

**Bertrand Township Board  
Regular Meeting  
Thursday, March 10, 2016**

Bertrand Township Hall  
3835 Buffalo Rd., Buchanan, MI 49107

Supervisor Hicks called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

Members Present: Hicks, Kuhn, LeClaire, Vite, Zelmer

Special Guests: Assistant Chief Remmo substituting for Chief Knisely; Mr. Barkley Garrett, Executive Director SMEGA

**Consent Agenda** *(see attachments)*

**Motion** made by Zelmer supported by LeClaire to approve Consent Agenda as presented:

- Township Board Meeting Minutes from February 11, 2016
- Accounts Payable for the period 02/12-03/10 presented:

Total General Fund Expenses	\$25,861.43
Total Fire Dept. Fund Expenses	\$17,365.29
Total WRT Fund Expenses	\$0.00
<b>Total Expenses</b>	<b><u>\$43,226.72</u></b>

- Treasurer's Report

General Fund	\$1,463,495.57
Total Fire Dept. Fund	\$300,730.42
Total WRT Fund	\$3,593.35
<b>Total Fund Current Assets</b>	<b><u>\$1,767,819.34</u></b>

- Budget Amendment
- Appointments – Steve Hicks to NATS & Bertrand Crossing Development 03/2016-11/2016 due to a vacancy and change of status.

**Discussion:** Kuhn informed the board that he has received no payments from Bauer Better Water Systems, which were supposed to have been received by February 29 to avoid the IFT Revocation.

Roll call vote: **Motion carried unanimously**

**Reports** *(see attachments)*

Sheriff's Department

None

Fire Department

Assistant Chief Remmo submitted the March, 2016, monthly Fire Department report.

SMCAS

Chief Knisely submitted the monthly report.

## Public Comments

Mr. Barkley Garrett, SMEGA Executive Director, introduced himself to the board. He recently took over this position, and he gave a brief synopsis of what he does to attract business to our community. He requested the board to place on the April meeting agenda a tax abatement request for AACOA.

## Unfinished Business

NONE

## New Business

### 1. Board Member Salary Resolutions

- a) **Motion** made by Vite, supported by Kuhn to adopt Resolution 031016C to Establish Township Officers Salary for the position of Supervisor.

Roll call vote:

**Aye:** Kuhn, LeClaire, Vite, Zelmer      **Abstain:** Hicks      **Carried 4-0**

- b) **Motion** made by Hicks, supported by Zelmer to adopt Resolution 031016D to Establish Township Officers Salary for the position of Clerk.

Roll call vote:

**Aye:** Hicks, Kuhn, LeClaire, Zelmer      **Abstain:** Vite      **Carried 4-0**

- c) **Motion** made by Hicks, supported by Zelmer to adopt Resolution 031016E to Establish Township Officers Salary for the position of Treasurer.

Roll call vote:

**Aye:** Hicks, LeClaire, Vite, Zelmer      **Abstain:** Kuhn      **Carried 4-0**

- d) **Motion** made by Hicks, supported by Kuhn to adopt Resolution 031016F to Establish Township Officers Salary for the position of Trustee.

Roll call vote:

**Aye:** Hicks, Kuhn, Vite      **Abstain:** LeClaire, Zelmer      **Carried 3-0**

### 2. 2016-2017 Pay Considerations

**Motion** made by Hicks, supported by Vite to increase the Administrative Assistant's pay .75/hr since she did not receive any salary increase in 2015. Additionally for 2016, add to her job description the weekly cleaning of the Township offices (dusting, vacuuming, restrooms and trash) for an additional increase of \$1.00/hr, bringing her adjusted hourly rate to \$13.00.

**Discussion:** Zelmer asked for a correction to the wording in the motion which is calling for an increase in 2015 of .75/hr since it appears to be retroactive, and Hicks agreed to change it to 2016. There was much discussion about including the new role of housekeeper in this motion. This is a separate item #5 under new business, and that discussion should precede the discussion of the Administrative Assistant's compensation for housekeeping. Kuhn also suggested the solution was to have a separate sheet with the job description of housekeeper and the pay, such that it would only affect the current Administrative Assistant, and such time as another one was hired, the board would review the need.

**Vite** withdrew his support of the original motion.

**Amended Motion** made by Hicks, supported by Kuhn to increase the Administrative Assistant's hourly pay by \$0.75 to \$12.00/hr for 2016.

Roll call vote:

**Ayes:** Hicks, Kuhn, LeClaire, Zelmer

**No:** Vite

**Carried 4-1**

**Motion** made by Hicks, supported by LeClaire to move agenda item #5 "Cleaning Bids" to agenda item #2.

Voice vote: **Motion carried unanimously**

## 2. Cleaning Bids

**Motion** made by Hicks, supported by Vite to accept Chris Montague Cleaning's bid of \$125/min-\$175/max to clean the Community Building as needed. This bid includes:

- a) Detail clean/sanitize two restrooms
- b) Vacuum carpets
- c) Clean kitchen area counters, sink, front of refrigerator, microwave
- d) Dust and wet mop (standard burnishing) of tile floors
- e) Dust control of corner webs, window sills, baseboards, and walls
- f) Mops, buckets, and cleaning chemicals provided by Montague Cleaning
- g) Trash can liners, soaps, and paper products provided by Bertrand Township

**Discussion:** Zelmer was disappointed in the board's failure to communicate in a more responsible and proactive manner with the former housekeeper Robin Richardson that the board was posting cleaning bids, and that she didn't first hear about this from the board, but from the posting. Hicks accepted responsibility and said he has reached out to her numerous times without any response from her.

Roll call vote: **Motion carried unanimously**

## 3. 2016/2017 Pay Considerations

**Motion** made by Hicks, supported by Vite, to increase Administrative Assistant Nancy Lentsch's 2016 hourly pay by \$1.00 to \$13.00/hr., and that her job description will include performing light housekeeping of the township hall, including vacuuming, dusting, cleaning restrooms, and emptying the trash cans.

**Discussion:** Kuhn reminded the board we are paying workmen's compensation for the housekeeper position, and we need to immediately contact the insurance company for them to duly note and remove that charge from the township's insurance.

Roll call vote:

**Aye:** Hicks, Kuhn, LeClaire, Vite

**No:** Zelmer

**Carried 4-1**

**Motion** made by Hicks, supported by Kuhn, to compensate the position of Zoning Administrator with a salary instead of hourly rate, and to establish the Zoning Administrator's annual salary at \$10,000.

**Discussion:** Hicks explained that according to MTA, 75% of Michigan's ZAs are salaried. Our ZA fields numerous calls and her monthly timesheet is extensive and cumbersome. The

\$10,000 proposal is just over Michigan’s median range of ZA salaries. Zelmer reminded the board there have been communication issues and complaints accordingly received by the board, and he cannot justify nearly doubling her salary without a review. Hicks said he has followed up with every communication complaint he has received, and the ZAs explanation has been reasonable (eg, request made on a Friday afternoon and she responds first thing Monday morning). Kuhn said she is thorough, very competent, knowledgeable, and well-informed, and has never missed a Planning Commission meeting. LeClaire reminded the board of the balance between finding competent and qualified individuals and the role equitable pay has, and ensuring the job is being performed according to the expectations of the board.

Roll call vote:

**Aye:** Hicks, Kuhn, Vite

**No:** LeClaire, Zelmer

**Carried 3-2**

4. Adopt 2016-2017 Proposed Township Budget/general Appropriations Act Resolution 031016A

**Motion** made by Hicks, supported by Zelmer to adopt Resolution #031016A – Bertrand Township General Appropriations Act (Budget) for Fiscal Year 2016-2017.

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
General	\$610,263.00	\$610,263.00
West River Terrace	\$ 1,059.00	\$ 1,300.00
SMCAS	\$ 27,460.00	\$ 27,460.00

**Discussion:** Hicks said the township’s state auditor Derek Hall required the township to establish a SMCAS fund for accounting purposes beginning with the 2016-2017 budget, which is essentially a “pass-through” fund.

Roll call vote: **Motion carried unanimously**

5. Adopt 2016-2017 Proposed Fire Protection Special Assessment District General Appropriations Act (Budget) Resolution 031016B

**Motion** made by Hicks, supported by Kuhn to adopt Resolution #031016B – Fire Protection Special Assessment District General Appropriations Act (Budget) for Fiscal Year 2016-2017.

<u>Revenue</u>	<u>Expenditures</u>
\$215,975.00	\$215,975.00

Roll call vote: **Motion carried unanimously**

6. Community Hall Fees and Contract

**Motion** made by Hicks, supported by Vite to adopt the proposed amended Community Hall Rental Agreement, which has the following additions from the current contract:

- No charge for residents renting for bereavement use
- Non-Resident damage deposit of \$150 (separate check) at time of rental
- Renter must be at least 21 years of age
- Damage deposit refunded within 7 days after verification by township no damages
- No smoking or alcohol on premises
- Indemnification by renter

**Discussion:** LeClaire suggested damage deposit be cash only. Kuhn wanted clarification on effective date (April 1). LeClaire also suggested a simple checkbox “walk-through” form the renter will complete, sign, and return with the key as they tidy up the building to ensure all requirements have been met.

**Amended Motion** made by Hicks, supported by Vite to adopt the proposed amended Community Hall Rental Agreement as stated previously, with these changes:

- Non-Resident damage deposit of \$150 *CASH ONLY*
- Responsible party must return a completed and signed checklist with building keys so they are more apt to return the community building to its proper state.

Roll call vote: **Motion carried unanimously**

#### 7. BTFD Officer Appointments

**Motion** made by Hicks, supported by Kuhn to accept the recommended appointments of Officers for the Bertrand Township Fire Department:

- Matt Remmo – Assistant Chief 501
- Chris Burks – Captain 503
- Chris Huston – Captain 504
- Bill Knisely – Fire Chief 501

Roll call vote: **Motion carried unanimously**

#### 8. AACOA Expansion

**Motion** made by Hicks, supported by Kuhn to add to the April 14 regular board meeting agenda a Tax IFT Abatement Hearing for AACOA, beginning at 7:15 p.m.

**Discussion:** Kuhn raised the following questions we should address at the meeting: Truck traffic? Water sewer requirements? Fire protection? High-speed internet? Surface run-off for rainwater.

Voice vote: **Motion carried unanimously**

**Motion** made by Hicks, supported by Zelmer to hold an IFT Revocation hearing for Bauer Better Water Systems, LLC, at 7:05 p.m. at the April regular board meeting on April 14.

Voice vote: **Motion carried unanimously**

#### Public Comments

Scott Worster expressed deep concern re: the speeds motorists on Bertrand Rd. can attain. He shared a personal story of a near miss. He wondered if the township can post their own speed limit signs.

Adrian Wilhauer (wife) also shared concern of the lack of posted speed limit signs on most of the rural roads in Bertrand Township.

Rhonda Hicks gave a historical perspective of the pay of the Zoning Administrator and spoke in favor of ZA Eileen Glick’s salary vote. The preceding ZA was not compensated per his desire to give back to the township, but simply reimbursed for his expenses. That amount became the basis for the present ZA’s hourly rate. Rhonda concurred with Kuhn on the outstanding work Eileen has done.

**Board Member Comments**

Clerk Vite shared the Presidential Primary voting statistics for Bertrand Township: 693 votes; Cruz beat Trump; Sanders beat Clinton.

Trustee LeClaire expressed appreciation for the concerns shared tonight and said the two things that make things happen are persistence and strength in numbers.

**Communications**

None

**Miscellaneous / Announcements / Schedule**

- The next township board meeting will be Thursday, April 14, 2016, at 7:00 p.m.

**Motion** by Hicks, supported by Kuhn to adjourn at 8:47 p.m.

Respectfully submitted,



Don Vite

Bertrand Township Clerk

March 12, 2016

Dated