

**BLAIR TOWNSHIP BOARD OF TRUSTEES**  
**Regular Meeting**  
**August 9, 2016**  
**6:00 P.M.**  
**APPROVED**

**CALL TO ORDER:** The regular meeting of the Blair Township Board of Trustees was held at 6:00 P.M. on August 9, 2016 at the Township Hall and was called to order by Supervisor Pahl.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.

**ROLL CALL:** Members Present: DeVaun, Clous, Zeits, DeKuiper, Pahl, Rademaker, and Wolfgang. Also in attendance were Fire Chief Jim Carroll, Medical Director Ed Draper, and Zoning Administrator Lindsey Wolf. There were thirteen (13) guests in attendance.

**LIMITED PUBLIC INPUT:**

Cheryl Gore-Follette, Republican nominee for District 3 County Commissioner thanked voters for their support.

Carl Kucera, 5110 W. Mobile Trail, also thanked voters for their support.

Gloria VanHoose, 4501 Norton Rd., with the Blair Library Committee, again asked the board to commit \$100,000.00 to the purchase of the Farm Bureau building for a library.

**APPROVAL OF AGENDA:**

**Moved by Wolfgang second by Zeits** to approve the agenda with the following additions:

- o. East Silver Lake sewer pipe
- p. Sunset Ski Cove road naming
- q. Information Technology Coordinator position, server issues and passwords
- r. Trustee tablets
- s. August 19 Movie Night
- t. Attorney's review of Supervisor's authority re: letter to Attorney Grievance Commission.

**Motion carried.**

**DECLARATION OF CONFLICT OF INTEREST:**

Board member Rademaker stated a conflict with Item b. Resolution #2016-19 Passing Lane on US 31 at Stepke Court and with Item o. East Silver Lake sewer pipe.

**PRESENTATIONS/SPECIAL REPORT:**

**County Commissioner's Report:** There was no county commissioner present.

**Sheriff's Report:** Deputy Matt Karczewski was not available and did not provide a report.

**ANNOUNCEMENTS/CORRESPONDENCE**

There were no announcements.

**CONSENT CALENDAR:**

<u>FUND</u>	<u>CHECK NUMBERS</u>	<u>TOTALS</u>	<u>REPORTS</u>
General Fund	#32319-#32411	\$ 81,380.95	Assessing Report
Ambulance Fund	#17531-#17590	\$ 132,693.82	EMS Report
Fire and Police Fund	#10872-#10905	\$ 76,021.13	Fire Dept. Report
Trust & Agency Fund	#1883-#1892	\$ 298.00	Supervisor's Report
Sewer Bill Fund	#1768-#1775	\$ 29,389.62	Treasurer's Report
Sewer Assmt. Fund	#-0-	\$ 0.00	Water Dept. Report
Water Assmt. Fund	#1258-#1259	\$ 205.30	Zoning Report
Water Bill Fund	#4714-#4845	\$ 63,757.13	Minutes July 12, 2016
RD RRI Account	# -0-	\$ -0-	Regular Meeting
RD Debt Retirement	# -0-	\$ -0-	Minutes July 21, 2016
Milfoil Fund	# -0-	\$ -0-	Special Meeting

Board member DeVaun asked that the minutes of the July 12, 2016 regular meeting be removed.

**Moved by Wolfgang second by Rademaker** to approve the Consent Calendar with the exception of the minutes of the July 12, 2016 regular meeting. **Yes:** Zeits, DeKuiper, Pahl, Rademaker, Wolfgang, DeVaun and Clous. **No:** None. **Motion carried.**

Board member DeVaun stated that the last sentence on page 4 is incomplete. Supervisor Pahl noted corrections to ANNOUNCEMENTS/CORRESPONDENCE, NEW BUSINESS item b., and Sue Pahl's PUBLIC INPUT.

Page 4 add: *Township property*

ANNOUNCEMENTS/CORRESPONDENCE add: *because the employee was not in attendance to request going in to closed session.*

Item b.: we have ~~been spending more on these fees~~ spent \$7,000.00 per month.

Public Input add: *by the Clerk and Trustees Clous, Rademaker and Zeits.*

**Moved by Clous second by DeVaun** to approve the minutes of the July 12, 2016 meeting with corrections. **Yes:** Pahl, Wolfgang (but I don't believe the attorney fees figure is correct), DeVaun, Clous and Zeits. **No:** Rademaker (because I don't think the corrections are totally accurate). **Abstain:** DeKuiper (was not in attendance). **Motion carried.**

**UNFINISHED BUSINESS:**

There was none.

**NEW BUSINESS:**

a. **Master Plan**

Zoning Administrator Lindsey Wolf presented the revised draft and stated that the Planning Commission was comfortable with the Township Board making minor changes prior to sending the Master Plan out for review.

There was discussion regarding minor changes.

**Moved by Pahl second by DeVau**n to approve for distribution and review the draft of the Blair Township Community Master Plan pursuant to Section 41, MCL 1.5.3841 of Public Act 33 of 2008, known as the Michigan Planning Enabling Act. **Yes:** Pahl, Rademaker, Wolfgang, DeVau, Clous, Zeits, and DeKuiper. **No:** None. **Motion carried.**

Board member Rademaker left the meeting room.

b. **Resolution #2016-19 in Support of Passing Lane on US 31 for Stepke Court**

Terry Berden with Great Lake Stainless stated that they are expanding their offices and in working with the MEDC, they recommended that he apply for a grant for a passing lane. He also stated that the bigger the match provided, the better the chances are of receiving the grant. He asked the Board for their support and financial help

**Moved by Pahl second by DeKuiper** to adopt Resolution #2016-19 in support of Great Lakes Stainless and the Michigan Department of Transportation US 31 highway project improvement which will be the construction of a left turn lane at US 31 and Stepke Court in Blair Township, Grand Traverse County. **Yes:** Wolfgang, DeVau, Clous, Zeits, DeKuiper, and Pahl. **No:** None. **Motion carried.**

**Moved by Pahl second by Clous** to take \$15,000.00 out of contingency for US 31 and Stepke Court road widening, if grant is approved. **Yes:** DeVau, DeKuiper, Pahl, Clous, Wolfgang, and Zeits. **No:** None. **Motion carried.**

Board member Rademaker rejoined the board.

c. **Contract for Generator Maintenance**

Supervisor Pahl referred to the quotes from Graham Electric and Cummins Bridgeway for generator maintenance. There was discussion regarding the service provided by each company and the difference in price.

**Moved by DeVau second by DeKuiper** to approve the contract with Graham Electric at an annual cost \$1,300.00 for five (5) years. **Yes:** DeVau, Clous, Zeits, DeKuiper, and Pahl. **No:** Rademaker (because of service issues), and Wolfgang ( feel it is worth the extra \$600.00 per year). **Motion carried.**

d. **Reimbursement for Office Chair**

The Clerk stated that she had received a typed letter from the Supervisor asking for reimbursement for a chair in the amount of \$85.00. She stated that she requested a receipt and was told that it was from 2005 and he could not find it. The Clerk reported that she had contacted the Township auditor and was told that the letter was not an acceptable receipt, therefore he would consider it an illegal expenditure. The supervisor requested that this be put on the agenda.

**Moved by Wolfgang second by Clous** to deny the request for reimbursement unless an appropriate receipt can be produced. **Yes:** Clous, Zeits, DeKuiper, Rademaker, Wolfgang and DeVau. **No:** Pahl. **Motion carried.**

e. **Add Ken Fritz as Paid on Call EMS/Fire Member**

Medical Director Draper presented the request.

**Moved by DeVau second by Zeits** to add Ken Fritz as a Paid on Call EMS/Fire member. **Motion carried.**

f. **Fireworks Ordinance Amendment**

Supervisor Pahl reported that he has been working with the Prosecuting Attorney who stated that the law that was passed in 2011 limits the power of local governments to regulate fireworks other than time of day and date restrictions. Therefore, the 250 foot provision needs to be removed. The Prosecutor also recommended naming the Grand Traverse Sheriff's Office as an authorized enforcement officer for the ordinance.

**Moved by Rademaker second by DeVau** to amend the Fireworks Ordinance by removing the 250 foot provision and adding GTSO as enforcing officer. **Yes:** DeKuiper, Pahl, Rademaker, Wolfgang, DeVau, Clous and Zeits. **No:** None. **Motion carried.**

g. **Schneider Road Improvements**

Supervisor Pahl reported that the Township's share is \$13,913.00 and only \$10,000.00 has been budgeted for road improvements. He explained that the board could instruct the Road Commission to reduce the scope of the project to fit the budgeted amount.

**Moved by DeVau second by DeKuiper** to approve the contract with the Grand Traverse County Road Commission for Schneider Road improvements not to exceed \$10,000.00 **Yes:** Zeits, DeKuiper, Pahl, Rademaker, Wolfgang, DeVau and Clous. **No:** None. **Motion carried.**

**h. Fire Gear Purchase**

The Fire Chief reported that this purchase was budgeted for and that it is their plan to replace sets per year, so that they don't have to replace them all in one year.

**Moved by Clous second by Zeits** to approve the purchase of four sets of fire gear not to exceed \$11,120.00 as presented by the Fire Chief. **Yes:** DeKuiper, Pahl, Rademaker, Wolfgang, DeVau, Clous and Zeits. **No:** None. **Motion carried.**

**i. Fire Board Re-appointments**

**Moved by Wolfgang second by DeVau** to re-appoint Jason Tamm and Joe Fasel to the Fire Administrative Board for terms ending 6/30/22. **Motion carried.**

**j. Fire Inspector's Conference**

Fire Chief Carroll stated that this expenditure was budgeted for and necessary to keep their Fire Inspector's certification.

**Moved by DeVau second by Clous** to approve sending Fire Chief Carroll and Captain Tallman to the Fire Inspector's Conference, not to exceed \$1,465.00. **Yes:** Pahl, Rademaker, Wolfgang, DeVau, Clous, Zeits, and DeKuiper. **No:** None. **Motion carried.**

**k. Capital Improvement Bank Account for Fire Fund**

Fire Chief Carroll stated that Fire Administrative Board requested that the Township Board establish a Capital Improvement bank account for the Fire Fund.

**Moved by Wolfgang second by Rademaker** to authorize the Treasurer to open a Capital Improvement bank account for the Fire Fund and transfer \$150,000.00 from the available Fire fund balance. **Yes:** Rademaker, Wolfgang, DeVau, Clous, Zeits, DeKuiper and Pahl. **No:** None. **Motion carried.**

**l. Recording Secretary for PC, ZBA and Fire Board**

The Clerk reported that she met with Karen McIntyre and she and Stacey Clous met with Tara Smith. They both are excellent candidates, but Karen does have Planning and Zoning experience.

**Moved by Pahl second by DeKuiper** to approve hiring Karen McIntyre as Recording Secretary for PC, ZBA and Fire Board and hire Tara Smith as a back up, and have her attend 2 meetings @ \$50.00 per meeting to observe Karen taking minutes. **Yes:** Clous, Zeits, DeKuiper, Pahl, Rademaker, Wolfgang and DeVau. **No:** None. **Motion carried.**

**m. Handbook Complaint**

The Clerk stated that she contacted the Township Attorney after the Supervisor brought up his complaint that was referred to at the last meeting and his opinion was that we should follow the Employee Handbook and perform an investigation. Rademaker stated that the complaint does not apply to the provisions of the Employee Handbook. He stated that if the Board does not find the Supervisor's complaint baseless, he will file a complaint against the Supervisor for retaliation.

There was discussion regarding how the last violation was handled.

**Moved by DeVau second by Wolfgang** to not pursue an attorney investigation on behalf of the Township. **Yes:** Rademaker, Wolfgang, DeVau, Clous, and Zeits. **No:** DeKuiper (because of the attorney's opinion). **Abstain:** Pahl.

**n. Request of Waiver from the Water Ordinance**

Supervisor Pahl reported that a landlord that owns two duplexes in the Township is asking for a variance from the Water Ordinance Section 509 to prevent having to drill under the road to the water main.

**Moved by DeVau second by Zeits** to approve the variance and allow a Y at the curb stop. **Yes:** Wolfgang, DeVau, Clous, Zeits, DeKuiper, Pahl and Rademaker. **No:** None. **Motion carried.**

Board member Rademaker left the meeting room.

**o. East Silver Lake Sewer Pipe**

Supervisor Pahl reported that there have been infiltration issues for about two years now and there is a possibility that there is a crack in the pipe. The cost to reline the pipe is approximately \$7,200.00, but it may be cheaper to replace it.

**Moved by DeVau second by DeKuiper** to authorize the Supervisor to spend up to \$10,000.00 to fix the infiltration problem on the East Silver Lake Sewer Pipe. **Yes:** DeVau, Clous, Zeits, DeKuiper, Pahl, and Wolfgang. **No:** None. **Motion carried.**

Board member Rademaker rejoined the board.

**p. Road Naming**

Bart and Jackie Collins are requesting the name Sunset Ski Cove for a private road off East Silver Lake Road., their property is the only property affected.

**Moved by DeVau second by DeKuiper** to approve the name Sunset Ski Cove. **Motion carried.**

**q. Information Systems Technology Coordinator/Server Issues/Passwords**

There was discussion regarding who should be in charge of e-mail and server passwords. The Supervisor accused the Clerk of hacking his e-mail which ~~is an outright lie~~ *the Clerk refuted. The Clerk left the meeting, returning after a short time.* Supervisor Pahl left the meeting at this time. Board member DeKuiper took over the meeting.

**Moved by Wolfgang second by Rademaker** to appoint Crain Systems Group the Blair Township Technology Coordinator and instruct all employees and officials to work with Crain Systems Group to change their current passwords including the Server password. **Motion carried.**

**Moved by Wolfgang second by DeVau**n to instruct employees and officials to work with Rich Powell to change their current e-mail passwords and direct Rich to protect those passwords and only disclose them at the direction of the Township Board. **Motion carried.**

Board member Rademaker pointed out that a chair needs to be appointed in the absence of the Supervisor.

**Moved by DeVau**n second by Clous to appoint DeKuiper to chair the remainder of the meeting. **Motion carried.**

**Moved by Wolfgang second by Clous** to amend the Blair Township Employee Handbook, Section 503, Monitoring and Enforcement paragraph to state that the **Township Board** will enforce the computer, internet and e-mail policies. **Yes:** DeVau, DeKuiper, Wolfgang, Zeits, Clous and Rademaker. **No:** None. **Motion carried.**

**Moved by Wolfgang second by DeVau**n to inform BS & A Software that the Information Technology Coordinator is to be the only one with "Enterprise Administrator" authority other than BS & A support. **Motion carried.**

**r. Trustees Tablets**

Board member Clous reported that she cannot open or send any e-mails on her Township provided tablet, board member Rademaker stated that he cannot do anything with his either. Board member DeVau stated he is not having any problem with e-mail, but was not sure he would be able to open a PDF document.

The Clerk stated that she thought that the Maintenance Coordinator had set up the e-mail and if the trustees could bring their tablets in, he could help them. The Trustees will be here August 17 at 5:00 pm with their tablets to have Bill look at them.

**s. August 19 Movie Night**

Board member Clous asked what needs to be done to be ready for movie night, since board member DeKuiper will not be there. Preparations were discussed.

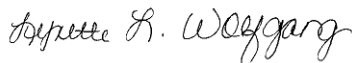
t. **Attorney's Review of Supervisor Authority**

Board member Rademaker stated that a motion was made at a previous meeting to get an opinion from an attorney as to whether or not the Supervisor had the authority to write the letter to the Attorney Grievance Commission without the board's knowledge. If we are not going to get this opinion we need to rescind the motion.

**Moved by DeVaan second by Clous** to rescind the previous motion for the same reason as item "m". **Yes:** Zeits, Clous, DeKuiper, Rademaker (don't know that it will stop), DeVaan, and Wolfgang. **No:** None. **Motion carried.**

**PUBLIC INPUT:** There was none.

**ADJOURNMENT:** 8:09 pm



Lynette L. Wolfgang  
Township Clerk