

April 3, 2017

A Regular meeting of the Chocolay Township Board was held on Monday, April 3, 2017 at the Chocolay Township Hall, 5010 U S 41 South, Marquette, MI. Supervisor Bohjanen called the Township Board meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE.

TOWNSHIP BOARD.

PRESENT: Richard Bohjanen, Max Engle, Ben Zyburt, David Lynch, Judy White, Don Rhein, Mark Maki.

ABSENT: None.

STAFF PRESENT: Steve Lawry, Mary Sanders, Suzanne Sundell, Pat Beck and Lee Gould.

MINUTES –JOINT MEETING March 20, 2017.

Rhein moved Zyburt seconded to approve the minutes of the joint meeting of March 20, 2017 as presented.

MOTION CARRIED.

AGENDA ADDITIONS/DELETIONS.

Lynch moved Maki seconded to approve the agenda as presented.

MOTION CARRIED.

PUBLIC COMMENT.

Judy White, 370 Lakewood Lane – Spoke on the restructuring of office personnel that is being requested by Manager Lawry. He is requesting that the Deputy Treasurer hours be increased to 40 hours per week and hiring an additional on call person in her absence. She cited state statute on the duties and responsibilities of the Treasurer and Deputy Treasurer position. She also checked with Marquette Township on their Treasurer's salary and duties of the Treasurer Department. She feels the Board needs to justify additional personnel when the Deputy Treasurer is absent. She feels if the administrative assistant can't fill in for the Deputy Treasurer, then the Treasurer should.

Mark Maki, 370 Karen Road – At the February ZBA meeting he brought up the fact that there was an illegal sign on M-28 past Shot Point to the Zoning Administrator. It is a large sign (10 x 30), and as far as he knows nothing was done about it. It's been six weeks since his complaint. Why does it take six weeks to do something? Manager Lawry replied that Dale Throenle updated the Board on that sign in the most recent Board update.

PAYROLL.

Lynch moved Rhein seconded that the payroll for March 23, 2017 for \$36,540.55 including checks numbered 23791-23829 and 10455-104604 and ACH payments for Federal tax, State tax and MERS are approved for payment.

MOTION CARRIED.

TREASURER'S REPORT- FUND WITHDRAWAL AND DEPOSIT REPORT.

Treasurer Zyburt reported to the Board that we had one C/D mature in the amount of \$250,000. from River Valley Bank and we changed it to North Star Bank, maturing in June of 2019. He also reported that in

the past year since he took over as Treasurer our Bond portfolio has had a 100% turn over and with the type of investments made we have increase our interest earnings by \$12,412.50.

Engle moved Rhein seconded to accept the Treasurer's report.
MOTION CARRIED.

PRESENTATIONS.

FIRE DEPARTMENT UPDATE ON M28 BEACH LIFESAVING EQUIPMENT STATIONS PROJECT.

Lee Gould, Assistant Fire Chief presented information to the Board on the Waterfront Safety Project. We have received donations for the project from Northern Michigan University, Marquette General Hospital through the Michigan Sea Grant Program and Michigan State University Extension. These will go toward life preservers, flotation boards, and signage. Rainy Creek Construction is donating all the labor and Lowe's has committed to donating materials. We are working with Marquette Township, City of Marquette and

the Coast Guard on water safety/rescue training. Chocolay DPW is working on permits and the Police Department will be watching for theft once the boards are up.

INTRODUCTION TO DIGITAL TABLETS FOR AGENDA PACKETS.

Suzanne Sundell asked the Board if they had any questions on the tablets since they are already using them. She indicated that the tablets are already loaded with some of the major documents such as the Master Plan, Recreation Plan and the 2017 budget. Depending on which browser you use to open in, the look on the tablet will be different. It's best to just download the packet and then open in Adobe Acrobat Reader. Trustee Maki asked if he could use his own laptop. Clerk Engle said that if you utilize your personal computer for Township business, someone could FOIA your personal information. All Board members signed Charter Township of Chocolay Computer Acceptable Use Policy.

APPOINTMENTS / RESIGNATIONS-RESIGNATION OF TOWNSHIP ASSESSOR BODE.

Supervisor Bohjanen informed the Board that Don Bode, Assessor will be retiring as of June 1st. Don did a good job as Township Assessor we will be extremely lucky to find someone as qualified as Don.

Trustee Maki was surprised to see that the County would be interested in taking over our roll. He heard that they did not have the time or staff to take on other Townships. He feels this is a conflict of interest and is not interested in having the County doing our Assessing.

Engle moved Rhein seconded to accept Don Bodes' letter of resignation.
MOTION CARRIED.

CONSIDERATION OF PERSONNEL COMMITTEE AND MANAGER RECOMMENDATIONS ON RESTRUCTURING STAFF POSITIONS.

The Board received two memos from the Manager on this item and the minutes of the Personnel Committee meeting.

Trustee Maki asked about the chart in the memo that showed the Community Coordinator at 1248 hours currently. Manager Lawry indicated that it is currently vacant, but budgeted for 1248 hours. Manager Lawry feels that the Township would be better served if they made the Community Coordinator position full time and the Administrative Assistant a part time position.

Trustee Maki asked if Suzanne Sundell would step into the full time Community Coordinator position. Manager Lawry indicated that she would. She has already taken on many of the duties of this position without additional pay and has proven herself capable. The Personnel Policy allows us to post a position from within if a current employee is interested in it and is qualified.

Trustee Maki thought that the Board already gave full time status to the Deputy Treasurer. Manager Lawry explained that the Board allowed for it in the budget for 2017, but it had to go through the personnel Committee first. Trustee Maki said that we have always had one or two part-time on call personnel. Each department would have their own part-time on call person paid from the respective department.

Trustee Maki has been around here for 42 years and has never seen the Personnel Committee getting involved in recommending staffing. That is a Board duty not a Personnel Committee duty.

Maki moved Lynch seconded to authorize implementation of the Township Manager's proposal for restructuring the positions of Community Development Director, Administrative Assistant Clerk's Office, Deputy Treasurer, and On-call Treasurer's Assistant as outlined in the attached memorandum and to approve filling the Community Development Coordinator position under the terms of Section 2.2.b of the *Personnel Policy and Procedures Manual*.

MOTION CARRIED. (2 Nays – White, Engle)

Trustee White asked Treasurer Zyburt if the Treasurer Department Duties and Procedures had been developed as Manager Lawry requested. Treasurer Zyburt replied that he is currently working on that.

EVALUATION OF ASSESSING SERVICES OPTIONS.

Maki moved Lynch seconded to authorize the Manager to advertise for the hiring of a fulltime assessor with MCAO or higher level certification in accordance with the recruitment procedures outlined in the Personnel Policy and Procedures Manual.

MOTION CARRIED.

Trustee Maki feels that the Zoning Administrator, Planner and Assessor should all be hired by the Board. He has seen it cause problems by being hired by one or two people. These positions are the face of the Township.

Manager Lawry indicated that in the past we have utilized a screening committee and then brought the final candidate before the Board. We have also had the Board of Review Chair be included in the screening committee.

Supervisor Bohjanen thinks that we may not have a large group to choose from. There are some issues with sending the full application information to the Board, because the packet becomes public information. Personal and private information would have to be redacted. He feels a small committee would be more efficient depending on how many applications we receive. Trustee Maki's concerns will be taken into consideration.

2017 GENERAL FUND BUDGET AMENDMENT #1 TO ACCOUNT FOR DONATIONS FOR BEACH RESCUE EQUIPMENT BOARDS.

Lynch moved Zyburt seconded that Whereas, a budget was adopted by the Chocolay Township Board to govern the anticipated General Fund receipts within the Township on October 5th, 2016 for fiscal year

2017, and Whereas, as a result of receipt of unanticipated revenue it is necessary to modify the aforesaid budget, Now Therefore, Be It Hereby Resolved, that the aforesaid budget be modified as follows:

ACCOUNT	PREVIOUS BUDGET	CHANGE	AMENDED BUDGET
REVENUE			
Miscellaneous 101.698.000	\$ 24,200.00	+\$ 1,000.00	\$ 25,200.00
EXPENDITURE			
Fire Dept. Capital Outlay 101.340.957	\$ 0.00	+\$ 1,000.00	\$ 1,000.00

ROLL CALL.

AYES: Maki, White, Rhein, Lynch, Zyburt, Engle, Bohjanen.

NAYS: None.

MOTION CARRIED.

AUTHORIZATION TO EXPEND CAPITAL IMPROVEMENT FUNDS FROM THE POLICE TRAINING ACCOUNT FOR TRAINING AT NORTHERN MICHIGAN PUBLIC SAFETY INSTITUTE.

Zyburt moved Engle seconded to expend \$600. for the NMU Safety Institute for the year 2017. This would be paid from the Capital Improvement Fund Police Training 401.306.957.

ROLL CALL.

AYES: Maki, White, Rhein, Lynch, Zyburt, Engle, Bohjanen.

NAYS: None.

MOTION CARRIED.

AUTHORIZATION TO PURCHASE ELECTION EQUIPMENT WITH CAPITAL IMPROVEMENT FUND DOLLARS.

White moved Lynch seconded that the Board approve the purchase of an additional tabulator for backup purposes, not to exceed \$5,000. from the Capital Improvement Fund Election Department 401.190.977.

ROLL CALL.

AYES: Maki, White, Rhein, Lynch, Zyburt, Engle, Bohjanen.

NAYS: None.

MOTION CARRIED.

REQUEST FROM LAKESTATE INDUSTRIES FOR TOWNSHIP TO ACT AS PASS THROUGH AGENCY FOR 2% GAMING FUNDS.

Trustee Maki asked if Manager Lawry knew if coffee shop and small retail store were just for training or open to the public. Manager Lawry replied that he understands it will be open to the public as a training facility. He has asked Dale to explore this with Lakestate Industries to make sure this is permissible.

Maki moved Zyburt seconded to authorize a request from Lakestate Industries for \$5,000 in funding for its "Building Futures Capital Campaign" to be submitted as a part of the next Township request for 2% gaming funds from the Keweenaw Bay Indian Community, with the Township to act as a pass through agency for funds received from this source, and to ask Lakestate Industries to sign a Letter of Agreement to provide specified public services in exchange for this funding.

MOTION CARRIED.

CONSIDERATION OF ALTERNATE MEETING DATE FOR MAY 2017.

Supervisor Bohjanen asked if any other Board member will be unavailable on the regular scheduled Board meeting date of May 8, 2017. Trustee Lynch and Treasurer Zyburt will both be out of town.

Rhein moved Zyburt seconded to reschedule the May 8, 2017 Regular Board meeting to 5:30 pm on Monday May 1, 2017.

PUBLIC COMMENT.

None.

INFORMATIONAL REPORTS AND COMMUNICATIONS.

- A. Minutes – Chocolay Township Planning Commission, Meeting of February 20th, 2017.
- B. Minutes – Marquette Area Wastewater Treatment Authority, Regular Meeting of February 16th, 2017.
- C. Minutes – Marquette County Solid Waste Management Authority, Regular Meeting of March 15th, 2017 Draft.
- D. Minutes – Marquette County Township Association, Meeting of January 25, 2017.
- E. Schedule – Marquette County Township Association Meetings for 2017.
- F. Minutes - Northern Michigan Public Service Academy, Meeting of March 16, 2017, Draft.
- G. Communication – David & Mary Lynch Regarding Kawbawgam Area Water Supply.
- H. Communication - CUPPAD Notice of Rural Transportation Planning Meeting.
- I. Communication – Charter Communications Notice of Channel Lineup Changes.

Zyburt moved Engle seconded to adjourn the meeting at 6:30 p.m.

Max Engle, Clerk

Richard Bohjanen, Supervisor