**GREEN LAKE TOWNSHIP BOARD**

**Golden Fellowship Hall**

**9700 Riley Road, Interlochen, MI**

**NOVEMBER 12, 2018**

**MINUTES**

1. **CALL TO ORDER**: By Supervisor Radtke at 6:00 pm.
2. **ROLL CALL:** Board members present were: Kramer, Radtke, Biondo, Schroeter, West, Bieganowski and McDonald. Also present was Ronda Robinson, Recording Secretary.
3. **PLEDGE:** was recited.
4. **APPROVAL OF AGENDA:** Moved by McDonald and supported by Kramer to approve theAgenda, as amended. Added to New Business: Zoning Administrator Situation, Hire Kyle Kurtz to Green Lake Emergency Services, Job Description of New Fire Fighter/Paramedic position. Carried.
5. **CONSENT AGENDA:** Moved by McDonald and seconded by Biondo to approve the Consent Agenda, as amended. On the October 16, 2018, Minutes change *Pledge was cited* to *Pledge was recited*. On the Minutes of October 8, 2018, page 5, change *reimbursement* to *reimburse* and New Business J. *Adopt* changed to *Postpone.* Roll Call: Yes-Schroeter, Biondo, McDonald, Bieganowski, Kramer, Radtke. No-West. Carried.
6. **REPORTS:**

A. ANDY MAREK, GRAND TRAVERSE COUNTY ROAD COMMISSION: reported that the plows are out! The seasonal employees are not all working yet. They are looking at the first round of applicants for Mr. Cooks’ job. They have wrapped up all their projects.

B. MARY BETH HARDWICKE, INTERLOCHEN PUBLIC LIBRARY: reported that the old library will be closed on November 21st and the new library will be opened on December 5th. There will be an open house celebration on December 5th from 4 to 7 . The Children’s Christmas Party will be on December 7th  at 5:30. On January 11th a documentary about the history of the area will be premiered.

C. CHIEF CUTWAY, GREEN LAKE TOWNSHIP EMERGENCY SERVICE: reported that he is researching area wages. They should have their approval to go ahead with ALS by this Friday. The Halloween party was a success. They are finalizing a County wide accountably system and a County wide RIT Team.

1. **PUBLIC COMMENT:** None.
2. **UNFINSHED BUSINESS:**
3. INTERLOCHEN PUBLIC LIBRARY REQUEST FOLLOW UP:

Motion by Biondo and support by Schroeter to pay the Library $6,000 to provide contracted services for Green Lake Township residents. Roll Call: Yes- West, McDonald, Schroeter, Bieganowski, Biondo, Kramer, Radtke. No-0. Carried.

1. STREET VACATION FOLLOW UP: The Board has received a written request from the Church to vacate East Railroad Avenue from 9th Street to 10th Street. Bieganowski has unsuccessfully tried to reach the Holts, the third property owners.

Motion by Bieganowski and second by Schroeder to start the process to vacate East Railroad Avenue from 9th Street to 10th Street, and to split the cost with the Church. Roll Call: Yes-McDonald, West, Schroeter, Biondo, Bieganowski, Kramer, Radtke. No-0. Carried.

1. ESTABLISH FEES FOR REIMBURSABLE EXPENSE FOLLOW UP:

Motion by Biondo and support by McDonald to move this item to a workshop. Carried.

**9.** **NEW BUSINESS:**

1. SNOW PLOWING BIDS:

Motion by West and support by McDonald to award the bid to Johnson Outdoor for Lake Avenue $1000 a year and $65 per salting, Second Street well house $25 per time, 10th Street Township Office $40 per time and $40 per salting, Golden Fellowship Hall $40 per time and $40 per salting, and Central Park $1000 per year and $65 per salting. Carried.

Motion by Biondo and support by Schroeter to award the bid to Schworm Excavating for Rainbow Pond, North Rogers Road, Emerald Forest Road the amounts are for a two-year period. Carried.

1. POVERTY EXEMPTION RESOLUTION #11122018.2: Muha explained the Resolution to the Board and after a discussion of the Board they decided on an amount of $40,000.

Motion by Biondo and support by McDonald to pass Resolution #11122018.2 with the capital asset value set at $40,000. Roll Call: Yes-Kramer, Bieganowski, Biondo, West, Schroeter, McDonald, Radtke. No-0. Carried.

1. HIRE JUSTEN ZIEGLER AND KYLE KURTZ TO G.L. EMERGENCY SERVICES:

Motion by Kramer and support by McDonald to hire Justen Ziegler and Kyle Kurtz to the Green Lake Emergency Services contingent on them passing the background check and their physicals. Carried.

1. NEW COMPUTERS BID:

Kramer explained that the computers in the office are outdated and will be unable to load updates in 2019.

Bieganowski stated that the bid policy is not being followed.

Motion by Biondo and second by Kramer to award the bid to I.T. Right to buy 11 computers and 13 versions of windows for the Township Office. Roll Call: Yes-Schroeter, Biondo, McDonald, Kramer. No-Bieganowski, West, Radtke. Carried.

1. L.A. PROFESSIONAL CLEANING FOR GOLDEN FELLOWSHIP HALL:

Motion by Biondo and support by McDonald to enter into an agreement with L.A. Professional Cleaning for the Golden Fellowship Hall. Roll Call: Yes-Biondo, McDonald, Kramer, Schroeter, Radtke. No- West, Bieganowski. Carried.

1. SET PUBLIC HEARING FOR BUSH ROAD SPECIAL ASSESSMENT:

Motion by McDonald and support by Schroeter to schedule a Public Hearing for Bush Road Special Assessment at the December Regularly scheduled Monthly Meeting on December 10th at 6:00 pm. Carried.

1. BLAIR TOWNSHIP ADVANCED LIFE SUPORT CONTRACT REINSTATEMENT: Radtke explained that this is a new contract. Blair did accept our cancelation of the previous contract we had with them. Blair Township will discussion the cost at their November Board meeting.

Motion by Kramer and support by West to table this matter until we get a revised contract with the correct contract amount. Carried.

1. ESTABLISH ADVANCED LIFE SUPPORT WAGES & BENEFITS: Chief Cutway said he proposes a wage of up to $19.25 an hour plus the Township benefits, depending on the candidate, for the three new full time ALS/Fire Fighters. For next month Chief Cutway will bring his pay scale request for paid on call, EMTs and firefighters.

Motion by Kramer and support by Bieganowski to hire three full time paramedic firefighters with a pay scale not to exceed $19.25 an hour plus benefits. Roll Call: Yes-West, McDonald, Schroeter, Bieganowski, Biondo, Kramer, Radtke. No-0. Carried.

Radtke explained that they have received interest from over a dozen individuals and they will be starting the process of interviewing soon.

1. HOLIDAY OFFICE HOURS: Radtke explained that past practice was to close the Office between Christmas and New Year’s Day, with the Treasures’ office being open one day and the Clerk’s Office being open one day, during that time.

Motion by Kramer and support by Schroeter to close the Office from December 24 thru January 1, reopening the Office on January 2nd. Carried.

The Clerk will be in her Office on December 26 and the Treasurer will be in her Office on December 27.

Radtke called a break at 7:35 pm.

Radtke reconvened the meeting at 7:40 pm.

1. RESOLUTION #11122018.01 CENSURE: Schroeter explained that she brought this resolution to the Board in hopes that Bieganowski will change his behavior. She doesn’t believe she should have to work in this environment.

Motion by Biondo and support by McDonald to remove Item J. from the Agenda. Carried.

McDonald mentioned that they should revisit the Board’s Code of Conduct.

Radtke said if it is found that Bieganowski did violate the Code of Conduct it will be recommended that he apologize.

K. ZONING ADMINISTRATOR SITUATION:

Radtke explained that he exercised the at-will employment clause with McElyea, the Township Zoning Administrator, effective at the close of the business day on Thursday November 8th.

Motion by Bieganowski and support by Kramer to ratify the Supervisor’s termination of the

Zoning Administrator. Carried

Radtke said in accordance with the Township’s Personal policy Section 2.1 he was an at-will

employee and termination is immediate.

Motion by Kramer and second by Schroeter to authorize the supervisor to place an add in the paper in search of a new Zoning Administrator and a RFP for an agency to preform planning services. Carried.

McDonald mentioned placing adds in other publications or websites than just the Record Eagle.

West doesn’t want to rush the decision.

L. G.L. EMERGENCY SERVICES, JOB DESCRIPTION OF FIRE FIGHTER/PARAMEDIC:

Motion by McDonald and support by Bieganowski to approve the Fire Fighter/Paramedic job

description, as presented. Carried.

Biondo asked if they will be at-will employees. Answer is yes.

Cutway explained that you have to be Nationally Registered Certified first to get a Michigan

License. Once you are licensed in Michigan you no longer have to keep Nationally registered

you can just keep your State License. The Nationally Registry lets you move from state to

state.

West questioned why the two years’ experience requirement was discretionary.

The Board hires the employees for the Fire Department upon recommendation from Chief

Cutway. Cutway would like a hiring committee to rank the applicants and give

recommendations.

**10. DISCUSSION:**

McDonald mentioned advertising cost with the Record Eagle versus the cost of not getting as many bids for jobs.

West is interested in having Mr. Merrill from MTA run a worship for the Board on meeting procedures.

Kramer reported on Election Day and said it was a great day with high voter turnout, and all went smoothly.

Radtke reminded the Board to bring their Audit Report next month, Trent will present a budget report.

**11. CORRESPONDENCE:** None.

**12. PUBLIC COMMENT:**

Jill Coverdill, 5648 Wrenwood Way, commends Schroeter for bringing the issue to the Board’s attention. She is embarrassed with the way the Board is functioning. She asked, when will the new milage get taxed and how much of it is going to be assessed.

Mary Beth Hardwick, commends Schroeter for speaking up tonight. She thinks the Board needs

to have a policy in place on behavior and behave like professionals.

Radtke said there is not one item this Board can do to an individual Board member in regards to

their behavior.

Schroeter said she is just trying to stick up by herself and it has continued for two years.

Colin Schworm, 8755 US 31 S, says that the Board has been together for a long time and they

need to step back and use policy and procedures. They can be politer to each other.

Cutway said he has been financially responsible with the fund balance. The Fund Balance should be redirected to a new function and there is a fire truck that needs replaced. They will roll back the mileage rate when possible.

**13. ADJOURNMENT:** By Radtke at 9:06 PM.

JUDITH KRAMER, CLERK

GREEN LAKE TOWNSHIP BOARD

RONDA ROBINSON, RECORDING SECRETARY

GREEN LAKE TOWNSHIP BOARD

NOTE: THESE MINUTES ARE SUBJECT TO AMENDMENT AND /OR CORRECTION PRIOR TO THEIR ADOPTION.