

Negaunee Township Regular Board Meeting – August 13, 2020

***** Meeting Held Via Zoom *****

Call to Order

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

Also in Attendance: Nick Leach, Township Manager; Cameron Fuess, Township Assessor; and Andy Hall, Water Supervisor

Excused Absence

None

Consent Agenda

Upon motion of Patrick Moyle, seconded by Kathy Thyra Karlstrom, the Consent_Agenda was approved. Motion Carried

- Minutes of the Regular Board Meeting held on June 11, 2020 with several minor spelling and missing word corrections.
- Clerks Bills and Claims:

<u>Account</u>	<u>Item Numbers</u>
Security Deposit	1021
GF Pooled Checks	3449-3511
Direct Deposit Payroll	DD331 – DD371
• EFT Items	EFT 124, 129, 130
• Electronic (E)	197-206
Tax Collection	2350-2353
Trust & Agency	2407-2410
Water Checks	8518-8530
• Electronic (E)	<u>44-48</u>
TOTAL:	<u>\$ 361,040.13</u>

Regular Agenda

Upon motion of Patrick Moyle, seconded by Rachel Sertich, the Agenda as presented was approved. Motion Carried.

Public Comment

None

Old Business

Old Airport Property Board members discussed the status of former airport property. The Township Manager noted he had watched both the first and second blast. He was at the Fire Station business location for the second blast and multiple vehicles were impacted by debris, along with a notebook size rock going through a deck at the property. It was mentioned work on site was noisy and also causing issues with regards to dust. The Township will contact Associated to see if any protocols are in place with regards to dust, which could be a DEQ issue. In addition, the Board was presented with correspondence from Wendy Lynn Retzloff, 135 Heritage Drive, and 19 additional residents in the area noting concerns with regards to the blasting and the safety of individuals and property in the area.

Recycling Cart Infrastructure Grants Board members were provided with an update regarding recycling carts. Brian Burke with EGLE had indicated grant requests have started to be reviewed. Tax on internet sales fund grants, and due to COVID-19 online sales have increased considerably. It was noted perhaps letters could be written to State Representatives to encourage grant funding. Currently recycling in the Township will cease in September and October as the new recycling facilities are completed, with residents asked to hold on to their recycling until single-stream begins.

Township Logo Multiple drafts of possible Township logos were reviewed. The logos had resulted from line drawings completed by the manufacturer for the recycle cart project. Upon motion of Kathy Carlson, seconded by Rachel Sertich, approval was given to move forward with Option #2 for the Township logo with a black border and year established date to be added to the graphic. Motion Carried.

Forest Management Plan Board members reviewed information from Superior Forestry & Land Management to initially provide timber management preparation services necessary to maintain the multi-use trail system, with ultimately a plan prepared for the rest of the Township's land. Thyra Karlstrom noted she has knowledge of timber management plans and would be willing to share her knowledge. In addition, the Township Supervisor noted the Kivela Road trails had not been reviewed as of yet. Upon motion of Kathy Carlson, seconded by Patrick Moyle, approval was given to work with Superior Forestry & Land Management at an estimated cost of \$1,490 for consulting forestry services, and for the initial invoice for field work / plan writing in the amount of \$650 (part of the \$1,490 estimated total) to be paid. Motion Carried.

New Business

Digital Speed Signs Information from Elan City regarding digital speed signs was reviewed. Board members discussed excessive speed on some Township roads but without the Township not having the ability to specifically enforce or reduce limits. Upon motion of Patrick Moyle, seconded by Rachel Sertich, approval was given to acquire 2 14" A/C Evolis Radar Speed Signs with programmable message displays (including battery packs, mounting bars and chargers) at a total cost of \$5,829. Motion Carried.

Kivela Road Speed Study The Township Supervisor noted attempts had been made to have a speed study conducted on Kivela Road, but the requests had been turned down. The Township cannot require the study be completed but will continue to work to try and determine what can be done to improve safety on this stretch of road.

Phone System The Township Treasurer noted Township personnel had been running into issues with the current phone system. She had contacted Solutions Telecommunication to voice displeasure, and the company had sent someone out to assist with the phone system and provide training. This had been beneficial and the system is working more smoothly.

Financial Transaction Policy A draft Financial Transaction Policy was presented for review and possible approval at the September, 2020 Board meeting.

COVID-19 Updates:

- Per the Governor's Executive Order, staff who can work from home will continue to do so.
- Front Office Staffing Upon motion of Patrick Moyle, seconded by Thyra Karlstrom, approval was given for the front office staff (Office Clerk / Administrative Assistant) to go back to 8 am – 12 noon and 12 noon – 4 pm work schedule effective 8/17/20 – with the Township Supervisor and Township Manager given the authority to adjust hours as needed due to COVID-19. Motion Carried.
- The Township Manager noted with hall rentals currently ceased, the gymnasium would be used for office space for additional Water Department and CCB / Recreation personnel to allow for appropriate social distancing.
- Township Hall Building Rentals Upon motion of Gary Wommer, seconded by Rachel Sertich, per the Emergency Order from the State of Michigan Governor, no Township Hall

building rentals will take place until 30 days after the State's Emergency Order is lifted.
Motion Carried.

Correspondence – Gary Kivela Garbage Fee A letter dated 7/20/20 from Gary Kivela protesting his quarterly sanitation billing and subsequent late fees for non-payment was reviewed and discussed. While the bill had been paid in protest, he was asking for the late fees to be waived. Board members discussed other fee waivers which had not been granted, along with the precedent it would set as there is a Township cost for the contractor to drive the route even if a resident does not use the service. Upon motion of Patrick Moyle, seconded by Gary Wommer, the accumulated late fees on the Gary Kivela sanitation account will not be waived. Motion Carried.

Reports

CCB Board Gary Wommer, Township Supervisor, reported on items for the CCB Board. He noted some repairs had been made on the building roof which should last until 2021 when a Request For Proposal (RFP) will be prepared to replace the roofing.

Recreation Committee Gary Wommer, Township Supervisor, reported on items for the Recreation Committee. He noted it was determined the new soccer field was too acidic, and approximately 5,000 lbs of lime will be used to lower the acidity level.

Fire Department Report The August 13, 2020 Fire Report prepared by Jeff Kontio, Fire Chief, (not in attendance) was reviewed. Highlights included 1) 12 calls for the month of July, 2020 (96 year-to-date), 2) training – water sources and drafting, and 3) the resurfacing of the Fire Hall floor and parking lot had been completed.

Water Report The Water Report for July, 2020 was reviewed by Water Department Supervisor Andy Hall via Zoom. Highlights included: 1) 38 Miss Digs for the month, 2) two new service lines had been installed on Forge Road, 3) lead and copper samples were submitted with sample results forwarded to the residents who had collected them, 4) valve turning will wrap up by the end of August, 5) work is being done to prepare the pump house for painting, 6) the backup Kele pressure transmitting switch had been received, and 7) the Water Department had assisted with the tire collection day.

Leak Detection The Water Department had received two bids to perform leak detection on the system as water loss has been 16%-20% for the last 3 months. A quote from Waterworks Services was received for \$1,800 and another from Michigan Rural Water at a cost of \$300 per day. Dick Supina, Traverse Engineering, recommended the Township accept the bid from Waterworks Services. Upon motion of Patrick Moyle, seconded by Kathy Carlson, approval was given to accept the quote from Waterworks Services for water main leak detection at a cost of \$1,800. Motion Carried.

Clerk Report The Clerk noted: 1) the August State primary with Precinct #1 and the Absentee Voter Counting Board (AVCB) had run smoothly with approximately 60% of voters casting AV ballots, 2) once again the Township Election Inspectors had done an outstanding job and should be congratulated on a job well done, 3) the Clerk noted a “Thank You” to Deputy Clerk Jackie Laurila has worked diligently in her new roll as Deputy Clerk and went above and beyond her normal duties in dealing with the record amount of absentee ballots and election preparation, 4) the Township audit is continuing, and 5) MERS is working to provide the Township with information on closing the current Defined Benefit Plan and opening a Defined Contribution Plan for full-time employees effective March 1, 2020.

Township Manager Report Nick Leach, Township Manager, provided an update on items he had been working on, with highlights including: 1) Planning Commission reviewed a site plan for UP Offroad and draft paperwork for excavation and leveling / grading, 2) ZBA meeting is scheduled for 8/26/20 to review request for taller fence variance, 3) no Brownfield or Wellhead Committee meetings had been held, and 4) no pending Ordinance Enforcement / Violation items.

Assessor's Report Assessor Cameron Fuess (in attendance via Zoom) provided updates to the Board. Highlights included: 1) July Board of Review update, 2) PRE and property transfer affidavits were

collected and entered, and 3) work being completed on two different audits to keep Negaunee Township assessing records within compliance with the State Tax Commission.

Treasurer's Report The Board reviewed Treasurer, Kathy Carlson's written report for July, 2020, including: 1) Work on Policy & Procedure Manual, 2) Assistance provided to new Sands Township Treasurer, 3) Audit preparation, 4) July Board of Review attendance, 5) MERS Investment webinar, and 6) 7/31/20 total bank balances of \$3,853,546.

Supervisor's Report Gary Wommer, Supervisor, provided information on the following items:

- **Water / CCB / Recreation Assistant Intern** The Supervisor noted in order to hire and maintain workers, the Township will likely need to review and adjust the current Wage Matrix. He noted he would like to see the Water / CCB / Recreation Assistant / Intern's wages increased from \$12.78 per hour to \$15.00 per hour. After a length discussion and upon motion of Patrick Moyle, seconded by Thyra Karlstrom, approval was given to move Andrew Prusi from the Water / CCB / Recreation Assistant / Intern position to Maintenance / Custodian position effective with the next Township payroll and with a new wage rate of \$15.72 per the current Wage Matrix. Motion Carried.
- **Labor – Full-Time vs Part-Time** The Supervisor recommended for the amount of maintenance work to be performed, including winter work on the ice rink, that Dylan Matthew be moved to a full-time employee at the same current wage rate but with benefits. Board members discussed the change and suggested workload be reviewed as needed to make certain the full-time designation is warranted. Upon motion of Gary Wommer, seconded by Patrick Moyle, approval was given to move Dylan Matthew's to a full-time employee at the same current wage with benefits effective with the next Township Payroll. Motion Carried.
- **Tire Collection** It was noted the recent tire collection had taken in 88,000+ lbs. of tires in comparison to 79,000 received in 2019.
- **Laptop Computer** It was noted an additional Township laptop would be beneficial to be used by staff on an as needed basis. The Township Treasurer will look to obtain a price from 906 Technologies.
- **Playground Equipment** A playground engineer had review the Township's play structures and determined most to be deficient and unsafe at the Township Hall, North Diamond and Midway park areas. It was recommended the structures be removed, which will take place either this Fall or next Spring.
- **Community Service** A question had been posed about whether or not individuals could serve their community service requirements at the Township. Due to possible liability issues, it was recommended by Board members this not take place.

Road Projects

MCRC Contract The Township Supervisor reviewed Marquette County Road Commission Crack Filing contract. Upon motion of Patrick Moyle, seconded by Rachel Sertich, approval was given for Negaunee Township to sign Chip & Fog Seal & Crack Filing Construct Agreement with the Marquette County Road Commission for Airport Circle, Cedar Lane and Wilderness Road at a total cost of \$3,841.26. Motion Carried.

Advisory Trail Committee No update to provide.

Personnel Committee No meeting held. The Township Manager will follow-up with the employees to appoint a new member to the Committee due to a vacancy created by a retired employee.

Emergency Management Report Books have been updated.

Correspondence

- None

Public Comment

- None

Informational Items

- DEQ Tire Collection Day

Board Member / Township Manager Comments

- None

Next meeting

The next regularly scheduled Township Board Meeting will be held on Thursday, September 10, 2020 beginning at 7:00 p.m., with the meeting tentatively schedule to be held via Zoom.

Adjournment

With no further business appearing and upon motion of Rachel Sertich, seconded by Patrick Moyle, the meeting was adjourned at 9:42 p.m.

Respectfully submitted,

Rachel Sertich
Negaunee Township Clerk