



## **Grant Township Board**

Budget Review Meeting Minutes

December 2, 2022 11:00am

Grant Township Community Center

220 Gratiot Street, Copper Harbor, MI 49918

Phone: (906) 289-4292

**Meeting called to order at 11:05am**

**Pledge of Allegiance**

**Roll Call**

**Present** - Misty Filsinger, Ned Huwatschek, Greg Lis, Scott Ochodnicky, Art Davis

**Absent** - None

**Zoom** - None

**Guests Present:** Kirk Filsinger, Truman Jones, Karen Karl, Miranda Kilpela Davis, Tom Boost

Scott Ochodnicky discusses beginning a new routine of holding a Budget Review Meeting each year, following the Thanksgiving holiday. Grant Township's fiscal year ends March 31<sup>st</sup>.

**Agenda Approval**

1. **Motion to Approve December 2<sup>nd</sup>, 2022 Budget Review Meeting Agenda**  
– put forward by Scott O, seconded by Art D, all in favor, Motion carries 5-0-0

**Initial Budget Review Discussion** – All 4 budget vs. actual reports being reviewed include 8 months expenses (7 months payroll expenses) recorded year-to-date

1. Water Budget vs. Actual – Brief 20 minutes discussion
  - a. Scott O suggests setting a meeting to go over Quickbooks custom reports before the Annual Budget Meeting in March
  - b. Karen K highlights a few line items that could potentially go over and create a need for budget amendment
  - c. Fire hydrant rental costs to be reviewed
  - d. Township will take steps to better plan for capital expenditures and infrastructure improvements
2. Sewer Budget vs. Actual – Brief 25 minutes discussion

- a. Discussed the need to get a second person trained on water & sewer billing processes, for redundancies purposes
  - b. Discussed the need to get a monthly delinquent accounts report from water & sewer sent to a Township Board Member and Maintenance Supervisor
  - c. Need to locate existing Resolution for how to handle delinquent accounts
  - d. Written job description and processes schedule needs to be assembled for water & sewer billing
3. Fire Budget vs. Actual – Brief 5 minutes discussion
    - a. LLB fire truck remains delayed
  4. General Fund Budget vs. Actual – Brief 15 minutes discussion
    - a. The 2 largest purchases in the budget this year have not been made yet, which are engineering services and storage building for the new lot adjacent to the wastewater treatment plant

### **Summary**

- Water dept is roughly 12-15% under budget year-to-date
- Sewer dept is roughly on budget, or slightly over year-to-date
- Fire dept is roughly 35% under budget year-to-date
- General Fund is roughly 23% under budget year-to-date, with the 2 largest purchases having not been made yet

### **General Discussion Topics Regarding All 4 Budgets**

- Anything exceedingly over budget in current fiscal year? No
- Are there any large purchases budgeted for current fiscal year that will get pushed back into next fiscal year? Storage building
  - Next steps, begin engineering designs for storage building, etc.
  - Scott O suggests relocating compactors to the wastewater treatment plant property, opening new parking area where the compactors are located currently
- Are there any large purchases that we'll want to consider for 2023-24 fiscal year and beyond?
  - Scott O suggests wastewater lagoon expansion planning be the next large project, mentions a new apt building construction in town would put existing lagoon at/near capacity during winter months when we're not discharging, long winter and increase in winter tourism can also affect this
  - Misty F mentions need for more office space
- Budget vs. actual unaudited reports to be posted to website with Minutes
- Scott O to spend time analyzing water/sewer rates as well as costs, including comparison to other communities throughout the U.P. and the State

- Are there any expenses related to Copper Harbor's water/sewer facilities that we'll want to move from the general fund to the water/sewer budgets? No need
- Add water/sewer connection fees to the annual budget meetings like we do the water/sewer rates
- Lengthy discussion regarding salaries and wages within the Township, and how to structure the compensation for Board Members;
  - Discussed the need to keep up with inflation, and have livable wages
  - Need to ensure that if a Board Member is working a lot of hours, they can receive compensation for the extra time
  - Scott O and Misty F mention that Supervisor, Treasurer and Clerk positions are full time jobs if the job is to be done well as opposed to the bare minimum requirements
  - Misty F mentions that the Board Members can perform non-statutory work for the Township separate from their State required duties as Board Members, and receive hourly compensation for this extra work
  - Hold off on Special Meeting date to work on a variety of employment related topics

**Public Comment Period** – begins at 12:57pm - None

**Motion to Adjourn** - put forward by Scott O, all in favor, Motion carries 5-0-0

**Meeting adjourned at 12:58pm**

*Vote tallies recorded in Meeting Minutes as Aye/Yes - Nah/No - Abstain  
(Absent excluded from tally)*