

**FORD RIVER TOWNSHIP REGULAR BOARD MEETING
April 9, 2018 FORD RIVER TOWNSHIP HALL**

Called to order at 7:00 p.m. by Rachael Fountaine, who led the Pledge of Allegiance.

Members present: R. Fountaine, A. Wagner D. Wellman, H. Coyne, G. Boudreau

Members absent: None

Audience sheet attached.

PUBLIC COMMENT ON AGENDA ITEMS

R. Fountaine added to the agenda under Water business, 10. e. Capital Improvement Plan, under 11. c. Audit, under New Business 12. i. motion book, j. quorum policy, k. cemetery training.

AGENDA

Moved G. Boudreau, seconded, A. Wagner, CARRIED to approve the Agenda.

MINUTES

Received Minutes:

Township Board Regular Meeting Minutes – March 2018

R. Fountaine pointed out changes to the budget hearing to mention cost of living 2% increase for the Board and that the trustee pay goes up to \$50.00 per meeting.

R. Fountaine requested that the motion for a resolution be created for Zoning Board Administrator position to be held by Supervisor be edited to state that the Clerk create a resolution stating such is done.

R. Fountaine states that under unfinished business states the incorrect word 'budget' be changed to 'water' workshop to represent appropriately.

R. Fountaine states that under New Business g. should state D. Wellman stated that the statutory responsibilities of Supervisor included Board of Review duties, conversation took place regarding mutual error/accidental pay for said duties. Going forward a Supervisor shouldn't receive extra pay for those meetings. A Deputy however, will receive pay if Supervisor is unable to attend Board of Review meeting.

R. Fountaine states that under New Business h. should state, Trustee G. Boudreau has requested a motion book be put in place for large motions. This is has been tabled at this time.

Moved G. Boudreau, seconded, A. Wagner, CARRIED to accept the Township Board regular meeting minutes with changes.

Township Special Board Meeting March 15, 2018

R. Fountaine states that there is a typo in the end of the second interview that needs to be edited, as well as after the third interview it should state that there the Board has decided to interview one more candidate.

R. Fountaine states that D. Jahnke made comment during public comment that the Assessor will need to guide and oversee the Board of Review, this was added to the minutes.

Moved G. Boudreau, seconded, A. Wagner, CARRIED to accept the Special Board Meeting March 15, 2018 minutes with changes.

Township Special Board Meeting March 19, 2018

Moved G. Boudreau, seconded, A. Wagner, CARRIED to accept Special Board Meeting March 19, 2018 as read.

REPORTS

Received Reports.

- a. March 2018 Financial Reports: A. Wagner reports that Treasurer and Clerk were in balance with the bank. R. Fountaine requested that the report dates each match, Clerk acknowledged and will print dates differently. For 2017-2018 Budget the Clerks payroll was not accounting in the correct bucket, clerk to look into and fix and bring to next meeting. A. Wagner questioned the street lights funds. Clerk will look into amount transferred and where the amount was moved and bring to next meeting.
- b. General Appropriations Act

Moved R. Fountaine, seconded, G. Boudreau, CARRIED to acknowledge the financial reports, but corrections to budget that will be brought to the next meeting.

Moved G. Boudreau, seconded A. Wagner, CARRIED to accept the resolution for the budget for 2018.

CONSENT AGENDA ITEMS

- a. Request for Appeal for a special use permit made. The Board was made aware of this as the R. Fountaine, Supervisor has been using the Board Attorney for this. The website that is linked in letter was set to go to the Zoning Board of Appeals and not the Township.
- b. February Zoning Board of Appeals Meeting Minutes
- c. Delta County Township Association Agenda
- d. Raffle Donations
- e. Superior Trade Zone Meeting Agenda for March
- f. Delta Solid Waste Management Authority Meeting Minutes from February
- g. Public hearing notice from UPPCO for Thursday, April 19, 2018

FIRE DEPARTMENT BUSINESS

Received the Fireman's Report of March 2018– Maintenance Reports/Treasurer's Report: Brian Nelson, Fire Chief, was present

- a. Brian states that the pancake breakfast will be held Sunday, April 15, 2018.
- b. The New Tank Truck is getting lettering done now and will hopefully be taking ownership here very soon.
- c. No calls for the month of March, 2018. Clerk to bring year end report

Moved R. Fountaine, seconded, H. Coyne, CARRIED to the accept the Fire report.

MFR

Todd Holland is present at this time

- a. 7 Calls in March, bringing the number of calls for January 1, 2018- March 31, 2018 was 31 calls.

Moved G. Boudreau, seconded A. Wagner, CARRIED to accept the MFR report.

WATER SYSTEM BUSINESS

- a. Water report accepted for March

Moved, G. Boudreau, seconded A. Wagner, CARRIED to accept water reports.

- b. Billing Register: R. Fontaine made comment that the Fire Department bill is showing past due, Clerk has paid bill, but had billing register printed before payment was made. Clerk noted to add comment on accounts that have been changed prior to meeting. Accounts on the billing register are showing 188 instead of 195. Clerk explained that some of the duplicates or older accounts have been taken out, Clerk has checked with RVS to assure that if any were taken off with error that the reader will put them back on if there is a reading for the account. Clerk will double check numbers with previous registers. The accounts that do not have meters that have credit have been manually adjusted to show usage. Clerk will continue to do this monthly. Shut off notices will be communicated to Treasurer and Clerk monthly. Water Operator has expressed that there's nothing alarming with March water usages. The higher usages in bills have been communicated with the owner of property.
- c. Jamison Gould will owe \$144.60 at this time, leaving remaining balance \$1066.20 to be asked forgiveness from Ford River Township as Jamison has correctly fixed and replaced leak. Clerk will mail letter to Jamison Gould to inform him of current balance.
- d. Water Rates Discussion: Options for increase in price were presented to the Board by A. Wagner. Clerk to fix Water Resolution typos and bring to next meeting. Board has requested that errors be fixed and reviewed at next meeting. If comfortable with corrected errors then Board will set a hearing, if not then a water workshop will be set to fix.

Moved, A. Wagner, seconded G. Boudreau, CARRIED to forgive \$1066.20 on Jamison Gould water bill.

- e. Capital Improvement Plan: Email received from Scott Swenor where he is looking for Township review and acceptance of his plan/report before sending his information to the DEQ. Mark has commented that the plan is more of a goal, and not a set thing that will definitely be done.

Moved, R. Fountain, seconded G. Boudreau, CARRIED to approve Scott Swenor's Capital Improvement Plan.

- f. Kleiman has dropped a proposal off at the well to have both wells evaluated, showing a maximum expense of \$500.00 for both wells. Water Operator to contact Kleiman to get us on the list.

Moved, R. Fontaine, seconded H. Coyne, CARRIED to go with Kleiman proposal to have wells evaluated at \$250.00 per well, not exceeded \$500.00.

UNFINISHED BUSINESS

- a. Assessor Position: R. Fontaine called references of Current Assessor Applicants. Tammy had professional references, where Janice had more personal references. Janice has recently been hired onto another township. R. Fontaine has voiced her suggestion of hiring Tammy. Clerk to change the current Assessor Contract to 1 year contract with 6 month probation. Clerk will change the current partial pay to \$10.00 per parcel in contract. Clerk to add Mileage for field work starting at the hall to parcel, Assessor will turn in Voucher with Mileage to be paid with current salary as an employee. Township Discussed offering Vicki Esch consultation fee.

R. Fontaine invites everyone to enjoy cake at May meeting in honor of Vicki.

Moved, R. Fontaine, seconded G. Boudreau, CARRIED to offer Tammy Weissert the Assessor Position.

Moved, R. Fontaine, seconded G. Boudreau, CARRIED to modify current Assessor contract to reflect changes to be offered to new hire.

Moved, G. Boudreau, to offer Vicki Esch a six month contract to help new Assessor, and then to revisit in six months. No carried motion, motion dies.

Moved, H. Coyne, seconded D. Wellman, CARRIED to offer one year contract to help new Assessor.

- b. BOR pay: The BOR is part of the Supervisors statutory duties, this was pointed out at the March meeting that Supervisor has been being paid incorrectly due to an error on both Board and Supervisors misunderstanding. R. Fontaine has reached out to legal to tell them she wanted to pay this back. The Clerk pulled all previous time vouchers that were paid for BOR, Treasurer confirmed. The Board was provided copies of this at the meeting. The Supervisor will be paying in total \$918.00 to the General Fund. A. Wagner stated that she didn't think that was necessary but understands Supervisors reasoning to pay back.

Moved, A. Wagner, seconded G. Boudreau, CARRIED that Supervisor Fontaine pay back the amount she was paid in error, totalling \$918.00, to General Fund. R. Fontaine abstained from voting.

R. Fontaine wants to note how this happened at the last meeting. She feels a Trustee took copies of timesheets and took them to residents in township to make a case against her. Then brought time sheets to the board meeting without properly putting them on the agenda. Then proceeded to attack the Supervisor. The proper way to handle the

situation should have been by requesting to address the situation on the agenda at the next meeting, and then requesting documents from Clerk. R. Fountaine has spoken with legal and MTA about there being a need to know vs a want to know regarding paperwork in the office. If a board member would like to take paperwork out of the office to bring to family and friends they will have to fill out a FOIA request and submit to the clerk in order to protect the township.

Moved, R. Fountaine, seconded H. Coyne, CARRIED that only the Treasurer, Clerk, Supervisor, their deputies, and the cleaning person, Assessor and Fire Chief have keys to the office.

- c. Audit: Bruce Dewar has provided document stating that he would be willing to take us on for an Audit. Our Township being the last one he will be taking, he has tentatively penciled us in for June 5, 2018 upon signature and acceptance of his proposal. The amount for services will not exceed \$4,000.00.

Moved, G. Boudreau, seconded A. Wagner, CARRIED to hire Schneider, Larche, Haapala & Co., PLLC to do our audit this year, with cap being \$4,000.00.

NEW BUSINESS

- a. Payment of bills

Moved, G. Boudreau, seconded R. Fountain, CARRIED, to pay the bills from the General Fund in the amount of \$14,705.05 and from the Water Fund in the amount of \$43,479.31.

R. Fountaine requests Clerk to show the totals beginning of month to the end of the month, to match Treasurer.

- b. Zoning Administrator Job Description: R. Fountaine has created Job Description for the Zoning Administrator and presented to the Board.

Moved, A. Wagner, seconded H. Coyne, CARRIED to approve Zoning Job Administrator description.

- c. Ethics Policy: MTA provided R. Fountaine an ethics policy to be approved and put into each employee filed. There is one part of the Ethics policy that needs to be manually entered based on each Township. This states 'Township officials, appointees, employees and volunteers shall disclose any personal transactions, in excess of _____, entered into with any vendor that also does business with the township.' The Board needs to come to an agreement of the amount to enter. The board has decided to table this policy until next month to further review.
- d. Township Meeting Policy: This will be tabled until next month so Board can review.
- e. Rate information: Board to review increases in permits. It was pointed out that a lot of permits do not cover the actual costs anymore. Special use permit price suggested to increase from \$125.00 to \$200.00. Variance request to

increase from \$100.00 to \$350.00. Appeal Request to increase from \$100 to \$400.00. Land Division Application to increase from \$40.00 to \$100.00.

Moved, A. Wagner, seconded H. Coyne, CARRIED, to increase Special Use Permit price from \$125.00 to \$200.00 effective May 1, 2018.

Moved, G. Boudreau, seconded A. Wagner, CARRIED to increase Variance Request price from \$100.00 to \$350.00 effective May 1, 2018.

Moved, G. Boudreau, seconded A. Wagner, CARRIED to increase Appeal Request price from \$100.00 to \$400.00 effective May 1, 2018.

Moved, G. Boudreau, seconded A. Wagner, CARRIED to increase Land Division Application from \$40.00 to \$100.00 effective May 1, 2018.

f. Salary Resolutions:

Moved, R. Fountaine, seconded G. Boudreau, CARRIED to approve 2% COLA, Cost of Living Adjustment, raise to the Township Treasurer bringing salary to \$14,191.93. Upon roll call vote, the following voted:

Aye: G. Boudreau, A. Wagner, R. Fountaine, D. Wellman, H. Coyne

Nay: None

Absent: None

Moved, G. Boudreau, seconded A. Wagner, CARRIED to approve 2% COLA, Cost of Living Adjustment, raise to the Township Clerk bringing salary to \$14,191.93. Upon roll call vote, the following voted:

Aye: G. Boudreau, A. Wagner, R. Fountaine, D. Wellman, H. Coyne

Nay: None

Absent: None

Moved, A. Wagner, seconded G. Boudreau, CARRIED to approve 2% COLA, Cost of Living Adjustment, raise to the Township Supervisor bringing salary to \$14,191.93. Upon roll call vote, the following voted:

Aye: G. Boudreau, A. Wagner, R. Fountaine, D. Wellman, H. Coyne

Nay: None

Absent: None

Moved, A. Wagner, seconded H. Coyne, CARRIED to approve 2% COLA, Cost of Living Adjustment, raise to the Township Trustee bringing salary to \$1,310.03. Upon roll call vote, the following voted:

Aye: G. Boudreau, A. Wagner, R. Fountaine, D. Wellman, H. Coyne

Nay: None

Absent: None

Moved, G. Boudreau, seconded D. Wellman, CARRIED to make a \$50.00 meeting equal for all members of the board. R. Fountaine opposed, motion passed.

- g. Security cameras: H. Coyne provided a quote for all supplies to be installed into the Township hall. R. Fountaine counter suggested with a half door being installed for office. This has been tabled at this time.
- h. Chart of Accounts: Tabled for this month
- i. Motion Book: G. Boudreau had brought this up in the past as a request for a motion book to be started. R. Fountaine has looked into it and this not in other townships and there isn't one at the time. This has been tabled by the board at this time.
- j. Quorum Policy: The last planning commission meeting that was held had only one member show up. MTA states that the one member that was present states that the one member who was there states no one showed and then the meeting was cancelled. Supervisor asked MTA about pay for the member who showed up. MTA states it is up to the Township policy as to if they are paid. Clerk to create policy so this doesn't happen in the future.

Moved, R. Fountaine, seconded A. Wagner, CARRIED to pay one board at the planning commission meeting that did not happen this month because there was no quorum.

- k. Cemetery Training: Training being held at Island Resort Conference Center on July 21, 2018.

Moved, R. Fountaine, seconded, A. Wagner, CARRIED to approve 4 people, \$356.00 to attend Cemetery training taking place at Island Resort Conference Center.

PUBLIC/BOARD COMMENT

G. Boudreau brought AirMedCare pamphlets from Township Association meeting to present to public.

R. Fettig questioning the pay for the planning commission be placed under the bylaws instead of creating another policy. R. Fountaine that by creating a policy it will cover all boards. Ray also questioned if there was an election being held in May and when AV ballots would be sent out. Clerk explained there is an election May 8, 2018 and AV Ballots should be received shortly.

T. Nelson updated board on signs. D. Brown suggested that the fire signs be on display at the pancake breakfast.

H. Coyne questioned the process of election workers approval. When people get back to clerk R. Fountaine states she'll call a special meeting to approve.

R. Nelson request more of last months minutes and financial reports be made.

Moved, G. Boudreau, seconded, A. Wagner, CARRIED, to adjourn at 9:15 PM.

Hannah Coyne, Clerk:

Approved: