



Grant Township Board

Special Board Meeting Agenda

September 26th, 2022, 11:00 am

Grant Township Community Center

220 Gratiot Street, Copper Harbor, MI 49918

Phone: (906) 289-4292

Call To Order and Pledge of Allegiance

Roll Call

Agenda & Minutes Approvals

1. Approval of September 26th 2022 Special Board Meeting Agenda
2. Approval of September 13th 2022 Regular Board Meeting Minutes

Appointments & New Hires in September

1. Appointments of Township Clerk Greg Lis and Township Deputy Clerk Cheryl Ochodnicky at the Regular Board meeting on September 13th
2. NEW - Appointment of Township Deputy Treasurer Miranda Kilpela Davis on September 22nd
3. Job offer made to Truman Jones on September 23rd and accepted on September 25th for the position of Copper Harbor Wastewater/Water Operator-in-Training as well as Township Maintenance Foreman-in-Training
 - a. Employment contract to follow
 - b. Anticipated start date as early as October 20th
 - c. Duties, responsibilities discussion
 - i. As Township Maintenance Foreman, would become first point of contact for all maintenance matters within the Township
 - ii. Establish normal hours of operation (8:00am to 4:00pm?)
 - d. Job postings for Copper Harbor Wastewater/Water Operator to be pulled upon execution of the Employment Contract with Truman Jones

Township Job Positions to be Filled

1. Township Staff Hierarchy discussion piece
2. Existing maintenance staff William Kotajarvi and Forrest Fill to also take the L-2 Wastewater exam in 2023; William and Forrest to become Assistant Wastewater Operators upon being L-2 certified for the Township among other duties and responsibilities.
3. Additional maintenance & office general laborer interview to be conducted today at 4pm with new applicant
4. Sexton for Copper Harbor Cemetery
 - a. Accept verbal resignation of MaryJo Beveridge due to retirement
 - b. Misty Filsinger to update us on Sexton requirements
 - c. Offer Sexton job to Art Davis, as non-statutory duties as Sexton
 - d. Job posting for Assistant Sexton to follow

Other Employment Related Considerations

1. Raises discussion
 - a. Karen Karl has requested pay increase to \$25/hour
 - b. Raise was recommended for Forrest Fill of \$1.50/hour
 - c. Across-the-board raises before end of fiscal year discussion?
2. Vacation/sick time policy to be ready this year to be ready this year as a Resolution
3. All job positions to have descriptions including roles and responsibilities to be summarized and defined as Full-time Salary, Full-time hourly, Part-time hourly, Full-time Seasonal or Part-time Seasonal, to be ready this year as a Resolution
4. Employee handbook to be ready this year as a Resolution
5. Health care benefits discussion
 - a. Interim transition plan consideration (HRA reimbursement allowance)?
 - b. Health care package with Health Savings Account (HSA)?

Old Business

1. Township storage container has been delivered; grinder pumps and trash bags have been relocated to it

New Business

1. Approval up to \$1300 for fire safe for Sexton, other Township records keeping
2. Approval up to \$1000 for color laser printer for Township office
3. Internal meeting with Richard Bowman from The Nature Conservancy to take place on Wednesday September 28th, tentatively 10am

4. Pedestrian & Bicycle Access Committee updates?
5. Utility Board (Under Review)
 - a. Unable to locate original UB founding documents from 1991
 - b. What should the role of any Utility Board be?
 - c. Resolution of Utility Committee function to be considered
 - d. Greg Lis is currently the only UB Member, begin thinking of possible appointees
6. Dry Hydrant Operating Agreement with the DNR has been renewed for Lac La Belle Marina for a period of 15 years
7. Currently reviewing new default & secondary attorney firms, will take some time

Public Comment Period

- ❖ Policy/Rules for Public Comment
 - Any Resident/taxpayer wishing to address the Board, must be first recognized by the Chair, then identify themselves by name, address of residence.
 - Each speaker will be given three (3) minutes to comment.
 - Each speaker will be given six (6) minutes total for public comment over the course of the meeting.
 - Comments are to be directed solely to the board not to audience members.
 - No official Board action will take place on items presented in the public comment period. Matters addressed publicly will be taken under advisement, with the Board responding directly to the person at a later date or the Board will respond during a future public meeting as an agenda item
 - Grant Township Board can be contacted throughout the month by phone, mail, and/or e-mail and complete contact information can be found here: <https://granttownshipmi.org/contact.php>

Financial Wrap UP - None

Adjournment