazardous Waste Collection Sites**

Marquette Collection Site is located at 1415 Pioneer Rd.

West End Transfer Station is located in West Ishpeming (on the north side of US41 west of Ishpeming just west of the DNR field station).

Happy July 4th

Allowable fireworks this year will be June 29th through July 4th
from 11:00 a.m. until 11:45 p.m.

A violation of this Subsection of this Ordinance is punishable as a civil infraction with a fine of \$1,000.00 for each violation. \$500.00 of the fine collected under this Subsection of this Ordinance shall be remitted to the local law enforcement agency responsible for enforcing this Ordinance.



Co-ed Softball Tournament Live Music Delicious Food

Community Day at Lions Field Recreation Area Saturday, August 7th

The family friendly events will begin at 10:00am and continue to 10:00pm including a Coed Softball Double Elimination Tournament (sign up now and call Justin at 906-869-3934 or Alex at 906-251-0097). Come watch a Grudge Match in the early afternoon with the Sunny Sluggers & Township Trashers. There will be live music sponsored by mediaBrew and Sunny 101.9pm featuring SOUL SHINE from 12-3pm for southern rock classics, IRON DAISY from 3-6pm for rock music, and THE MAYNARDS from 7-10pm for some oldies and country. Enjoy the kid's area on the hockey rink with Double Trouble inflatables from 11-4pm! The Township Fire Truck will be on display. **Super One** is serving brats and burgers from 11am-9pm. See You There!!



The future of "smart" cities is in street lights



Jennifer A. Kingson, author of [Cities](#)

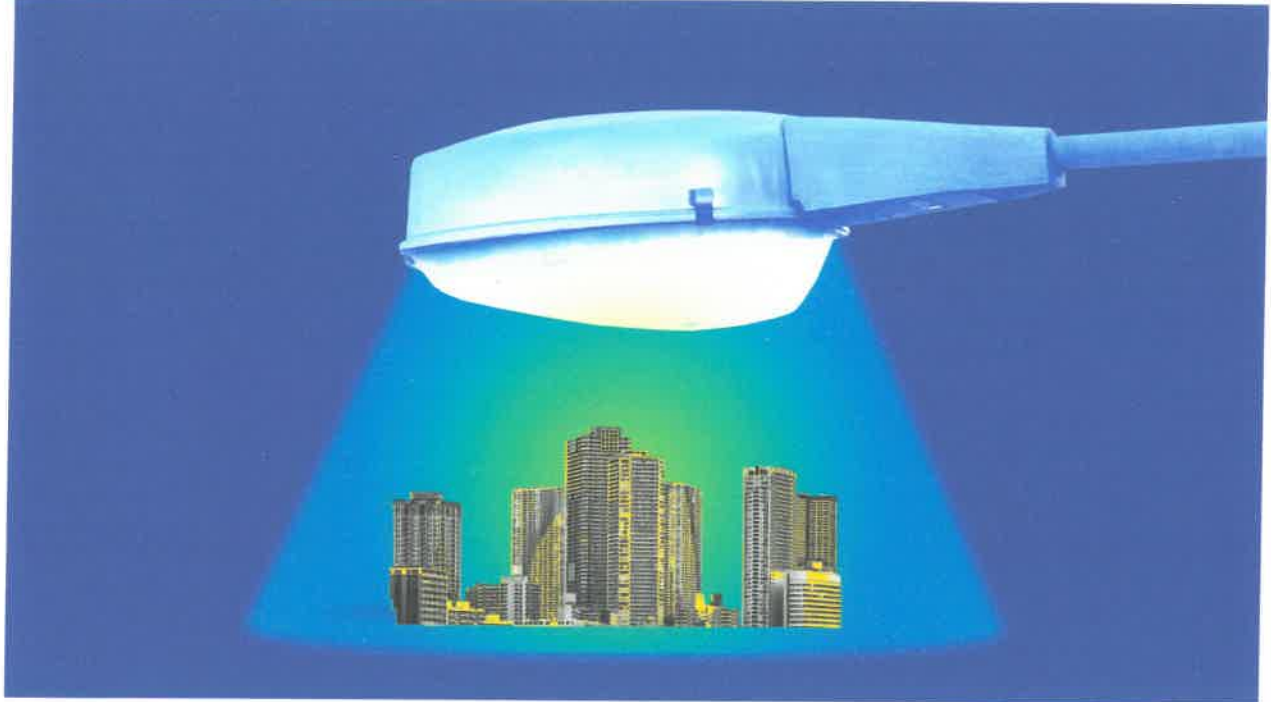


Illustration: Annelise Capossela/Axios

Cities are rushing to replace their legacy street lights with "smart" LED fixtures that could one day be able to find you a parking space, monitor air quality, and announce an oncoming thunderstorm.

Why it matters: Despite a bumpy and [controversial](#) start to some smart street light programs, cities are saving tons of money on energy by banishing traditional bulbs — and may soon be able to turn a profit by monetizing data from smart LED sensors or leasing space on light poles.

The big picture: There's been lots of hype about "smart cities," where connected technology helps governments serve us better — but also lots of money wasted on expensive projects that fizzled or caused public outcry over police use of camera surveillance.

Today, hopes have coalesced around the potential for "smart" street lights, which bear sensors that can do everything from analyzing traffic patterns to assisting 911 operators.

- "Streetlights are becoming the backbone of larger smart city initiatives," per a [report](#) by the Northeast Group, a smart cities market intelligence firm.

- Cities will invest \$8.2 billion in them in the next 10 years, the report said.
- It will take time: "Overall, over 90% of streetlights will be LED by 2029 and 35% will be connected," Northeast Group said.

Cities large and small — including Chicago, Atlanta, Los Angeles, Philadelphia and Cleveland — have been replacing traditional streetlights with LEDs, which consume less energy and can be programmed to dim or or brighten as needed.

- "Street lighting can be up to 40% of a city's energy bills, so you see huge cost savings across the board," Benjamin Gardner, president of the Northeast Group, tells Axios.
- Sensors placed on streetlights have manifold applications and will have more in the future.
- An Intel [white paper](#) envisions a day when street lights do everything from traffic and parking control to guiding people out of danger during an emergency (by flashing in the direction of evacuation).

"The vision here is to augment the existing infrastructure via the cloud to allow data and additional functionality to flow through what was a dumb asset," Martin Stephenson, head of North America systems & services for Signify, a major connected lighting vendor, tells Axios.

But, but, but: There's been pushback on various fronts.

- **Surveillance:** San Diego [got scolded](#) by community activists after its police started using video from its \$30 million "Smart Streetlights" program.
- **Aesthetics:** Light poles gunked up with sensors, cameras and advertisements can look hideous.
- **Health:** "Cities and towns throughout Northern California are issuing ordinances that would exclude new 5G cell sites from residential areas, citing supposed health concerns," [per](#) the WSJ.

Smart street light experts say the industry has taken heed from the San Diego debacle and pulled back on intrusive applications.

What's next: Cities hope eventually to turn their smart street lights into cash cows — some of which is happening today.

- The poles can serve as billboards where companies buy ad space.
- 5G providers and others can pay monthly fees to hang their equipment on light poles.
- The brass ring for cities is to compile data from smart street lights and sell it for profit.

The bottom line: "We're seeing a lot of cities buying back their street lights from utilities," Gardner tells Axios.

- "Because all of a sudden, they've woken up to the fact that, hey — you know, the boring, kind of arcane corner of the municipal infrastructure space, the street light poles? They're actually critical assets that we need to own and control."

MARQUETTE COUNTY SOLID WASTE MANAGEMENT AUTHORITY

Board Meeting Minutes

Regular Meeting

June 16, 2021

DATE: Wednesday, June 16, 2021

PLACE: Landfill Administration Complex
600 County Road NP
Marquette, MI 49855

MEMBERS PRESENT: In Person: Randall Yelle, Jorma Lankinen, Glenn Adams, Carr W. Baldwin, Dennis Honch, Joe Minelli, Dave Campana and Amy Manning (Alternate Board Member)

MEMBERS ABSENT: None

EX OFFICIO: Brad Austin (in person)

OTHERS: In Person: William T. Nordeen, Attorney; Beth Bonanni, Recording Secretary; and Amy Stakvel, MCSWMA; By Zoom: Jim Nankervis, Ishpeming Township; Scott Cambensy, City of Marquette; John Ison, Republic Township; and Lyn Durant, Marquette Township

1. Call to Order: R. Yelle called the meeting to order at 4:00 p.m.

Pledge of Allegiance recited.

2. Approval of Agenda: J. Lankinen made a motion to approve the Agenda. D. Honch supported. Motion approved unanimously.

3. Public Comment: Jim Nankervis said in reviewing the Financials, Recycling Revenue vs Expenses, that the net income from Recycling shows -\$230,000.00. The tonnage report indicates MCSWMA is taking in 4374 tons of Single Stream Recycling (SSR). It appears to Mr. Nankervis that MCSWMA is losing \$52.00/ton, which half of the recycling tonnage is coming from out-of-county. Mr. Nankervis asked why MCSWMA is not charging more for out-of-county recycling? R. Yelle replied since this is Public Comment, Mr. Nankervis' question would be addressed later in the meeting.

4. Approval of Minutes:

- a. 5/19/21 - Regular Meeting - J. Lankinen made a motion to approve the Minutes. C. Baldwin supported. Motion approved unanimously.

5. Consent Agenda:

- a. Statistics – May 2021
- b. Accounts Payable
- c. Monitoring Report – Landfill fire

J. Lankinen made a motion to approve the Consent Agenda. D. Honch supported. Motion approved unanimously.

C. Baldwin noted the EGLE letter stated EGLE approved the Cell 3 Fire Investigation Monitoring Report and an electronic copy of the Cell 3 Fire Investigation Monitoring Report was enclosed but it was not. C. Baldwin requested B. Austin provide him with a copy of the approved Cell 3 Fire Investigation Monitoring Report.

6. Business:

- a. Banking – J. Lankinen made a motion to approve the banking. D. Honch supported. Motion approved unanimously.
- b. Financials – J. Lankinen made a motion to approve financials. D. Honch supported. Motion approved unanimously. R. Yelle requested that B. Austin address Jim Nankervis' Public Comment. B. Austin stated if you look at Recycling Revenue vs Expenses, 7/2020 to 5/2/2021, the problem is in July, 2020 construction was being done at the facility so additional expenses in labor, start-up costs, etc. were incurred to get the facility operating. The report reflects those extra costs by showing -\$231,000.00. The date the report starts is from the start of the fiscal year from last year. The plan moving forward is to separate out the recycling financials by illustrating those numbers separately on the report. J. Nankervis asked if the report will show the capital costs on the \$6.3 million it cost to build the Recycling Center? B. Austin replied yes, they could include that information on the report.
- c. Reimbursements – J. Lankinen made a motion to approve reimbursements. C. Baldwin supported. Motion approved unanimously.
- d. FY 2021-2022 Budget – B. Austin conducted a PowerPoint presentation for the Board and recommended the Board approve the FY 2021-2022 operations budget, five-year capital plan and tipping fee allocation. C. Baldwin stated he understood from speaking to Jim Nankervis that 10-15% of the recyclables end up in the Landfill

and questioned if this would affect the Landfill's leachate situation? B. Austin said it would not affect the leachate and explained the processes recycling goes through at the Landfill.

J. Lankinen made a motion to approve the FY 2021-2022 Budget. D. Honch supported. Motion approved unanimously.

e. Fee Schedule – J. Lankinen made a motion to approve the fee schedule. D. Campana supported. Motion approved unanimously.

7. Reports

- a. Director Report – The emergency tipping fee is in effect until June 30, 2021. B. Austin reported the Landfill is seeing an increase in Type III tonnage, which includes construction and demolition debris. Type II (residential) volumes are remaining steady.

There are additional cart grants being sought by some of the municipalities. The 2021 EGLE electronics recycling grant has been approved and is currently awaiting signatures.

HB 4454-4461 passed in the Senate and has been referred to the Committee on Regulatory Reform.

In the month of May, lithium-ion batteries have caused one fire per week. When there is a fire, the Landfill Operators have to dig out the bags of waste that are on fire. These fires are attributable to the lithium-ion batteries.

An excavator at the Landfill had a major component failure. The excavator was repaired by utilizing the emergency purchasing policy of the Board.

The new Bomag Landfill Compactor is at the facility and will be utilized for operation soon.

Leachate storage capacity is adequate. MCSWMA continues to work on the discharge compliance planning. The fresh water blending plan has been approved, which is a 2-3 year solution. PFOS orders are being developed by EGLE and will be coming soon. The treated Landfill leachate discharge permit will expire in October, 2022.

The 1990 tipping floor end loader had a transmission failure which was catastrophic. The machine was valued at \$20,000.00 and a transmission replacement would cost \$20,000.00.

Single stream recycling volume in May was 663 tons.

Commodity markets are very strong and have excellent values per ton; values that have not been seen in 10 to 15 years.

The grant application for the recycling equipment upgrade for aluminum recovery has been submitted by Delta County. The Landfill was listed as a subcontractor on the application.

The Materials Waste Wizard was launched. There have been over 500 searches in May completed by residents.

Negaunee Township picked up a load of processed glass and utilized the glass for landscaping material at their Township office. Research and development continues on different repurposing uses of the glass.

A HHW collection event was held on June 9th-10th in the West-end of Marquette, which went well. On June 5th, a scrap tire collection event was held in Forsyth Township and 34 tons of tires were collected.

Sands Township Fire Department had a post-fire tour of MCSWMA and conducted dry hydrant testing.

An employee handbook that has been in the works for a while will be distributed in the next couple of weeks.

The Landfill will establish a pre-sort system with municipalities for battery recycling collection. Buckets and tape will be provided to municipalities and be set-up at various City Halls and/or Township Halls. The residents can bring their batteries for recycling at these places.

C. Baldwin asked if there was a difference between chargeable and non-chargeable batteries in causing fire hazards? B. Austin replied yes there still is a safety hazard with both types of batteries. One way MCSWMA is trying to prevent the fires, is by taping the battery terminals on the lithium-ion batteries so cross terminals do not touch.

J. Lankinen made a motion to accept the Director's Report. C. Baldwin supported. Motion approved unanimously.

B. Nordeen stated the emergency expenditure for the excavator should be ratified at the meeting. J. Lankinen made a motion to approve the emergency repair of the excavator in the amount of \$18,571.52. J. Minelli supported. Motion approved unanimously.

- b. Attorney Report – B. Nordeen reported there is no active litigation at this time but Mr. Aho has issued a new FOIA request to the Landfill. Since everything is electronic, a procedure needs to be developed so when FOIA requests are made, there is a procedure in place on how people can view the documents. B. Austin is going to put all the documents Mr. Aho requested on a thumb drive and provide it to attorney Nordeen's office. B. Nordeen stated he will have Mr. Aho look at the documents at his office, on a computer, to determine what pages he wants. There will still be charges assessed to cover the costs for research plus a per page charge.

Mr. Nordeen stated he will follow-up soon on the mineral extraction permit.

8. Trustee Comments – R. Yelle stated a meeting date has to be set-up with the subcommittee on contract negotiations. R. Yelle would like to set the meeting for July 8th but asked the members of the subcommittee what time would work for them? Discussion took place and it was determined the meeting would start at 8:00 a.m. on July 8th.

R. Yelle congratulated C. Baldwin on his reappointment to the Board.

D. Campana commented that the employees of MCSWMA were very courteous and polite at the HHW event.

9. Public Comment: Jim Nankervis said he understood that MCSWMA cannot take out-of-county solid waste and put it in the Landfill. Mr. Nankervis believes the Landfill is doing this now with the residual from the recycling. B. Austin said the residuals that are coming in off of recycling, is the byproduct, which contains both in-county and out-of-county materials. The Landfill does not have a way to decipher right now what is in-county or out-of-county residuals. Jim Nankervis questioned if the Landfill was breaking the rules? B. Austin deferred this question to Bill Nordeen. Bill Nordeen commented he would have to review the Intergovernmental Agreement and would provide an opinion on this issue for the July Board meeting.

Lyn Durant asked B. Austin if he could provide his PowerPoint presentation to her so she could share it with her Board. Lyn Durant also stated her Board had a discussion about batteries and it is her understanding that the Goodwill site accepts used batteries. B. Austin said Goodwill will accept a lot of devices that contain lithium-ion batteries, such as laptops and phones, but he is not aware that they have a drop-off location for just the lithium-ion batteries themselves. B. Austin will investigate further.

10. Adjournment. R. Yelle adjourned the meeting at 4:50 p.m.

Randall L. Yelle, Chairperson

Dennis Honch, Secretary

DRAFT



MARQUETTE CHARTER TOWNSHIP

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

Budget Amendment No. 2021-05
July 6, 2021

CHARTER TOWNSHIP OF MARQUETTE FY 2021 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 2021 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 2021 in accordance with budgetary information presented to this Board and the limitations defined within this Resolution.

	Current Budget	Amended Budget	Change
General Fund			
Expenditures			
Township Board	26,854	28,854	2,000
Fund Balance	1,107,470	1,105,470	(2,000)
Solid Waste Fund			
Expenditures			
Waste/Refuse Collection/Disposal	270,019	290,019	20,000
Contingency	20,000	0	(20,000)

Authorization is requested for an additional \$2,000 in the General Fund Township Board Department. The annual dues include \$1,900 for access to educational courses (something new for this year, thus not budgeted). Also, the actual dues increased by four percent.

Also requested is to reclassify expenditures in the Solid Waste Fund to accommodate increasing costs for the First Wednesday Rubbish drop-off. The service has been costing an average of over \$3,500 per month, while it is budgeted for \$1,917 per month.

Mission Statement:

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



The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Enter Local Government Name	Marquette Charter Township	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municode	521080	
Unit Type	Township	
Fiscal Year End Month	December	
Fiscal Year (four-digit year only, e.g. 2019)	2020	
Contact Name (Chief Administrative Officer)	Lois Stonehouse	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Title if not CAO	Accountant	
CAO (or designee) Email Address	loisstonehouse@marquettetownship.org	
Contact Telephone Number	(906) 228-6220	
Pension System Name (not division) 1	MERS	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2		
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	YES
2	Provide the name of your retirement pension system	Calculated from above	MERS
3	Financial Information		
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	2,951,523
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	3,802,299
6	Funded ratio	Calculated	77.6%
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	148,317
8	Governmental Fund Revenues	Most Recent Audit Report	4,062,673
9	All systems combined ADC/Governmental fund revenues	Calculated	3.7%
10	Membership		
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	20
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	1
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	9
14	Investment Performance		
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	13.59%
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	9.35%
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	7.91%
18	Actuarial Assumptions		
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report	7.35%
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Percent
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	18
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	No
23	Uniform Assumptions		
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	3,209,920
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	4,495,039
26	Funded ratio using uniform assumptions	Calculated	71.4%
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	202,080
28	All systems combined ADC/Governmental fund revenues	Calculated	5.0%
29	Pension Trigger Summary		
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers: Less than 60% funded AND greater than 10% ADC/Governmental fund revenues. Non-Primary government triggers: Less than 60% funded	NO



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

June 30, 2021

Approval

Municipality Code: 521080
Fiscal Year Ended: 12/2020
Report ID Number: 113458

Dear Chief Administrative Officer:

Thank you for submitting a Qualifying Statement for Marquette Charter Township to the Michigan Department of Treasury on June 30, 2021. Based upon the information provided in the Qualifying Statement, we have determined that the municipality is in material compliance with the criteria identified in Section 303(3) of Public Act 34 of 2001.

The municipality is now authorized to issue municipal securities under this Act without further approval from the Department. This authorization will remain in effect for six months plus 30 business days after the end of your next fiscal year, or when the Department has made a new determination, whichever occurs first.

Within 15 business days after the issuance of a municipal security, you will need to upload with the Department a Treasury Website (Security Report) and the documents required in Michigan Legislature Website (Section 319) of Public Act 34 of 2001.

If you would like to speak with a member of our team, please email our office at Treas_MunicipalFinance@Michigan.gov.

Sincerely,

Rod Taylor, Administrator
Community Engagement and Finance Division

Progress Billing Invoice

From: Fahrner Asphalt Sealers LLC
2800 Mecca Drive
Plover, WI 54467
Ph. 715-341-2868

Invoice #: 8300009286

Date: 05/31/21

Application #: 1

To: Marquette Township
1000 Commerce Dr
Marquette, MI 49855

Customer #: 105915

Customer Reference: 2021 Road Maintenance

Contract: 4902149405 Township of Marquette - CF

Cont Item	Description	Contract			To Date		This Invoice		% Compl	
		Contract Quantity	U/M	Unit Price	Contract Amount	Quantity To Date	Amount To Date	Quantity This Invoice		Amount This Invoice
01	Crack Seal Township Roads	1.000	EA	44,275.000	44,275.00	1.000	44,275.00	1.000	44,275.00	100.00%
	<i>Roads Included:</i> <i>Brickyard (Northwoods to Dead End)</i> <i>Brookton (S. Vanderboom to US 41)</i> <i>Bancroft (US 41 to Woodridge)</i> <i>Northwoods Rd (US 41 to Northwoods Ln)</i> <i>Northwoods Rd (Northwoods Ln to Brickyard)</i> <i>Northwoods Rd (Brickyard to US 41)</i> <i>N. Vanderboom (Werner to Badger)</i> <i>Meeske (Orchard to Werner)</i> <i>Morgan Meadows (Twp. Line to Dead End)</i> <i>S. Vanderboom (Brookton to Grove)</i> <i>Erie (Werner to Diorite)</i> <i>Allen (Ontario to Erie)</i> <i>W. Fair (Ryans Alley to N. Vanderboom)</i> <i>W. Fair (Vanderboom to Cox)</i> <i>W. Fair (Ontario to Erie)</i> <i>Center (Erie to Woodridge)</i> <i>Center (Woodridge to Granite)</i> <i>Norwood (N. Vanderboom to Cox)</i> <i>Norwood (Cox to Erickson)</i> <i>Norwood (Erickson to Ontario)</i> <i>Granite (Waldo to Cherry)</i> <i>Granite (Cherry to Summit)</i> <i>Granite (Summit to Center)</i> <i>Granite (Center to Montgomery)</i> <i>Granite (Montgomery to Norwood)</i> <i>Granite (Norwood to Huron)</i> <i>Granite (Huron to Wright)</i> <i>N. Vanderboom (Werner to Badger)</i> <i>Chapel Ridge (CO RD 492 to Dead End)</i> <i>Mecca Cy & Everly Way (Legacy Hills) (CO RD 492 to Dead End)</i>									

Total Contract:	44,275.00		
Total Billed:	100.00%	44,275.00	44,275.00
Less Retainage:		4,427.50	4,427.50
Net Invoices:		39,847.50	39,847.50
Less Previous Applications:		0.00	-
Total Due This Invoice:		39,847.50	39,847.50

Terms: DUE UPON COMPLETION
 Payment in full is due upon completion unless modified by written contract. A delinquency charge of 1.5% per month (18% per annum) will be assessed on any unpaid balance from the previous statement.

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes - DRAFT
June 15, 2021

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, June 15, 2021, via Zoom Video. The meeting was called to order by President Anne Donohue at 5:04 pm.

Members Present: Anne Donohue, President; Patrick Myron, Secretary; Steve Schmunk, Member; Carol Steinhaus, Member (arrived at 5:06 pm)

Members Excused: Andrew Dalian, Interim Member

Library Staff Present: Andrea Ingmire, Library Director; Lynette Suckow, Adult Services; Heather Steltenpohl, Development Director; Bruce MacDonald, Assistant Director/IT Head; Rick Orr, Finance Director; Amy Salminen, Circulation Department Head; Samantha Ashby, Adult Services Department Head; Sarah Rehborg, Youth Services Department Head; Brett Hubbard, Administrative Assistant

TAC Representatives Present: Jan Raskin, Chocolay Township; Tom Bronken, Marquette Township; Peggy Jensen, Skandia Township

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

The Minutes of the May 18, 2021 Board Meeting were approved as presented on a motion by Myron and seconded by Schmunk. The motion is approved 4-0.

Special Presentation – Amy Salminen, Circulation Department Head

The Circulation Department has been busy checking in and out materials and registering patrons for library cards. Quarantining of materials is over so items are being checked in quickly. There is now an online form for library card pre-registration – patrons submit the form online and then bring their required documents to the Library to complete the process. Besides these core tasks, many people may not be aware that Circulation also:

- Faxes documents for patrons, for \$1 per page
- Takes credit card payments for library services
- Accepts materials donations for the Friends of the PWPL
- Processes holds
- Performs curbside deliveries
- Amy also handles odd system issues, gathers statistics, and serves on Superiorland Library Cooperative committees.

Public Comment – No comment was given at this time.

TAC Report – Jan Raskin, Chocolay Township

Raskin did not have a report from the Township at this time but did share that six one-acre lots across from Nagelkirk's on M-28 are being developed for commercial use.

Financial Reports and Approval of Bills: Orr shared what a great pleasure it has been to work for the Library for the last eight years, and that the Board has been wonderful to work with. Board members thanked Orr for his outstanding work in getting the Library in a stable financial position. This Board Meeting is Orr's last before retirement.

Orr addressed questions and comments related to the bills and financial reports. A motion was brought by Myron and seconded by Schmunk to approve the bills for May 2021 in the amount of \$141,231.55. The motion is approved 4-0.

Board Action Items

- A. Approve Policies Presented at May Meeting –** On a motion by Myron and seconded by Steinhaus, **the Board of the Peter White Public Library moves to approve the following policies as amended. These policies will become effective on June 15, 2021.**

- **MGT 6 – Credit Card Policy**
- **MGT 7 – Fund Balance Policy**

The motion is approved 4-0.

- B. Policy Revision for June Meeting**

- **GOV 9 – Re-Opening Plan**

On a motion by Myron with support from Schmunk, **the Board of Trustees of the Peter White Public Library moves to approve the GOV – 9 Re-Opening Plan – Exhibit A as presented. This policy will become effective on June 15, 2021.** The motion is approved 3-0, with Steinhaus unable to vote due to technical difficulties.

- C. Policy Revision for August Meeting**

- **GOV 4 – Operating Hours –**

After discussion of several options for operating hours, with many points of view considered, Board members showed preference for Option 2 (Monday – Thursday 9:30 am – 8:30 pm, Friday 9:30 am – 5:30 pm, Saturday 9:30 am – 4:00 pm). **No action necessary at this time; first reading of this policy.**

Public Comment – Lori Nelson pointed out that when she comes to the Library in the morning there are always people waiting before 10:00 am for the doors to open.

Old Business – Resuming In-Person Board Meetings

Donohue revisited the topic of in-person Board meetings. She stated that while Board meetings are not required to be in-person as we are still in a State of Emergency in Michigan, it is her preference to meet in-person beginning with the August Board meeting. The Board members all agreed they are comfortable meeting in-person.

New Business/Board Member Comment

- A. Board Member Vacancy – Lori Nelson is interested. She is checking her schedule.
B. Trustee Manual – 2021 Edition, Chapter 5 Review – Funding
The Board briefly reviewed funding sources for libraries.

Standing Reports

Staff addressed questions and comments on Standing Reports. Donohue reiterated the Board's thanks to Orr and wished him all the best in retirement. He will be missed.

The meeting adjourned at 6:22 pm.

Respectfully Submitted,

Patrick Myron
Secretary



MARQUETTE CHARTER TOWNSHIP

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

Board Action Item

Board Meeting Date: July 6, 2021
Agenda Item #: 8.A.
Proposal: Consider MTA Principles of Governance
Presented by: Township Clerk

Background:

The Michigan Townships Association is again encouraging every township board to deliberate on and adopt the enclosed Principles of Governance. MTA members throughout the state have enthusiastically embraced these Principles as their own code of conduct, and the MTA Board urges you to reaffirm, or adopt for the first time, these Principles of Governance as an official policy of your township board.

Attachments: 1. MTA Principles of Governance

Cost: \$ None

Budget Account: N/A

Recommended motion:

Approve the MTA Principles of Governance and authorize the Board Members to sign the Document.

Mission Statement:

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





Dear Township Board:

The Michigan Townships Association is again encouraging every township board to deliberate on and adopt the enclosed Principles of Governance. MTA members throughout the state have enthusiastically embraced these Principles as their own code of conduct, and the MTA Board urges you to reaffirm, or adopt for the first time, these Principles of Governance as an official policy of your township board.

Our objective in promulgating Principles of Governance for our members is straightforward: Township boards can be much more efficient and effective when there is a high degree of trust among board members, and between the board and those whom they are elected to serve. Township boards earn trust by demonstrating their commitment to effectively solving problems and conducting their business in a manner consistent with their community's expectations and values—and then faithfully delivering on those commitments.

The MTA Board of Directors affirms in our mission and values statements that township government embodies efficient, effective, economical, ethical and accountable local government in Michigan. The Principles of Governance embody these core values, and can guide board members toward consistent actions and deeds that reflect well on the township and on themselves. The MTA Board strongly believes that a township board that publicly adopts and adheres to these Principles will enjoy strong public support and be better positioned to achieve great things on behalf of its residents.

As a key part of our collective commitment to fostering efficient and effective township government that has earned the public's trust, the MTA Board invites your board to affirm and practice the enclosed Principles of Governance through formal ratification at a board meeting. By signing this certificate, board members denote their personal pledges to adhere to the Principles. Following board action, we encourage you to frame and proudly post the document in a prominent place for all to see.

Sincerely,

A handwritten signature in blue ink that reads "Pete Kleiman".

Pete Kleiman
2021 MTA President

A handwritten signature in blue ink that reads "Neil Sheridan".

Neil Sheridan
MTA Executive Director

Marquette Charter Township

Principles of Governance

To maintain the highest standards and traditions of Michigan townships, we embrace these principles to guide our stewardship, deliberations and constituent services as we commit to safeguard our community's health, safety and general welfare.

We pledge to:

- Insist on the highest standards of ethical conduct by all who act on behalf of this township
- Bring credit, honor and dignity to our public offices through collegial board deliberations, and diligent, appropriate responses to constituent concerns
- Actively pursue education and knowledge, and embrace best practices
- Treat all persons with dignity, respect and impartiality, without prejudice or discrimination
- Practice openness and transparency in our decisions and actions
- Cooperate in all reasonable ways with other governmental entities and consider the impact our decisions may have outside our township's borders
- Communicate to the public township issues, challenges and successes, and welcome the active involvement of stakeholders to further the township's well-being
- Strive for compliance with all state and federal statutory requirements
- Refuse to participate in any decisions or activities for personal gain, at the expense of the best interests of the township
- Further the understanding of the obligations and responsibilities of American citizenship, democratic government and freedom

These principles we pledge to our township, our state, and our country.

Lyn Durant, Supervisor

John Markes, Trustee

Randy Ritari, Clerk

Dan Everson, Trustee

Ernest Johnson, Treasurer

Linda Winslow, Trustee

Pete LaRue, Trustee

Date





MARQUETTE CHARTER TOWNSHIP

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Board Action Item

Board Meeting Date: July 6, 2021
Agenda Item #: 8.B.
Proposal: Accept low bid for the installation of a valve and hydrant assembly at the Northwoods Tank from Oberstar, Inc in the amount of \$17,450.
Presented by: Leonard Bodenus, Superintendent of Public Works

Background:

A new hydrant assembly and isolation valve is being proposed to act as a tank drain to be used in the event the Northwoods Tank needs to be drawn down. While the original drain will work we fear that due to its age and construction it will fail. The location and depth of this drain would make any repair extremely difficult in the event of an emergency.

Attachments:

1. 2021 NW Hydrant Install Bid Tabulation
2. Mqt Twp Hydrant and Valve Quote

Cost: \$ 17,450

Budget Account: Fixed Asset: 591-000.000-152.016 Water T&D Hydrants

Recommended motion:

Approve low bid for the installation of a valve and hydrant assembly at the Northwoods Tank from Oberstar, Inc in the amount of \$17,450.

Mission Statement:

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



Bid Tabulation for 2021 Northwoods Hydrant Placement

Oberstar - \$17,450

Lindberg- \$21,500

Ultra- \$18,034



1900 Industrial Parkway • Marquette, MI 49855
Phone: (906)226.6799 • Fax: (906)228.5858

QUOTE

June 29, 2021

RE: Marquette Township, Marquette, MI
-Install 12" valve and fire hydrant

Oberstar, Inc. is pleased to quote the site work for above mentioned project for a lump sum price of Seventeen Thousand Four Hundred Fifty Dollars. (\$17,450.00)

This Price Includes:

Mobilization
Traffic control
Dewatering
Furnish and install 12" gate valve
Install Twp supplied 6" Gate valve and Hydrant
4" topsoil
Seed, fertilizer, and mulch blanket

Price Does Not Include:

Rock Excavation
Permits

Sincerely,
OBERSTAR, INC.

A handwritten signature in black ink, appearing to read "Gary Raffaelli". The signature is fluid and cursive, written over the printed name.

Gary Raffaelli
Project Manager



MARQUETTE CHARTER TOWNSHIP

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www.marquettetownship.org

Board Action Item

Board Meeting Date: July 6, 2021
Agenda Item #: 8.C.
Proposal: Consider accepting proposal from Stantec to complete a Affordability and Planning Financial Analysis
Presented by: Leonard Bodenus, Superintendent of Public Works

Background:

We are proposing to have Stantec complete an affordability and planning financial analysis. This analysis will create a 10 year revenue sufficiency analysis of our water fund for a fixed fee price of \$39,425. Costs associated with this analysis will be reimbursed by our recent \$39,500 EGLE Affordability and Planning grant award.

Attachments 1. marquette_township_rsa_affordability_revised_proposal_final_06_22_2
: 1

Cost: \$ 39,425 to be reimbursed by EGLE Affordability and Planning Grant

Budget Expenditures, Administration, Contracted Services
Account: 591-558-801

Recommended motion:

Approve Stantec's proposal to perform an affordability and planning financial analysis of the water fund in the amount of \$39,425 and authorize the Township Supervisor to sign the agreement.

Mission Statement:

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





June 22, 2021

Mr. Jon Kangas
Marquette Charter Township
1000 Commerce Drive
Marquette, MI 49855

Re: Revised: Affordability and Planning Grant Analysis (Study)

Dear Jon:

As requested, please find attached Stantec's revised proposal to complete an Affordability and Planning Grant financial analysis for Marquette Charter Township (Township). The analysis will create a 10-year revenue sufficiency analysis (RSA) for the Township's Water Enterprise Fund and will address potential affordability concerns with the Township's rate structures and customer assistance programs. As we discussed, Stantec would expect to commence the Water System RSA analysis immediately upon acceptance of this proposal by the Township's Board and provision of updated financial and operating data by the Township. We would expect our analysis to be completed in July - August 2022, recognizing further details on the Township's water asset management plans will be forthcoming for inclusion in our financial analysis.

I have enclosed a description of the scope of services for this study as Attachment A. In addition, I have also attached other pertinent Attachments, including the revised Stantec terms and conditions as agreed to by both parties.

We propose to complete the updated Water RSA and affordability analysis, for a fixed fee price of \$39,425 inclusive of all out-of-pocket expenses. We will invoice monthly based upon the percent of project tasks completed each respective month.

We look forward to working with the Township in developing a sustainable ten-year financial plan for the Township's Water Enterprise Fund and addressing any affordability concerns for the Township's water customers caused by the current and/or future rate structures and customer assistance programs. If you have any questions concerning this proposal for this Study, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in blue ink that reads "James F. Bearman".

James F. Bearman
Principal



By signing below, Marquette Charter Township acknowledges that it has read, accepts, and agrees to the terms and conditions attached hereto, that the terms and conditions, together with this proposal, constitute the contract, and that Marquette Charter Township authorizes Stantec to proceed with the services herein described.

MARQUETTE CHARTER TOWNSHIP, MI


STANTEC CONSULTING SERVICES INC.

Authorized Signature

Name

Title

Date



Authorized Signature

James Bearman

Name

Principal

Title

06/22/2021

Date



ATTACHMENT A

SCOPE OF SERVICES

Stantec will complete a financial and revenue sufficiency analysis (RSA) for the Township's Water Enterprise Fund and develop a 10-year financial plan. Stantec will also review the Township's rate structure and customer assistance programs for affordability considerations and any adverse customer impacts. In developing the 10-year financial plan/RSA for the Water Enterprise Fund, Stantec will develop certain financial models, integrating the most current and expected financial, operating, and customer data, including expected/updated CIP/AMP projects, and will include the effects of associated funding scenarios for those projects, if applicable, and any other expected and updated operating conditions. Such analysis will be completed after the receipt of the necessary CIP/AMP data and financial and operating data from the Township.

We would expect our analysis to be completed no later than August 2022, contingent upon acceptance of this offer by the Township, and the timely receipt of all necessary updated CIP/AMP, financial, and operating data. Stantec will produce a Final Technical Memorandum and provide, as needed, no more than (4) interactive virtual sessions with the Township to develop and present the recommended RSA and Affordability analysis. If requested, Stantec will also present the results of this analysis to the Township's Board at one of their meetings/work sessions.

ATTACHMENT B
CHANGE ORDER

Contract No. _____
Change Order No. _____
Effective Date _____

In accordance with Article 7 of the Consulting Services Agreement, with an effective date of _____, ("Agreement") between _____ ("CLIENT") and Stantec Consulting Services Inc. ("CONSULTANT"), this Change Order modifies the Agreement as follows:

1. **Change in Services:**

2. **Change in time of Performance** (attach schedule if appropriate):

3. **Change in CONSULTANT's Compensation:**

All other terms and conditions of the Agreement remain unchanged.

CLIENT

CONSULTANT

Signature

Signature

Name

Name

Date

Date

Independent Municipal Advisor Exemption

June 22, 2021

Marquette Charter Township (Township), MI is aware of the “Municipal Advisor Rule” of the Securities and Exchange Commission and the “independent municipal advisor” exemption from the definition of “advice.” The Township hereby notifies Stantec Consulting Services Inc. that it wishes them to continue to provide recommendations on user fees and financial forecasting related to the potential issuance of municipal securities. The Township is represented by the firm of [insert name of municipal advisor], which it has retained to, among other things, assist the Township in evaluating any and all of such recommendations. The Township will rely on [municipal advisor] for advice. Therefore, the Township understands that Stantec Consulting Services Inc. is not a municipal advisor and is not subject to the fiduciary duty established in Section 15B(c)(1) of the Securities and Exchange Act. This certificate may be relied upon until December 31, 2022. Stantec Consulting Services Inc. understands that it must also send a copy of this certificate to the [municipal advisor].

*To be determined upon engaging in non-exempt financial transactions or activity subject to the Securities and Exchange Act as amended.

The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the CLIENT authorizes Consultant to proceed with the services, constitute the AGREEMENT. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "SERVICES") to the CLIENT.

DESCRIPTION OF CLIENT: The CLIENT confirms and agrees that the CLIENT has authority to enter into this AGREEMENT on its own behalf and on behalf of all parties related to the CLIENT who may have an interest in the PROJECT.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the CLIENT and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This AGREEMENT supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the PROJECT

COMPENSATION: Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this AGREEMENT and will entitle Consultant, at its option, to suspend or terminate this AGREEMENT and the provision of the SERVICES. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the AGREEMENT without cause upon thirty (30) days notice in writing. If either party breaches the AGREEMENT and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the CLIENT of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the CLIENT shall forthwith pay Consultant all fees and charges for the SERVICES provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this AGREEMENT, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

PROFESSIONAL RESPONSIBILITY: In performing the SERVICES, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the SERVICES at the time and the location in which the SERVICES were performed.

LIMITATION OF LIABILITY: The CLIENT releases Consultant from any liability arising out of the performance of the SERVICES, excepting liability arising from the sole negligence of Consultant. It is further agreed that the total amount of all claims the CLIENT may have against Consultant under this AGREEMENT, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the SERVICES or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the CLIENT's sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

INDEMNITY FOR MOLD CLAIMS: It is understood by the parties that existing or constructed buildings may contain mold substances that can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If, during performance of the SERVICES, Consultant knowingly encounters any such substances, Consultant shall notify the CLIENT and, without liability for consequential or any other damages, suspend performance of services until the CLIENT retains a qualified specialist to abate and/or remove the mold substances. The CLIENT agrees to release and waive all claims, including consequential damages, against Consultant, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of the SERVICES, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of Consultant. Consultant and the CLIENT waive all rights against each other for mold damages to the extent that such damages sustained by either party are covered by insurance.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the PROJECT are instruments of service for the execution of the PROJECT. Consultant retains the property and copyright in these documents, whether the PROJECT is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the CLIENT agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release Consultant, its officers, employees, Consultant's and agents from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the PROJECT, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the CLIENT or Consultant, the CLIENT and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

ASSIGNMENT: The CLIENT and Consultant shall not, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the AGREEMENT shall be binding on the CLIENT and Consultant.



MARQUETTE CHARTER TOWNSHIP

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Board Action Item

Board Meeting Date: July 6, 2021
Agenda Item #: 8.D.
Proposal: Adopt Non-motorized Path Resolution
Presented by: Jon Kangas, Township Manager

Background:

The MDOT agreement approved at your June 15, 2021 meeting requires an accompanying resolution that specifies who will be authorized to sign the agreement. Staff failed to provide that resolution for you to consider. This item is intended to formalize details required by MDOT. The resolution has been reviewed and edited by Attorney Zappa.

Attachments: 1. Marquette Charter Township Resolution

Cost: \$ 42,900 (+ Township's share of up to 20% contingency.)
This is not a duplicate or new fee. The agreement is already approved that covers the costs.

Budget Account: Public Improvements

Recommended motion:

Adopt the resolution as presented.

Mission Statement:

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





MARQUETTE CHARTER TOWNSHIP

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Marquette Charter Township Resolution

WHEREAS, the Michigan Department of Transportation (MDOT) and Marquette Charter Township are proposing the construction of a non-motorized path along the north side of Highway US-41/M-28 from Commerce Drive to Wright Street, which will be constructed independent of the trunk line roadway; and

WHEREAS, a Transportation Alternatives Program (TAP) Grant application has received commitment for the construction of the path; and

WHEREAS, Marquette Charter Township will enter into an agreement, Contract Number 21-5084, with MDOT to: own, operate and maintain the non-motorized path; and to pay a local match of \$42,900.

NOW, THEREFORE, Marquette Charter Township specifically authorizes the Township Supervisor and Township Clerk to sign Contract Number 21-5084.

ADOPTED BY ROLL CALL VOTE:

YEAS: _____

NAYS: _____

ABSENT: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF MARQUETTE)

Randy J. Ritari, the duly qualified and acting Township Clerk of the Charter Township of Marquette, Marquette County, Michigan, DOES HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 6th day of July, 2021.

Township Clerk – Randy J. Ritari

Mission Statement:

“Recognize and meet the needs of the Township Community.”





MARQUETTE CHARTER TOWNSHIP

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Board Action Item

Board Meeting Date: July 6, 2021
Agenda Item #: 8.E.
Proposal: Approve the Deputy Treasurer Job Description
Presented by: Jon Kangas, Township Manager and Ernest Johnson, Treasurer

Background:

Currently, the Deputy Treasurer responsibilities are included in the job description for our Assessor, Dulcee Ranta. As a full-time employee, there are several potential issues with this arrangement. After consultation with the Assessor, Treasurer, Supervisor, Clerk and Attorney, it was deemed necessary to remove the Deputy Treasurer responsibilities from the current job title. As a result, the Treasurer will be able to appoint a Deputy at his will without impacting a full-time employee. Note that this change caused a chain reaction in three other job descriptions, all of which are before you on this agenda. The position is part-time, exempt and as needed.

Attachments: 1. Deputy Treasurer Job Description

Cost: \$ To be established by the Township Board at a later date. Currently estimated at \$1,000 or less annually and assumed to be \$250/year plus \$15/hour of actual work.

Budget Account: General Fund - Treasurer

Recommended motion:

Approve the Deputy Treasurer job description as presented.

Mission Statement:

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



**MARQUETTE TOWNSHIP
Job Description**

TITLE: Deputy Treasurer

**Status: Part-Time
Exempt**

I. General Summary:

~~As Deputy Treasurer, performs~~ Performs the statutory duties of the ~~Township Treasurer~~ Township Treasurer in ~~his or her~~ the Treasurer's absence, ~~sickness, death, or disability. May assist the Treasurer in the performance of the Treasurer's other duties at other times as directed by the Treasurer and as agreed between the Treasurer and the Township Board, with respect to compensation. Provided, however, that the Deputy Treasurer shall not be permitted to vote upon matters being deliberated by the Township Board.~~ Versed in general accounting practices. Receives all Township money, posts receipts, reconciles bank balances, and prepares monthly reports to the Township Board, Township Manager, and to various agencies. Maintains records for Township monies. Performs various duties in tax collection, disburses to the schools and other local units of government, records and files tax work sheets, and balances tax receipts and disbursements. Maintains Township Treasurer files. Maintains an inventory of fixed assets.

~~As Administrative Assistant, assists the Assessor/Zoning Administrator in general administrative duties and provides support to the Township Manager and department heads as may be directed by the Assessor/Zoning Administrator.~~

II. Supervision Received/Given:

~~As Deputy Treasurer, under~~ Under the direct supervision of the ~~Township Treasurer~~ Township Treasurer, ~~and at the pleasure of the Treasurer pursuant to MCL 41.77(5).~~ As Administrative Assistant, under the direct supervision of the Assessor/Zoning Administrator.

III. Essential Functions and Job Duties:

Major Duties and Responsibilities ~~of the Deputy Treasurer~~ include:

1. Receives and receipts tax payments. Makes daily deposits of all Township monies. Posts all payments to the tax roll.

2. Monitors tax payments, identifies delinquents, and pursues payment.

3. Invests Township monies as specified by law and Township policy. Ensures availability of funds for bond payments, tax disbursements and payment of claims, and transfers monies to other funds as set by policy and ordinance.

4. Disburses taxes to participating units.

5. A. May sign checks for payment of general claims against the Township as prepared by the Township Clerk.

6.4. Totals and balances receipt and disbursements and posts figures to ledgers. Reconciles bank statements and accounts.

7.5. Prepares monthly Treasurer's Report for Township Board, Township Manager, and key staff.

8.6. Sells dog licenses from December 1 through May 31, and maintains license file.

9.7. Assists in the preparation of the revenue budgets for the various funds by gathering data regarding tax, revenue sharing, fees, interest and other revenue sources.

Major Duties and Responsibilities of the Administrative Assistant include:

10.8. Gathers information, analyses financial and general data, conducts program analysis and prepares studies and reports for preliminary recommendation to management staff as requested.

11.9. Responds to customer requests for information concerning taxes, addresses, valuation, land uses and other property related matters by providing answers, copies of records, or referring them to appropriate sources.

12.10. Assists in the computer entry of property related data and implementation of a computerized assessment procedure. Records changes in addresses, property descriptions and valuation to the assessment roll and tax roll on a timely basis.

13.11. Assists in the notification of public hearings concerning land use issues and the preparation of materials for such meetings. Maintains files of all such activities.

14.12. Maintains property maps, property photos, building and site plans inventory and catalogs such materials into a library system.

~~15.13. Serves as Computer System Administrator for the network server system insuring timely back-up of all computer files and their secure storage.~~

~~16.14. Assists the Township Manager by maintaining confidential personnel files. Collects basic information on grievances, wages and employee benefits.~~

~~17.15. Maintains adequate Township Office supply inventory and orderly storage thereof. Meets with department heads to determine equipment and supply requirements, prepares basic bid specifications, and solicits general bids. In the absence of the Township Manager, may approve purchases as provided by Township Policy.~~

~~18.16. Serves as Clerk of the Township Ordinance Violation Bureau.~~

~~19.17. Operates typewriter, photocopier, calculator, postage machine, two-way radio, computer, and word processor.~~

~~20.18. Performs various related office duties as required.~~

The above duties and responsibilities are intended to describe the general nature and level of work being performed by a person assigned this classification. They are not to be construed as an exhaustive list of all duties performed by a person so classified.

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

- A. Education: Associates Degree in Business Administration, Accounting, Finance, or related field preferred, course work in computer information system, but high school graduate with proven experience is acceptable.
- B. Experience: 2 Years. Bookkeeping or accounting preferred.
- C. License/Certification: Must ~~be bondable~~ take constitutional oath of office and become bonded. ~~State Assessor's Board Certification Level I or ability to obtain within two years from date of hire or job change.~~ Driver's License.
- D. ~~Estimated On-The-Job Training Period: 12 months.~~
- E. ~~Probationary Period: 6 months.~~

~~F. D.~~ The above qualifications are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties, as deemed appropriate by the Township Treasurer.

Revised July 6, 2021: Revised to eliminate Administrative Assistant and Assistant Treasurer responsibilities.

DRAFT



MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive
Marquette, Michigan 49855
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Board Action Item

Board Meeting Date: July 6, 2021
Agenda Item #: 8.F.
Proposal: Approve Assessor (MAAO Level 3)/Assistant Treasurer Job Description
Presented by: Jon Kangas, Township Manager and Lyn Durant, Supervisor

Background:

Duties of the Deputy Treasurer are moved to a separate job description to allow the Treasurer to appoint a Deputy at his will without impacting the duties of a full-time employee. However, certain treasury duties will remain under the Assessor MAAO Level 3 job description. As a result, the "Deputy Treasurer" part of the job title is renamed "Assistant Treasurer". In addition, several clerical revisions and corrections to responsibilities have been made to match the job description with what is actually expected of the position. Minor edits are not highlighted, but major edits are shown for clarity. This draft is a result of review by the Manager, Supervisor, Treasurer, Clerk and Attorney.

Attachments: 1. Assessor - Assistant Treasurer Job Description

Cost: \$ NA

Budget Account: General Fund - Assessor

Recommended motion:

Approve the Assessor (MAAO Level 3)/Assistant Treasurer job description as presented.

Mission Statement:

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



**MARQUETTE TOWNSHIP
Job Description**

**TITLE: Assessor (MAAO Level 3)/Assistant Treasurer Status: Full-Time
Non-exempt**

I. General Summary:

Performs the statutory duties of the appointed Township Assessor consistent with MAAO Level 3 requirements, and implements the requirements of the State Tax Commission. **Assists elected Treasurer and appointed Deputy Treasurer as needed, and as identified herein.**

II. Supervision Received/Given:

Under the direct supervision of the Township Supervisor serving as the chief assessing officer of the Township, and under the general supervision of the Township Manager, functions within broad central policy guidelines and exercises discretion and judgment regarding day-to-day assessing decisions.

III. Essential Functions and Job Duties:

Assessor: **(0.9 FTE)**

1. Prepares and signs an annual assessment roll with all property listed in the manner prescribed by general property tax laws and evaluates the property with sound appraisal methods.
2. Travels throughout the Township conducting on-site appraisals/**field inspections** of property to determine values and oversees the work of others assigned to assist with appraisal/**field inspection** functions.
3. Prepares and submits such reports as required by general property tax laws and the State Tax Commission.
4. Represents Township at any tax tribunal proceedings.
5. Oversees and maintains current maps and files, property sales data, property inspection cards, and updates the GIS accordingly.
6. Regularly confers with state and county officials on the taxation process in regard to any changes thereto, obtaining clarification and understanding.
7. Attends all meetings of the Board of Review.
8. **Prepares annual departmental budget.**

9. Performs other related duties as needed.

Assistant Treasurer:

(0.1 FTE)

1. Assists with all Treasurer functions and performs the statutory duties of the Township Treasurer in his or her absence, as directed by the Treasurer or Deputy Treasurer.
2. Assists with tax billing, collection, receipting, disbursement and related account and recordkeeping, including:
 - Receives and receipts tax payments, including Downtown Development Authority revenue and tax monies.
 - Posts all payments to the tax roll.
 - Monitors tax payments, identifies delinquents, and pursues payment, including assisting in the collection of public works past due accounts.
 - Disburses taxes to participating units.
3. Makes daily deposits of all Township monies.
4. In coordination with the Treasurer, identifies idle funds and recommends investment strategies for Township monies as specified by law and Township policy. Ensures availability of funds for bond payments, tax disbursements and payment of claims, and transfers monies to other funds as set by policy and ordinance.
5. In absence of or by direction of the Township Treasurer, may sign checks for payment of general claims against the Township as prepared by the Township Clerk.
6. Totals and balances receipt and disbursements and posts figures to ledgers. Reconciles bank statements and accounts.
7. Prepares monthly Treasurer's Report for Township Board, Township Manager, and key staff.
8. Assists in the preparation of the revenue budgets for the various funds by gathering data regarding tax, revenue sharing, fees, interest and other revenue sources, including the Downtown Development Authority's revenue budget.
9. Performs other 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. Associates Degree or the equivalent in a closely related field is required. Bachelor Degree or the equivalent in a closely related field is preferred.
- B. Three or more years of assessing or directly related experience is required.
- C. MAAO Level 3 State Assessors Board Certification and Personal Property Examiner license are required.
- D. A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- E. Knowledge of the principles and practices of property assessment.
- F. Skill in preparing and organizing complex information and making effective public presentations.
- G. Skill in maintaining accurate and comprehensive records, maps and public documents.
- H. Skill in resolving challenging issues with tact and diplomacy, and in negotiating difficult situations.
- I. Ability to manage multiple priorities and work within deadlines.
- J. Ability to work constructively and interact professionally with staff, 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 a considerable amount 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.

Occasionally an employee in this position is required to travel to properties within the Township to conduct appraisals/**field inspections**, during which the employee may be required to access structures requiring the use of stairs, take measurements of property areas at varying heights and on different types of terrain, and otherwise engage in moderately strenuous physical activity while exposed to outside weather conditions.

Revised July 6, 2021: Removed Deputy Treasurer responsibilities and reassigned other responsibilities as Assistant Treasurer.

DRAFT



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Board Action Item

Board Meeting Date: July 6, 2021
Agenda Item #: 8.G.
Proposal: Approve revised Assessor (MCAO Level 2) Job Description
Presented by: Jon Kangas, Township Manager

Background:

This job description is primarily revised to change any references of "Deputy Treasurer" to "Assistant Treasurer" since the position reports to the Assessor (MAAO Level 3)/Assistant Treasurer, formerly the Assessor (MAAO Level 3)/Deputy Treasurer. Any references to supervisory requirements are also removed as the position has no supervisory responsibilities.

Attachments: 1. Assessor (MCAO/Level 2) Job Description

Cost: \$ NA

Budget Account: General Fund - Assessor

Recommended motion:

Approve the revised Assessor (MCAO Level 2) job description as presented.

Mission Statement:

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



**MARQUETTE TOWNSHIP
Job Description**

TITLE: Assessor/MCAO

**Status: Full-Time
Non Exempt**

I. General Summary:

Assists in the overall administration of Township's property appraisal program, and may act as assessor of record. Participates in identifying, inventorying, determining market values and calculating assessed valuation for all Township properties in accordance with the State Tax Commission regulations, methods and procedures to ensure fair and equitable assessments. Maintains accurate Homestead and property transfer information in compliance with applicable State laws. Produces Personal Property Statements. Conducts review of Small Business Exemptions, PRE Exemptions, and processes denials as warranted. Produces and maintains APEX records for all appraisals.

II. Supervision Received/Given:

Under the general supervision of the Deputy Treasurer/Assessor MAAO Assessor (MAAO Level 3)/Assistant Treasurer, functions within broad, central policy guidelines. Exercises professional discretion and judgement regarding day-to-day operating decisions.

III. Essential Functions and Job Duties:

1. Plans and administers a property appraisal caseload for assessment purposes to ensure work is completed to achieve overall department goals.
2. Assists in development of policies and procedures for uniformly determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining appropriate value and classification.
3. Responds to inquiries and requests for assessment information from the public.
4. Responsible for maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, and ownership transfers; strives to identify new/improved methods for carrying out responsibilities of the department.
5. May represent the Township in defending assessments appealed to the Michigan Tax Tribunal, and participates at seminars and conferences at various county and State associations as assigned.
6. Conducts field inspections of residential, commercial and industrial properties; gathers, analyzes data and performs assessment ratio studies to determine true market values; may input data in to computer system; updates personal property

records and sends assessment notices annually to notify property owners regarding assessed values.

7. Ensures that periodic checks are performed with home and business owners regarding changes made to facilities; works with County Building Inspectors regarding new construction in order to update property records.
8. May serve as liaison between the Township and prospective business and industry investors; acts as resource for Township citizens responding to their inquiries, and interpreting applicable State laws.
9. Participates in the preparation of the property assessment roll for presentation to the Board of Review; prepares adjustments of the tax roll directed by the Board of Review; participates in Board of Review sessions and compiles results and oversees preparation of letters and reports associated with this process.
10. Assists in preparation of annual budget for the department; submits various forms and schedules to satisfy reporting requirements to the State of Michigan.
11. Attends annual seminars and other continuing education conferences as required by the State to maintain required certification as a MCAO.
12. Maintains current knowledge regarding assessing-related technology, market trends and pending legislation pertaining to taxation and other developments in the property assessment field.
13. Perform other tasks as requested by the Deputy Treasurer/Assessor MAAO Assessor (MAAO Level 3)/Assistant Treasurer or Township Manager.
14. Performs other related duties as needed.

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

- A. Associates degree or the equivalent in a closely related field is preferred, and Bachelor degree preferred.
- B. Minimum 3 years of relevant experience required gained in all three major classifications of property assessment work; State Assessors MCAO Certification required.
- C. Excellent communication and interpersonal skills to deal effectively with Township staff at all levels, taxpayers, State and local government representatives, attorneys and the general public while effectively managing departmental operations; may represent the Township at various governmental/professional bodies and organizations, and occasionally deals with disgruntled/irate property owner/taxpayers.
- D. Hands-on computer proficiency to facilitate preparation of reports and process information; knowledge of assessment software desirable; solid analytical, mathematical and statistical skills also required.

- E. Ability to plan, organize, schedule, **supervise** and complete personal work assignments on a timely basis in an environment where interruptions may occur; requires moderate level of analytical skill as well as ability to comprehend, interpret and process detail information and data.
- F. Valid driver's license to meet travel requirements, ability to walk around construction sites and unattended residences during all seasons and weather conditions, and occasionally lifting boxes of office supplies, files, records and building plans weighing minimum 20 pounds to waist-high level; ability to climb, stoop and bend to perform on-site reviews of new construction; also requires manual dexterity to operate a computer proficiently for extended periods.

The above is intended to describe the general content of, and requirements for, the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

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 a considerable amount 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.

Occasionally an employee in this position is required to travel to properties within the Township to conduct field investigations, during which the employee may be required to access structures requiring the use of stairs, take measurements of property areas at varying heights and on different types of terrain, and otherwise engage in moderately strenuous physical activity while exposed to outside weather conditions.

Revised July 6, 2021: Revised title of employee's supervisor in Section II and III, and various minor edits.



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Board Action Item

Board Meeting Date: July 6, 2021
Agenda Item #: 8.H.
Proposal: Approve Revised Secretary/Cashier Job Description
Presented by: Jon Kangas, Township Manager

Background:

As a result of the revisions made to the other job descriptions on this agenda, we found it necessary to also update this job description to better match responsibilities actually placed on this position. This is the final of 4 job descriptions reviewed and revised as a result of the Deputy Treasurer discussion.

Attachments: 1. Secretary/Cashier Job Description

Cost: \$ NA

Budget Account: General Fund - Administration

Recommended motion:

Approve the revised Secretary/Cashier job description as presented.

Mission Statement:

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



**MARQUETTE TOWNSHIP
Job Description**

TITLE: Secretary/Cashier

**Status: Full-Time
Non-Exempt**

I. General Summary:

Performs a variety of clerical and general office support tasks for the Township Board and all departments. Collects and receipts money from the public. Serves as the initial contact to the public. Provides various general services and information, or directs the public to the appropriate department.

II. Supervision Received/Given:

Under the direct supervision of the Township Manager.

III. Essential Functions and Job Duties:

An employee in this position is required to 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. Serves as initial contact to the public by receiving and assisting visitors, answering phone calls. Either provides general information or directs the visitors or caller to the appropriate department.
2. Receives property tax, utility water, wastewater, refuse, dog licenses and general payments and issues an appropriate receipt. On a daily basis, balances payments received to the computerized daily receipt ledger and posts utility payments to the utility ledger. In absence of the Deputy Treasurer, m
3. Makes daily deposits of funds collected at financial institutions selected by the Township Board.
4. Assists with maintenance and updates of Township website and mass email subscriptions.
5. Provides clerical assistance to Township Board members, Township Manager and department heads in their respective duties. Proofreads prepared correspondence for accuracy. Organizes work assignments by priority ensuring timely completion of assignments.
6. Prepares Assists with preparation, compilation and dissemination of agendas and packets for the Township Board and its committees, Planning Commission, Downtown Development Authority, and Zoning Board of Appeals. Also copies packets and prepares them for mailing.

7. Prepares monthly utility billing calendar and news for dissemination to the public via utility billing mailings.
8. May compose general correspondence and format desk-top publishing, charts and graphs for reports. Assists in developing and formatting the semi-annual newsletter. Serves as County Information System contact person. Enters and updates Township information on the CIS web page.
9. Types or formats minutes of the Township Board and its committees, Downtown Development Authority, Planning Commission, Zoning Board of Appeals and other miscellaneous material, as necessary. Types or formats materials for the ordinance books. Obtains the appropriate signatures for approved documents and follows publication requirements, under the direction of the Township Clerk.
10. Maintains general office files including filing, retention, and disposal of file materials, under the direction of the Township Clerk.
11. Takes reservations for Lion's Field, Community Room rental, vehicles and other rentals as assigned. Collects and returns deposits. Issues building keys and accounts for their return. Collects user fees, contracts, insurance and deposits.
12. Assists in locating and providing information such as payments due, assessment field sheets, amount of property taxes and water utility accounts.
13. Maintains Township bulletin board, keeping it up to date with postings and calendars.
14. Processes mail both incoming and outgoing including signing for registered/certified mail and express forms.
15. Operates general office machines including computer, typewriter, photocopier, fax machine, postage machine, and calculator, and two-way radio. Maintains postage machine and accounts for usage.
16. Maintains and orders office supply inventory.
17. Maintains Appointments Manual for the Township Supervisor listing all persons appointed to the various boards and commissions including terms of office and expiration dates. Notifies the Township Supervisor within 60 days before of the expiration of any term. Assists in the placement of ads and correspondence with appointees, as necessary.
18. Provides back-up for other office positions as operational needs demand and performs a variety of clerical related duties as needed.
19. Performs other 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. High school graduation or GED equivalent is required, with additional education preferred.
- B. One or more years of previous experience in customer service, office work and general bookkeeping is required, with experience in a municipal setting preferred.
- C. Ability to qualify for bond is required.
- D. Knowledge of office procedures and best practices related to customer service and cash handling.
- E. Knowledge of municipal operations to effectively direct and assist customers.
- F. Skill in using a variety of office equipment including computers and related software.
- G. Skill in typing and entering data with speed and accuracy.
- H. Skill in addressing customer complaints with professionalism, tact and diplomacy.
- I. Ability to make accurate mathematical computations and balance a cash drawer.
- J. Ability to work constructively and interact professionally with others.
- K. Ability to manage multiple priorities and work within deadlines.

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 complete other clerical duties.

Revised July 6, 2021: Edits to remove reference to Deputy Treasurer, and clarification of duties and qualifications.



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To: Township Board
From: Jon Kangas, Manager
Date: July 1, 2021
Regarding: Manager Report for July 6, 2021 Township Board Meeting

This report covers activity for the period of June 14 – July 1, 2021. The normal reporting period would have commenced on June 11th, but I was on vacation that day tending to other personal commitments.

Upper Peninsula Broadband

On June 16th, I attended a presentation regarding rural broadband coming to the Upper Peninsula. The project is funded with federal dollars and was competitively bid and awarded to the lowest bidder. The team of AEG (contractor) and Highline (Internet Service Provider - ISP) was awarded the contract for the U.P. and is required to provide high speed internet to rural areas that are not currently served with 25 megabits/second or faster (Spectrum). The company has yet to receive funding from the federal government, but has already commenced work on the project. They anticipate installing the 5,000 miles of conduit and fiber in their contract area over the next three years. They plan to provide 1 gigabit/second internet speeds for the entire area that they serve. I should note that the developed parts of Marquette Township are already served by Spectrum and not on the map for this new broadband service. However, the company fully recognizes that if they intend to be a new successful ISP, they will also need to “over build” their system into areas with dense populations to recognize economies of scale. What does this mean for the Township? We could possibly see competitively priced high-speed fiber access at every residential property in the Township, if this partnership is successful. Highline is familiar with current price points and has indicated they fully intend to be competitive, but also acknowledged that their higher speeds will likely come with a slightly higher cost/customer. Internet access at the speeds proposed presents a significant improvement over existing services and is said to have significant benefits for property values. As we discovered during the pandemic, remote work is becoming commonplace in many industries and being able to work from home with a high-speed internet connection is becoming very important. Time will tell how much the Township ultimately benefits from this project.

American Rescue Plan Act (ARPA)

During the same time period, I attended a webinar presented by the Department of Treasury regarding ARPA. If Marquette Township chooses to accept this Federal funding (we will), we stand to receive just over \$400,000, up from an original estimate of ~\$380,000. Half of the funds will be received this year and the second half will be received next year. There is a process we must follow to request the funding and we are prepared to complete that process as soon as the final certification form is released from the state. As I currently understand it, even if we don't recognize a significant loss of revenue in the past year, a formula can be used that might show more losses than we realize. Any losses calculated under that formula can be covered out of this funding and will have no other “strings attached”. Any remaining funds will have to be allocated according to very specific rules. More to come.

Mission Statement:

“Recognize and meet the needs of the Township Community.”

