

Powell Township Board
Board Budget Meeting
PO Box 319, 101 Bensinger, Big Bay 49808
Friday February 5th, 2021 3PM
Draft Minutes
Approved 2/16/2021

- 1) Call to order at 3:00 PM, by Supervisor, at township hall via FreeConferenceCall for Powell Township Public
- 2) Roll Call: Karen December (Trustee); Denise Hudson (Trustee); Kelli Santilli (Treasurer); Darlene Turner (Supervisor); Samantha Morin (Clerk)
- 3) Agenda: Department by Department Breakdown
- 4) Revenue Discussion
 - a) Supervisor Turner asked the Treasurer Santilli if everything was looking good for an estimate for the revenues
 - b) No changes to revenues at this time
 - c) Supervisor Turner has started with a use of Fund Balance of \$40,000 to cover expenditures; Still \$4,400 over with expenditures
- 5) Trustee Department Discussion
 - a) Trustee December received clarification that the "Dues" budget is for all departments but it was the best place stated by the Auditor years ago
 - b) Discussion on training being virtual but increased due to new trustee; however it was moved from travel because of the virtual;
 - c) No change in total expenditures from previous budget year
- 6) Supervisor Department Discussion
 - a) Decrease in total expenditures by \$500 from last budget year
 - b) MTA training has become online and the Grand Rapids Training isn't a possibility
- 7) Clerk Department Discussion
 - a) Decrease in total expenditures by \$1000 from last budget year by cutting training and travel budget due to virtual training and less travel expense used in last budget year
 - b) Clerk Morin suggests that the Postage line, which is for all departments in General Fund be decreased by \$300; Most postage has been cut down by paperless options; accepted by board
- 8) Board of Review Department Discussion
 - a) Motion to create per diem for July & December to be \$25 per meeting and increase hourly wage for remaining meetings to \$15 per hour (Turner/Morin). All yes, motion carried.
 - b) Increase in total expenditures by \$135 from last budget year
- 9) Treasurer Department Discussion
 - a) Treasurer Santilli will be running to town twice a week during tax season and once a week during off season with personal vehicle; different than previous treasurer who would get rides with township custodian; travel budget will be increased in this budget year; with the federal mileage being /56 per mile
 - b) Equipment budget is for the credit card machine **and \$25 monthly fee** through Gov Pro or the same company that the county uses to collect credit cards; Trustee December asked about it being passed by the board first; the credit card machine will be on the Agenda of the regular meeting
 - c) Increase to the total expenditures by \$1350 from last budget year
- 10) Assessor Department Discussion

- a) Tax roll bill was just received and doesn't show on the 2020-2021 budget year to compare
 - b) Wages line for assessor's help is decreased by \$1400
 - c) After Discussion Equipment has been marked as \$0, no equipment is expected to be purchased for the Assessor Department
 - d) Decrease to the total expenditures by \$2000
- 11) Elections Department Discussion
- a) Motion to increase election workers hourly pay to \$12 and election chair to \$12.50 (Santilli/December). All yes, motion carried.
 - b) Only one election is expected for 2021-2022 budget year by Clerk Morin
 - c) Decrease to the total expenditures by \$1000
- 12) Building & Grounds Department Discussion
- a) Townhall Discussion
 - i) Dormers for the townhall; no quotes as of yet
 - ii) Two new doors; rusting happening; no quotes as of yet
 - iii) Generator for townhall for 2020-2021 year
 - b) Decrease by \$200 in Office Supplies agreed on by board
 - c) Custodian Discussion
 - i) Motion to increase custodian hourly rate to \$16.50 *Discussion as follows* (December/Santilli). All yes, motion carried.
 - (1) Cost of living has increased by 1.3%
 - (2) Custodian, as the only employee to qualify for health insurance, contributes 3% for health insurance, which is \$15.40 biweekly
 - (3) Clerk Morin points out that even if the increase is done then there is still a chance with the 2021 or 2022 tax table taking more with holding out of each check to be less than what the Custodian makes now; will provide tax table for next meeting
- 13) Cemetery Department Discussion
- a) Tree removal is expensive but needs to be done; increase in Repairs by \$5000; multiple quotes and people inquired on tree removal and while some are willing others are not because of the location of the trees and the headstones
 - b) Motion to approve Cemetery Sextant to \$16.50 hourly (Hudson/Santilli). All yes, motion carried
 - c) Increase to the total expenditures by \$3000 from previous budget year
- 14) Emergency Management Department Discussion
- a) Supervisor Turner brings to the boards attention that it was recommended by the County Emergency Management to have a total Expenditures of \$5000
 - b) Increase to total expenditures by \$300 from previous budget year
- 15) Fire Department Discussion
- a) Wages has been decreased by \$8000 on the suggestion of the fire department
 - i) Clerk Morin states it should definitely not be decreased anymore than that
 - b) Grant application for over \$180,000 for gear with a matching of a little over \$16,000 was turned in January; Not reflected on budget till it is more certain that the township will receive the amounts; township would be making sure to match the amounts
 - c) Decrease to the total expenditures by \$250 from previous budget year
- 16) Road Improvement Department Discussion
- a) Brine from Marquette County Road Commission isn't on the 2020-2021 being paid; Clerk Morin stated that she will look into it
 - b) No changes from previous budget year

- 17) Street Lighting Department Discussion
 - a) No changes from previous budget year
- 18) Ambulance Department Discussion
 - a) Motion to approve \$1800 yearly for the ems billing coordinator *Discussion as Follows* (Morin/Santilli). All yes, motion carried.
 - i) Duties include coordinating with insurances and rampart for billing to residents; takes enough time and energy that the duties were divided from the Ambulance Coordinator position
 - ii) Should be paid for anyone coming to the position
 - b) New side by side is requested
 - i) \$20,000 from Donated Funds and remainder will be from the General Fund
 - c) Increase in total expenditures by \$400 from previous budget year
- 19) Planning and Zoning
 - a) No changes from previous budget year
- 20) Parks & Recreation Department Discussion
 - a) Supervisor Turner feels the Parks Attendant position isn't fulfilling her wishes the position would be accomplishing and is more described as Custodian Aide; does not feel that has anything to do with the current Parks Attendant employee; does not see any need to remove position; wishes to add a Part-time Trail Keeper but still needs to iron out a Job Description before posting to the public
 - i) Decreased the wages for Parks and Recreation
 - b) Nature Trails Grants Discussion
 - i) Clerk Morin inquired if the Trail Services were included with the Grant Expenditures and was questioning raising both Trail Services and Grant Expenditures
 - ii) Supervisor Turner clarified that the Grants Applied for Nature Trails were denied but it is the wish that they will get other grants for the trails
 - (1) Clerk Morin didn't feel if the Grants weren't positive that they would be approved then the revenue and expenditures shouldn't reflect those amounts much like how it was with Fire Department
 - (2) Trustee December stated her opinion that we should maintain what we have but not expand
 - (3) \$60,000 for Grant Expenditures will be removed from Regular Budget and Revenues but to be adjusted further in the year if such grants are approved/gained
 - c) Burns Landing Grant Project has been approved and the second part of Grant will be in 2021-2022 that will include a second pavilion and more on the beach turn around
 - d) Fireworks
 - i) Coast Guard is being contacted to renew Harbor License for Fireworks
 - ii) Motion to approve \$5000 out of general to donated funds for Fireworks
 - e) Decrease in total expenditures by \$52,300 from previous budget year
- 21) Other Functions
 - a) No changes from previous budget year
 - b) Clerk states that the Payroll tax budget could be cut if still looking for monies without increase the fund balance usage
- 22) Sanitation Department Discussion
 - a) New policy to charge for large items has received a 3 month span revenue of \$850; Tipping fees have also decreased
 - b) Further discussion on hold till next budget meeting

Public Comment

- P. TenEyck- explains the dormers use for the township and how it is a hazard for the public with ice buildup

Next Budget Meeting February 19th, 2021 3:00pm

Meeting adjourned at 5:40 pm by Supervisor

Minutes prepared by
Samantha Morin
Powell Township Clerk