



## **Grant Township Board**

Special Board Meeting Minutes

September 26<sup>th</sup>, 2022, 11:00 am

Grant Township Community Center

220 Gratiot Street, Copper Harbor, MI 49918

Phone: (906) 289-4292

**Meeting called to order at 11:05am**

**Pledge of Allegiance**

**Roll Call**

**Present** - Misty Filsinger, Ned Huwatschek, Art Davis, Scott Ochodnický, Greg Lis

**Absent** - None

**Zoom** - None

**Agenda/Minutes Additions and Approvals**

**Motion to Approve the September 26<sup>th</sup> 2022, Special Meeting Agenda** - put forward by Misty F, seconded by Scott O, all in favor, Motion carries 5-0-0

Approval of September 13<sup>th</sup> 2022 Regular Board Meeting Minutes will be handled at the October 11<sup>th</sup> Regular Board Meeting

**Appointments & New Hires in September Update**

1. Appointments of Township Clerk Greg Lis and Township Deputy Clerk Cheryl Ochodnický at the Regular Board meeting on September 13<sup>th</sup>
2. Appointment of Township Deputy Treasurer Miranda Kilpela Davis on September 22<sup>nd</sup>
3. First time Township 7-person Board/Deputy is fully staffed since June 14<sup>th</sup>
4. Copper Harbor Wastewater/Water Operator
  - a. Job offer made to Truman Jones on September 23<sup>rd</sup> and accepted on September 25<sup>th</sup> for the position of Copper Harbor Wastewater/Water Operator-in-Training as well as Township Maintenance Foreman-in-Training
  - b. Employment contract to follow
    - i. Anticipated start date as early as October 20<sup>th</sup>

- ii. 1 month resignation notice prior to promotion, 3 months' resignation notice following promotion (L-2 wastewater certification)
- c. Duties, responsibilities discussion
  - i. As Township Maintenance Foreman, Truman would become first point of contact for all maintenance matters within the Township
- d. Job postings for Copper Harbor Wastewater/Water Operator to be pulled upon execution of Employment Contract with Truman Jones

### **Other Employment Related Considerations**

1. Lengthy raises discussions for maintenance staff including starting pay for each job description, longevity increases, etc.
  - a. **Motion to increase Forrest Fill hourly wage by \$1.50/hour to \$19.50/hour** – put forward by Scott O, seconded by Art D - **Roll Call Vote** – Ned H aye, Misty F aye, Art D aye, Greg L aye, Scott O aye, Motion carries 5-0-0
2. Lengthy discussion of standard hours of maintenance service for the purpose of determining after hours/weekend/vacation pay circumstances and rates
  - a. **Motion to implement time and a half compensation for wastewater/water operator and assistants' work performed outside the hours of 8:00am-5:00pm Monday-Friday** – put forward by Scott O, seconded by Greg L - **Roll Call Vote** – Ned H aye, Misty F aye, Art D aye, Greg L aye, Scott O aye, Motion carries 5-0-0

### **Township Job Positions to be Filled**

1. Township Staff Hierarchy discussion piece prepared by Scott O
2. Assistant Wastewater Operators
  - a. 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. William Kotajarvi is seasonal and has provided us with mixed messages as to whether he's available on-call this winter, or whether he intends to return in the spring; Scott O has discussed with him areas of improvement that are needed for raises/promotions
5. Scott O discusses a lengthy list of one-time winter projects to bring the WWTP facility to like-new condition, as well as reorganizing the office and 2<sup>nd</sup> floor storage room
6. Sexton for Copper Harbor Cemetery – lengthy discussion

- a. Discussion of verbal resignation of MaryJo Beveridge due to retirement
    - i. **Motion to release MaryJo Beveridge as Sexton** – put forward by Art D, seconded by Scott O, all in favor, Motion carries 5-0-0
  - b. Misty Filsinger updates us on Sexton requirements after talking with MTA
  - c. Brief discussion of Sexton duties and responsibilities
  - d. Sexton job offer
    - i. **Motion to hire Art Davis for non-statutory duties as Sexton** – put forward by Scott O, seconded by Misty F, Art D abstains, Motion carries 4-0-1
7. Assistant Sexton position discussion - job posting to follow

### **Other Employment Discussions**

1. Resolutions – Scott O working on a series of employment related resolutions
  - a. Vacation/sick time policy
  - b. 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
  - c. Employee handbook
  - d. Health care benefits discussion
    - i. Interim transition plan consideration (HRA reimbursement allowance)?
    - ii. Health care package with Health Savings Account (HSA)?
2. Raises discussion
  - a. Karen Karl has requested pay increase to \$25/hour; hold until we have across-the-board increases
  - b. Discussion regarding across-the-board raises before end of fiscal year; to discuss in December after a Budget Review Meeting has occurred

### **Old Business**

1. No discussion

### **New Business**

1. Approval for fire safe for Sexton office records keeping
  - a. **Motion to approve up to \$2000 for a fire safe for Sexton office records keeping** – put forward by Scott O, seconded by Ned H - **Roll Call Vote** – Ned H aye, Misty F aye, Art D aye, Greg L aye, Scott O aye, Motion carries 5-0-0
2. Misty Filsinger discusses completion of the MTA training program and more classes to follow

3. Approval for color laser printer for Township office
  - a. **Motion to approve up to \$1000 for color laser printer for Township office** – put forward by Scott O, seconded by Misty F - **Roll Call Vote** – Ned H aye, Misty F aye, Art D aye, Greg L aye, Scott O aye, Motion carries 5-0-0
4. Internal meeting with Richard Bowman from The Nature Conservancy to take place on Wednesday September 28<sup>th</sup>, tentatively 10am
5. Pedestrian & Bicycle Access Committee update – No update or discussion
6. Utility Board/Committee – brief discussion
  - a. Holding pattern, people are asking about the future of it
  - b. Maintenance Team meetings are weekly and Township Board to make utility/maintenance decisions directly in the interim
  - c. Unable to locate original UB founding Resolution documents from 1991
7. Dry Hydrant Operating Agreement with the DNR has been renewed for Lac La Belle Marina for a period of 15 years
8. Currently reviewing new default & secondary attorney firms; Ned H to take the lead on finding options
9. Brief discussion regarding accessing Township owned dump site in LLB, potential that additional research is needed
10. Brief discussion of LLB fire vehicle purchase, will be seeking new financing options

**Public Comment Period begins at 1:07pm – None**

❖ 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**

**Motion to adjourn** – put forward by Scott O, seconded by Misty F, all in favor, Motion carries 5-0-0

**Meeting adjourned at 1:08pm**

*Vote tallies recorded in Meeting Minutes as Aye/Yes - Nah/No - Abstain  
(Absent excluded from tally)*

APPROVED