

October 9, 2017

A Regular meeting of the Chocolay Township Board was held on Monday, October 9, 2017 at the Chocolay Township Hall, 5010 U S 41 South, Marquette, MI. Supervisor Bohjanen called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE.

TOWNSHIP BOARD.

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

ABSENT: Ben Zyburt.

STAFF PRESENT: Steve Lawry, Mary Sanders, Suzanne Sundell, Dale Throenle, Brad Johnson.

MINUTES –SEPTEMBER 11, 2017 REGULAR MEETING AND SEPTEMBER 25, 2017 SPECIAL MEETING.

White moved Lynch second to approve the minutes of the regular meeting of September 11, 2017 with one change under Public Comment - Jennifer Briggink.

MOTION CARRIED.

Lynch moved Rhein second to approve the Special Meeting minutes of September 25, 2017 as presented.

MOTION CARRIED.

AGENDA ADDITIONS/DELETIONS.

White moved Lynch second to approve the agenda as presented.

MOTION CARRIED.

PUBLIC COMMENT.

None.

ACCOUNTS PAYABLE.

White moved Rhein second that bills totaling \$53,958.90 including checks numbered 22001-22049 and bills totaling \$4,984.46 including checks numbered 22050-22062 are approved for payment.

MOTION CARRIED.

PAYROLL.

Lynch moved Engle second that payroll for September 7, 2017 for \$32,083.00 including checks numbered 24189-24209 and 10532-10538 and ACH payments for Federal tax, State tax and MERS and September 21, 2017 for \$34,239.70 including checks numbered 24210-24236 and 10539-10545 and ACH payments for Federal tax, State tax and MERS and October 5, 2017 for \$39,676.96 including checks numbered 24237-24282 and 10546-10552 and ACH payments for Federal tax, State tax and MERS are approved for payment.

MOTION CARRIED.

FINANCIAL REPORT – AUGUST 2017.

White moved Rhein second to accept the August Financial Report.

MOTION CARRIED.

TREASURER’S REPORT AND FUND WITHDRAWAL AND DEPOSIT REPORT.

Lynch moved Engle second to accept the Treasurer’s fund withdrawal and deposit report.

MOTION CARRIED.

RESIGNATION OF JUDY WHITE AS BOARD LIAISON TO TOWNSHIP PLANNING COMMISSION.

Lynch moved Rhein second to accept the resignation of Judy White as the Township Board Representative on the Planning Commission.

MOTION CARRIED.

Supervisor Bohjanen thanked Trustee White for her service on the Planning Commission.

APPOINTMENT OF DON RHEIN AS BOARD LIAISON TO TOWNSHIP PLANNING COMMISSION.

Supervisor Bohjanen moved White second to appoint Don Rhein as the Board Representative on the Planning Commission.

MOTION CARRIED.

Trustee Maki asked if Trustee Rhein filled out an application to the Planning Commission. Supervisor Bohjanen responded that as a Board Representative he does not have to fill out an application. Trustee Maki felt that he should fill out an application. Trustee Maki questioned Trustee Rhein on his thoughts and goals for the Planning Commission and if he would change the Zoning Ordinance to allow short term rentals and if he thought the Zoning Ordinance was the law and should be enforced.

APPOINTMENT OF TOWNSHIP ASSESSOR.

Supervisor Bohjanen told the Board that the committee interviewed three candidates for the Assessor position; there were two that were found to be acceptable. We offered the position to Cameron Fuess but he declined. Mr. John Gehres from the Petoskey area was a good candidate and after checking with references; he was offered a position. He is available to take the position, but he does have a few demands.

Manager Lawry stated that during the interview he indicated that he would like the opportunity to assess more than just Chocolay Township. He was told that this is a primary full time commitment, but in the future if he could prove that he could do the job satisfactorily in less time he could approach the Board at that time. He presented a proposal for additional pay; \$50,000 as a starting pay. Our current pay grid starts at \$42,604. We discussed at the interview, the possibility of incorporating the part time summer technician work into this position. They each thought that they could do that. We have just over \$5,000 For that position so that could be added to the assessor salary, but that still does not get us up to \$50,000 We tried to research the market conditions for this position and it appears that we are off the mark with the market for

this position as well as several others. It would cost the Township substantially more to contract with the County and provide some in house staffing to answer assessing questions. It is higher than we budgeted but it is the lowest cost option. There is room in the budget to make accommodations for it if the Board feels it appropriate. A previous Board made an adjustment to Mr. Bode's starting salary. This was based on his experience and certification level and he did not need health insurance. Mr. Geres will most likely need to enroll in the insurance program.

The Board discussed possible salary options for hiring an assessor. They discussed Mr. Geres job history and references. Clerk Engle shared information from Michigan Township Association on three other Assessor positions from Townships with the similar population as Chocolay.

Maki moved Rhein second to offer \$50,000 to Mr. Gehres for the Township Assessing position and that dollar amount will be the top of the paygrade for this position. The only increases that will affect this salary would be the annual budgeted increase that other positions receive.

MOTION CARRIED.

REVIEW AND DISCUSSION OF DRAFT 2018 BUDGET.

Lynch moved White second that the salary line item for Assessor be changed to include the \$50,000 annual salary for the new Assessor.

MOTION CARRIED.

Trustee Maki asked Manager Lawry if he was going to inform Mr. Gehres at the time of offering the job that he will not have the summer technician. Manager Lawry responded that he would include that in the formal offer.

Trustee Maki had question on the fee schedule changes. The administrative fee change from \$12 to \$15 per month covers the extensive bookkeeping that goes along with preparing a landfill permit.

Trustee Lynch asked if we require a deposit. We currently require a \$40 deposit; we are changing that to \$50 because the tipping fees have increased.

Trustee Maki questioned the part time clerical hours increase in this budget. He noted that the Township Supervisor is the Secretary of the Board of Review.

Maki moved White second to move the Community Development Coordinator salary from Zoning/Planning to Township Board.

MOTION CARRIED.

Trustee White has no problem with a 2% pay increase, but does not agree with an additional personal day in the benefit package. Supervisor Bohjanen indicated that we are giving the extra ½% in a personal day instead of salary because it does not cost taxpayer dollars.

White moved Rhein second to not add a personal day to the employee package.
MOTION FAILED. (2 Yes – White, Rhein)

Trustee Lynch asked if the 2018 budget included a salary study; and does the MTA prepare a salary study. Manager Lawry did not include money for the study, but planned that the Community Development Coordinator would do an in house study. MTA has salary information but not in the form of a study.

Lynch moved Rhein second that the FY2018 preliminary budget as proposed and amended be approved.
MOTION CARRIED.

SCHEDULE PUBLIC HEARINGS FOR 2018 BUDGET.

Engle moved Lynch second that a Public Hearing on the FY2018 budget be scheduled for November 13th at the regular board meeting at 5:30 pm.
MOTION CARRIED.

RECOMMENDATION FROM THE PERSONNEL COMMITTEE ON ADOPTION OF REVISED PERSONNEL MANUAL.

Trustee White told the Board that the Personnel Committee did a complete review of the Personnel Manual and collating all Township Policies within the Manual. The Township employees have reviewed and given their requested changes. The draft Personnel Manuals in front of you includes all the changes that have been made.

Trustee Maki asked about the two year retention policy for emails. His concern was that a policy or information leading up to a decision may be deleted. Clerk Engle indicated that we follow the State retention and disposal schedule whether it is an email or paper document.

A lengthy discussion took place on email retention schedule. The Board discussed changing retention to four years but did not change the two year retention schedule.

White moved Lynch second to approve the Revised Personnel Manual with one change – include the State of Michigan in the FOIA definition.
MOTION CARRIED.

AUTHORIZATION TO EXPEND CAPITAL IMPROVEMENT FUND DOLLARS FOR TOWNSHIP HALL ENERGY CONSERVATION PROJECT.

White moved Lynch second that the Chocolay Township Board authorizes the purchase of LED tubes to replace the fluorescent tubes in the Township Office Complex. The \$1,500 will be taken out of Township Hall and Grounds Building Improvements 401.265.976.

ROLL CALL.

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

ABSENT: Zyburt.

NAYS: None.

MOTION CARRIED.

Trustee Lynch stated that this is a good project; it will save the Township nearly \$60,000 over the next twenty years if you include the labor to change out the tubes.

AUTHORIZATION TO EXPEND CAPITAL IMPROVEMENT FUND DOLLARS FOR TOWNSHIP HALL SECURITY IMPROVEMENT PROJECT.

Lynch moved Rhein second that the Chocolay Township Board authorizes the purchase of a security system for the Township Office. The \$1,500 will be taken out of Township Hall and Grounds Building Improvements 401.265.976.

ROLL CALL.

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

ABSENT: Zyburt.

NAYS: None.

MOTION CARRIED.

PUBLIC COMMENT.

Deborah Mulcahey, 633 Lakewood Lane – She has concerns in regard to the assessor position, not only with pay scale but how will the township keep and recruit employees if we hire at the top of the pay scale. The Township should work with the County on changing the archaic time consuming process of permits to haul to the landfill. The landfill should also be open at least a half day on Saturday. Employees utilizing their personal vehicle for work should notify their insurance company that they are doing so. This is a liability issue for the employee. The Township is not offering a computer for the public to look at assessing records? These records must be available to the public by State law. Peter Ollila offered to buy the Township a computer for this purpose six weeks ago.

Peter Ollila, 633 Lakewood Lane – FOIA allows people to come in and inspect records. This is in the tax law. The Township needs to set up a committee to decide how to attract and retain an assessor.

INFORMATIONAL REPORTS AND COMMUNICATIONS.

- A. Minutes – Chocolay Township Planning Commission, Special Meeting of July 6th, 2017 and Regular Meeting of July 17th, 2017.
- B. Minutes – Marquette Area Wastewater Treatment Authority, Regular Meeting of August 15th, 2017.
- C. Minutes – Marquette County Solid Waste Management Authority, Regular Meetings of September 20th, 2017, Draft.
- D. Minutes – US 41 Corridor Advisory Group, Regular Meetings of September 12th, 2017.
- E. Minutes – Marquette County Township Association, Regular Meeting of May 24, 2017.

Supervisor Bohjanen adjourned the meeting at 8:15 pm.
MOTION CARRIED.

Max Engle, Clerk

Richard Bohjanen, Supervisor

DRAFT