

**TOWNSHIP BOARD
REGULAR MEETING MINUTES
AND
PUBLIC HEARING SEWER PHASE TWO MEETING
January 3, 2023 at 7:00 pm**

ITEM 1: CALL TO ORDER

The meeting was called to order by Supervisor Ridley at 7:05 pm with the Pledge of Allegiance.

ITEM 2: ROLL CALL

Present – Supervisor Ridley, Clerk Reidsma, Trustee Vance, Trustee Kramer, Treasurer Balazovic

Absent – None

A Quorum was present.

AGENDA ITEMS

MOTION: Move to add Budget Adjustments to the agenda under New Business.

Moved by Reidsma, seconded by Vance.

MOTION CARRIED

DISCUSSION

Budget adjustments proposed by Clerk Reidsma in the December 26, 2022 meeting were postponed to this meeting.

MOTION: Move to approve the agenda as amended.

Moved by Vance, seconded by Reidsma

VOTE – In Favor – Unanimous voice vote

MOTION CARRIED

ITEM 3: BOARD MEMBER CONFLICT OF INTEREST

Trustee Kramer reported that he would abstain from voting on item “7a” SAD (Special Assessment District) Phase II Sewer district as he owns property within the proposed SAD.

ITEM 4: PUBLIC HEARING ESTABLISHMENT OF SEWER DISTRICT PHASE II

Supervisor Ridley opened a public meeting for the purpose of allowing public comment on the proposed sewer district phase II

The floor was open for public comment at 7:08 pm.

There was no public comment.

The floor was closed for public comment at 7:09

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This item from the regular board meeting was disposed of during the public hearing for the sake of clarity.

OLD BUSINESS:

ITEM 7a: DECISION TO ESTABLISH SPECIAL ASSESSMENT DISTRICT (SAD) PHASE II

The resolution for the establishment of the special assessment district for the purpose of funding sewer project phase 2 was read into the record by Supervisor Ridley.

MOTION to adopt resolution as read.

Moved by Ridley, seconded by Vance.

ROLL CALL VOTE: In favor – Ridley, Balazovic, Vance, Reidsma; Abstaining - Kramer
MOTION CARRIED

DISCUSSION: None

The public hearing was closed and the regular township board meeting was resumed immediately thereafter at 7:12 pm.

ITEM 5: PUBLIC COMMENT ON AGENDA ITEMS

Pubic comment on agenda items began at 7:13 pm.

P McGinnis – requested that references to those making public comment include first name or initial to properly identify them.

J McGinnis – information and history of the planning commission to the board regarding the planning commission the proposed ordinance (see item 8g).

R Odenwald – information and history of the planning commission, citizen involvement, KCI bill in consent agenda.

S Swanson – planning commission and expanding township services and zoning.

D Webb – planning commission and proposed ordinance

Public comment was closed at 7:23 pm.

ITEM 6: CONSENT AGENDA

MOTION: Move to remove KCI mailings and Bills from the consent agenda and add them to New Business and approve the amended agenda.

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Moved by Kramer, seconded by Vance.

VOTE – In Favor – Unanimous voice vote

MOTION CARRIED

MOTION: Move to approve KCI mailing contract.

Moved by Kramer, seconded by Vance.

VOTE – In Favor – Unanimous voice vote

MOTION CARRIED.

DISCUSSION: KCI mailing notice – document contains a typographical error referencing the proposed planning ordinance.

ITEM 8a: BLIGHT REMEDIATION GRANT

Vance reported that a grant could be used for both the township cemetery and to demolish structures on private property. Sharon Lange (Liaison for Cheboygan County Economic Development) was in attendance to provide information to the board.

MOTION: Move to hire Cheboygan County to assist in writing a grant to obtain funds for blight elimination.

Moved by Vance, seconded by Kramer.

VOTE – In Favor – Unanimous voice vote

MOTION CARRIED.

MOTION: Move to authorize the township supervisor to engage the attorney to prepare property liens.

Moved by Vance, seconded by Kramer

VOTE – In Favor – Unanimous voice vote.

MOTION CARRIED.

DISCUSSION:

Three privately owned structures have been identified for demolition to be funded by the grant.

Oakhill Cemetery building repairs have been identified for grant.

Determination whether the structure could be renovated rather than removed.

There are no other applicants who have identified properties under this grant.

January 31, 2023 deadline for application.

The board to determine terms of a lien to secure repayment of increase in value of property due to the removal of blight. Work with township counsel to write the terms of the lien.

Administrative costs can be included in the grant.

No matching funds required.

State Land Bank is a resource.

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ITEM 8b: ATTORNEY RESUME' (Appointment of Selecting Officials)

The township received resumes from law firms in response to an RFP to hire township legal counsel.

MOTION: Move to authorize the Supervisor to set up a time and date to have Plunkett Cooney and T MacArthur to appear before the board to discuss hiring township counsel.

Moved by Kramer, seconded by Vance.

Vote – In Favor – Unanimous voice vote.

MOTION CARRIED

DISCUSSION:

Discussed having the full board present to interview these applicants.

ITEM 8c: HVAC MAINTENANCE AGREEMENT

The Township requires a need contract to service HVAC for the township building.

MOTION: Move to contract M&M Plumbing and Heating to service the building's HVAC systems with the fee allocated as follows: 30% Township, 30% Police Dept, 40% Library.

Moved by Ridley, seconded by Balazovic

Vote In Favor – Unanimous voice vote

MOTION CARRIED

DISCUSSION

Utilities are allocated to departments by percentage which differs from the annual & semi-annual fee split in the motion.

ITEM 8d: ASSESSOR BID

There were three applicants responded to the request for proposal, but two applicants have subsequently withdrawn.

MOTION: Move to hire Doug Keipert at an annual salary of \$55,000.00 to be the township assessor with T Witulski being retained as the Assessor Assistant.

Vote In favor – Unanimous voice vote

Moved by Ridley, seconded by Balazovic.

DISCUSSION

Recommended by Clayton McGovern

Deliverables from the assessing department

Assessor will report to the board regularly

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ITEM 8e: BOARD OF REVIEW VACANCY

Two candidates have expressed interest, but one has withdrawn

MOTION: Move appoint Larry Hull Lt Commander, Navy Retired to the vacant position on the Board of Review.

Moved by Kramer, seconded by Vance
Vote In Favor – Unanimous voice vote
MOTION CARRIED

DISCUSSION: None

ITEM 8f: 2022 AUDIT FINAL – (Fiscal Year Ended June 30, 2022)

Mr Verlin was present to report on the audit findings for the fiscal year ending June 30, 2022 and answer questions from board members.

ITEM 8g: PLANNING COMMISSION ORDINANCE

J McGinnis, Vice Chair presented information regarding the establishment of the planning commission and the proposed ordinance to comply with the state enabling act, along with its impact on the work the planning commission has in process.

MOTION: Move to strike section 12 and adopt the proposed ordinance – Ordinance 40 – as amended.

Moved by Balazovic, seconded by Ridley

ROLL CALL VOTE: In Favor - Balazovic, Ridley Against – Vance, Reidsma, Kramer.

MOTION FAILED

DISCUSSION

This ordinance would not change the scope of the planning commission, this ordinance is to comply with state enabling act changes.

Zoning issues would require the township board to agree to expand the scope of the commission work. Township Counsel advising that more research is required.

Need for the zoning authority language in the proposed ordinance.

Lack of clarity on the history establishing the planning commission.

Other issue with compliance, lack of turnover of the board.

Scope of the commission is advisory to the county planning and zoning and has established a good working relationship with the county.

Amending the language in the ordinance to match the commission's bylaws.

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ITEM 8h: FAIR MARKET VALUE (TOWNSHIP PROPERTY)

Follow up on determination of fair market value of property for which the township has received offers to purchase.

MOTION: Move to contact the property owners, work with an appraiser and realtor and determine the appropriate price to sell the township owned land in this area adjacent to the trail.

Moved by Balazovic, seconded by Vance.

ROLL CALL VOTE In Favor – Kramer, Vance, Reidsma, Balazovic, Opposed - Ridley

MOTION CARRIED

DISCUSSION

Limited access and value to property.

Consideration of selling this section to all of the adjacent property owners.

Consider selling at price per square foot, using the current offers to set price.

Discussion with other property owners in this area.

ITEM 8i: FIRE DEPARTMENT CONTRACT

The township board considers the fire contract.

MOTION: Move to adopt the contract with ~~Fire Association, Inc.~~ Tuscarora Township Volunteer Association, Inc. for fire services.

Moved by Kramer, seconded by Reidsma

ROLL CALL VOTE In Favor – Ridley, Balazovic, Reidsma, Vance, Kramer; Opposed - None.

MOTION CARRIED

DISCUSSION: None

ITEM 8j: DEPUTY CLERK COMPENSATION

The township board considers compensation for the Deputy Clerk and the Deputy Treasurer (hourly vs salary & payment rates) will be reviewed and agreed by the Board. Deputy Clerk shall be paid by salary or otherwise as township board determines per MCL 41.69.

MOTION: Move to set Deputy Clerk compensation at a salary of \$5,000 annually based on the current budget and paid biweekly at a rate of \$192.

Moved by Reidsma, seconded by Kramer

ROLL CALL VOTE In Favor Kramer, Vance, Balazovic, Reidsma, Ridley; Opposed – None

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MOTION CARRIED

DISCUSSION:

The motion clarifies compensation for this position.
Deputy Treasurer is currently hourly at \$16 per hour
No change in compensation without further board action.

ITEM 8k: DEPUTY CLERK ASSISTANCE

The board considers approving duties for the Deputy Clerk, who “may assist the township clerk in the performance of township clerk’s duties at any additional times agreed upon between the board and the clerk” (MCL 41.69).

MOTION: Move to approve the assignment, by the Clerk, of statutory and non-statutory duties allowable by law to the Deputy Clerk at any additional times determined by the Clerk.

Moved by Reidsma, seconded by Vance

ROLL CALL VOTE – In Favor – Balazovic, Kramer, Ridley, Reidsma, Vance; Opposed - none

MOTION CARRIED

ITEM 8I: TOWNSHIP COMPENSATION

Clerk Reidsma presented information from MTA training regarding a recommendation that the township board should adopt a policy that the board establishes all township compensation.

MOTION: Move that the township board require all compensation matters for all departments, commissions, committees, etc. receive the approval of the board:
Establishing the need for additional work requiring compensation
Establishing a job description for performing work
Worker status – full, part time, seasonal, consulting
Hourly Wage and/or salary range for compensating this work
Budget approval for work – annual cost, budget center, GL accounts
Utilizing hiring policy as required
Providing approval on all MTA delineated compensation items:
Meeting stipends, Other officials’, appointees, and employee’s salary or wages (including deputy pay), Compensation to board member for additional non-statutory duties, expense reimbursement (ie mileage), Officials’ benefits, and employee’s benefits.

Moved by Reidsma, seconded by Kramer

ROLL CALL VOTE – In Favor – Reidsma, Vance, Kramer, Ridley; Opposed - Balazovic

MOTION CARRIED

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DISCUSSION

This should be added to the existing proposed policy manual.

Communicate the rules of engagement for departments and budget responsible managers.

Aligns responsibility with the authority.

ITEM 8m: WORKERS COMPENSATION NONCOMPLIANCE PENALTY FEE

Clerk Reidsma reported on a ~~penalty~~ fee assessed by the insurance carrier in the amount of \$9,996 billed on October 3, 2022.

MOTION: Move to schedule an audit with EXL to obtain a refund of the non-compliance fee of \$9996 and avoid additional fees by allocating sufficient resources to comply with audit requests.

Moved by Reidsma, seconded by Vance.

ROLL CALL VOTE In favor – Reidsma, Ridley, Vance, Kramer, Balazovic; Opposed - none

MOTION CARRIED

DISCUSSION:

Timeline for workers compensation audit.

Contractor for the insurance carrier is EXL.

Consequences to the department expense activity.

Notification of the audit came in August.

MOTION: Move to recess the meeting for 5 minutes

Moved by Kramer, seconded by Reidsma

MOTION CARRIED by voice vote.

Meeting adjourned at 9:05 pm and reconvened at 9:10 pm

ITEM 8n: BUDGET ADJUSTMENTS

MOTION: Move to approve budget & journal entry adjustments as follows:

Transfer budget of \$16,000 from Contingency 101-209-941 to Admin wages 101-101-704.

Transfer budget of \$1500 from Cemetery Salary 101-567-702 to Admin FICA 101-101-709.02

Transfer budget of \$3500 from Cemetery Salary 101-567-702 to Computer / Office 101-101-980.

Place Workman's Comp Insurance dividend of \$3158.42 in Refunds / Rebates 101-000-687.

Allocation of Workman's comp insurance from 101-101-937 to other departments per agreed plan.

Allocation of Liability insurance from 101-101- 935 to other departments per agreed plan

Moved by Reidsma, seconded by Kramer

ROLL CALL VOTE In Favor – Reidsma, Kramer, Ridley, Vance. Opposed - Balazovic

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MOTION CARRIED

MOTION: Move to reclassify workers compensation ~~penalty~~ fees and approve budget adjustment as follows:

Transfer Workman's comp Non-compliance charge of \$9996. from 101-101-937 to Extraordinary Items / Penalties in 101-101-998 after creating budget by transferring \$10,000. from Planning Commission 101-701-801 to Extraordinary Items / Penalties in 101-101-998.

Moved by Reidsma, seconded by Kramer

VOTE In Favor – Kramer, Reidsma, Vance. Opposed Balazovic, Ridley

MOTION CARRIED

DISCUSSION:

Clarification of motion.

Need for compensation in cemetery cost center for spring clean up

Future financial needs for planning commission

MEDC may require additional work

Recording workers compensation dividend.

ITEM 8o KCI Billing

MOTION: Move to approve the billing from KCI with edit to remove the reference to an ordinance.

Moved by Vance, seconded by Balazovic

Vote unanimous voice vote

MOTION CARRIED

ITEM 8p BILLS

MOTION: Move to approve bills.

Moved by Vance, seconded by Kramer

Vote unanimous voice vote

MOTION CARRIED

DISCUSSION:

Need for check register in board packet

Payroll vs vendor payments

Revenue for the month of December

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ITEM 9: PUBLIC COMMENT

Public comment began at 9:34

P McGinnis – recommended that the township install cameras for security in the lobby.

B Henderson – residents financial participation in road improvements

S Shlomsky Slomsky – invited the public to Winter Fest which is scheduled for February 3rd and 4th

D Webb – commented on workers compensation penalty

S Swanson – commented on resident participation on Club Rd repair

Public comment was closed at 9:43 pm.

ITEM 10: BOARD COMMENT

Four board members commented

ITEM 12: MOTION TO ADJOURN

MOTION: Moved to adjourn at 9:54 pm.

Meeting adjourned at 9:54 pm

Prepared by Clerk Jay Reidsma