

ONOTA TOWNSHIP BOARD
MINUTES OF REGULAR MEETING
FEBRUARY 2, 2015

I. CALL TO ORDER

The meeting was called to order at 7:01 p.m.

Members Present: Terry Pihlainen, Supervisor
Brian Bresette, Trustee
Kirsten Englund, Clerk

Susan Kerst, Treasurer
Sarah Redmond, Trustee

Members Absent: N/A

II. AGENDA

A motion was made to accept the agenda as presented.

Motion: Brian Bresette
Support: Sarah Redmond
Motion carried.

III. MINUTES

A motion was made to accept the minutes as presented.

Motion: Susan Kerst
Support: Brian Bresette
Motion carried.

IV. REPORTS

A. Financial Report

Treasurer Kerst presented the bills for payment.

A motion was made to pay the bills as presented for payment for \$6188.92 for the general fund checks #2872 to #2900; \$3264.74 for the fire fund, checks #1495 to 1503; and \$4978.50 for the solid waste fund check #1100.

Motion: Sarah Redmond
Support: Terry Pihlainen
Motion carried.

A motion was made to approve the balance sheet and profit and loss statements for the general fund, fire fund, solid waste fund and tax fund as presented by Clerk Englund for February 2015.

Motion: Brian Bresette
Support: Sarah Redmond
Motion carried.

Roll Call Vote:
Ayes: Terry Pihlainen
Sarah Redmond
Brian Bresette
Susan Kerst
Kirsten Englund

B. Assessor Report

Clerk Englund read Assessor Kim Schmidt's monthly report dated February 1, 2015. A copy is on file.

C. Zoning Administrator Report

Zoning Administrator Wil Christensen provided copies of his report for January, 2015. A copy is on file.

D. Fire Department Report

Chief Kimar reported that there were no calls for January 2015.

She stated during the monthly inspection an urgent issue was discovered with a valve on the pumper that was fixed as an emergency repair. The emergency expense of \$1200 was approved by motion.

Motion: Sarah Redmond

Support: Brian Bresette

Motion carried.

Chief Kimar also gave a brief Fire Department Recruitment update and provided the board a proposed budget for the Fire Department for 2015-16. A copy is on file.

E. Planning Commission Report

Brian Bresette reported that the new Zoning Administrator Wil Christensen attended the meeting on January 13th.

He stated a zoning change would need to be requested on the Brahaames property.

Also in regards to the AuTrain trail rental, our attorney has been contacted and we are waiting to ensure the strength of our wording/definitions of Vacation Rental. Also it was noted that the zoning ordinance on the website was a draft; it has been changed now.

F. Supervisor Report

Supervisor Pihlainen discussed the garbage issue and illegal dumping; MTAs opinion is that our signs posted states purpose for residents to be on our property, if they are dumping for another purpose it is considered trespassing and we could post a fine. MTA suggests to talk to our attorney to get the procedure of what to do. A motion was made for the Supervisor to spend up to \$1000 max. on Attorney Fees to talk to the attorney to make a recommendation of how to proceed.

Motion: Sarah Redmond

Support: Susan Kerst

Motion carried.

It was also discussed that the old computer monitor from the office should be brought to recycle.

V. CORRESPONDENCE

Clerk Englund stated Correspondence folder is on board table for review:

-Request was received from Friends of Valley Spur for townships in Alger Co to consider making a donation to support Youth ski program.

-Hiawatha National Forest's Sched of Proposed Actions Report for 2nd Qtr.

-Notice from Marquette County of "Intent to Plan" update.

VI. PUBLIC COMMENT

Public comment was opened at 7:27 p.m.

Comment was received from Catherine Kimar.

Public Comment was closed at 7:31 p.m.

VII. UNFINISHED BUSINESS—

A. Matching Funds Budget for County (Bob Lindback)

A discussion was held that the township in the past has done \$25,000 for this fund, and decided to include \$25,000 for the upcoming year as well.

B. Fire Department Website Transfer

Catherine stated there were 2 different programs used and that our website is not mobile friendly. She noted we should put money in the budget for next year for website fees/maintenance, and either create a new line item or it could go under printing/publishing. We will discuss again next month.

VIII. NEW BUSINESS

A. Recommendation of Budget Adjustments

Clerk Englund presented the following:

Proposed Budget Adjustments prior to year end:

From Accounts:

722-860 Zoning School & Mileage	\$1500.00
850-965 Contingency Fund	\$1300.00
253-860 Treasurer School & Mileage	\$ 500.00
266-805 Attorney Legal Expenses	<u>\$2000.00</u>
TOTAL	\$5300.00

To Accounts:

265-731 Repairs & Maintenance	\$1700.00
265-973 Equipment Purchases	\$1200.00
448-920 Street Lighting	\$ 700.00
215-860 Clerk School & Mileage	\$1000.00
215-000 Clerk-Other (QB/Intuit)	<u>\$ 700.00</u>
TOTAL	\$5300.00

Motion: Susan Kerst

Support: Brian Bresette

Motion carried.

Roll Call Vote:

Ayes: Susan Kerst

Brian Bresette

Terry Pihlainen

Sarah Redmond

Kirsten Englund

Supervisor Pihlainen noted it was discovered that the Roll Charges from September 2014 were not charged by GAD properly and were included in the residential account instead. GAD is sending new invoices showing the Roll Charges properly and Clerk Englund will transfer the charges to the proper Roll Charge account 528-808 from the Collection Charge account 528-806 so it is properly accounted for.

B. Budget Dates

Budget dates were set for:

Thursday, February 19, 2015 at 9:00 a.m., and Thursday, February 26, 2015 at 9:00 a.m.

C. Stamps for Assessor

Assessor Schmidt requested 1000 Forever stamps be purchased for the mailing of his assessment change notices. \$490.00 was authorized to make the purchase.

Motion: Sarah Redmond

Support: Brian Bresette

Motion carried.

D. Quick Books & Intuit Payroll

Clerk Englund requested funds to purchase updated programs for both Intuit Payroll renewal (\$449.00) and for Quick Books Pro 2015 (\$229.95). Amount of \$678.95 was approved for Clerk Englund to purchase the updates using her credit card to be reimbursed for the purchase.

Motion: Sarah Redmond

Support: Terry Pihlainen

Motion carried.

IX. PUBLIC COMMENT

Public comment was opened at 8:10 p.m.

Public comment was received from Terry Lane.

Public comment was closed at 8:12 p.m.

X. BOARD CONCERNS

Susan Kerst: none

Brian Bresette: none

Sarah Redmond: Stated there is an election coming up in May, and wanted to ensure we knew we could use Nancy Bennett as a resource for training of the new Clerk. It was noted Clerk Englund has already been in contact and has plans in place for training.

Terry Pihlainen: Need to look into conflicting information of Reappointment of Board of Review as it was just done in 2014 yet MTA communication is now showing Odd Years.

Kirsten Englund: none

XI. ADJOURNMENT

A motion was made to adjourn the meeting at 8:19 p.m.

Motion: Kirsten Englund

Support: Brian Bresette

Motion carried.

Respectfully Submitted,

Kirsten Englund
Onota Township Clerk
Proposed: 02/02/2015
Approved: 02/19/2015