

REPUBLIC TOWNSHIP BOARD MEETING
MINUTES – FEBRUARY 28, 2013

1. CALL TO ORDER:

Supervisor Johnson called the meeting to order at 7:00 p.m. All Board members were present – Supervisor Johnson, Clerk Brancheau, Treasurer Koski, Trustees Kellow and Feldhusen.

2. SALUTE TO FLAG

3. APPROVAL OF AGENDA

A motion by Tom F. support by Carol K. to approve the agenda with one addition under new business, 9G. Credit Card Resolution and Wage Resolution. Motion carried.

4. APPROVAL OF MINUTES

A motion by Kristina K. support by Carol K. to approve the January 17, 2013 minutes. Motion carried.

A motion by Kristina K. support by Marilyn B. to approve the February 11, 2013 minutes. Motion carried.

A motion by Carol K. support by Tom F. to approve the February 12, 2013 minutes. Motion carried.

5. PAYMENT OF BILLS

Motion by Carol K. support by Kristina K. to accept the payment of bills. Motion carried.

6. PUBLIC COMMENT: NONE

7. REPORTS

- A. Trustee Kellow – Attended the MTA conference in Detroit on January 21 – 25, 2013. Learned a lot and enjoyed.
- B. Trustee Feldhusen – DPW has done a very good job this winter plowing and taking care of water problems, etc. We are fortunate to have good employees.
- C. Clerk Brancheau – I did not attend the conference because I had an appointment at Mayo Clinic.
- D. Treasurer Koski – Attended the MTA conference in Detroit. The five year recreation plan has been mailed to the DNR. The end of the tax season data will be going to the County tomorrow (03-01-2013)
- E. DPW/Fire/Amb. – The DPW needs a new sewer lift station pump. We have a price quote from Crane Engineering for an ABS XFP100C for \$2,980.00. We can use this

for a spare after the sewer grant is completed. A motion by Kristina K. support by Gary J. to purchase the pump for \$2980.00 from Crane Engineering charging it to the sewer department. Motion carried.

Three firemen need reinstating. If they don't pass the test they cannot remain in the fire department.

The swipe card system for the EMS was operational on February 10th. Cards were distributed on February 11th. Recoding /rekeying to be done the first week in March. The cards have to be corrected as they are only opening one door.

F. Assessing/Supervisor – Attended a Marquette County broadband meeting. Met a representative from a different internet provider and is discussing particulars with them. Iron Ore Heritage Trail to approve one more try by Ely Township to pass the millage. Tax Roll is in and SEV is up 6% because lake front property is the only sales for this year.

8. UNFINISHED BUSINESS

- A. Water Line Grant – We will invite Eric, UPEA to our next meeting to discuss this at that time
- B. School Lake/Munson Park project update – Public Hearing For Grant application is rescheduled for Tuesday, March 5, 2013. The Feighner Company accepted payment of \$14,038,82 due on April 1, 2013 for our dock. The total amount due was \$25,532.43. The difference was a donation from TFC.
- C. Oasis Sale – The property is listed
- D. ZBA Membership – Carol Kellow has resigned from the zoning board of appeals because of conflict with her being a trustee on the board. We must post the vacancy. A motion by Kristina K. support by Gary J. to delegate Carol Kellow to remain on the ZBA as a board representative. Motion carried.

9. NEW BUSINESS

- A. BSA & Apex Upgrades – The assessing department needs upgrades to get Sid Bray on line.
- B. Computer Upgrades – Authorization is needed to purchase a new laptop for the assessing department. The cost is approximately \$1500.00 due to the extra ram and high def video card needed. The assessing department computer will be transferred to Lori in the office. Need approval to replace treasurer's computer approximately \$1200.00 and a new scanner for the office costing approximately \$450.00. A motion by Carol K. support by Kristina K. to approve the new computer for the supervisor/assessor approximately \$1500.00. Motion carried. A motion by Gary J. support by Tom F. to approve a new computer for the treasurer which will be budgeted for 2013-2014 fiscal year. Motion carried.
- C. Water Meters – Tabled
- D. Fire Department Members – A motion by Gary J. support by Marilyn B. to

authorize reinstatement to lapsed uncertified members after one year. Motion carried.

- E. Flaska Parcel – The parcel on the top of the hill going out of North Republic has an old dump on it that the township built in the late 1960's or early 70's. It was primarily a place for lumber, appliances, etc. but was still a dump. The township was the cause of the issue and will be liable no matter who owns it. Several individuals have looked at the property, the most recent one wants to donate the dump portion of the property to the township to use as a tax donation. With the existing liability, it's in the townships best interest to work with the people and take back what is ours. Supervisor Johnson recommends if the purchaser of the property wants to donate the western 18 – 20 acres to us, we have the boundary of the dump surveyed to make sure we take all of it and have a deed made up to state that. Gerry DeForge can do an inexpensive appraisal which will give them what they need for tax credit. Another beneficial use for the parcel would be relocation for our existing water tank.
- F. Eldridge Residence – The old Arola house on Front street should receive the same billing treatment we are giving Harry Miron for the Kathleen Maki house on Evergreen street in South Republic. The furnace, water heater, all fixtures, wiring and piping have been stripped from the house. It is not liveable. A motion by Kristina K. support by Carol K. to approve the same billing as Harry Miron's. Motion carried.
- G. Credit Card Use Policy Resolution: A motion by Kristina K. support by Tom F. to approve the credit card use policy resolution. Motion carried.

ROLL CALL VOTE: 5 AYES - 0 NAYS

CREDIT CARD USE POLICY RESOLUTION IS ATTACHED

Individual Wage Resolution:

SUPERVISOR: A motion to approve the Supervisor Wage Resolution was made by Carol K. support by Kristina K. Motion carried.

ROLL CALL VOTE: 5 AYES - 0 NAYS

CLERK & TREASURER: A motion by Tom F. support by Carol K. to approve the Equal Wage Resolutions for Clerk and Treasurer. Motion carried.

ROLL CALL VOTE: 5 AYES - 0 NAYS

TRUSTEE: Motion to approve the Trustee Wage Resolution was made by Gary J. support by Marilyn B. Motion carried.

ROLL CALL VOTE: 5 AYES - 0 NAYS

INCIDENTAL RATE : Motion to approve the Incidental Rate Resolution was made by Kristina K. support by Tom F. Motion carried.

ROLL CALL VOTE: 5 AYES - 0 NAYS

INDIVIDUAL RAGE RESOLUTIONS ARE ATTACHED

CREDIT CARD USE POLICY RESOLUTION

At the regular February 28, 2012 meeting of the Republic Township Board of Trustees, the following preamble and resolution was offered by Kristina Koski and was supported by Tom Feldhusen :

WHEREAS, Public Act 266 of 1995 authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and:

WHEREAS, the Republic Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act, and:

WHEREAS, at the Township Board meeting of February 11, 2003 a credit card use policy resolution was passed unanimously by the Township Board, and:

WHEREAS, The Michigan Township's Association has recently modified their recommended Credit Card Use Policy, and the Republic Township Board desires to stay current with the Michigan Township Association recommendations, then:

THEREFORE BE IT RESOLVED, that the following policy shall replace the existing Credit Card Policy Resolution and govern the use of township credit cards:

- (a) The Republic Township Clerk, or individual formally designated in the Township minutes by the Republic Township Clerk, is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.
- (b) Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township.
- (c) Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Republic Township Clerk, or designee. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.
- (d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Republic Township Clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
- (e) An officer or employee issued a credit card shall return the credit card to the Republic Township Clerk upon termination of his or her employment or service with the township.
- (f) The Republic Township Clerk shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Republic Township Clerk, or individual formally designated in the Township minutes by the

Republic Township Clerk, shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Township Board.

(g) The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

(h) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

(i) Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the township board:

- o verbal counseling
- o written reprimand
- o Censure, if an elected official
- o suspension
- o termination
- o reimbursement to the township for unauthorized expenditures.


(j) The Township Supervisor, the Township Clerk, and the Township Treasurer are authorized the use of a Township Credit card, and are bound by the criteria set in the resolution.

Upon a roll call vote, the following voted:

AYE: 5 NAY: 0

The Supervisor declared the resolution adopted.

Attested by:


Township Clerk

INDIVIDUAL WAGE RESOLUTIONS:

SUPERVISOR'S SALARY:

BE IT HEREBY RESOLVED: per MCL 41.95(3), the Supervisor's Salary for the legislated duties shall be set at \$5,400 per year, (not directly performing assessing). This salary, by law, shall not be reduced for the remainder of this term, and,

BE IT FURTHER RESOLVED: the Township shall pay an additional \$50.00 per month each month each from the water fund, sewer fund and solid waste fund, for a total of \$150 per month for supervision of those departments, and,

BE IT FURTHER RESOLVED: an additional \$1,000 per month salary shall be paid only if the Supervisor is properly certified as assessor and directly performing assessing.

Motion by Carol Kellow supported by Kristina York to accept the Supervisors Wage Resolution. Roll Call Vote: 5 Ayes 0 Nays Motion Carried

EQUAL WAGE RESOLUTIONS FOR CLERK AND TREASURER

WHEREAS: The Clerk and Treasurers salary for the term of office of November 2012 to November 2016 for that office shall be set at \$5,400 per year. This is the statutory salary for the offices and by law, shall not be reduced for the remainder of this term of office and

BE IT FURTHER RESOLVED: The Township shall pay additional non-statutory salaries of \$150 per month from the Sewer Fund, \$150 per month from the Solid Waste Fund, \$150 per month from the Water Fund and \$300 per month from the General Fund for all non-statutory work. The public office shall maintain office hours of 9:00 A.M. to 5:00 P.M. Monday through Thursday with the operation hours split equally between the Clerks department and the Treasurers department per their scheduling agreement. In the event the Clerk or Treasurer cannot or will not perform their portion of the hours of operation and a Deputy Clerk or Deputy Treasurer whose hourly rate is set at \$10.00 per hour is needed to fulfill those required hours, the Township Board shall use the non-statutory salaries of the responsible department Elected Official to perform the duties necessary to provide the public service. Board approved educational sessions and delegated meetings attended by the Clerk and/or Treasurer shall be compensated at the standard \$30 per meeting rate for those hours not normally scheduled as office hours.

BE IT FURTHER RESOLVED: The Township Board shall budget vacation, personal and sick leave time commensurately equal to the schedule used by the regular DPW employees agreement which is based on longevity of service for the Clerk, Treasurer or qualified office staff. Holiday pay shall be defined as pay for those days the office is closed in observance of National Holidays.

Motion by Tom Feldhusen supported by Carol Kellow to accept the Wage and Benefits Resolution for the Clerk, Treasurer and office staff. Roll Call vote 5 Ayes 0 Nays Motion Carried

TRUSTEE WAGE RESOLUTION:

BE IT HEREBY RESOLVED: The Trustees shall receive a salary of \$65 per month for the legislated duties for the term office of November 2012 to November 2016. This salary shall include payment for the regularly scheduled monthly meeting of the township board. This is the statutory salary for the offices and by law shall not be reduced for the remainder of this term of office. All other delegated meetings and approved educational sessions attended by the Trustees shall be compensated at the standard \$30 per meeting rate with documentation itemized on the monthly submitted expense voucher.

Motion by Gary Johnson supported by Harilyn Brancheau to accept the Wage Resolution for the Trustees. Roll Call Vote 5 Ayes 0 Nay Motion Carried

INCIDENTAL RATE RESOLUTION:

BE IT HEREBY RESOLVED: A meeting stipend of \$30 per meeting is set for all authorized members of the Township Board and Commissions. Under approved conditions an hourly rate of \$10 per hour is set for Board Members for meetings that

occur outside of normal office hours for that elected official. Authorized mileage shall be reimbursed at the maximum value per mile allowable by the IRS.

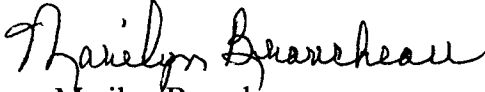
Motion by Kristina Koski supported by Tom Feldhusen to accept the
Incidental Rate Resolution. Roll Call Vote 5 Aye 0 Nay
Motion carried

10. PUBLIC COMMENT:

Yvonne Ison

11. ADJOURNMENT:

Meeting adjourned at 8:23 p.m.


Marilyn Brancheau
Clerk