

**Sanborn Township**

12025 US Hwy 23 South  
Ossineke, MI 49766  
(989) 471-1050

**Regular Township Board of Trustees Meeting  
February 14, 2022**

Supervisor Gauthier called the meeting to order at 7:02pm. After the Pledge of Allegiance was recited, roll call found the following present, Supervisor: Ken Gauthier, Clerk: Angela Carstens, Treasurer: Mary Eaton, Trustee: Wayne Liske, and Trustee: Gary Stephan. Also in attendance, STFD Chief: Dale Hart Jr., Deputy Clerk: Jennie Robinette, Blight Enforcement Officer: John Moran, and Planning Commission Chair: Rich Prittie.

APPROVAL OF AGENDA:

Gauthier added under NEW BUSINESS: D) Planning Commission workshop and E) Auditor. Liske motioned to approve agenda with the additions mentioned above. Eaton supported. Motion carried.

MEETING MINUTES OF JANUARY 10, 2022:

Eaton motioned to approve minutes as presented. Liske supported. Motion carried.

FINALCIAL REPORT:

The financial report as of February 14, 2022, presented by: Treasurer, Mary Eaton is as follows:

AAACU General Account	\$340,252.69
AAACU Money Market Account	\$205,824.58
Total General Fund	<u>\$546,077.27</u>
AAACU Tax Account	<u>\$292,544.22</u>
Designated for Water Fund	\$ 6,697.16
Designated for future Fire Dept Equipment	\$275,944.47
Designated for Liquor Enforcement	\$ 1,028.64
Admin Fee Collected	\$ 17,415.23
Designated for Parks & Recreation	\$ 0.00
ARPA Funds	\$106,403.54
Summer Taxes 2021 – Levied	\$694,600.49
Summer Taxes 2021 – Paid	<u>\$660,335.43</u>
Summer Taxes 2021 – Due	\$ 34,265.06
Winter Taxes 2021 – Levied	\$ 1,295,120.79
Winter Taxes 2021 – Paid	<u>\$ 1,099,503.66</u>
Winter Taxes 2021 – Due	\$195,617.13

CITIZENS APPEARING BEFORE BOARD:

No comments from citizens.

CONSENT AGENDA:

Liske motioned to receive and file A-F which includes, Foster Swift, Congressman Jack Bergman, US Senator Gary Peters, Fahey Schultz-Municipal Law, MTA Talking Points, and Alpena County Sheriff. Eaton supported. Motion carried.

ROADS:

Alpena County Road Commission 2022 Township matching appropriation funds for the purpose of reconstruction, heavy maintenance projects, or for preventative maintenance on paved roads has allocated \$42,048.00 for Sanborn Township. This amount is based on mileage and population allocation factors.

REPORTS:

PLANNING COMMISSION & ZBA: Chairman, Rich Prittie reported that the board is in the process of updating the master plan and zoning ordinances. Next meeting is being held on Monday, 02/21/2022 for public comments regarding adult use sales of marijuana. Secretary, Jenny Domrase whose term had previously expired, has been acting secretary since, Eaton motioned to reinstate Jenny Domrase as Planning Commission Secretary. Carstens supported. After discussion between the board and Chairman Prittie, the Motion passed with support of Supervisor Gauthier's support.

FIRE DEPARTMENT: Chief Hart presented report for January 2022. Medical calls-29, Smoke smell-1, and Mutual aid for Hubbard Lake 1-building fire. Chief Hart applied and received a grant of \$300.00 for on-scene lighting from Firefighters Charitable Foundation. Asking for the board to approve the purchase of a Milwaukee cordless power tower light at a cost of \$317.00 from Home Depot. Stephan motioned to approve the purchase of the portable light. Eaton supported. Motion passed. Chief Hart presented specifications and pricing for a new fire truck from CSI, Mark Brown. Due to delays the chassis would be expected to arrive in April 2023 and anticipated final delivery approximately 1-year later. Included in the proposal, replacing all valves on Engine #2 and the proposal also has a \$9k contingency built in. The total cost of the proposal is \$395,387.00. Eaton motioned to purchase the chassis. Liske supported. Motion passed. Due to the aging of Engine #1 and the 2 years wait for the new Fire Truck, Chief Hart received a quote from Abend Brothers Collision for repairs to be made due to rust, with an estimated cost of \$1,700.00. Liske motioned to allow the repairs to be made to Engine #1. Eaton supported. Motion passed.

ZONING ENFORCEMENT: Officer Moran stated that he is still in the investigation phase and looking into if any open issues are still ongoing. Moran and Clerk Carstens are to look for past reports that were previously provided by Estlack, who resigned. Moran stated he is interested in starting to attend the Planning Commission meetings.

UNFINISHED BUSINESS:

-EGLE-End of Quarter 2021: Julie Lowe has put the quarterly report together for the Township, since there was no activity as the project is on hold. Supervisor Gauthier is to grant her permission to sign and file the quarterly report on behalf of the Township.

-ARPA-Reallocation: Sanborn Township received an additional \$426.54 on February 5, 2022. This additional payment was due to

redistribution of funds intended for NEU's (Non-Entitlement Units) that had either declined funding or were nonresponsive.

-Register for Treasury Portal: ARPA Funds- Treasurer Eaton will be signing up for Treasury Portal for reporting and compliance.

-Marijuana Facilities Ordinance: Public hearing to be held Monday, February 21, 2022. Ordinance will then be brought before the Board of Trustees at their March meeting for a vote.

-Postage Stamps-Assessment Change Notices: Liske is requesting purchase of 16 rolls of stamps for the purpose of mailing out assessment change notices. Carstens motioned to purchase the postage stamps at a cost of \$928.00 for 16 rolls of stamps for mailing out these change notices. Eaton supported. Motion carried.

#### NEW BUSINESS:

-MTA Meeting: MTA (Michigan Township Association) Alpena Chapter will be holding the annual meeting of the association on Wednesday, February 23, 2022, from 7pm-9pm. The meeting will be hosted by the Charter Township of Alpena.

-FY 2022-2023 Budget: Board members went through the process of calculating and projecting both revenue assets and cost of expenditures for the upcoming fiscal year. The annual public hearing to adopt the budget is to be held on Monday, March 14, 2022 @ 7:15pm, in compliance with Truth in Taxation. Public Announcement for this hearing will be published in the Alpena News on March 4, 2022.

-Website: Liske presented a proposal from Michael Suitor to build Sanborn Township a website that is required to fulfill State compliance and must be handicap accessible. Purchase of the domain and hosting would be handled by Carstens, with full reimbursement. Cost of building the website will be based on an hourly wage of \$45.00/hour and billed in 15-minute increments, estimated time for entire build of the website will be between 10-20/hours. Management of the website via Michael Suitor will cost \$50/month and will do any updates as needed. Supervisor Gauthier motioned to approve of the website build and management of the website via Michael Suitor, and have it listed on the budget as a separate line item. Eaton supported. Motion carried.

-Planning Commission Workshop: Eaton motioned to allow anyone from either Planning Commission or Board of Trustees to go to the workshop, being paid a per-diem and that registration, mileage, and meals be reimbursed. Carstens supported. Motion carried.

-Auditor: SOMECPA's sent a proposed letter of engagement for the audit of the 2021-2022 fiscal year at a cost of \$2,995.00 that is expected to begin approximately June 1, 2022 and to issue reports no later than September 30, 2022. Carstens motioned to support the

proposal. Eaton supported. Motion carried. Supervisor Gauthier signed the proposal.

BUDGET ADJUSTMENTS:

Nothing to adjust.

BILLS:

Motion by Liske to approve the pre-authorized with check numbers 25345 through 25376 and monthly bills with check numbers 25377 through 25404. Eaton supported. Motion carried.

-Additional 2 Bills from Clerk: DesignTeam Media Consultants \$145.00 for remote access for clerk through 12/31/2022 with diagnostics. Johnson CPA \$310.00 for assistance with year-end reports, W2's, and 1099's. After some discussion about the reasoning for the bills, Supervisor Gauthier motioned to pay the bills. Liske supported. Motion carried.

PUBLIC COMMENTS:

Jennie Robinette asked that the board show support to help in assisting the new clerk when issues arise.

Adjourn @ 10:34pm. Next meeting: March 14, 2022 @ 7:00pm, with the budget hearing to start at 7:15pm