

Negaunee Township Regular Board Meeting – January 10, 2019

Call to Order

William Carlson, Township Supervisor, called the meeting to order at 7:00p.m. with the Pledge of Allegiance. Other Board members present included Kathleen Carlson, Patrick Moyle, Rachel Sertich and Gary Wommer.

Absent

None

Agenda

Board members reviewed the meeting agenda. Upon motion of Patrick Moyle, seconded by Kathy Carlson, the amended Agenda as presented was approved. Motion Carried.

Approval of Minutes

Board members reviewed the minutes for the Regular Board Meeting held on December 13, 2018 and the revised minutes for the Special Board meeting held on January 3, 2019. Upon motion of Patrick Moyle, seconded by Gary Wommer, the minutes as presented (and revised) were approved. Motion Carried.

Public Comment

Jackie Shier, Township Office Manager, mentioned to the Board an issue with several sanitation customers who own both a home and recreational property in the Township. The Supervisor noted this item would be discussed during the monthly Supervisor report.

Old Business

6/14/18 Minute Correction – Water Generator Bid The Supervisor noted wording in the June, 2018 Board minutes regarding the cost of the water generator purchase was inaccurate. Upon motion of Rachel Sertich, seconded by Patrick Moyle, approval was given to amend the minutes from 6/14/18 dealing with the water generator bid to read, "...bid be awarded to ERICO Electric Inc., Hancock, MI, in the amount of **\$71,550.50** (vs. \$17,505.50) for a Kohler generator." Motion Carried.

Records Management Policy Board members again reviewed a proposed Records Management Policy – originally provided at the December, 2018 Board meeting. Upon motion of Gary Wommer, seconded by Patrick Moyle, the amended Records Management Policy was approved for inclusion in the Negaunee Township Policy Manual effective immediately. Motion Carried.

New Business

CUPPAD Board Appointment The Supervisor noted he would be stepping down as a representative on the CUPPAD Board. At the MCTA meeting on 1/23/19 they will look to appoint a new Township representative from Marquette County to fill the position. If anyone wishes to serve in the capacity, they should let the Supervisor of Jim Nanvervis know.

Township Transition Board members discussed the Township transition due to the Supervisor resignation effective 3/31/18. The Township will publish an ad seeking candidates for a new Supervisor, with the Board to review (and perhaps interview) the candidates at the February, 2019 meeting. The plan is to have a decision made at the March, 2019 meeting. After the Supervisor position has been filled, the Township will look to move forward filling the role of a new Township Manager, with a Job Description for this position to be approved by the Personnel Committee at their upcoming meeting.

Legal Services FY 2019-2020 The Supervisor noted at the 2019 Township Annual Meeting a decision needs to be made as to whether or not the Township wishes to continue with the current attorneys – Fahey Schultz et al. The Board recommended the Supervisor obtain an updated fee schedule from Fahey Schultz for Fiscal Year 2019-2020.

Board of Review Training Discussion was held regarding training for Board of Review members. Upon motion of Kathy Carlson, seconded by Gary Wommer, approval was given for William Michelin, Wayne Moilinen, William Carlson and Tiffany Filbrandt (Yvonne Clark – absent) to attend Board of Review Training in Breitung Township on February 5, 2019 at a cost of \$10.00 per person plus millage. Motion Carried.

Michigan Certified Assessing Officer Testing Upon motion of Gary Wommer, seconded by Patrick Moyle, approval was given for the Assessor Assistant to travel and stay overnight in Escanaba, Michigan on January 24, 2019 in order to take the State Michigan Certified Assessing Officer testing on January 25, 2019 - cost not to exceed \$200. Motion Carried.

Reports

Community Center Board (CCB) Patrick Moyle, CCB Liaison, provided an update for the committee meeting held on 1/3/2019. Highlights included: 1) Working on bids for a new electric sign in front of the Township, 2) Working on next fiscal year budget, 3) Kylie Muladore's absence from CCB meetings, 4) Safety of the Township front office area, 5) possibility of the CCB assuming the loan for the Township Building, and 6) Fundraiser for Jodi Ball with renting ski trails, buildings and perhaps ice rink.

Front Office Safety It was recommended the Township look to work with an engineering firm to draw up a design to increase security of the front officer area. The Board CCB Liaison will discuss the Board's concerns with the CCB Chairman, and the Zoning Administrator noted he could assist with writing an RFP for the request if necessary.

Recreation Committee Patrick Moyle, Recreation Committee Liaison, provided an update for the committee meeting held on 1/3/2019. Highlights included: 1) Weather has caused issues with the ice rink being open but things are improving, 2) Snow had caused some trees to fall on the ski trails, 3) the Kabota had received 200 hour servicing, 3) Several ski trail lights will need to be relocated in the Spring due to the construction of the soccer field, 4) the Chairperson had spoken with CUPPAD and the previously updated 5 Year Plan should not need to be revised with the millage split, and 5) and Eagle Scout is looking to make new metal trail signs.

Metal Trail Signs Upon motion of Gary Wommer, seconded by Patrick Moyle, approval was given for a local Eagle Scout to make new metal signs for the Township trails and for the Township Recreation Committee at a cost not to exceed \$1,000. Motion Carried.

Fire Department Report Jeff Kontio, Fire Chief, Fire Chief, was in attendance and reviewed the Fire Department report dated January 10, 2019. Highlights included 1) 7 calls for the month of December, 2018 (total of 145 for 2018 with 103 being EMS), and 2) Training for the month was combined training with annual CPR/AED refresher.

Water Report The Water Report for December, 2018 was reviewed by Water Supervisor Russ Williams. Highlights included: 1) work clearing snow from the fire hydrants, 2) the new pump house generator is in place with contractors making the final hook ups, 3) work continuing for the new US 41 crossing for the Carpenters building, 4) investigation into a water quality issue at a new residence which is believed to be due to an electrical current, and 5) work on the FY 2019-2010 budget.

Clerk Report(Bills, Claims)

Water Fund Checks #8246 through #8260 totaling \$3,631.96. Upon motion of Gary Wommer, seconded by Patrick Moyle, the Water fund checks as presented were approved. Motion carried.

General Fund MBank Direct Deposit items #1068 through #1101 totaling \$35,606.04, checks #2133 through #2203 totaling \$83,112.83, along with MBank ACH information for the month of December, 2018 totaling \$31,945.80 were reviewed. Upon motion of Gary Wommer, seconded by Kathy Carlson, General Fund checks and ACH items with a grand total of \$150,664.67 as presented were approved. Motion Carried.

Planning Report Nick Leach, Zoning Administrator, and Gary Wommer, Board Liaison, provided information for the meeting held on 1/8/19. Highlights included: 1) Public Hearing to modify license application for previously approved medical marijuana provision center to a new location of 162 Heritage Drive and removing their application for a processing center. There was some concern with regards to the location of access to the property due to the right-hand corner on Heritage Drive.

Assessor's Report Susan Bovan, Township Assessor, reviewed her written Assessor Report dated January 3, 2019. Highlights included: 1) 2019 Roll Prep, 2) December Board of Review, and 3) Hoist & McClure Dams & UMERC Facility.

Treasurer's Report A written report from Treasurer, Kathy Carlson, dated January 10, 2019 was reviewed by the Board members. Highlights included: 1) ongoing financial monitoring of the road project as it draws to a close, 2) continued work on Township Board Policies, 3) assisting Personnel Committee with several job descriptions, 4) working with 906 Technologies on computer upgrades, 5) receipting / depositing / disbursing of 2018 Winter Taxes, 6) coordinating 2019 Board of Review training, 7) will be contacting Flagstar Bank about their products once their transition smooths out, and 7) 12/31/18 bank balances of \$3,404,794.06.

Supervisor's Report The Supervisor provided an update on his project work flow and various meetings attended since the December Board meeting. Highlights included: 1) Correspondence with Semco on the pipeline project and location near Bear Mountain Lodge, 2) work continuing on the various fund budgets for 2019-2020, and 3) correspondence thanking Ryan Dietrickson for his professionalism working as a "de facto" Township Representative while working with UP Engineers on the Summer, 2018 road construction project.

Garbage Accounts - Multiples Board members discussed Township property owners who have more than piece of property in the Township and if this should impact collection of sanitation servicing fees. Board members noted there is a cost to the Township for the sanitation vehicles to travel all of the Township roads in order to collect refuse. As such, all properties where refuse is generated (whether a residence or recreational property) will continue to be treated in a similar manner at a cost of \$36 per quarter.

Road Projects Gary Wommer noted the bill for engineering work on Host Road had been received. In addition, he noted he had spoken with Jim Iwaniki about financing construction on Hoist Road via the Marquette County Road Commission if need be – similar as to what had been done on North Road. He was told this should not be an issue. The bid for the Hoist Road project should be out in February, 2019.

Brownfield Authority An organizational meeting will be held at 5:30 p.m. on January 17, 2019.

Wellhead Protection Committee A meeting will be held in the next few weeks to establish the Committee's Duties and Responsibilities.

Advisory Trail Committee No update.

Personnel Committee Rachel Sertich, Chairperson of the Personnel Committee, noted the next meeting was scheduled for January 16, 2019.

Purchase of MERS Service Credits Board members had previously approved Russell Williams purchasing MERS Service Credits. MERS wished to have specific Resolution adopted. Upon motion of Rachel Sertich, seconded by Kathy Carlson, the following Resolution was approved:

MERS SERVICE CREDIT PURCHASE

By Resolution of its Governing Body, at its meeting on January 10, 2019, as provided by the MERS Plan Document, and in accordance with the employer's policy, the employer hereby authorizes the participant named above (Russell Williams) to make a service credit purchase from MERS as described above. The employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actuarial experience will affect the true cost of the additional service to the employer. The calculation assumptions are outlined above and the employer understands and agrees it is accountable for any difference between estimated and actual costs.

The Township Clerk is authorized to sign any and all documents in order to complete the Service Credit Purchase.

Aye: W. Carlson, K. Carlson, Moyle, Sertich & Wommer
Nay: None

Motion Carried

PTO Carryover The Clerk provided follow-up on the PTO year end carryover question which had been discussed at the 1/3/19 Special Board meeting. After further review it was found the issue arose as a result of payroll being done early in order to accommodate Direct Deposit bank ACH deadlines due to the New Year's Day holiday. Because of this, payroll on the system (and PTO) had been dated 12/31/18 versus 1/2/19. As such, the two employees in question did not have a carryover issue.

Township Manager Job Description A draft Township Manager job description, merging together information from several entities, was provided to Board members. The Clerk asked Board members to advise her of any questions or revisions prior to the next Personnel Committee meeting.

Emergency Management Report Supervisor. Carlson noted address changes had been updated.

Correspondence

- Email from Allan Koski, Township Resident - thanking Ryan Dietrickson for his professionalism
- Letter to Gerald Corkin – Semco Pipeline

Public Comment

None

Information Item

- Central Dispatch Meeting - 12/20/18 Agenda and 11/8/18 Minutes
- Credit Card Use Policy (for February, 2019 Board Meeting)

Board Member Comments

Gary Wommer – would like to see the Township Trustees obtain email addresses with @NegauneeTownship.org. It was noted Township personnel will look into this.

Next meeting

The next regularly scheduled Township Board Meeting will be held on Thursday, February 14, 2019 at 7 p.m. at the Negaunee Township Hall. (May be changed to allow additional time for receipt and review of applications for Township Supervisor).

Adjournment

With no further business appearing and upon motion of Gary Wommer, seconded by Patrick Moyle, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Rachel Sertich
Negaunee Township Clerk