

<p style="text-align: center;">LAKE TOWNSHIP BOARD REGULAR MEETING</p> <p style="text-align: center;">Wednesday, November 13, 2024, 4:30 P.M. LAKE TOWNSHIP HALL 8105 W. KELLY ROAD, LAKE CITY, MI 49651</p> <p style="text-align: center;">MINUTES</p>	<p style="text-align: center;">Approved Minutes</p>
<p>Supervisor Hall called the meeting to order at 4:30 p.m. Roll Call: Trustee Bradley, Trustee Norman, Supervisor Hall, Treasurer Gaines. Clerk Winkelmann. Absent: 0</p>	<p style="text-align: center;">CALL TO ORDER</p>
<p>Moved by Norman, seconded by Bradley to accept the regular minutes of October 9, 2024, as presented. Motion Carried.</p>	<p>MOTION to approve minutes of October 9, 2024, as presented.</p>
<p>Treasurer's financial report received for information purposes.</p>	<p style="text-align: center;">TREASURER'S REPORT</p>
<p>Public Comments:</p> <ul style="list-style-type: none"> • Mimi Zwolak- Questioned if we had any plans with the Peckham property. Possibility of a park? Supervisor Hall- No plans of now, discussed beauty of property. Renewed Rec Plan last year, possibility of options at a later date. Can amend Rec Plan to add property for ability to obtain grants at a later date. • Joe Kowalski/Fred West- asked the board if they can use the new fire barn on Dec 14th for breakfast with Santa. MOTION by Bradley to allow the fireman to use the new fire barn for breakfast with Santa event. Seconded by Gaines. MOTION CARRIED. Yeas: 5, Naes: 0, Absent:0. • Philip Jones- Questioned what is going on with the tarp house on Jennings road- Parker property? Supervisor Hall- Attorney Figliomeni missed the court date due to being out of the country, therefore we lost our case and must start over. Discussion of the ability to use the magistrate now, which will offer lower to no attorney fees associated with blight issues. New letters being sent out to blight properties within the township. The property at the corner of Kelly/LaChance has until this weekend to be cleaned up or they will receive a fine. Philip Jones also questioned the tarp house on Jennings Road across from Millers. Supervisor Hall stated that they will receive a letter. 	<p style="text-align: center;">PUBLIC COMMENTS</p> <p>MOTION to use new fire barn for Breakfast with Santa event.</p>
<p>Correspondence:</p> <ul style="list-style-type: none"> • Election Summary Report provided to the board. • Project Christmas memo shared with board. 	<p style="text-align: center;">CORRESPONDENCE</p>

<ul style="list-style-type: none"> • Networks Northwest memo & email from County Clerk shared with board regarding an opening for an elected official to obtain a seat on Missaukee/Wexford County Multi-County Material Management Plan Committee. • FEMA letter shared with board for 2D Rain-on-Mesh Modeling for Michigan Watersheds. • Crux Holdings purchase agreement shared with the board with intent to purchase property 009-014-004-80. No action taken from the board. Residents who were in attendance stated that they have received similar letters. 	
<p>Committee Reports:</p> <ul style="list-style-type: none"> • SEWER: Meeting November 11, 2024. October minutes approved. B. Sparks listed jobs he had been working on. Lots of reports submitted. Work done at 1459 Bayberry-graded Road and studied for operator test, which was taken last week. Miss digs have slowed down. Al was called on a few emergency calls and Bruce didn't get the message in a timely manner. Bruce contacted those people to remove Al's number. Bruce contacted other vendors to update main contact to him and remove Al as the contact. Numbers being changed on pump stations to Bruce Sparks number. Sign at plant entrance needs changed to Bruce's number. Bruce contacted by a sewer user, re: billing and unit charges. Needing to revisit chain fall purchase and other equipment upgrades. Becky, Korinda and Bruce to work with auditor on budget reporting – to make more user friendly. Would like a line-item next year for sick time. Changes made to employee handbook and approved by committee. Committee also agreed to hire Pat Bennett, will present to the board. Committee approved to issue 2 checks for Alan Gray's leave balances due per handbook and retirement. Approval for new lock on sewer plant. Looked over financial reports and D. Lutke suggested a list provided of what user increases would look like; B. Sparks to produce a list for Dec. meeting. Meeting adjourned at 4:55pm. • MOVED by Bradley to adopt the updated employee Policy and Procedure Manual. Seconded by Norman. Yeas: 5, Naes: 0, Absent: 0. MOTION CARRIED. • Sewer Operator Job Description was provided. MOVED by Norman to adopt the updated Sewer Operator job description. Seconded by Winkelmann. Yeas: 5, Naes: 0, Absent: 0. MOTION CARRIED. • Discussion of Al Gray's leave balances for vacation and sick pay per his Anniversary date in September and his retirement in October 2024 and the current handbook policies as of his October 2024 retirement date. The unused sick leave balance is \$4736.55. Unused vacation balance is \$4231.30. MOVED by Gaines to pay Alan Gray \$8968.05 through payables to close out his total leave balances for his retirement as of his 	<p>COMMITTEE REPORTS SEWER</p> <p>MOTION to adopt the updated employee Policy and Procedure Manual.</p> <p>MOTION to adopt the updated Sewer Operator job description.</p> <p>MOTION to pay Alan Gray a total of \$8968.05 in retirement leave balances.</p>

final check issued on 10/9/24. Seconded by Norman. Roll Call: Yes: Bradley, Hall, Winkelmann, Norman, Gaines. No: 0. Absent:0. **MOTION CARRIED.**

- Discussion of hiring Pat Bennett as our licensed Sewer Operator, the experience he has, previously worked at the City of Lake City and the need & laws for having a licensed operator. **MOVED** by Winkelmann to hire Pat Bennett at \$25.00 per hour with a start date of November 18, 2024, including benefit package according to the new handbook and procedural policies. Seconded by Norman. **MOTION CARRIED.** Roll Call: Yes: Gaines, Bradley, Hall, Norman, Winkelmann. No: 0. Absent: 0.
- Discussion amongst the board regarding Bruce Sparks wages and the items that he has accomplished since being hired. **MOVED** by Winkelmann to increase Bruce Sparks wages to \$20.00 per hour effective immediately. Seconded by Gaines. **MOTION CARRIED.** Roll Call: Yes: Norman, Hall, Bradley, Gaines, Winkelmann. No:0. Absent: 0.
- **ROADS:** Road millage didn't pass. Supervisor Hall- We will have to look into special assessing the subdivisions that need work done. It is more costly if you do not maintain them. Wexford County special assess theirs and some surrounding townships have two road millages they are paying on. Next election is not for 2 years. Knew there would be a large turnout for the presidential and thought it would be a fair time for the millage. Thought if the road millage passed that it would help us with funding the new fire department, where we could take our regular allocation to road funds to help with fire expenses.
- **FIRE:** Meeting 11/11/24. October committee minutes approved. Norman provided an update on completion of new fire barn, several items to be completed this week. Raymer to be onsite within the week to bring fill and grade around building. Wifi will be installed within a few days; free of charge per contract with Cherry Capital. Occupancy permit should be this week and moved in by the end of the month. Locks to be completed this week, fob system, so no keys needed. Financial report- balance sheet and bills paid were provided by Clerk Winkelmann. Clarification on a few bills paid. Balance in loan acct provided and last draw will happen soon. Chief's report- Chief handed out runs. Discussion of a wildland fire at gun club and vehicle damage. Brush 64 has been repaired. Waiting to order parts for mirror on Brush 66. Equipment request/DNR – still waiting on approval to get generator and smaller tender from Gaylord repair shop. Grants- DNR grant for the 50/50 cycle is still pending. The Fed grant applied for, didn't receive. We did receive a \$1500.00 MTA reimbursable grant for our camera system at the new barn. SOG's- All personnel sent a copy from 2013. Fred, Joe and Bruce Sparks reviewed and requested a few

MOTION to hire Pat Bennett as our licensed sewer operator at \$25.00 per hour plus benefits according to the new policy and procedure manual.

MOTION to increase Bruce Sparks wages to \$20.00 per hour effective immediately.

ROADS

<p>changes; to be completed and submitted for approval. Officer's meeting was Sunday evening. Moved a few things and started organizing. Kelly rd. location will hold structural fire equipment. Green rd will hold wildland and water rescue equipment. Contracted with Paul Pratt to recertify our air compressor at it's new location & requested a suggestion from Paul of a home for our older packs. IFSTA training 8th edition for Fire 1 & 2: requesting access to the training bank of our local training session. This is online, no cost, but have to be a certified instructor. Working on getting a few firefighters off the rolls who haven't showed up to runs or training. Letters being sent to turn in gear. Several firefighters were at the meeting and were able to see the new fire building. Adjourned at 5:25. Supervisor Hall added that locker fabrication is in the works, the office is set up, electrical drops are in, occupancy tomorrow 11/14/24. New bid from Raymer discussed, planning to wait until Spring. We do have to purchase a \$45.00 phone as a non-emergent use number. Ordered rugs from Cintas- one runner and one for the office.</p>	
<p>Unfinished Business:</p>	
<ul style="list-style-type: none"> • NA 	
<p>New Business:</p> <ul style="list-style-type: none"> • Green Road Bathroom will be closed for the winter season starting tomorrow through Memorial Day. Last year we only had two good weeks of ice fishing. If we have to revisit opening sooner, we will. This will cut costs on the daily cleaning fees. Other parks close their restrooms during the winter season. Heat will be turned down. Sign will be put on door. • Porta john at 1901 Green will be taken out indefinitely. Porta johns at Helmer Park and Jennings playground will be taken out for the season. • Trash cans at Clam River Park have been previously put on Seasonal hold. Trash at Jennings playground and beach are to be put on seasonal hold. • Let's Read LC openings will be done by Twp staff, during Twp office hours. Anytime the township hall is open, the township staff can distribute the township hall keys for township hall rentals. Sharron Hill will do all other Township Hall rental openings, she will no longer come back to check hall condition after rental. • Tire Trailers- we will not collect tires at Missaukee Drain. We will take a break and let another township do the collections. We can revisit at a later date. Supervisor Hall suggested to Ron from the City to take over for next year. Possible to do a rotation with us, Forest Twp and the City. • We will be implementing a step to the payroll processing. 	

<p>When the Clerk gets so far, our system will default to the Supervisor for approval and then payroll can be completed.</p> <ul style="list-style-type: none"> • Looking into BS&A timesheet approval system for Sanitary Drain. If cost associated, we will visit a different route. • Clerk Winkelmann and Treasurer Gaines discussed a budget amendment needed for roads due to negative balance of \$2437.78. Budget transfer will take place and be reported at next month's meeting. • Township truck to be parked in the fire barn for the winter. Bruce Sparks can start taking the garbage from the hall to sanitation when he comes to salt and plow. • Supervisor Hall is looking into re-bidding township insurance for better rates. Clerk Winkelmann to work on that with Supervisor Hall. 	
<p>Motion by Gaines, seconded by Norman to pay Sewer bills as printed. MOTION CARRIED. Roll Call: Yes- Hall, Winkelmann, Bradley, Norman, Gaines. No-0. Absent-0.</p>	<p>MOTION to pay sewer bills as printed.</p>
<p>Motion by Gaines, seconded by Bradley to pay Township bills as printed. MOTION CARRIED. Roll Call: Yes – Norman, Hall, Winkelmann, Bradley, Gaines. No-0. Absent- 0.</p>	<p>MOTION to pay township bills as printed.</p>
<p>MOTION by Gaines to pay the fire bills with addition. Seconded by Norman. MOTION CARRIED. Roll Call: Yes- Hall, Bradley, Winkelmann, Norman, Gaines. No-0. Absent- 0.</p>	<p>MOTION to pay Fire bills with addition.</p>
<p>Motion by Hall, seconded by Norman to adjourn. Meeting adjourned at 6:02 pm.</p>	<p>ADJOURNED</p>
<p>_____ Date Korinda Winkelmann, Twp. Clerk</p>	<p>Minutes taken by:</p>
<p>_____ Date Robert Hall, Twp. Supervisor</p>	
<p>*contact Township Clerk (839-7655) for copies</p>	