

## Negaunee Township Regular Board Meeting – August 13, 2015

### 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 Rachel Sertich and Duane Soine.

Absent: John Ennett and Carl Nurmi

### Agenda

Board members reviewed the agenda which had been revised to include item 2(c) – Street Light Request, and 2(d) Request for garbage can signs – Totem Pole Road. Upon motion of Duane Soine, seconded by Rachel Sertich, the revised agenda as presented was approved. Motion Carried.

### Approval of Minutes

Board members reviewed the minutes for the Regular Board Meeting held on July 9, 2015 and the Special Board Meeting held on August 5, 2015. Upon motion of Duane Soine, seconded by William Carlson, the minutes as presented were approved. Motion Carried.

### Public Comment

Steve Talaga, 163 Midway Drive, addressed the Board regarding property for sale at 169 Midway Drive. Currently the property contains 2 residences – 1 home and 1 trailer. It was the understanding of individuals living in the surrounding area the property was grandfathered under the Zoning Ordinance but if the property was sold it would have to comply with current Zoning requirements. The Zoning Administrator is checking with the Township Attorney regarding the legality of the two structures. Mr. Talaga indicated until recently there had been issues with activities taking place at the residence, and no one wanted to see this start up again. Since the house is vacant and for sale, he encouraged the Township to take this opportunity to require the removal of the trailer from the property.

Marilyn Talaga, 168 Midway Drive, also addressed the Board regarding the property at 169 Midway Drive. She stated it was her belief only the family which had been residing at the home with the trailer located at the rear of the property was able to keep the two residences on site. She would like to see the issue settled before the property is sold.

***Fire Department Report*** Jeff Kontio, Fire Chief, was on hand to review the written Fire Department report dated August 13, 2015. Items highlighted included: 1) 9 calls for the month of July (71 calls year to date), and 2) search and ladder training at a vacant house in the City of Negaunee which may be burned for fire training purposes in October, 3) National Night Out was extremely successful with more than 400 people in attendance, and 4) the parking lot expansion and resealing had been completed as a part of the Department's Five Year Plan.

### Old Business

***Fog & Chip Seal – East Buffalo Road*** Board members reviewed information from the Marquette County Road Commission regarding fog and chip sealing 1 mile of East Buffalo Road at a total cost of \$25,743. Upon motion of Duane Soine, seconded by Rachel Sertich, approval was given to enter into contract with the Marquette County Road Commission for the fog and chip sealing of East Buffalo Road at a cost of \$25,743 with payments to preferably be split over two fiscal years. Motion Carried.

### New Business

***Sale of Old Township Safe*** Board members had received a request about the possible sale of an old Alpine Safe located in the basement of the Township Hall and no longer used. Because the safe is considered an antique and maintains some value, it was felt the safe should be sold on bids. Upon motion of Rachel Sertich, seconded by Duane Soine, approval was given to advertise the sale of an Alpine Safe with a minimum bid of \$250 and with bids being accepted until the close of business on October 1, 2015. Motion Carried.

MiCAMP Annual Conference The Board reviewed a request from the Zoning Administrator to attend the MiCAMP Conference in Boyne, MI September 9<sup>th</sup> and 10<sup>th</sup>. 3 sessions would be attended each of the two days, including ones for ArcGIS Online and History of the Plat Act. Upon motion of Duane Soine, seconded by William Carlson, approval was given for the Zoning Administrator, Nick Leach, to attend the MiCAMP Annual Conference in Boyne City, MI September 9-10, 2015 at a total cost not to exceed \$400. Motion Carried.

Street Light and "Hidden Drive" Sign Requests Craig Salo, 780 Co. Rd. 492 had forwarded information to the Township regarding having a street light and "Hidden Drive" sign located on Co. Rd. 492 near the location where his new home is currently being built. With children who will be using the location for a bus stop, it is a safety concern. Upon motion of Rachel Sertich, seconded by Duane Soine, approval was given for a street light to be installed at the bus stop located at 780 Co.Rd. 492 and the installation of "Hidden Drive" signage at the same roadway location. Motion Carried.

Garbage Can – Sign Request The Township had received a request from a property owner on Totem Pole Road asking if signage could be put in place noting garbage cans were required to be used when placing refuse at the curb. It was noted this was not specifically required by the Sanitation Ordinance and recommended the individual speak with the Dead River Camper's Association to see if they could be of possible assistance.

## **Reports**

Community Center Board The minutes of the Community Center Board meeting held on August 4, 2015 were not yet available. Duane Soine, Board Liaison, and Mike Adams, Committee Member were in attendance at the Board meeting and noted some of the items discussed had included: 1) the new soccer practice field was finished and ready for use, 2) the Committee members were concerned about the cessation of their nominal stipend for serving on the Committee.

Second Legal Opinion – Community Center Board Wage Stipend Board members discussed how upon advice of the Township Attorney in 2006 the manner in which Community Center Board members were paid had been revised. Recently the Township Attorney reversed his opinion and recommended stipend payments / wages to Community Center members be ceased. Board members wondered if it might be beneficial to seek a second opinion with regards to the issue. Upon motion of Duane Soine, seconded by Rachel Sertich, approval was given for the law firm of Fahey Schultz Burzych Rhodes PLC to be contacted to offer a second opinion with respect to members of the Community Center Board receiving any type of wage stipend, with any expenses incurred to be paid by the General Fund. Motion Carried.

Water Report Board members reviewed the Water Department Report dated July, 2015 from Water Supervisor, Russ Williams who was in attendance. Items highlighted included: 1) a major water leak had been located and repaired on July 31<sup>st</sup> near Tractor Supply, requiring the replacement of a 62" section of pipe, 2) 24 Miss Dig requests had been marked, 3) work was being done to prepare the RFP for Water Tower Inspection and Painting, and 4) the Michigan DEQ had visited the Water Department.

## **Clerk Report(Bills, Claims)**

Water fund checks #7635 through #7646 totaling \$10,247.89 were reviewed. Upon motion of Duane Soine, seconded by William Carlson, the Water fund checks as presented were approved. Motion Carried.

General Fund checks #24677 through #24804 totaling \$88,727.78 and ACH information for the month of July, 2015 totaling \$15,504.24 were reviewed. Upon motion of Duane Soine, seconded by William Carlson, the General Fund checks and ACH with a grand total of \$104,232.02 as presented were approved. Motion Carried.

Planning Report Nick Leach, Zoning Administrator, provided an update on the meeting held August 11, 2015 along with reviewing his written report. Highlights included: 1) the Commercial Land Use Permit for E & J Land Co. had been tabled as the Committee needed to see site plan information with regards to highway access, and 2) Carrier Construction and O'Dovero Properties were both seeking Land Use Permits to build a garage and a new light industry building respectively.

**Assessor's Report** John Gehres, Assessor, provided a written monthly report dated August 10, 2015. Items highlighted included: 1) Inspections, 2) July Board of Review, and 3) Tribunal petition by O'Dovero Properties protesting the valuation of 5 parcels.

**Treasurer's Report** Board members reviewed information from the Utility Review Committee on which the Treasurer serves, showing \$1,443.45 would be distributed to Negaunee Township based on excess assets available for distribution from the Committee.

**Supervisor's Report** William Carlson, Township Supervisor, provided an update on Township activities since the last Board meeting including: 1) Moyle Trucking should be removing the Koski trailer by 8/21, 2) he would be meeting with Auditor Gloria LaPointe to review the 3/31/15 audit report, 3) CUPPAD would be contacted to possibly assist with writing a grant to request a generator at the pump house (including dedicated electrical outlet) in order to meet the Michigan DEQ requirement to have this equipment in place for all water systems by January 1, 2016.

**Brownfield Authority** Brownfield Administrator Nick Leach noted several bids had been received for completion of the Phase II environmental work at the Sawmill Road property. A meeting was scheduled for August 18, 2015 to review the bids.

**Wellhead Protection Committee** The next Wellhead Protection meeting is scheduled for September, 2015. The video and brochure have been updated, and the Committee will look for ways these items can be brought to students within the Negaunee Public School system.

**Advisory Trial Committee** Al Reynolds was in attendance and noted the construction meeting had been held regarding work to be performed in the proximity of Winthrop Junction. In addition, 4 more mile marker panels had been installed, and the Committee was looking to repair retaining wall erosion taking place near the LS&I scales.

**Personnel Committee** Rachel Sertich, Chairperson, highlighted the meeting held on July 16, 2015 which included items on payroll processing, safety equipment, FOIA, time clock / log book, employee physicals, MERS retirement multiplier and PTO balances. She noted the Committee had recommended revisions to the Personnel Policy manual including payroll process, safety equipment and Policy definitions. Upon motion of William Carlson, seconded by Duane Soine, the following revisions to the Negaunee Township Personnel Policy were adopted effective immediately.

### **Payroll / Timecard Processing**

#### **4.4 Recording of Hours**

Time sheets/overtime hours are to be turned in to the Office Manager no later than **4 pm on the Tuesday prior to the end of the pay period.**

Employees seeking compensatory time for time worked must indicate hours new and used on time sheet. Any problems concerning the amount of pay or payroll procedures should be directed to the Office Manager or Clerk.

#### **5.3 Payroll Procedures**

The pay period is two weeks and begins on **Wednesday** and ends on **Tuesday**. Paychecks are available to the employees on the Thursday following the end of the pay period. Payroll deductions are made as required by federal or state governmental units. Deductions can also be made by the employee's written authorization for pension contributions, employee deferred compensation programs and employee funded health care policies.

## **Safety Shoes**

### **6.7 Safety Shoes**

All full-time, part-time and temporary public works employees are required to wear safety shoes while working. Full-time employees will be given an allowance over and above the cost of regular shoes to purchase safety shoes. (also see Section 12.11)

### **12.11 Uniforms and Equipment**

1. All Township employees will be furnished the necessary tools and equipment to perform the duties of their job. The Township will repair and replace worn or damaged equipment, provided it was used only for Township business and was not neglectfully or carelessly used.
2. **Full-time** employees in the Department of Public Works , custodial staff (including Community Center Board employees per CCB approval 12/1/2005) will be given an allowance to purchase safety boots. Negaunee Township will pay up to \$250.00 every two years for safety boots for those employees required to wear them. Once the employee provides a receipt for the purchase, they will be reimbursed up to \$250 or the cost of the boots (whichever amount is less). It will be at the discretion of the Supervisor to replace shoes damaged in the line of duty in between the two year period. (initially Revised 7-2014)

## **Work Force**

### **2.1 Size of the Work Force**

The Township Board is responsible for the creation of all positions consistent with needs and budgetary limitations. The Board is also responsible for confirming layoffs and recall. The Community Center Board is authorized to **hire** employees at their discretion and with proper notification to the Township Board

## **Definitions**

**Seasonal / Irregular Part-Time Employees:** Those employees who are budgeted to work less than 520 hours per year.

**Emergency Management Report** Mr. Carlson noted address changes had been updated.

## **Correspondence**

- None

## **Additional Public Comment**

Tom Britton, 15 Rocky Ridge Road, addressed the Board with regards to hauling which is taking place on McClure Dam Road. All property owners have been paying for road maintenance only to have tandem trucks hauling on the road creating a noise, dust and washboard road issue. The Zoning Administrator noted he had recently become aware of the situation and was forwarding information to the parties involved noting what requirements needed to be in place for natural resource extraction. Mr. Leach noted the issue will be pursued.

## **Informational Items**

- Utility Review Committee
- CUPPAD Minutes
- Corridor Meeting Minutes

## **Board Member Comment**

None

**Next Meetings**

Due to schedule conflicts in September for those Board members in attendance at the meeting, the next regularly scheduled Township Board Meeting was moved to be held on Thursday, September 17, 2015 at 7:00 p.m. at the Negaunee Township Hall. \*\*\* NOTE DATE CHANGE \*\*\*

**Adjournment**

No further business appearing and upon motion of Rachel Sertich, seconded by Duane Soine, the meeting was duly adjourned at 8:55 p.m.

Respectfully submitted,

Rachel Sertich  
Negaunee Township Clerk