

Negaunee Township Regular Board Meeting – April 12, 2018

Call to Order

William Carlson, Township Supervisor, called the meeting to order at 7:00 p.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 revised agenda. Upon motion of Patrick Moyle, seconded by Gary Wommer, the revised Agenda as presented was approved. Motion Carried.

Approval of Minutes

Board members reviewed the minutes for the Budget Hearing, Annual Meeting and Regular Township Board Meetings held on March 29, 2018. Upon motion of Gary Wommer, seconded by Patrick Moyle, the minutes as presented were approved. Motion Carried.

Public Comment

None

Old Business

Bids & Quotes Policy Board members received the revised version of the Bids & Quotes Policy which had been amended at the March, 2018 meeting.

Resolution – Negaunee Township Recreation Committee Upon motion of Gary Wommer, seconded by Patrick Moyle, the following Resolution was adopted:

**Resolution for General Law Township of Negaunee
Recreation Committee**

WHEREAS Negaunee Township desires to construct and manage recreation facilities and recreation programs; and

WHEREAS Negaunee Township desires to provide recreational funding to manage and maintain recreational facilities and programs;

WHEREAS Negaunee Township will create the Negaunee Township Recreation Fund to record and income or expenditures associated with recreation programs,

NOW, THEREFORE, BE IT RESOLVED the Negaunee Township Board shall create the Negaunee Township Recreation Committee and Negaunee Township Recreation Fund and will appoint seven (7) members to serve on the Committee to manage and maintain the recreational facilities and programs for Negaunee Township.

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

Recreation Committee – Duties & Responsibilities Upon motion of Rachel Sertich, seconded by Kathy Carlson, the following Duties & Responsibilities for the newly formed Township Recreation Committee were adopted:

**RECREATION COMMITTEE
GENERAL LAW TOWNSHIP OF NEGAUNEE, MICHIGAN
Duties and Responsibilities**

Section 1: RECREATION COMMITTEE ESTABLISHED

The General Law Township of Negaunee Recreation Committee is established pursuant to the provisions of Act 156 of the Public Acts of 1917, as amended.

Section 2: DEFINITIONS

Committee, means the Negaunee Township Recreation Committee.

Supervisor, means the Supervisor of Negaunee Township.

Township Board, means the Township Board of the Township of Negaunee

Section 3: MEMBERS, COMPENSATION, APPOINTMENT AND TERM

The Committee shall consist of seven members representing recreational interests in Negaunee Township. Committee members shall be compensated for attending meetings.

The Township Board shall appoint interested individuals to the Committee. The Committee shall include one Trustee from the Township Board to serve as a liaison to the Committee.

Following adoption of this Recreation Committee Policy by the Township Board, two members shall be appointed for an initial one-year term, two members shall be appointed for a two-year term, and three members shall be appointed for a three-year term. Subsequent appointments shall be for a three-year term. The term of office shall commence on January 1. Committee members shall hold their office until a successor is appointed, or until their active term of office is terminated. Members may be re-appointed for additional three-year terms. Regular attendance is expected for all members of the committee, and absences should be reported to the Committee Chair before scheduled meetings to be excused. Three consecutive unexcused absences from regularly scheduled meetings may result in early termination of member's appointment at the discretion of the Township Board. The Negaunee Township Board reserves the right to terminate appointed terms and to disband the committee when it is no longer needed, for any reason.

Vacancies occurring on the Committee shall be filled by approval of the Negaunee Township Board to complete the remaining term of office.

Section 4: OFFICERS, QUORUM, MEETINGS

At the first regular meeting of the year, the Committee shall elect from its membership a Chairperson, Treasurer and a Secretary. The Chairperson shall preside at all meetings, prepare the agenda, and call special meetings. The Treasurer shall be responsible for accounts payable and annual budget preparation. The Secretary shall be responsible for maintaining a written record of each meeting. Four (4) members shall constitute a quorum. The Committee may adopt rules and regulations for the transaction of business. Meetings shall be held at least twice a year. All meetings shall be open to the public and fully compliant with the requirements of the Michigan Open Meetings Act (OMA) and the Freedom of Information Act (FOIA), including the requirement to provide official proposed minutes of all meetings to the Clerk within 8 days, and again as approved minutes within 5 days to the Clerk after approval.

Section 5: POWERS, DUTIES, ACTIVITIES

The Recreation Committee serves to advise the Negaunee Township Board about all phases of recreation in the Township, including current operations, long-term recreation planning and recreation expenditures. The Recreation Committee will be responsible for the following activities:

Recreation Plan: The Committee will periodically review the Township of Negaunee Five Year Recreation Plan. The complete Recreation Plan shall be updated at least every five years. The Committee will submit recommended changes and updates of the Recreation Plan first to the Township Planning Commission and then to the Township Board for consideration. The Committee will review the short-range and long-range objectives in the Recreation Plan. A copy of the most recent Recreation Plan shall be placed on file with the appropriate state clearing house agency and with the state department having responsibility for recreation planning and grants. The Committee will assure that the limited funds available are expended on those projects producing maximum benefits in terms of total community service.

Recreation Programs: The Committee has the continuing function of developing programs at township-owned parks in the township. The Committee should seek to maximize the use of both public and private efforts in developing a well-rounded and functional recreational program.

Recreation Sites: The Committee shall periodically review facilities located at township-owned parks and make recommendations. Recommendations shall cover the use of the facilities, personnel required, the expenditure of funds on the improvement of the facilities, and types of facilities needed. The Committee shall advise the Township Planning Commission and the Township Board on the acquisition of new sites.

Regulations: The Committee shall make recommendations concerning rules and regulations to be implemented at the various township-owned parks.

Budget: The Recreation Committee will advise the Township Supervisor before each January on the development of the annual recreation operation and maintenance budget. The main objective is to assure that adequate budgets are proposed for recreation programming, operation and maintenance.

Funding Sources: The Recreation Committee will assist the Township staff in identifying possible grant sources. The Committee will provide input in developing and preparing grant applications; preparation and submittal of the grant applications will remain the responsibility of the township staff.

Recommendations from the Recreation Committee shall be transmitted to the Township Board for consideration.

Section 6: CONTRACTS, PURCHASING

The Committee shall not have the power to enter into contracts nor purchase equipment or materials.

Section 7: EMPLOYEES

The Township Board shall be responsible for selecting persons to be employed at township recreation facilities.

Section 8: GIFTS, APPROPRIATIONS, DONATIONS

The Township Board is authorized to accept and acquire gifts, appropriations, donations of money or property from persons, firms, or corporations for public recreation purposes. All property, real and personal, which may be acquired by the Township, shall be acquired in the name of the Township of Negaunee, who shall hold title. All funds so received shall be designated for recreational use in the appropriate fund and used in accordance with the conditions as may be established by the donor/grantor.

Section 9: RELATIONSHIP WITH OTHER BOARDS AND COMMISSIONS

The Recreation Committee is established as a separate committee to give direction to the Township Board on recreation issues. The Recreation Committee may need to consult with the Planning Commission and other township committees as it carries out its duties. Recreation Committee recommendations will be included as a regular agenda item for the Township Board.

Information and studies developed by the Recreation Committee will be provided to the Planning Commission for informational purposes.

Adopted: Negaunee Township Board 4/12/2018

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

Interfund Loan Agreement Upon motion of Gary Wommer, seconded by Patrick Moyle, the following Interfund Loan Agreement Resolution was adopted:

Township of Negaunee Interfund Loan Agreement Resolution

WHEREAS Negaunee Township desires to construct a soccer field on Township property;
and

WHEREAS temporary funding for the project will come from the Negaunee Township General Fund as an Interfund Loan to the Negaunee Township Recreation Fund, and

NOW, THEREFORE, BE IT RESOLVED Negaunee Township shall establish an Interfund Loan from the General Fund to the Recreation Fund with the following stipulations:

1. The Interfund Loan shall be used to pay for the design and construction of a soccer field on Township property adjacent to the Negaunee Township Hall on State Highway M-35,
2. The loan amount shall not exceed \$170,000 and shall be repaid in three installments at a fair market interest rate to be determined within 30 days of project completion,
3. Repayment of the Interfund Loan shall be from the Recreation Fund, guaranteed by passage of a recreational millage,
4. First payment for 1/3 of the outstanding balance shall be made January 12, 2019 following passage of the recreational millage, with 1/3 remaining balance paid in January, 2020 with the final payment in full due in January, 2021.

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

UP Engineers & Architects (UPEA) – Agreement for Limited Professional Services Board members reviewed information dated 4/12/18 from UPEA for limited professional services associated with work to be performed on the Soccer Field Project. Upon motion of Gary Wommer, seconded by Kathy Carlson, approval for given to enter into an agreement with UPEA for Limited Professional Services for the Soccer Field Project at a cost not to exceed \$9,000 and with the Township Supervisor authorized to sign the Agreement. Motion Carried.

Employee Training & Reimbursement Agreement – Assessor Assistant The Board reviewed a draft Employee Training and Reimbursement Agreement which would allow the Assessor Assistant to attend Michigan Certified Assessing Officer training which would be paid by the Township as long as the employee agreed to work for the Township for a period of 3 years following training completion. If the employee were to terminate their employment they would need to reimburse the Township for the total training costs prorated 33% on an annual basis. Upon motion of Patrick Moyle, seconded by Gary Wommer, approval was given for the Township to enter into Employee Training and Reimbursement Agreement with Tiffany Filbrandt, Assessor Assistant, with Township paid training costs not to exceed \$3,000 and with actual training costs to be repaid to the Township prorated 33% per year should employment be terminated within a 3 year period after the training is completed. Motion Carried.

906 Technology – Server Bid A bid from 906 Technologies for \$12,775.98 to replace the current computer server which will no longer be supported in 2019. During discussion, the question was raised if this item should be placed as an RFP with sealed bids. It was noted typically for professional services such as engineers, auditors, lawyers, and computer technology sealed bids are not required since the entities specialize in their service to the Township. Upon motion of Kathy Carlson, seconded by Gary Wommer, approval was given to accept the estimate from 906 Technologies to replace the Township computer server at a cost of \$12,775.98. Motion Carried.

Ethics Policy Tabled until the May, 2018 meeting.

Publication – Solid Waste Ordinance Amendment Board members were provided with a copy of an ad to be published in the Mining Journal noting the change to the Solid Waste Ordinance to require all residents to pay the quarterly collection fee.

New Business

Millage Language – Community Center Board / Recreation Board Funding The Board reviewed sample ballot language for the August, 2018 ballot to: 1) rescind the current 2.0 mils for the Community Center Board, 2) adopt a new .85 millage to be used for Community Center and grounds, and 3) adopt a new 1.15 millage to be used for recreational facilities and programs. The Clerk will hone the wording and review the same with the Township attorney, bringing the items back for discussion at the May 10 2018 Board meeting.

Dark Store Litigation Assistance Information regarding the Dark Store litigation between the City of Escanaba and Menards, Inc. was reviewed. With this issue impacting many areas in the State of Michigan, discussion was held regarding contributing to the City of Escanaba legal defense as the outcome achieved by the City could ultimately benefit State municipalities including Negaunee Township. Upon motion of Kathy Carlson, seconded by Patrick Moyle, approval was given to make a \$250 contribution to the City of Escanaba (Michigan) to assist with the Dark Store litigation. Motion Carried.

Empire Mine – Letter of Support The Township Supervisor was authorized to draft a Letter of Support to Cleveland-Cliffs, Inc. in support of the Empire Mine.

Reports

Community Center Board Patrick Moyle, Board Liaison to the Community Center Board (CCB), highlighted the meetings held on April 4, 2018. Items highlighted included: 1) Township Trustees had provided information on the proposed split of the current millage between Building/Grounds and Recreation Facilities / Programs, 2) the Summer Recreation Program will be in place for Summer, 2018, 3) paperwork was distributed for the August Primary for those individuals wishing to run for re-election to the CCB, and 4) a new job description for the Custodian was distributed to CCB members.

Fire Department Report Fire Chief Jeff Kontio reviewed the Fire Department reported dated April 12, 2018. Highlights included: 1) 15 calls for the month of March, 2018 (32 calls year-to-date), and 2) training for the month was water supply and drafting.

Water Report The Water Department report for March, 2018 was reviewed by Water Department Supervisor, Russ Williams. Highlights included: 1) review of the Let Run Policy, 2) preparation of bid specifications for new Water Department utility vehicle / truck, 3) updating Job Descriptions for Water Department personnel, and 4) training Andy Hall on line locating equipment.

Water Department Utility Vehicle / Truck Bid Board members reviewed information on a Notice to Bid for a new department vehicle. Upon motion of Patrick Moyle, seconded by Gary Wommer, approval was given to advertise the Notice to Bid for the new Water Department Utility Vehicle / Truck. Motion Carried.

Water Department Well Field Generator Bid Upon motion of Patrick Moyle, seconded by Gary Wommer, approval was given to publish Request for Bids to furnish and install a 200kW standby generator at the Negaunee Township well field. Motion Carried.

Traverse Engineering – Engineering Service Agreement for US 41 Water Main Crossing Upon motion of Rachel Sertich, seconded by Gary Wommer, approval was given for the Negaunee Township to enter into an Engineering Service Agreement with Traverse Engineering Services, PC for US 41 East water main crossing and with the Township Supervisor or Water Department Supervisor authorized to sign any necessary documents. Motion Carried.

Clerk Report (Bills, Claims)

Water Fund Checks #8090 through #8111 totaling \$54,115.95 were reviewed. Upon motion of Kathy Carlson, seconded by Gary Wommer, the Water fund checks as presented were approved. Motion Carried.

General Fund MBank checks #1381 through #1435 totaling \$25,533.69 and MBank ACH information for the month of March, 2018 totaling \$15,985.08 were reviewed. Upon motion of Patrick Moyle, seconded by Gary Wommer, General Fund checks and ACH items with a grand total of \$41,518.77 as presented were approved. Motion Carried.

The Clerk noted: 1) Monthly and 1st Quarter 2018 taxes had been filed, 2) a FOIA request for Township wage information for 2017 had been received with a response to be forwarded no later than 4/20/18, 3) after speaking with the representative from Revize (company which hosts the Township website), the annual fee had been reduced to \$1,500 and the total contract for redesign of the Township website had been reduced to \$6,200.

Planning Report Gary Wommer, Board Liaison, and Nick Leach, Zoning Administrator, were in attendance and noted the most recent Planning Commission meeting held on April 10, 2018 which had included discussion on rebranding of the Township and the UMERC natural gas substation expansion.

Board members and those in attendance also watched the Negaunee Township Wellhead Protection video which had been completed.

Assessor's Report Assessor Susan Bovan was in attendance and provided a written report dated March, 2018 which highlighted: 1) March Board of Review, 2) Property Values, and 3) State Required Reports.

Treasurer's Report A written report from Treasurer, Kathy Carlson, was reviewed by the Board members. Highlights included: 1) continued work on the bonding process for the 2018 new road millage projects, 2) work on Township Board Policies, 3) work on Employee Training Reimbursement Agreement, 4) Collection of delinquent property taxes and 5) an update on various bank balances as of 3/31/18.

Supervisor's Report Supervisor Carlson provided an update on Township activities since the last Board meeting.

Brownfield Authority No meeting held.

Wellhead Protection Committee No meeting held but one will be held in the near future.

Road Projects Gary Wommer noted the Road Project bid opening is scheduled for April 20th at 10:00 a.m. In addition, Kathy Carlson noted Tom Traciak with Umbaugh had encouraged the Township to use a Placement Agent for the Bond and had recommended Hilltop Securities for this roll.

Advisory Trail Committee Al Reynolds was in attendance. He noted the Committee is awaiting good weather for work to begin.

Personnel Committee Chairperson Sertich noted she is working to schedule a meeting either the week of April 16th or April 23rd, 2018.

Emergency Management Report Mr. Carlson noted addresses were up-to-date.

Correspondence

- Todd Nordyk – Letter Regarding Commercial Garbage

Public Comment

None

Informational Item

None

Board Member Comments

Gary Wommer noted the UMERC generators could possibly arrive on site in May versus June.

Next Meeting

The next regularly scheduled Township Board Meeting will be held on Thursday, May 10, 2018, at 7 p.m. at the Negaunee Township Hall

Adjournment

No further business appearing and upon motion of Gary Wommer, seconded by Patrick Moyle, the meeting was duly adjourned at 9:35 p.m.

Respectfully submitted,

Rachel Sertich
Negaunee Township Clerk