

BLAIR TOWNSHIP BOARD OF TRUSTEES
Regular Meeting
June 13, 2017
6:00 P.M.
APPROVED

CALL TO ORDER: The regular meeting of the Blair Township Board of Trustees was held at 6:05 P.M. on June 13, 2017 at the Township Hall and was called to order by Supervisor Blonshine.

OPENING CEREMONIES: The Pledge of Allegiance was recited.

ROLL CALL: Members Present: Wolfgang, Clous, Kucera, Zeits Fitzpatrick, Campbell and Blonshine. Also in attendance were Director of EMS, Dan O'Brien, Fire Chief, Jim Carroll, and 5 (five) guests.

LIMITED PUBLIC INPUT:

There was none.

APPROVAL OF AGENDA:

Board member Wolfgang asked that item x be changed to "General Fund Budget Amendments".

Moved by Wolfgang second by Zeits to approve the agenda with changes. Motion carried.

DECLARATION OF CONFLICT OF INTEREST:

None stated.

PRESENTATIONS/SPECIAL REPORT:

County Commissioner's Report: Cheryl Gore Follette, Grand Traverse County Commissioner spoke about resolving the pension debt, still looking for additional solutions. Parks and Recreation rescinded offer on the Birmley/Keystone property.

Sheriff's Report: Deputy Matt Karczewski gave his report stating that there were 499 calls for service in the month of May.

EMS Report: EMS Director Dan O'Brien spoke about the change in Billing Service Provider. He also spoke about applying to the state to designate Blair Township as a Continuing Education Program Sponsor in partnership with Leland Fire/Rescue and Buckley Rescue. Three part time staff members have submitted their resignations.

Fire Department: Fire Chief Jim Carroll reported 13 calls for service the month of May. He reported on ladder training with Buckley Fire. The Fire Chief attended lock down and fire drills at Blair Elementary School and read to the class.

Grand Traverse County Road Commission: Andy Marek discussed the tree issue in Peninsula Township, hiring a consultant for east/west mobility study and South Airport Road construction that is set to begin sometime in July.

ANNOUNCEMENTS/CORRESPONDENCE

Supervisor Blonshine thanked all who volunteered for the Vance Rd. clean up.

CONSENT CALENDAR:

<u>FUND</u>	<u>CHECK NUMBERS</u>	<u>TOTALS</u>	<u>REPORTS</u>
General Fund	#32933-#32988	\$ 92,783.66	Assessing Report
Ambulance Fund	#18036-#18078	\$ 70,747.72	EMS Report
Fire and Police Fund	#11187-#11221	\$ 70,690.25	Fire Dept. Report
Trust & Agency Fund	# 1918-1922	\$ 178.00	Treasurer's Report
Sewer Bill Fund	#1884-#1897	\$ 11,241.22	Water Dept. Report
Sewer Assmt. Fund	# -0-	\$ -0-	Zoning Report
Water Assmt. Fund	#1270 #1274	\$ 1,135.64	Minutes May 3, 2017
Water Bill Fund	#5116-#5150	\$ 46,638.87	Budget Meeting
RD RRI Account	# -0-	\$ -0-	Minutes May 9, 2017
RD Debt Retirement	# -0-	\$ -0-	Regular Meetings
Milfoil Fund	# -0-	\$ -0-	Minutes May 30, 2017
Tax Account	#6020-6041	\$ 118,545.03	Special Meeting

Moved by Clous second by Kucera to approve the Consent Calendar as presented.
Motion carried.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

a. Emergency Services Management Structure

EMS Director O'Brien & Fire Chief Carroll presented a proposal for the Organizational Restructure of Blair Township Emergency Services.

Moved by Campbell second by Fitzpatrick to approve the proposal for the Organizational Restructure of Blair Township Emergency Services. **Yes:** Fitzpatrick, Zeits, Kucera, Campbell, Blonshine, Wolfgang and Clous. **No:** None. **Motion carried.**

b. Adoption of 2017/2018 General Fund Budget by Activity Center

Moved by Clous second by Wolfgang to adopt the 2017/2018 General Fund Budget by activity center. **Yes:** Blonshine, Fitzpatrick, Clous, Kucera, Campbell, Wolfgang, Zeits. **No:** None. **Motion carried.**

c. Adoption of 2017/2018 EMS Fund Budget by Activity Center

Moved by Clous second by Wolfgang to adopt the 2017/2018 EMS Budget by activity center. Yes: Clous, Campbell, Wolfgang, Fitzpatrick, Kucera, Blonshine and Zeits. No: None. Motion carried.

d. Adoption of 2017/2018 Fire/Police Fund Budget by Activity Center

Moved by Kucera second by Wolfgang to adopt the 2017/2018 Fire/Police Fund Budget by activity center. Yes: Kucera, Clous, Wolfgang, Blonshine, Campbell, Zeits and Fitzpatrick. No: None. Motion carried.

e. Adoption of 2017/2018 Liquor Fund Budget by Activity Center

Moved by Clous second by Zeits to adopt the 2017/2018 Liquor Fund Budget by activity center. Yes: Fitzpatrick, Zeits, Campbell, Blonshine, Wolfgang, Clous and Kucera. No: None. Motion carried.

f. Adoption of 2017/2018 Milfoil Fund Budget by Activity Center

Moved by Clous second by Kucera to adopt the 2017/2018 Milfoil Fund Budget by activity center. Yes: Wolfgang, Clous, Kucera, Fitzpatrick, Zeits, Campbell and Blonshine. No: None. Motion carried.

g. Adoption of 2017/2018 Metro Act Fund Budget by Activity Center

Moved by Clous second by Fitzpatrick to adopt the 2017/2018 Metro Act Fund Budget by activity center. Yes: Campbell, Zeits, Fitzpatrick Kucera, Clous, Wolfgang and Blonshine. No: None. Motion carried.

h. Adoption of 2017/2018 Water Fund Budget by Activity Center

Moved by Kucera second by Wolfgang to adopt the 2017/2018 Water Fund Budget by activity center. Yes: Kucera, Fitzpatrick, Clous, Zeits, Campbell, Blonshine and Wolfgang. No: None. Motion carried.

i. Adoption of 2017/2018 Sewer Fund Budget by Activity Center

Moved by Clous second by Zeits to adopt the 2017/2018 Sewer Fund Budget by activity center. Yes: Fitzpatrick, Zeits, Campbell, Blonshine, Kucera, Clous and Wolfgang. No: None. Motion carried.

j. Resolution #2017-04 to set Supervisor's Salary

Moved by Clous second by Zeits to adopt Resolution #2017-04 setting the 2017/2018 Supervisor's salary. **Yes:** Clous, Kucera, Fitzpatrick, Zeits, Campbell, Blonshine and Wolfgang. **No:** None. **Motion carried.**

k. Resolution #2017-05 to set Clerk's Salary

Moved by Fitzpatrick second by Clous to adopt Resolution #2017-05 setting the 2017/2018 Clerk's salary. **Yes:** Blonshine, Wolfgang, Clous, Kucera, Fitzpatrick, Zeits and Campbell. **No:** None. **Motion carried.**

l. Resolution #2017-06 to set Treasurer's Salary

Moved by Kucera second by Fitzpatrick to adopt Resolution #2017-06 setting the 2017/2018 Treasurer's salary. **No:** None. **Motion carried.**

m. Resolution #2017-07 to set 1st Trustee's Salary

Moved by Clous second by Wolfgang to adopt Resolution #2017-07 to set 1st Trustee's salary. **Yes:** Blonshine, Clous, Campbell, Fitzpatrick, Kucera, Wolfgang and Zeits. **No:** None. **Motion carried.**

n. Resolution #2017-08 to set 2nd Trustee's Salary

Moved by Wolfgang second by Clous to adopt Resolution #2017-08 to set 2nd Trustee's salary. **Yes:** Zeits, Wolfgang, Kucera, Clous, Campbell, Fitzpatrick and Blonshine. **No:** None. **Motion carried.**

o. Resolution #2017-09 to set 3rd Trustee's Salary

Moved by Kucera second by Zeits to adopt Resolution #2017-09 to set 3rd Trustee's salary. **Yes:** Wolfgang, Blonshine, Clous, Kucera, Fitzpatrick, Zeits and Campbell. **No:** None. **Motion carried.**

p. Resolution #2017-10 to set 4th Trustee's Salary

Moved by Fitzpatrick second by Wolfgang to adopt Resolution #2017-10 to set 4th Trustee's salary. **Yes:** Campbell Clous, Fitzpatrick, Kucera, Zeits, Wolfgang and Blonshine. **No:** None. **Motion carried.**

q. Resolution #2017-11 to set Employees' Wages

Moved by Wolfgang second by Clous to adopt Resolution #2017-11 to set Employee Wages. **Yes:** Blonshine, Wolfgang, Zeits, Kucera, Fitzpatrick, Clous and Campbell. **No:** None. **Motion carried.**

r. Resolution #2017-12 to set Bank Depositories

Moved by Kucera second by Wolfgang to adopt Resolution #2017-12 to set Bank Depositories. **Yes:** Kucera, Clous, Wolfgang, Fitzpatrick, Blonshine, Zeits and Campbell. **No:** None. **Motion carried.**

s. Resolution #2017-13 General Appropriations Act

Moved by Wolfgang second by Fitzpatrick to adopt Resolution #2017-13 General Appropriations Act. **Yes:** Kucera, Clous, Wolfgang, Fitzpatrick, Blonshine, Zeits and Campbell. **No:** None. **Motion carried.**

t. Resolution #2017-14 to set Cemetery Prices & Fees

Moved by Fitzpatrick second by Clous to adopt Resolution #2017-14 to set Cemetery Prices & Fees. **Yes:** Wolfgang, Clous, Kucera, Blonshine, Zeits, Campbell and Fitzpatrick. **No:** None. **Motion carried.**

u. Resolution #2017-15 to adopt Schedule of Meetings for FY 2017/2018

Moved by Wolfgang second by Fitzpatrick to adopt Resolution #2017-15 Schedule of Meetings for FY 2017/2018. **Yes:** Wolfgang, Clous, Kucera, Blonshine, Zeits, Campbell and Fitzpatrick. **No:** None. **Motion carried.**

v. Schedule of Fees

Moved by Clous second by Zeits to adopt the Schedule of Fees for FY2017/2018. **Yes:** Wolfgang, Kucera, Fitzpatrick, Blonshine, Zeits, Campbell and Clous. **No:** None. **Motion carried.**

w. FY 2017/2018 Holiday Schedule

Moved by Wolfgang second by Clous to adopt the FY 2017/2018 Holiday Schedule. **Yes:** Clous, Kucera, Campbell, Wolfgang, Blonshine, Zeits and Fitzpatrick. **No:** None. **Motion carried.**

x. Budget Amendment General Fund Budget Center

The Clerk made recommendations on the budget to prepare for the fiscal year end.

Moved by Clous second by Zeits to move \$7500.00 from Contingency to the Treasurer's budget center for wages and postage. **Yes:** Zeits, Wolfgang, Clous, Kucera, Blonshine, Fitzpatrick and Campbell. **No:** None. **Motion carried.**

Moved by Clous second by Zeits to move \$500.00 from Contingency to the Supervisor's budget center. **Yes:** Blonshine, Wolfgang, Kucera, Fitzpatrick, Campbell, Zeits and Clous. **No:** None. **Motion carried.**

Moved by Clous second by Wolfgang to move \$500.00 from Contingency to the Clerk's budget center. **Yes:** Fitzpatrick, Campbell, Zeits, Clous, Blonshine, Wolfgang and Kucera. **No:** None. **Motion carried.**

y. **Township Newsletter**

Board member Clous recommended adding the word " Supervisor" to the 2nd paragraph on the first page.

Moved by Wolfgang second by Clous to approve Blair Township Summer 2017 Newsletter with correction, adding the picture of the board members and printing it in color. **Yes:** Fitzpatrick, Wolfgang, Clous Blonshine, Kucera, Zeits and Campbell. **No:** None. **Motion carried.**

z. **Life Insurance/AD&D/ST/LT Disability for EMS Director and Fire Chief**

Board member Wolfgang stated that although they fight fires the EMS Director Fire Chief do not receive the same life insurance and disability coverage as union employees.

Moved by Wolfgang second by Fitzpatrick to increase the EMS Director and Fire Chief's life insurance policy to \$50,000 and disability to match the union employees. **Yes:** Fitzpatrick, Wolfgang, Kucera, Campbell, Clous, Blonshine and Zeits. **No:** None. **Motion carried.**

aa. **Revise Post Audit Policy**

Moved by Clous second by Fitzpatrick to amend Blair Township Post Audit Policy to include mileage reimbursement, union employees' boot allowance reimbursement, change Members Credit Union Visa to 4-Front, Colonial Life to Aflac, Crain Systems to IT Right and remove water/sewer under Postmaster. **Yes:** Blonshine, Wolfgang, Campbell, Zeits, Fitzpatrick, Kucera and Clous. **No:** None. **Motion carried.**

bb. **MTA Principles of Governance**

Trustee Clous read the Principles of Governance to the board.

Moved by Wolfgang second by Fitzpatrick to adopt the MTA Principles of Governance. **Yes:** Wolfgang, Clous, Kucera, Campbell, Blonshine, Zeits and Fitzpatrick. **No:** None. **Motion carried.**

cc. **Cherry Festival Heritage Parade**

Board member Kucera discussed the Heritage Parade and some issues that have come up. The Township will not participate this year.

dd. Michigan Extended Purchasing Program

Moved by Clous second by Fitzpatrick to purchase a membership for \$180.00 with MiDEAL Michigan Extended Purchasing Program through the State of Michigan, to be revisited in 6 months. **Yes:** Zeits, Campbell, Wolfgang, Clous, Fitzpatrick, Blonshine and Kucera. **No:** None. **Motion carried.**

ee. Michigan Rural Water Association Membership

Moved by Fitzpatrick second by Zeits to apply for membership with Michigan Rural Water Association. **Yes:** Clous, Kucera, Wolfgang, Campbell, Zeits, Blonshine and Fitzpatrick. **No:** None. **Motion carried.**

ff. Resolution #2017-17 To Address Collection of Payments or Refunds on Taxes Under/Over \$5.00

Moved by Clous second by Zeits to table the Resolution # 2017-17 for clarification. **Motion carried.**

gg. Resolution #2017-18 To Apply for Traffic Speed Study-Sawyer Road

The Supervisor stated that a resolution was not needed for this, she has contacted the Road Commission and they have begun the process.

hh. Dangerous Building Inspector

Moved by Wolfgang second by Clous to have Blair Township Fire Chief act as the Dangerous Building Inspector. **Yes:** Wolfgang, Campbell, Clous, Blonshine, Fitzpatrick, Zeits and Kucera. **No:** None. **Motion carried.**

Moved by Fitzpatrick second by Clous to hire Marv Radtke, as Dangerous Building Hearing Officer for a per diem of \$125.00 per hearing. **Yes:** Wolfgang, Blonshine, Campbell, Clous, Zeits, Fitzpatrick and Kucera. **No:** None. **Motion carried.**

ii. RFP for Engineering Services

Moved by Wolfgang second by Clous to allow the Supervisor to develop an RFP for engineering services. **Motion carried.**

jj. Website/Facebook Committee

A Website/Facebook Committee was formed which will consist of Board Members Campbell, Blonshine, Wolfgang and Township Employee Wendy Witkop.

kk. Set date for Township Birthday Party at Wuerful Park

Board member Campbell discussed open dates for the Township Birthday party and the board agreed on July 20. She is working with local businesses to obtain donations.

ll. Settlement with Rich Powell/High Profile

Moved by Wolfgang second by Zeits to cash and deposit the check and move on. **Yes:** Campbell, Zeits, Fitzpatrick, Wolfgang, Kucera, Blonshine and Clous. **No:** None. **Motion carried.**

mm. Committee to rewrite Policies/Procedures/Employee Handbook

Motion by Blonshine second by Wolfgang to appoint a committee to rewrite Township Policies and the Employee Handbook consisting of Board Members Wolfgang, Fitzpatrick, Blonshine and an Emergency Services Representative. **Motion carried.**

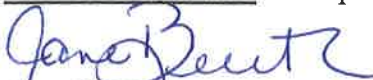
nn. Grounds Maintenance Equipment Discussion

Supervisor Blonshine reported on the purchase of a new zero turn tractor and the repair of another.

oo. Surplus EMS Equipment

Moved by Wolfgang second by Clous to declare 1 Lucas CPR device as surplus and sell it. **Motion carried.**

ADJOURNMENT: 8:50pm



Jane Beuthin
Deputy Clerk