

**RICHMOND TOWNSHIP BOARD**  
**Regular Board Meeting**  
**February 13, 2025**

**Board Members Present:** Michael Knight, Supervisor; Mary Shivley, Treasurer; Ethel Sundberg, Clerk; Susan Hewitt and James Korpi, Trustees

**Staff Members Present:** Rita Laiho, Deputy Clerk; Janice Mattson, Deputy Treasurer; Jan St. Germain, Library Director; Dan Novak, Fire Chief and Tim Hult, General Foreman

Michael Knight, Supervisor, called the meeting to order at 7 p.m. and opened with the Pledge of Allegiance to the flag.

**Additions/Adoption of Agenda:** Additions to the printed agenda included: Poverty Exemption & Asset Requirement approval under the Assessor's Report; Salary Resolution as part of the Annual Meeting Date; and custodial vacancy under new business. ***Motion by Shively, seconded by Hewitt to approve the agenda as amended. Motion carried.***

**Revision/Approval of Meeting Minutes:** Draft minutes from the January Regular Meeting, and two Special Budget Meetings were included in the board packet. ***Motion by Shively, seconded by Korpi to approve the Regular Board Meeting minutes from January 9, 2025, as printed. Motion carried. Motion by Hewitt, seconded by Shively to approve the Special Budget Meeting minutes held on January 13, 2025, as printed. Motion carried. Motion by Shively, seconded by Hewitt to approve the Special Budget Meeting minutes held on January 22, 2025, as printed. Motion carried.***

**Public Comment:** McKayla Saari addressed the Board regarding the broken garbage bin.

**Reports:**

**Library:** Jan St. Germain presented her monthly report to the Board. She requested approval by the Board to allow Ethel Sundberg to work at the library when she is unavailable. ***Motion by Hewitt, seconded by Shively to accept the Library Report and approve Ethel Sundberg as authorized to work at the Richmond Township Library as needed. Motion carried.***

**Building Maintenance:** No report was presented.

**Water & Sewer Systems:** Information regarding the water and sewer systems were provided by Tim Hult, General Foreman. ***Motion by Shively, seconded by Korpi to accept the Water and Sewer Systems Report as presented. Motion carried.***

**Fire Department:** Dan Novak, Fire Chief, presented his monthly report to the Board. He requested authorization to purchase two pairs of replacement boots from Galls at a cost of \$199.95/each (+shipping and handling). ***Motion by Sundberg, seconded by Knight to accept the Fire Report as presented and to approve the purchase of two pairs of replacement boots at a cost of \$199.95/each plus shipping and handling. Motion carried.***

**Assessor:** Cameron Fuess addressed the Board stating the property values had been completed and change notices would be mailed within the next two months. There is a different method being used to break down parcels. He presented the instructions on how to complete the process to apply for a Poverty Exemption and Total Asset requirements. These need to be approved by the Board and available for township residents. ***Motion by Shively, seconded by Sundberg to accept the Assessor's***

**Report and to approve the Poverty Exemption and Total Asset Requirement Guidelines as presented. Motion carried.**

**Communications:** Public notice was received from the County of Marquette regarding a proposed amendment to the ORV Ordinance. Copies can be obtained from the township office.

**Old Business:**

**Township Building Roofing Update:** Knight announced the re-roofing of the township building would be completed this week. He is recommending withholding 10% of the final payment until the final clean-up is finished. **Motion by Hewitt, seconded by Knight to withhold 10% of the final roofing project payment until their clean-up has been completed. Motion carried.**

**Tyler Smith Update:** Knight announced paperwork was filed with the court system on January 24, 2025. CCI land manager, Gabe Johnson has been notified and will check with their attorney as well.

**New Business:**

**Certificate of Deposit:** Shively stated there is a \$10,000 CD at the Range Bank which was not renewed last year. The interest rate was significantly lowered as a result. The interest payments are not being rolled back into the certificate, but the township is receiving a check for this amount. We will receive a notice of this renewal later this spring.

**Deposit Accounts:** Shively announced the General Fund was changed last year to what is called a "Public Fund checking" account get a better interest rate. She is recommending the Fire Fund and Library Fund be changed to this type of account. **Motion by Sundberg, seconded by Knight to approve the change of the Library Fund and Fire Fund to "Public Fund Checking" accounts. Motion carried.**

**Official Bank Depository:** Shively is recommending retaining Range Bank of Negaunee as Richmond Township's official bank depository. **Motion by Sundberg, seconded by Knight to retain Range Bank of Negaunee as Richmond Township's official bank depository. Motion carried.**

**Set Annual Meeting Date:** The annual meeting for Richmond Township needs to be determined. **Motion by Hewitt, seconded by Korpi the Annual Meeting for Richmond Township be held on March 26, 2025, at 7 p.m. Motion carried.**

**Richmond Township Salary Resolution:** Annual salary classifications for the following township officers were read as follows:

	<u>Monthly</u>	<u>Annually</u>
Township Supervisor	\$ 621.59	\$ 7,459.02
Township Clerk	\$ 568.54	\$ 6,822.40
Township Treasurer	\$ 510.83	\$ 6,129.96
First Township Trustee	\$ 173.64	\$ 2,083.68
Second Township Trustee	\$ 173.64	\$ 2,083.68

**Motion by Shively, seconded by Knight to approve the Salary Resolution for Richmond Township as presented. Motion carried.**

Ayes: Hewitt, Knight, Korpi, Shivley and Sundberg

Nays: None

**Appointment to Negaunee City Recreation Committee:** Jennifer Loebig has requested to be appointed as Richmond Township's representative on the Negaunee City Recreation Committee. **Motion by**

***Knight, seconded by Hewitt to approve Jennifer Loebig's as Richmond Township's representative on the Negaunee City Recreation Committee. Motion carried.***

**Amendments to Township Budgets:** Several adjustments need to be approved for the 2023-2024 budget. Adjustments to General Fund increase Parks to \$10,000; Cancer insurance to \$4,000 and Worker's Comp to \$9,000. Fire Fund increase Telephone (Wi-Fi/cable/internet) to \$2,000. Water Fund decrease operating supplies to \$30,000; increase testing supplies to \$4,000 and electricity to \$19,000. Sewer fund adjustments include telephone increase to \$6,000 and electricity to \$23,000. Sanitation landfill fees to \$55,000. ***Motion by Hewitt, seconded by Sundberg to approve the budget amendments as presented. Motion carried.***

**Custodian Vacancy:** Knight announced the termination of employment for the current building custodian. An advertisement for this vacancy will be forthcoming.

**Second Public Comment:** Chelesa Nelson asked the Board about abandoned building structures. Jason Bowser addressed the Board regarding his dismissal.

**Financial Report:** Expenditures from the following funds were read: General - \$43,281.93; Fire - \$915.60; Water - \$1269.07; Sewer - \$3016.42; Sanitation - \$8426.74; and Library - \$1263.87. ***Motion by Hewitt, seconded by Shively to approve the financial report as presented. Motion carried.***

<b><u>Meeting Dates:</u></b>	Special Budget Meeting	February 19, 2025 at 4:30 p.m.
	Regular Board & Public Hearing	March 13, 2025 at 7:00 p.m.
	Annual Meeting	March 27, 2025 at 7:00 p.m.

Hewitt thanked everyone for their help with the first Senior Meal held on February 3, 2025. Thirty-one individuals signed up for the spaghetti dinner. The meals will now be open for individuals 55 and older and there is a sign-up sheet in the township office for the meal scheduled for March 3, 2035.

With no further business to conduct, motion by Shivley, seconded by Korpi to adjourn at 7:45 p.m.

Recorded by

Ethel Sundberg  
Richmond Township Clerk