

**Au Train Township Regular Board Meeting Minutes**  
**March 10, 2025 6:00 pm - 8:22 pm**

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**Roll Call:**

Board Members Present: Supervisor Tom Balmes, Clerk Mary Johnson, Treasurer Kristy Cota, Trustee Jake Miller and Trustee John Carr. Also Present: Zoning Administrator Donna Shields, Fire Department Asst. Chief Justen Knuttila, Ryan Walther, Scott and Peggy Smith and Rebecca Wilder.

Supervisor Balmes opened our March 10, 2025 meeting at 6:00 p.m. leading us with the pledge.

**Approval of the Agenda:**

Moved Johnson/seconded Carr to **approve the agenda**. Motion carried.

**Approval of Minutes:**

Moved Johnson/seconded Carr to **approve the minutes of the February 10, 2025 Regular Board Meeting**. Motion carried.

Moved Cota/seconded Johnson to **approve the minutes of the February 20, 2025 Special Board Budget Workshop Meeting**. Motion carried.

**Pay Bills:**

Moved Cota/seconded Johnson to **pay bills**. Cota, yes; Johnson, yes; Balmes, yes; Miller, yes; Carr, yes. Motion carried. (General Fund #17405-17426; Fire Fund #9321-9335; Garbage Fund #2147).

**Financial Reports/Budget Amendments:**

Clerk Johnson presented the February Reports, which were reviewed. Reports are provided to Board Members prior to the meeting. No Budget Amendments were recommended, however amendments will be presented at the April Meeting for Final 2024-2025 Budget and Fund Balance Adjustments for 2025-2026 Budget as of March 31, 2025.

**Board Member Reports:**

Treasurer Cota emailed her report - Balance as of February 28, 2025. General Fund \$332,690.94; Fire Fund \$361,573.27 + CD \$54,250.94; Garbage Fund \$326,578.59; Road Fund \$131,315.67.

Treasurer Cota noted that the Winter Tax Collection concluded on February 28, 2025. Late payments will be required to be paid through the County Treasurers office. Final reconciliation with the County will be in the upcoming week after all credit card transactions are settled. Treasurer Cota noted she received 63 emails, 6 texts and 17 phone calls during the period. Upcoming rentals dates 4/5/25 (Birthday Party) and 4/27/25 (Bridal Shower).

Clerk - Clerk Johnson indicated that since the February Meeting several emails and FOIA requests were responded to. Budget documents were prepared for the Budget Workshop Meeting and Proposed 2025-2026 Budgets for all funds were completed and posted to the website.

Budget Amendments will need to be reviewed at the April meeting to reflect actual Revenues for 2024-2025 as well as, Amendments to reflect actual Fund Balances for 2025-2026, and make any necessary adjustments to Expenditures.

Clerk Johnson noted that she attended a workshop for the SLFRF reporting and contacted Anderson, Tackman & Co. to hopefully assist in the final report. A new 175 page handbook to assist in the process was released to assist those required to file. There was no assistance in completing the report from attending the workshop and was left with more questions than answers, as did the other thousands of fiscal administrators who attended. A help ticket was once again submitted to the Department of Treasury and waiting for a reply.

Trustee's - Trustee John Carr noted he has been preparing for the upcoming Planning Commission review of the Master Plan Draft and upcoming Zoning Ordinance review. Trustee Jacob Miller noted winter business in the area is down about 20% for some businesses. He also heard that the White Pine Lodge gas station was closing down and that they were only focusing on lodging. That will remove the only gas station between Au Train and Munising.

Supervisor - Supervisor Balmes noted that he attended the Planning Commission February Meeting and responded to phone calls and emails. Noted that business could be down with the closed snowmobile trail because of the trestle bridge closure. Discussion about Highway 28 access for snowmobilers was made, with reference to new rules on the DNR website.

Supervisor Balmes was contacted by the Army Corp of Engineers who wanted to work with the Township regarding the river flooding issues at the mouth and the Forest Lake Dam. They hope to schedule a meeting with the Township to review options, including a possible relief culvert under State Highway M28, first introduced by the State EGLE Office. .

The Community Building water sample was submitted for the 1<sup>st</sup> Quarter of 2025, with testing through the City of Munising lab.

An update was requested regarding the Kimar and Moorman Blights. Supervisor Balmes noted he would update the Board at the April Meeting with any new information.

**Special Presentation:** None

**Public Comment:** Public Comments were received from Duane Newton, via email, which were forwarded to Board Members prior to the meeting.

**Boards/Departments:**

**Zoning Administrator/Panning Commission/Zoning Board of Appeals-** ZA Shields was present. Monthly Report received, reviewed and discussed. It is on file. Discussion involved current site plan requirements, permit expiration dates, extension time lines, setbacks and right-of-ways. ZA Shields continues to research and set policies for within her office, as well as make notes for any necessary amendments to the By-laws for both the Planning Commission and Zoning Board of Appeals, office sorting and filing continues, as well as updating forms and scheduling hearings.

**Maintenance Department:** Ryan Walther noted that he continues lots of snow removal. The tail lights on the plow truck needed to be replaced. A discussion about a salary increase was made, with favorable comments from the Board.

**Assessor/Board of Review** - No report received from Assessor Fuess.

**Fire Department:** Assistant Chief Justen Knuttila was present and provided the report. There was 1 call for the month, a structure fire on Co Rd 440. The DOT Certifications have been completed on all trucks, except the Dodge Ram mini pumper which has recall work required and will be scheduled.

There is an upcoming CPR Class on April 2<sup>nd</sup> for anyone who needs to review their certification. They should contact Justen or Perry to let them know.

The AED Pads need to be replaced in all units, which upcoming expiration dates. The Sheriff Department can order them. Motion Cota/seconded Carr, to **authorize up to \$2,500.00 to purchase 8 sets of AED Pads through the Sheriff Department.** They will bill the Township. Cota, yes; Carr, yes; Balmes, yes; Miller, yes; Johnson, yes. Motion carried.

Discussion about reviewing the policy for purchasing without individual Board approval and amount was made. Clerk Johnson will prepare a Policy for consideration and present to the Board at a future meeting.

### **Budget Public Hearing**

Supervisor Balmes **opened the Public Hearing at 7:30 pm** for the presentation and comment period of the Proposed 2025-2026 Fiscal Year Budget.

Proposed Budgets for the Fiscal Year 2025-2026 for the General Fund Account, Fire Fund Account, Garbage Fund Account and Road Fund Account were presented and reviewed for accuracy.

Clerk Johnson updated the Board on actual and projected State Revenue Sharing payments, and any additional resources of monies for the upcoming Fiscal Year, as well as expenditures that may have been overlooked during the Budget Workshop Meeting. Treasurer Cota provided information on the expected funds from Grand Island Township for Fire Protection Services, and confirmed depositories for CFR, NFR Metro Act and LCSA monies.

The General Fund Budget, based on the fund balance and allocated millage of 0.6782 (allocated), was reviewed and discussed.

The Fire Fund Budget, based on the fund balance and voted millage of 2.8782 (Exp 12/31/29), was reviewed and discussed.

The Garbage Fund Budget, based on the fund balance and voted millage of 3.0000 of which 2.000 mills were authorized to be collected (Exp 12/31/26), was reviewed and discussed.

The Road Fund Budget, based on the fund balance and voted millage of 2.0000 (Exp 12/31/26), was reviewed and discussed.

**The total millage levied and authorized to be collected is 7.5564 for the Winter 2025 Tax Period.**

Clerk Johnson noted that the Fund Balance for all accounts, effective March 31, 2025 will be amended to reflect actual reconciled balances at the April Regular Board Meeting.

Public Comments: Public comments were received from Becky Wilder, Scott and Peggy Smith and Donna Shields. Being no further comments or discussion, Supervisor Balmes noted the **Public Hearing Closed at 7:48 pm.**

### **General Appropriations Act - RESOLUTION NO. 2025-002**

Motion Johnson/seconded Carr, to **adopt the foregoing General Appropriations Act Resolution No. 2025-002.** Johnson, yes; Carr, yes; Balmes, yes; Miller, yes; Cota, yes. Resolution Adopted. **See Attachment #1**

**Unfinished Business:** None

### **New Business:**

1. Correspondence - Clerk Johnson noted correspondence requesting funding from the Munising 4<sup>th</sup> of July Committee. This and previous funding requests from February will be addressed at the April Board Meeting.

2. Spring Cleanup - Discussion about scheduling a Spring Clean-up Event at the Wood Island Landfill was made. The dates of June 7<sup>th</sup> or June 14<sup>th</sup> were requested. Supervisor Tom will contact GFL to get scheduled and report back to the Board for approval.

3. Review Pay Scale for Department/Board Positions - Much of the review occurred as part of the Budget Workshop, with agreement to discuss Maintenance and Fire Department position as New Business.

Motion Cota/seconded Balmes to **increase the current monthly salary for Justen Knuttila for the position of Assistant Fire Chief to \$1,000 per month, beginning April 1, 2025.** Cota, yes; Balmes, yes; Carr, yes; Johnson, yes; Miller, yes. Motion carried.

Motion Cota/seconded Johnson to **increase the current monthly salary for Ryan Walther for position of Maintenance Worker to \$1,400.00 per month, beginning April 1, 2025.** Cota, yes; Johnson, yes; Miller, yes; Carr, yes; Balmes, yes. Motion carried.

4. Au Train River Flooding - Discussion about developing a plan for when the Au Train River floods again was made. It was noted that currently the Township bears all the costs and permitting responsibilities. Should the burden of cost fall back to the property owners it is affecting was one of the questions as well as how much responsibility should the County Emergency Management Department cover. Discussion about solutions, the status of existing permits from the State of Michigan and Army Corp of Engineers to do any remediation in an emergency situation or options for using a proactive approach. The Army Corp of Engineers has indicated, through Supervisor Balmes, that they would like to provide assistance to help develop a long term solution. Discussion about the Forest Lake Dam and how, if any, affect it will have on future flooding based on its current status and/or river blockage situations. The Board will continue to search for answers and solutions on funding.

5. Action Items - The Board discussed Items that require Action from the Board to accomplish this fiscal year. Clerk Johnson will prepare a list based on the Proposed Budgets and previous discussions and then a plan to accomplish these items can be developed.

**Public Comment:** Public Comments were received from Scott Smith.

**Board Member Comments:** None

**Next Meeting:** The next Regular Board meeting is on April 14, 2025 at 6:00 pm.

**Adjournment:** Moved Balmes/seconded Carr to **adjourn at 8:22 pm.**

Submitted by Mary Walther Johnson, Clerk

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Mary Walther Johnson

APPROVED DATE: \_\_\_\_\_

A resolution to establish a general appropriations act for Au Train Township; to define the powers and duties of the Au Train Township 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 Au Train Township resolves:

**Section 1: Title**

This resolution shall be known as the Au Train Township General Appropriations Act.

**Section 2: Chief Administrative Officer**

The Supervisor 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 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**

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on January 3, 2025 and published on the [autraintownship.gov](http://autraintownship.gov) website on February 27, 2025 and a public hearing on the Proposed Budget was held on March 10, 2025.

**Section 5: Estimated Revenues**

Estimated Township General Fund revenues for Fiscal Year 2025-2026, including an allocated millage of 0.6782 mills; and various miscellaneous revenues shall total \$587,141.00 for the General Fund, which includes a 2/28/2025 approximate Fund Balance of \$353,000.00.

Estimated Township Fire Fund revenues for Fiscal Year 2025-2026, including a voted millage of 2.8782 (Exp 12/31/24) and various miscellaneous revenues shall total \$792,695.00, for the Fire Fund, which includes a 2/28/2025 approximate Fund Balance of \$517,080.00.

Estimated Township Garbage Fund revenues for Fiscal Year 2025-2026, including a voted millage of 2.000, (3.0000 available)(Exp 12/31/26) and various miscellaneous revenues shall total \$584,720.00, for the Garbage Fund, which includes a 2/28/2025 approximate Fund Balance of \$397,790.00.

Estimated Township Road Fund revenues for Fiscal Year 2025-2026, including a voted millage of 2.0000 (Exp 12/31/26) and various miscellaneous revenues shall total \$393,675.00, for the Road Fund, which includes a 2/28/2025 approximate Fund Balance of \$186,845.00.

**Section 6: Millage Levy**

The Au Train Township 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 total 7.5564 mills as set forth by the Tax Allocation Board (or as authorized under state law and approved by the electorate).

**Section 7: Estimated Expenditures**

Estimated township general fund expenditures for fiscal year 2025-2026 for the various township activities (cost centers) are as follows: see attached Exhibit A, B, C, D.

#### Section 8: Adoption of Budget by Reference

The General Fund, Fire Fund, Garbage Fund and Road Fund Budgets of Au Train Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

#### Section 9: Adoption of Budget by Cost Center

The Board of Trustees of Au Train Township adopts the 2025-2026 Fiscal Year General Fund Budget, Fire Fund Budget, Garbage Fund Budget and Road 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 board approval by budget amendment. In addition, those activities with single line item budgets, shall be subject to prior board approval by budget amendment prior to any transfers.

#### 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 town order for expenditures that exceed appropriations.

#### Section 11: Transfer Authority

No Officer shall have the authority to make transfers among the various cost centers (or line items) without prior board approval. Under no circumstances may the total general fund budget be changed without prior board approval.

#### Section 12: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, 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 quarter;
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter;
- c. a detailed list of:
  - i. expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year, and any revisions in revenue estimates resulting from collection experience to date.
  - ii. for each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter 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 Fiscal 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 Fiscal 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 Au Train Township personnel manual.

Section 17: Board Adoption

Motion made by Johnson, seconded by Carr, to adopt the foregoing Resolution.

Upon roll call vote, the following voted aye: Johnson, Carr, Balmes, Miller, Cota

The following voted nay: None

The Supervisor declared the Motion carried and the Resolution duly adopted on the 10th day of March, 2025.

Signed: Mary Walther Johnson, Township Clerk

Approved: 03/10/2025

# Au Train Township

General Fund Budget Fund 101

Budget Year 2025/2026

Proposed

## EXHIBIT A

### Revenues

101 390.000	Fund Balance	353,000.00
101 398.000	Change Fund Balance	0
101 400.000	Revenue Control	0
101 403.000	Current Tax	61,684.00
101 412.000	Delinquent Tax	0
101 425.000	Swamp Tax	50.00
101 429.000	Commercial Forest Res	750.00
101 441.000	LCSA	3,325.00
101 447.000	Administration Fees	34,832.00
101 574.000	Revenue Sharing State Sales Tax	110,500.00
101 588.000	Grants/Gaming	5,000.00
101 626.000	Charges for Services	12,000.00
101 665.000	Interest Checking	3,000.00
101 668.000	Rents	1,500.00
101 694.000	Other Receipts	1,500.00

Total Revenues 587,141.00

### Expenditures

101 326.000	First Responder Unit	0
101 701.000	Catastrophic Fund	0
101 715.000	Payroll Taxes	7,500.00
101 750.000	Recreation	10,000.00
101 804.000	Contracted Services	10,000.00
101 805.000	Membership/Dues	1,750.00
101 880.000	Community Promotions	1,000.00
101 911.000	Insurance	11,000.00
101 920.000	Street Lights	5,000.00
101 956.000	Misc. Expense	250.00
101 970.000	Capital Improvement	0.00
101 850.000	Grant Administration	0.00
101 101.000	Department: Trustees	9,600.00
101 171.000	Supervisor	21,300.00
101 191.000	Elections	1,100.00
101 209.000	Assessor	32,950.00
101 215.000	Clerk	31,680.00
101 247.000	Board of Review	2,250.00
101 253.000	Treasurer	24,850.00
101 265.000	Township Buildings	119,900.00
101 276.000	Cemetery	6,750.00
101 801.000	Zoning	66,420.00

Total Expenditures 363,300.00

Ending Fund Equity 223,841.00

TOTAL FUNDS SUPPORTING GENERAL FUND 587,141.00

Total Allocated Millage Supporting General Fund Account is 0.6782

Created 2/26/2025

mwj

Final Approved Date:



# Au Train Township

EXHIBIT B

Fire Fund Budget Fund 206  
Budget Year 2025/2026  
Proposed

## Revenues

206 390.000	Fund Balance	517,080.00
206 398.000	Change Fund Balance	0
206 400.000	Revenue Control	0
206 403.000	Current Tax	261,815.00
206 412.000	Delinquent Tax	0
206 429.000	Commercial Forest Res	2,900.00
206 588.000	Grants/Gaming	0.00
206 626.000	Charges for Services	8,000.00
206 665.000	Interest Checking	2,750.00
206 694.000	Other Receipts	150.00

Total Revenues 792,695.00

## Expenditures

206 701.000	Salary Fire Chief	12,000.00
206 702.000	Add'l Support Wages	40,000.00
206 715.000	Payroll Taxes	4,000.00
206 728.000	Postage	50.00
206 741.000	Telephone Expense	2,000.00
206 777.000	Equipment Purchases	100,000.00
206 804.000	Contracted Services	1,500.00
206 805.000	Memberships/Dues	1,500.00
206 880.000	Member Training	4,000.00
206 911.000	Insurance	18,000.00
206 956.000	Misc. Expense	500.00
206 970.000	Capital Improvement	200,000.00

206 265.000 Dept: Township Buildings 121,500.00

206 860.000 Dept: Transportation 33,500.00

Total Expenditures 520,550.00

Ending Fund Equity 272,145.00

TOTAL FUNDS SUPPORTING FIRE FUND 792,695.00

Total Millage Supporting Fire Fund Account is 3.0000 Expires 12/31/2029

Charges for Services includes funds from Grand Island Township for Fire Protection Agreement

Created 2/26/2025

mwj

Final Approved Date:

# Au Train Township

EXHIBIT C

Garbage Fund      Budget Fund 226  
Budget Year 2025/2026  
Proposed

## Revenues

226 390.000	Fund Balance	397,790.00
226 398.000	Change Fund Balance	0
226 400.000	Revenue Control	0
226 403.000	Current Tax	181,930.00
226 412.000	Delinquent Tax	0
226 429.000	Commercial Forest Res	2,000.00

226 665.000	Interest Checking	3,000.00
226 694.000	Other Receipts	0

Total Revenues	584,720.00
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## Expenditures

226 521.000	General Operations	200,000.00
226 804.000	Contracted Services	3,500.00
226 956.000	Misc. Expense	100.00

Total Expenditures	203,600.00
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Ending Fund Equity	381,120.00
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TOTAL FUNDS SUPPORTING GARBAGE FUND	584,720.00
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Total Millage Supporting Garbage Fund Account is 2.00 (3.00 mills voted). Expires 12/31/2026

Created 2/26/2025

mwj

Final Approved Date:

# Au Train Township

EXHIBIT D

Road Fund Budget Fund 204  
Budget Year 2025/2026  
Proposed

## Revenues

204 390.000	Fund Balance	186,845.00
204 398.000	Change Fund Balance	0
204 400.000	Revenue Control	0
204 403.000	Current Tax	181,930.00
204 412.000	Delinquent Tax	0
204 429.000	Commercial Forest Res	1,800.00
204 528.000	National Forest Res	17,000.00
204 539.000	Metro Act	4,000.00
204 665.000	Interest Checking	1,500.00
204 694.000	Other Receipts	0

Total Revenues	393,675.00
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## Expenditures

204 521.000	General Operations	0.00
204 804.000	Contracted Services	160,000.00
204 956.000	Misc. Expense (Street Signs)	25,000.00

Total Expenditures	185,000.00
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Ending Fund Equity	208,675.00
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TOTAL FUNDS SUPPORTING ROAD FUND	393,675.00
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Total Millage Supporting Road Fund Account is 2 mills. Expires 12/31/2026

Created 2/26/2025

mwj

Final Approved Date: