

**Powell Township Board Meeting**  
**P.O. Box 319, 101 Bensinger St., Big Bay MI 49808**  
**March 18, 2025**  
**Minutes**

1. Call to Order at 7:01 P.M. by the Supervisor.
2. Pledge of Allegiance.
3. Roll Call of Officers – Levi Ellis (Supervisor) present; Daryl Wilcox (Treasurer) present; Sharon Mattis (Clerk) present; Stephen Girard (Trustee) present; Denise Hudson (Trustee) present.
4. Approval of Agenda – **Motion** to approve Agenda with the following additions (D. Wilcox, S. Girard). All in favor, motion carried.
5. Approval of Minutes –
  - a. **Motion** to approve February 18, 2025, Board Meeting Minutes (L. Ellis, S. Mattis). All in favor, motion carried.
  - b. **Motion** to approve March 13, 2025, Special Board Meeting Minutes (L. Ellis, D. Wilcox). All in favor, motion carried.
6. Revenue & Expenditure Report – **Motion** to approve February 28, 2025, Revenue & Expenditure Report (S. Mattis, L. Ellis). All in favor, motion carried.
7. Budget Amendments Report – **Motion** to approve February 2025 Budget Amendments Report (D. Wilcox, D. Hudson). All in favor, motion carried.
8. Treasurer's Report - **Motion** to approve Treasurer's Report (S. Mattis, L. Ellis). All in favor, motion carried.
9. Approval of Bills – **Motion** to approve Bills to be Paid (D. Wilcox, L. Ellis). All in favor, motion carried.
10. Committee & Department Reports:
  - a. Ambulance Department: J. Boudreaux/Ambulance Coordinator:
    - i. Since the last meeting there were 10 calls for service.
    - ii. The Ambulance Department held joint training with the Fire Department and had Frontline Strong present on mental health and critical incidents for first responders.
    - iii. Multiple applications were submitted to help fund a new cardiac monitor/defibrillator and the Ambulance Department is standing by for responses.

- iv. The side by side was used during a call and it worked very well.
- b. Emergency Management: K. Bourgeois/EMS:
  - i. Emergency Plan is updated, and I am working with Central Dispatch and the Assistant Fire Chief to update fire numbers list in the township.
  - ii. The last posted scheduled day for the food bank to be open is tomorrow (March 19, weather permitting).
  - iii. I had posted on the Food Bank notices that we would reevaluate keeping it open after March. If the board doesn't object, I suggest we keep it open through April, and reevaluate keeping it open at the next meeting. I will need to adjust dates to April 9 and 23 however, and will let Deputy Clerk know for postings, etc.
- c. Fire Department: M. Anderson/Fire Chief:
  - i. The Fire Department held joint training with the Ambulance Department and had Frontline Strong present on mental health and critical incidents for first responders.
  - ii. There were 2 calls since the last meeting; 1 was an assist on the ice rescue and 1 was another incident in town. There was good Department turnout for both.
- d. Parks and Recreation Department: C. Sorby/Committee Member:
  - i. Spark Grant and Draver Park - Hall Contracting was chosen as the prime bid, the Committee is awaiting a start date, and they hope to have the project completed by mid-September.
  - ii. Safe Routes to School Grant – The grant is on hold while the Committee waits on Powell Township Schools to decide if/how to proceed.
  - iii. The Committee advertised and is still seeking volunteer(s) for the Big Bay Relay on May 17, 2025. If interested, contact Heidi Shatz or Marcia Gonstead.
    - Big Bay Relay – It is May 17, and volunteer(s) are needed
    - Easter Egg Hunt – It is April 12, promptly at 11:00 A.M., and Darlene Turner is in charge
    - Fire on the Bay – Levi Ellis is the fundraising chair
    - Holiday Tree Lighting – Laurie Shaw is in charge
  - iv. Powell Township 5-Year Recreation Plan update:
    - The survey and initial analysis is complete
    - We are asking CUPPAD to complete the plan (more on this during agenda items and discussion tonight).
  - v. Noquemanon Trail Network is still looking at our Memorandum of Understanding with their lawyers.

- vi. The Board voted to replace Laurie Shaw with Kelly Cain on the Committee.
- e. Planning Commission: D. Hudson/Trustee:
  - i. No report this month.
  - ii. The next Planning Commission Meeting is tomorrow, March 19, 2025, at 7:00 P.M., barring weather.
- f. Sewer Department: C. Sorby for S. DeMoulin: No problems.
- g. Water Department: C. Sorby/Water Operator:
  - i. The hydraulic analysis and map updating (such as valve location identification) will occur in spring 2025 with help from Matt Treado from Treado Engineering. This will include looking for water leaks in the system.
  - ii. Three reports to include the cross-connection control report and the annual pumpage report are completed and will be submitted to EGLE by March 31, 2025.
  - iii. We intend to replace the hydrant by the cemetery and the extension kit for the hydrant by the Big Bay Pathway Trailhead (due to bolts issues).
- 11. Correspondence:
  - a. From Dam Inspector: Dam Inspection and Q&A on 20 May 2025
  - b. From Big Bay Stewardship Council: Dash for Trash May 3 details – “Large Item” Coupons, dumpsters available, and volunteers needed (to assist at Transfer Station). The large item coupons will be available at Town Hall and volunteers will be passing them out at the Transfer Station (during open hours) in the weeks preceding the event.
  - c. From Parks and Recreation Committee: A new Big Bay Events Newsletter is emailed, posted online, and posted to bulletin boards.
  - d. From Bay Cliff: The Bay Cliff Health Camp annual Holiday Open House will be Friday, December 5, 4 P.M. – 7 P.M., and is free and for this community.
  - e. 906 Recycling sent a Household Hazardous Waste Dropoff schedule (with 6 dates) for the warm season and they are posted to the town website and bulletin boards.
- 12. Presentations: Michael Springer gave a 5-Year Recreation Plan Survey update presentation.

Public Comment:

- K. Wermager: The Big Bay Stewardship Council (BBSC), along with local artist

Lindsey Naylor, designed a mural that will hang on the north side of the town's old jailhouse. Weather permitting, mural installation is this Saturday morning. A photo opportunity and a grand reveal will occur at 2 P.M.

Unfinished Business:

1. **Motion** to Approve the agreement and \$600.00 payment amount for Upper Peninsula Substance Enforcement Team (U.P.S.E.T.) services (L. Ellis, S. Mattis). All in favor, motion carried.

New Business:

2. **Motion** to approve the Fiscal Year 2025-2026 Powell Township Budget (L. Ellis, D. Wilcox). All in favor, motion carried.
3. **Motion** to approve the Fiscal Year 2025-2026 Powell Township General Appropriations Act (Budget) (D. Hudson, D. Wilcox). Roll call vote: L. Ellis – Aye, D. Wilcox – Aye, S. Mattis – Aye, D. Hudson – Aye, S. Girard – Aye, motion carried.
4. **Motion** to approve the Fiscal Year 2025-2026 Powell Township Resolution for Sale and Purchase of Real Estate (L. Ellis, D. Wilcox). Roll call vote: L. Ellis – Aye, D. Wilcox – Aye, S. Mattis – Aye, D. Hudson – Aye, S. Girard – Aye, motion carried.
5. **Motion** to approve the Fiscal Year 2025-2026 Powell Township Resolution for Summer and Winter Tax Collection (S. Mattis, D. Hudson). Roll call vote: L. Ellis – Aye, D. Wilcox – Aye, S. Mattis – Aye, D. Hudson – Aye, S. Girard – Aye, motion carried.
6. **Motion** to approve the Fiscal Year 2025-2026 Powell Township Resolution for Powell Township Treasurer to Invest Funds (S. Mattis, D. Wilcox). Roll call vote: L. Ellis – Aye, D. Wilcox – Aye, S. Mattis – Aye, D. Hudson – Aye, S. Girard – Aye, motion carried.
7. **Motion** to approve the Fiscal Year 2025-2026 Powell Township Resolution to Establish Salary (D. Wilcox, L. Ellis). Roll call vote: L. Ellis – Aye, D. Wilcox – Aye, S. Mattis – Aye, D. Hudson – Aye, S. Girard – Aye, motion carried.
8. **Motion** to approve Fiscal Year 2025-2026 wage increases for the following Powell Township positions (L. Ellis, S. Mattis). All in favor, motion carried.
  - a. Election Workers (\$1.00 increase per hour)
  - b. Parks and Trails Manager (\$4.00 increase per hour)
  - c. Sanitation Attendant (\$1.50 increase per hour)
  - d. General Labor (\$3.00 increase per hour)

- e. Utility Billing Clerk (\$1.00 increase per hour)
  - f. Deputy Treasurer (\$0.50 increase per hour)
  - g. Deputy Clerk (\$0.50 increase per hour)
9. **Motion** to approve a Buildings and Grounds Custodian contract amendment, allocating health insurance reimbursement funds to dental reimbursement, up to \$6,000.00 per year, effective immediately (D. Wilcox, L. Ellis). All in favor, motion carried.
10. **Motion** to table appropriating remaining unused Fiscal Year 24-25 road funds to the principal balance of the current road fund loan (L. Ellis, D. Wilcox). All in favor, motion carried.
11. **Motion** to approve a municipal insurance premium payment increase from \$2,160.34 to \$2,346.83 per month (S. Mattis, D. Hudson). All in favor, motion carried.
12. **Motion** to approve a \$5,713.00 annual insurance policy premium payment to "Accident Fund Group" (D. Wilcox, D. Hudson). All in favor, motion carried.
13. **Motion** to approve a \$1,040.00 payment to "Anderson, Tackman, and Company" for March accounting services (D. Wilcox, S. Mattis). All in favor, motion carried.
14. **Motion** to approve the March 4, 2025, Marquette County Dust Control Activities Letter of Understanding for signature. Estimated cost is \$3,272.29 (D. Wilcox, L. Ellis). All in favor, motion carried.
15. **Motion** to approve a \$14,000.00 "Spielbauer Fireworks" Contract for signature for Fire on the Bay 2025 events (L. Ellis, D. Wilcox). All in favor, motion carried.
16. Ambulance Department: **Motion** to approve a \$15,826.61 payment from equipment funds for a LUCAS automated chest compression system (D. Wilcox, S. Mattis). All in favor, motion carried.
17. Ambulance Department: **Motion** to approve a \$292.40 payment to "Upper Peninsula Health System – Marquette" for March intercept fees (D. Hudson, D. Wilcox). All in favor, motion carried.
18. Fire Department: **Motion** to approve a \$424.00 payment from professional services funds to "Fire Station Software LLC" for annual software updates and database hosting (S. Mattis, L. Ellis). All in favor, motion carried.

19. Fire Department: **Motion** to approve a \$700.00 purchase to replace the Station 1 gas stove (D. Wilcox, L. Ellis). All in favor, motion carried.
20. Fire Department: **Motion** to approve a \$900.00 purchase for Station 1 drywall supplies to comply with OSHA workplace fall protection standards (L. Ellis, D. Wilcox). All in favor, motion carried.
21. Fire Department: **Motion** to approve a \$375.00 purchase for annual staff CPR/AED training (S. Mattis, D. Wilcox). All in favor, motion carried.
22. Buildings and Grounds: **Motion** to approve a \$15,000.00 payment to Fox Ford Marquette from repairs and maintenance funds to replace the Powell Township Maintenance Truck motor (L. Ellis, S. Mattis). All in favor, motion carried.
23. Buildings and Grounds: **Motion** to approve a \$299.99 purchase for an upright vacuum for Town Hall (S. Mattis, D. Wilcox). All in favor, motion carried.
24. Buildings and Grounds: **Motion** to approve a \$1,000.00 payment from professional services funds to "Integris" for an Information Technology (IT) survey (D. Wilcox, S. Mattis). All in favor, motion carried.
25. Buildings and Grounds: **Motion** to approve a \$533.64 purchase of a hydraulic seal kit for the backhoe (L. Ellis, D. Wilcox). All in favor, motion carried.
26. Parks and Recreation Committee: **Motion** to approve a \$300.00 payment from donated funds for annual Township Easter events (L. Ellis, D. Hudson). All in favor, motion carried.
27. Parks and Recreation Committee: **Motion** to approve a \$200.00 payment from professional services to "Typeform" for remaining survey service charges through March 31, 2025 (D. Wilcox, S. Mattis). All in favor, motion carried.
28. Parks and Recreation Committee: **Motion** to approve a \$289.00 payment from equipment funds for bubble machine bubbles for annual children's events (D. Wilcox, D. Hudson). All in favor, motion carried.
29. Parks and Recreation Committee: **Motion** to approve a \$1,166.46 payment from repairs and maintenance funds for skid steer repair (D. Wilcox, D. Hudson). All in favor, motion carried.
30. Parks and Recreation Committee: **Motion** to approve a \$2,000.00 payment from Thomas Rock and Burns Landing operating funds for picnic tables (D.

Wilcox, L. Ellis). All in favor, motion carried.

31. Parks and Recreation Committee: **Motion** to approve a \$5,000.00 payment from PTRN trails funds and trail services funds for gravel (D. Wilcox, L. Ellis). All in favor, motion carried.

32. Parks and Recreation Committee: **Motion** to approve a \$3,575.00 Central Upper Peninsula Planning and Development (CUPPAD) Contract for signature to assist with 5-Year Recreation Plan completion (D. Hudson, D. Wilcox). All in favor, motion carried.

33. Cemetery Department: **Motion** to approve a \$795.00 payment from Veterans Memorial expense funds to "Flagsource Southeast, Inc." for outdoor flags (S. Girard, L. Ellis). All in favor, motion carried.

34. Cemetery Department: **Motion** to approve a \$3,721.40 payment from water/sewer repairs and maintenance funds to replace the fire hydrant adjoining the cemetery (S. Mattis, D. Wilcox). All in favor, motion carried.

35. Emergency Management: **Motion** to approve opening Food Bank on April 9 and April 23, 2025 (S. Mattis, D. Hudson). All in favor, motion carried.

36. **Motion** to approve addition of Kelly Cain to the Parks and Recreation Committee (L. Ellis, D. Wilcox). All in favor, motion carried.

Public Comment: None.

Board Comment:

- S. Mattis: Thank you to Kelly Cain for joining the Parks and Recreation Committee.

- L. Ellis: Thank you to all participants during this year's Budget Workshops and meetings.

Next Meeting: Regular Board Meeting April 15, 2025, 7:00 P.M.

Adjourn 8:20 P.M.

Minutes prepared by: M. Mramor, Deputy Clerk