

**Charter Township of Marquette  
Marquette Township Board – Regular Meeting  
Tuesday, December 3, 2019 at 6:30 P.M.  
Marquette Township Community Center**

CALL MEETING TO ORDER:

The meeting was called to order by Supervisor Durant at 6:33 p.m.

ROLL CALL:

Members present:     Lyn Durant, Supervisor  
                              Randy Ritari, Clerk  
                              Ernest Johnson, Treasurer  
                              Dave Wiegand, Trustee  
                              Dan Everson, Trustee  
                              John Markes, Trustee  
                              Pete LaRue, Trustee

Staff present:         Randy Girard, Township Manager  
                              Roger Zappa, Township Attorney  
                              Jon Kangas, New Superintendent of Public Works

Committee

Members Present:     None

PUBLIC COMMENT: None

BOARD MEMBER COMMENT IN RESPONSE TO PUBLIC COMMENT: None

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes of November 19, 2019, Special Meeting Minutes of November 22 and November 25, 2019
- B. Bills Payable
  - 1. Checks 158720 to 158747 in the amount of \$173,317.23.
- C. Received Committee and Other Reports
  - 1. Road Committee Agenda for December 03, 2019
  - 2. Utility Billing Calendar – December 2019
- D. Financials
  - 1. Budget Amendment No. 2019-11

*Budget Amendment No. 2019-11  
December 3, 2019*

**CHARTER TOWNSHIP OF MARQUETTE  
FY 2019 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 2019 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 2019 in accordance with budgetary information presented to this Board and the limitations defined within this Resolution.

	<b>Current Budget</b>	<b>Amended Budget</b>	<b>Change</b>
<b>General Fund</b>			
Revenues	2,341,441	2,361,441	20,000
Expenditures			
Building and Grounds	151,077	164,077	13,000
General Services Administration	119,533	126,533	7,000
<b>Solid Waste Fund</b>			
Revenues	448,134	462,134	14,000
Expenditures			
Sanitary Landfill	223,730	234,730	11,000
Waste/Refuse Collection	188,892	195,892	7,000
Contingency	15,275	11,275	(4,000)

E. Correspondence not Requiring Board Action

1. Charter Communication quarterly Franchise Fee Payment

**MOTION: To approve the Consent Agenda as presented.**

**Motion – Treasurer Johnson**

**Second – Trustee Markes**

**Roll Call Vote:**

**Supervisor Durant-Aye**

**Clerk Ritari-Aye**

**Treasurer Johnson-Aye**

**Trustee Markes-Aye**

**Trustee Wiegand- Aye**

**Trustee Everson- Aye**

**Trustee LaRue-Aye**

**Carried (7-0)**

APPROVAL OF THE AGENDA:

**MOTION: To approve the Agenda as presented.**

**Motion – Clerk Ritari**

**Second – Trustee Markes**

**Ayes - 7**

**Nays - 0**

**Carried**

**PUBLIC HEARINGS:**

Township Budget FY 2020 - Supervisor Durant Opened the Public Hearing at 6:36 p.m.  
No Public Comment

Supervisor Durant closed the public hearing on Township Budget FY 2018 at 6:36 p.m.

Tax Levy 2020 - Supervisor Durant Opened the Public Hearing at 6:37 p.m.

No Public Comment

Supervisor Durant closed the public hearing on Tax Levy 2018 at 6:37 p.m.

BOARD EDUCATION/PRIVILEGED COMMENT: None

**COMMUNITY LINKAGE:**

Trustee Wiegand, commented about the special meeting that the board held in regards to the consideration of candidates for Township Manager.

Various Board Discussion about that item.

Discussion of Future Land/Building Expansion

This was an informational item that will be moved into the strategic plan for further discussion.

**ASSURANCE OF ORGANIZATIONAL PERFORMANCE:**

Board Committee Reports

Trustee Wiegand, gave an update from the Road and Recreation Committee.

Manager Girard and Trustee LaRue, gave an update on the Township Events Committee.

DRAFT Committee Reports - None

Ends/Executive Limitations Monitoring Assessment & Board Self-Assessment

Informational for regards to Policy Governance and the Board will work on next year.

POLICY DISCUSSION, CONSIDERATION AND DEVELOPMENT:

Consider Scheduling Work Session for Manager's Contract

Informational, will schedule a future work session to work in this item.

Consider Scheduling Interview for Candidate #4 for Manager Position

Will let the Candidate know that January 3, 2020 works best for the Township Board and they will schedule a special meeting when the time is known.

Consider 2020 Budget

**MOTION: To approve the FY 2020 Budget as presented.**

**Motion – Clerk Ritari**

**Second – Trustee Markes**

**Roll Call Vote:**

**Supervisor Durant-Aye**

**Clerk Ritari-Aye**

**Treasurer Johnson-Aye**

**Trustee Markes-Aye**

**Trustee Wiegand- Aye**

**Trustee Everson- Aye**

**Trustee LaRue-Aye**

**Carried (7-0)**

Consider 2020 Tax Levies

**MOTION: To approve the FY 2020 Tax Levies as presented.**

**Motion – Trustee Markes**

**Second – Trustee LaRue**

**Roll Call Vote:**

**Supervisor Durant-Aye**

**Clerk Ritari-Aye**

**Treasurer Johnson-Aye**

**Trustee Markes-Aye**

**Trustee Wiegand- Aye**

**Trustee Everson- Aye**

**Trustee LaRue-Aye**

**Carried (7-0)**

Consider 2020 Budget Resolution and Township General Appropriations Act

**TOWNSHIP GENERAL APPROPRIATIONS ACT**  
**CHARTER TOWNSHIP OF MARQUETTE**

**A RESOLUTION TO ESTABLISH A GENERAL APPROPRIATIONS ACT FOR THE CHARTER TOWNSHIP OF MARQUETTE; TO DEFINE THE POWERS AND DUTIES OF THE CHARTER TOWNSHIP OF MARQUETTE OFFICERS IN RELATION TO THE ADMINISTRATION OF THE BUDGET; AND TO PROVIDE REMEDIES FOR REFUSAL OR NEGLECT TO COMPLY WITH THE REQUIREMENTS OF THIS RESOLUTION.**

**THE BOARD OF TRUSTEES OF THE CHARTER TOWNSHIP OF MARQUETTE RESOLVES:**

**SECTION 1: TITLE.**

This Resolution shall be known as the Charter Township of Marquette General Appropriations Act.

**SECTION 2: CHIEF ADMINISTRATIVE OFFICER.**

The Township Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.

**SECTION 3: FISCAL OFFICER.**

The Township Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

**SECTION 4: PUBLIC HEARINGS ON THE BUDGET.**

Pursuant to MCLA 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on xxxx, November xx, 2019, and a public hearing on the proposed budget was held on December 3, 2019.

**SECTION 5: ESTIMATED REVENUES.**

Estimated Township general fund revenues for fiscal year 2020, including a Charter Township millage of 4.8804 mills; voter-authorized millage of 2.4875 mills; and various miscellaneous revenues shall total \$2,469,734.

<u>Fund</u>	<u>Purpose</u>	<u>Millage</u>	<u>Estimated Revenue</u>
<b>General Fund</b>	<b>Gen'l Oper/Road</b>	<b>6.3729</b>	<b>\$1,676,146</b>
<b>General Fund</b>	<b>Law Enforcement</b>	<b>.3980</b>	<b>\$ 105,187</b>
<b>Fire Fund</b>	<b>General Operations</b>	<b>2.8000</b>	<b>\$ 693,524</b>
<b>Fire Fund</b>	<b>Fire Apparatus</b>	<b>.5970</b>	<b>\$ 157,781</b>

**SECTION 6: MILLAGE LEVY.**

The Charter Township of Marquette Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an amount equal to x.xxxx mills.

**SECTION 7: ESTIMATED EXPENDITURES.**

Estimated Township general fund expenditures for fiscal year 2020 for the various cost centers are as follows:

<b>GENERAL FUND</b>		
Revenues		<b>\$2,469,734</b>
Expenditures by Activity:		
<b>Township Board</b>	\$80,935	
<b>Supervisor</b>	\$17,602	

<b>Township Manager</b>	\$146,555	
<b>Assessor</b>	\$198,367	
<b>Professional Services</b>	\$107,500	
<b>Clerk</b>	\$97,141	
<b>Elections</b>	\$18,000	
<b>Board of Review</b>	\$1,405	
<b>Treasurer</b>	\$41,116	
<b>Building &amp; Grounds</b>	\$151,638	
<b>General Service Administration</b>	\$121,683	
<b>Law Enforcement</b>	\$195,813	
<b>Planning</b>	\$204,295	
<b>Zoning Board of Appeals</b>	\$1,355	
<b>Street Signs</b>	\$1,200	
<b>Street Lighting</b>	\$39,250	
<b>Recreation Facilities</b>	\$53,425	
<b>Insurance</b>	\$7,500	
<b>Capital</b>	\$18,500	
<b>Debt Service</b>	\$277,744	
<b>Transfer Out</b>	\$505,824	
<b>Appropriations</b>	\$48,500	
Total Expenditures		<b>\$2,335,348</b>
Estimated Net Difference	<b>\$134,386</b>	
Estimated 2019 Carryover	<b>\$573,249</b>	
Projected 2020 Fund Balance	<b>\$707,635</b>	

Estimated Township SPECIAL REVENUE FUNDS revenues and expenditures for fiscal year 2020 are as follows:

**FIRE FUND**

Revenues		\$1,047,039
Expenditures		
Building & Grounds	\$ 25,200	
Administration – Fire	\$199,071	
Fire Marshall	\$248,308	
Fire Fighting	\$127,776	
Vehicles	\$ 58,700	
Capital	\$133,259	
Transfer Out	\$ 84,000	

Total Expenditures	\$876,314
Revenues Over Expenditures	\$ 170,725
Estimated 2019 Fund Balance	\$ 262,424
Projected 2020 Fund Balance	\$ 433,149

**LIQUOR LAW ENFORCEMENT FUND**

Revenues	\$ 7,620
Expenditures	\$ 7,620
Revenues Over Expenditures	\$ 0
Estimated 2019 Fund Balance	\$ 5,815
Projected 2020 Fund Balance	\$ 5,815

**TOWNSHIP IMPROVEMENTS FUND**

Revenues	\$505,824
Expenditures	\$505,824
Revenues Over Expenditures	\$ 0
Estimated 2019 Fund Balance	\$571,478
Projected 2020 Fund Balance	\$571,478

**LIBRARY FUND**

Revenues	\$222,576
Expenditures	\$222,576
Revenues Over Expenditures	\$ 0
Estimated 2019 Fund Balance	\$ 1,218
Projected 2020 Fund Balance	\$ 1,218

Estimated Township ENTERPRISE FUNDS revenues and expenditures for fiscal year 2020 are as follows:

**WASTEWATER FUND**

Revenues	\$1,256,777
Expenditures	\$1,256,777
Revenues Over Expenditures	0
Estimated 2019 Retained Earnings	\$7,427,330
Projected 2020 Retained Earnings	\$7,427,330

**WATER FUND**

Revenues	\$1,504,421
Expenditures	\$1,504,421
Revenues Over Expenditures	\$ 0
Estimated 2019 Retained Earnings	\$6,285,725
Projected 2020 Retained Earnings	\$6,285,725

**SOLID WASTE FUND**

Revenues	\$435,306
Expenditures	\$435,306
Revenues Over Expenditures	\$ 0
Estimated 2019 Retained Earnings	\$420,648
Projected 2020 Retained Earnings	\$420,648

**STORMWATER FUND**

Revenues	\$ 2,200
Expenditures	\$ 2,200
Revenues Over Expenditures	\$ 0
Estimated 2019 Retained Earnings	\$ 48,797
Estimated 2020 Retained Earnings	\$ 48,797

**METRO AUTHORITY FUND**

Revenues	\$ 5,622
Expenditures	\$ 5,428
Revenues Over Expenditures	\$ 194
Estimated 2019 Retained Earnings	\$ 55,111
Projected 2020 Retained Earnings	\$ 55,305

**SECTION 8: ADOPTION OF BUDGET BY REFERENCE.**

The general fund budget of the Charter Township of Marquette is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of the Act.

**SECTION 9: ADOPTION OF BUDGET BY COST CENTER.**

The Board of Trustees of the Charter Township of Marquette adopts the 2020 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior Township Board approval by budget amendment.

**SECTION 10: APPROPRIATION NOT A MANDATE TO SPEND.**

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any Township order for expenditures that exceed appropriations.

**SECTION 11: TRANSFER AUTHORITY.**

The Chief Administrative Officer shall have the authority to make transfers among the various cost centers without prior Township Board approval, if the amount to be transferred does not exceed ten percent (10%) of the budget center appropriation from which the transfer is to be made. The Township Board shall be notified at its next meeting of any such transfers made and reserves the right to modify, amend, or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior Township Board approval.

**SECTION 12: PERIODIC FISCAL REPORTS.**



The Fiscal Officer shall transmit to the Township Board at the end of each month, a report of financial operations including, but not limited to:

- a) A summary statement of the actual financial condition of the general fund at the end of the previous month;
- b) A summary statement showing the receipts and expenditures and encumbrances for the previous month and for the current fiscal year to the end of the previous month;
- c) A detailed list of:
  - 1. Expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
  - 2. For each cost center: the amount appropriated; the amount charged to each appropriation in the previous month and for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

**SECTION 13: LIMIT ON OBLIGATIONS AND PAYMENTS.**

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

**SECTION 14: BUDGET MONITORING.**

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

**SECTION 15: VIOLATIONS OF THIS ACT.**

Any obligation incurred or payment authorized in violation of this Resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and the Charter Township of Marquette Personnel Manual or Union Agreement, as applicable.

**SECTION 16: BOARD ADOPTION.**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the foregoing Resolution.

Upon roll call vote, the following voted aye:

The following voted nay:

The Township Supervisor declared the motion carried and the Resolution duly adopted on the 3rd day of December 2019.

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Randy Ritari, Township Clerk

**MOTION: To approve the FY 2020 TOWNSHIP GENERAL APPROPRIATIONS ACT as presented.**

**Motion – Trustee Markes**

**Second – Trustee Everson**

**Roll Call Vote:**

**Supervisor Durant-Aye**

**Clerk Ritari-Aye**

**Treasurer Johnson-Aye**

**Trustee Markes-Aye**

**Trustee Wiegand- Aye**

**Trustee Everson- Aye**

**Trustee LaRue-Aye**

**Carried (7-0)**

**MOTION: To approve the FY 2020 Fee Schedule as presented.**

**Motion – Clerk Ritari**

**Second – Trustee LaRue**

**Roll Call Vote:**

**Supervisor Durant-Aye**

**Clerk Ritari-Aye**

**Treasurer Johnson-Aye**

**Trustee Markes-Aye**

**Trustee Wiegand- Aye**

**Trustee Everson- Aye**

**Trustee LaRue-Aye**

**Carried (7-0)**

**PUBLIC COMMENT:**

William Truscott, 1203 Woodridge Ave., commented about he was not happy about the 4<sup>th</sup> Candidate was given a chance to interview for the Township Manager Position after that person withdrew, and he said it was not legal.

Attorney Zappa, commented that indeed it was legal for the Board to give the 4<sup>th</sup> Candidate an interview and there is nothing wrong with what the Board did.

MEETING WRAP-UP:

Announcements

Supervisor Durant, gave a legislative update for the Board.

Manager's Report

Manager Girard, presented a written report to the board which covered 2020 Budget Process, Catch the Vision – Christmas Tree Lighting, Seasonal Holiday Office Hours, Fall/Winter Recreational Activities, US41/M-28 Corridor Committee, and Zoning Board of Appeals Information.

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 (Contributions from Board, deferred items, items planned for future meetings scheduled for December) – 2020 Meeting Schedule, Public Works Reorganization, and 2020 Sheriff's Contract.

Board Member Comment

Trustee LaRue, reminded the Board about the Marquette County Township Association Meeting Dinner that will be held tomorrow evening at the Ishpeming Township Hall.

ADJOURNMENT:

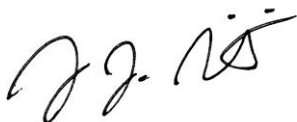
**MOTION: To adjourn the meeting.**  
**Motion – Trustee LaRue**  
**Second – Trustee Everson**

Ayes - 7

Nays - 0

**Carried**

Supervisor Durant declared the meeting adjourned at 8:43 p.m.



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Randy J. Ritari, Township Clerk

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Lyn J. Durant, Township Supervisor