

MEMBERS PRESENT: CRAWFORD, OPRITA, BUECHLER, BRADLEY, KISH, BRUCKNER AND MONTGOMERY  
 MEMBERS ABSENT: NONE  
 ALSO PRESENT: PAT SMITH, FIRE CHIEF  
 ADAM ARMBRUSTER, INCOMING TRUSTEE

7:00 O'CLOCK P.M. - SUPERVISOR OPENED PUBLIC HEARING TO REVIEW AND HEAR COMMENTS, QUESTIONS AND/OR OBJECTIONS TO THE PROPOSED 2020 SPECIAL ASSESSMENT ROLL FOR FIRE PROTECTION; AND 2021 BUDGET, AT THIS TIME:

Motion by Kish, seconded by Bruckner, to approve the Minutes of the REGULAR MEETING of November 4<sup>th</sup>, 2020, as printed and posted. Vote, Unanimous. MOTION PASSED.

CITIZENS WISHING TO ADDRESS THE BOARD: \* NONE

**APPROVAL OF AGENDA:**

Motion by Oprita, seconded by Bruckner, to approve the Agenda, as printed and posted. Vote, Unanimous. MOTION PASSED.

**TREASURER'S REPORT:**

GENERAL FUND	\$	1,986,420.02
FIRE DEPARTMENT FUND	\$	783,777.96
FIRE CAPITAL IMPROVEMENT FUND	\$	271,180.50
POLICE PROTECTION FUND	\$	417,721.18
TRASH / RECYCLING FUND	\$	100,754.66
BUILDING DEPARTMENT FUND	\$	35,406.88
UTILITY RECEIVING FUND	\$	1,206,500.35
TOTAL	\$	4,801,761.55
MISCELLANEOUS PROJECTS	\$	1,452,034.19
GRAND TOTAL	\$	6,253,795.74

Motion by Bruckner, seconded by Kish, to receive the Treasurer's Report, as given. Roll Call Vote, 7/0. MOTION PASSED. TOTAL TREASURER'S REPORT APPROVED IN THE AMOUNT OF \$ 6,253,795.74.

**BILLS PRESENTED FOR APPROVAL:**

GENERAL FUND	\$	32,022.72
FIRE DEPARTMENT FUND	\$	2,668.52
FIRE CAPITAL IMPROVEMENT FUND	\$	0.00
POLICE PROTECTION FUND	\$	75,198.01
TRASH / RECYCLING FUND	\$	0.00
BUILDING DEPARTMENT FUND	\$	0.00
UTILITY RECEIVING FUND	\$	27,310.91
TOTAL	\$	137,200.16

Motion by Bradley, seconded by Oprita, to pay bills, as presented. Roll Call Vote, 7/0. MOTION PASSED. BILLS APPROVED IN THE AMOUNT OF \$ 137,200.16.

\* According to Section 6 of the Charter Township of Fort Gratiot By-Laws adopted 02/20/2003.

**SHERIFF DEPARTMENT REPORT:**

Total Calls for Service for the month of October, 2020, (324). Number of Patrol Hours, (1116). 5 Animal Complaint; 2 Assault & Battery; 29 Assist Other Depts.; 42 Assist Public; 35 B&E/Alarm; 1 B&E/Building & Vehicle; 3 Disorderly Persons; 5 Domestic Assault; 9 Fraud; 12 Harassment & Threats; 4 Juvenile Matter; 11 Larceny; 2 MDOP; 5 PI Traffic Crash; 41 PD Traffic Crash; 14 Retail Fraud; 25 Suspicious Incidents; 79 Misc.: School Checks/Warrant Arrests/Follow-up/BOL, 911 Hang-ups, etc.; 134 Traffic Stops; 30 Tickets Issued.

**CITIZENS WISHING TO ADDRESS THE SHERIFF:** \* NONE

**FIRE DEPARTMENT REPORT:** Total runs for the month of September, 2020, (109). 2 Fire; 83 Rescue/EMS; 5 Hazardous Condition (No Fire); 2 Service Calls; 9 Good Intent Calls; 8 False Alarm/False Call. Total Cost, \$ 20,198.50.

Total runs for the month of October, 2020, (124). 4 Fire; 101 Rescue/EMS; 2 Hazardous Condition (No Fire); 2 Service Calls; 9 Good Intent Calls; 6 False Alarm/False Call. Total Cost, \$ 23,547.00.

**BUILDING DEPARTMENT REPORT:** Total permits issued for the month of October, 2020, (24). 2 New Homes (Val. 387,000); 8 Residential Addition/Alteration/Repair (Val. 235,296); 4 Residential Accessory Structure (Val. 54,500); 3 Fence (Val. 14,200); 1 Deck/Porch (Val. 32,000); 2 Manufactured Mobile Homes (Val. 12,000); 1 Pool (Val. 5,000); 1 Misc. Zoning Compliance (Val. 5,000); 1 Commercial Addition/Alteration/Repair (Val. 1,200); 1 Signs (Val. 8,000). Total Valuation, \$ 409,783.00. Total Fees, \$ 4,065.50.

**PLUMBING/MECHANICAL INSPECTOR'S REPORT:** Total permits issued for the month of October, 2020, (22). 18 Mechanical (3,158.25); 4 Plumbing (569.00). Total Fees, \$ 3,727.25.

**ELECTRICAL DEPARTMENT REPORT:** Total permits issued for the month of October, 2020, (9). Total Fees, \$2,053.00.

**ORDINANCE ENFORCEMENT OFFICER REPORT:** Total complaints in the month of October, 2020, (8). 3 Blight; 1 High Weed / Noxious Weeds; 1 Unlicensed Vehicle; 3 Misc. Ord. Violations.

**CORRESPONDENCE:** NONE

Motion by Buechler, seconded by Kish, to accept Reports, as presented. Vote, Unanimous. **MOTION PASSED.**

**PUBLIC HEARING(S), CONTINUED:**

1. 2020 SPECIAL ASSESSMENT RATE FOR FIRE PROTECTION:

2020 RATE PER \$1,000 T.V.	TOTAL TAXABLE VALUATION (REAL PROPERTY ONLY)	TOTAL
2.2638	418,367,047	947,099.32

Supervisor asked for citizen comments, questions and/or objections, at this time. Not one was heard.

Motion by Kish, seconded by Bradley, to close the Public Hearing to review and hear citizen comments, questions and/or objections to the Proposed 2020 Special Assessment for Fire Protection. Time, 7:06 p.m. Vote, Unanimous. **MOTION PASSED. PUBLIC HEARING CLOSED.**

Motion by Montgomery, seconded by Bradley, to approve the 2020 Special Assessment Rate of 2.2638 for Fire Protection, to be assessed against all Real Properties within the Fort Gratiot Charter Township; and adopt the 2020 Resolution Confirming Special Assessment Roll (2020-015) for Fire Protection. Roll Call Vote, 7/0. **MOTION PASSED. RESOLUTION ADOPTED.**

**PUBLIC HEARING(S), CONTINUED:**

2. PROPOSED 2021 BUDGET REVIEW:

DEPARTMENT	PROPOSED 2021 BUDGET 3%
TOTAL REVENUES	9,914,366
GENERAL FUND (DEPT. 101-000)	222,422
TOWNSHIP BOARD (DEPT. 101-101)	54,752
SUPERVISOR (DEPT. 101-171)	112,550
CEMETERY (DEPT. 101-209)	53,901
CLERK (DEPT. 101-215)	231,729
BOARD OF REVIEW (DEPT. 101- 247)	2,838
TREASURER (DEPT. 101-253)	177,427
ASSESSOR (DEPT. 101-257)	179,735
ELECTIONS (DEPT. 101-262)	62,585
GENERAL FUND OPERATIONS (DEPT. 101-265)	323,329
ORDINANCE ENFORCEMENT (DEPT. 282)	6,566
PASSPORT (DEPT. 283)	2,760
DRAINS AT LARGE (DEPT. 445)	83,640
VELMA DRIVE (DEPT. 446)	1,000
GENERAL FUND STREET LIGHTING (DEPT. 101-448)	249,756
COMMUNITY PLANNING & ZONING (DEPT. 101-721)	107,182
ZONING BOARD OF APPEALS (DEPT. 101-722)	11,946
PLANNING COMMISSION (DEPT. 101-723)	23,376
PARKS COMMISSION (DEPT. 101-751)	28928
DOG PARK (DEPT. 101-753)	0
TOWNSHIP GROUNDS MAINTENANCE (DEPT. 101-756)	332,122
COMMUNITY BUILDING (DEPT. 101-806)	15,842
WATERSHED PLAN (DEPT. 101-960)	4,500
FIRE DEPARTMENT FUND (DEPT. 206)	973,563
POLICE FUND (DEPT. 207)	975,846
PARKS MILLAGE FUND (DEPT. 208)	52,000
TRASH FUND (DEPT. 226)	709,100
BUILDING DEPARTMENT FUND (DEPT. 249)	192,368
BWATC FUND (DEPT. 250)	268,815
FIRE EQUIPMENT REPLACEMENT FUND (DEPT. 403)	446,386
WATER / SEWER FUND (DEPT. 592)	3,642,887
MAINTENANCE & IMPROVEMENT (DEPT. 495)	114,085
TOTAL	9,663,932
TOTAL REVENUE LESS EXPENDITURES	250,434

Supervisor asked for citizen comments, questions and/or objections, at this time. Not one was heard.

Motion by Montgomery, seconded by Bruckner, to close the Public Hearing to review and hear comments, questions and or objections to the Proposed 2021 Budget, as presented. Time, 7:08 p.m. Vote, Unanimous.

**MOTION PASSED. PUBLIC HEARING CLOSED.**

Motion by Buechler, seconded by Bruckner, to adopt the Proposed 2021 Budget Resolution (2020/017) of the Fort Gratiot Charter Township, *by Department Level*, as noted above, totaling \$9,663,932.00.

- POINTS OF DISCUSSION:
- \* Treasurer (Dept. 101-253)
  - \* Statutory Requirements
  - \* Grounds Maintenance
  - \* Account Clerk Salary
  - \* Supervisor (Dept. 101-171) - Healthcare expense
  - \* 3% COLA increase / 7% Healthcare Increase
  - \* Disparity in salaries and Ala Cart Increases

Roll Call Vote, 5/2, Montgomery and Kish voting no. **MOTION PASSED. RESOLUTION ADOPTED.**

**NEW BUSINESS:**

1. Motion by Montgomery, seconded by Bruckner, to adopt the *Resolution (2020-018) to Establish 2021 Board of Trustees Salary*, in the amount of \$ 4,501.00, effective January 1, 2021. Roll Call Vote, 7/0. **MOTION PASSED. RESOLUTION ADOPTED.**
2. Motion by Bradley, seconded by Oprita, to adopt the *Resolution (2020-019) to Establish 2021 Supervisor's Salary*, in the amount of \$ 66,552.00, effective January 1, 2021. Roll Call Vote, 7/0. **MOTION PASSED. RESOLUTION ADOPTED.**
3. Motion by Oprita, seconded by Bradley, to adopt the *Resolution (2020-020) to Establish 2021 Clerk's Salary*, in the amount of \$ 62,720.00, effective January 1, 2021. Roll Call Vote, 7/0. **MOTION PASSED. RESOLUTION ADOPTED.**
4. Motion by Buechler, seconded by Montgomery, to adopt the *Resolution (2020-021) to Establish 2021 Treasurer's Salary*, in the amount of \$ 58,000.00, effective January 1, 2021. Roll Call Vote, 6/1, Kish voting no. **MOTION PASSED. RESOLUTION ADOPTED.**
5. Motion by Kish, seconded by Buechler, to adopt the *Resolution (2020-022) to Establish 2021 Department Head and Employee Salaries and/or Hourly Rates, per Appendix "A"*. Roll Call Vote, 7/0. **MOTION PASSED. RESOLUTION ADOPTED.**
6. Motion by Montgomery, seconded by Bradley, to approve the Fire Chief's request to accept the offer, from Spencer Manufacturing, for the purchase of Rescue 21, at a price of \$25,000, upon delivery of the new Mini-Pumper.  
POINTS OF DISCUSSION: \* Trade-In Option - Spencer Manufacturing offering to pay \$25,000 for the 2006 Ford Spencer Rescue from Fort Gratiot Fire Department.  
\* Resale of '06 Rescue ranges from \$ 15,000.00 to \$ 28,000.00. Spencer is offering \$25,000 and allowing the Department to keep it until the new truck is delivered. The Department will be responsible for maintenance, as well as an MDOT Inspection prior to Spencer taking delivery.  
Roll Call Vote, 7/0. **MOTION PASSED.**
7. Motion by Crawford, seconded by Montgomery, to approve the Fire Department's request to increase Probationary Firefighter, Adam Marsh's compensation, from \$11.00 per run to \$16.50 per run, effective November 13, 2020.  
POINTS OF DISCUSSION: \* In accordance with Department SOG's  
\* Completed Probationary Blue Book; State Certified Michigan Firefighter 1 & 2; and currently, enrolled in EMT class.  
Roll Call Vote, 7/0. **MOTION PASSED.**

**NEW BUSINESS, CONTINUED:**

8. Motion by Montgomery, seconded by Bradley, to adopt the Resolution (2020-023) Amending Appendix "A" of Chapter 36, Utilities, as follows, to become effective with the January 1<sup>st</sup>, 2020 consumption billed on the April 1<sup>st</sup>, 2020 billing.

Water Meter Charge:

METER SIZE	METER CHARGE
5/8" x 3/4" Inch Meter	\$ 250.00
SL 3/4" Inch Meter	\$ 300.00
1" Inch Meter	\$ 400.00
1 1/2" Inch Meter	\$ 700.00
2" Inch Meter	\$ 800.00
5" x 3/4" Meter Template	\$ 100.00
1" Meter Template	\$ 150.00

Water Service Charges:

Water Meter Testing	\$ 75.00
---------------------	----------

Water Meter Repair Charges:

Meter Head up to 1"	\$ 50.00
Box and Rod	\$ 100.00
Inspection - 3/4" Tap	\$ 50.00
1" Tap	\$ 50.00

Sewer Charges & Fees:

Sewer Connection Inspection	\$ 50.00
-----------------------------	----------

POINTS OF DISCUSSION: \* Cost Recovery

Roll Call Vote, 7/0. **MOTION PASSED. RESOLUTION ADOPTED.**

9. **NO ACTION TAKEN** on the DPW Superintendent's request and accept the Price Quote (#8048928), from Ferguson Waterworks, for the purchase of meters and accessories, totaling \$2,139.31 until additional information can be submitted for review.

10. Motion by Montgomery, seconded by Bradley, to approve the 2020 Budget Amendments, as follows:

GENERAL	Transfer from	101-721-950-000	Special Events	6,652.00	Unexpected costs
	Transfer to	101-723-805-000	Consultant Fees	6,652.00	

TRASH One sided entry, we have enough revenue to cover expenses

226-000-726-000	Trash Expense	53,717.00
226-000-801-000	Audit Fees	750.00
226-000-964-000	Refunds & Rebates	1,568.00
		<u>56,035.00</u>

POINTS OF DISCUSSION: \* Consultant Fees for Coastal Resilience

Roll Call Vote, 7/0. **MOTIONN PASSED.**

**NEW BUSINESS, CONTINUED:**

11. Motion by Montgomery, seconded by Kish, to adopt Resolution (2020-024) Amending Retiree Healthcare Benefit, as presented.

POINTS OF DISCUSSION:

- \* Monthly Retiree Healthcare Benefit of \$250.00/single; or \$500.00/couple for approximately eight (8) employees that qualified in 2011 when the original changes occurred removing retirees from the Township's Healthcare plan and requiring a retiree to obtain a Medicare Supplement Plan in order to receive the monthly healthcare benefit.
- \* Removes requirement that an employee be self-insured upon retirement to receive the benefit.
- \* Reduces ages retiree can claim the benefit from "Social Security eligible" to 59.
- \* Currently, if an employee wishes to retire at 59½, they are eligible to withdraw from their Retirement Fund without penalty; however, if they choose to do that, they would forfeit this benefit because they didn't wait until the age of 62.
- \* Possible costs savings due to the fact that insurance rates are based on age.
- \* DPW Union Contract, Sunset Clause and unfunded liability concerns.
- \* Health Savings Account qualification requirements.

Roll Call Vote, 4/3, Crawford, Bradley and Bruckner voting no. **MOTION PASSED. RESOLUTION ADOPTED.**

12. Motion by Kish, seconded by Montgomery, to approve the promotion of Elizabeth Austin to the position of AP/AR/Payroll & General Ledger Accountant, effective November 23, 2020, amending the starting salary from \$41,500.00 to \$45,000.00.

POINTS OF DISCUSSION:

- \* Received five (5) applications; interviews were done on November 11<sup>th</sup>.
- \* Offered position to Elizabeth Austin, who is currently the Building Department Clerk/Certified Permit Technician.
- \* Salary comparisons(s) and wage disparities.
- \* Qualifications, experience and evaluations.
- \* Liz will be going to school to obtain an Accounting degree. Once she obtains this, the Clerk will come to the Board and ask for a raise.

Roll Call Vote, 2/5, Bradley, Oprita, Bruckner, Crawford and Buechler voting no. **MOTION FAILED.**

Motion by Buechler, seconded by Oprita, to approve the promotion of Elizabeth Austin to the position of AP/AR/Payroll & General Ledger Accountant, effective November 23, 2020, at a starting salary of \$41,500.00.

Roll Call Vote, 5/2, Kish and Montgomery voting no. **MOTION PASSED.**

13. Motion by Crawford, seconded by Kish, to approve the Clerks and authorize him to sign the BS&A Five (5) Day Remote Training Proposal for *General Ledger.NET*, *Accounts Payable.NET*, *Payroll.NET* and *Timesheets.NET* at a cost \$1,000/day, totaling \$5,000.00.

POINTS OF DISCUSSION:

- \* Estimate for in-depth training for all modules used by the AP/AR/Payroll and General Ledger Accountant; however, if we get through the training more quickly, the Township will not be charged for any days/time not used.
- \* Clerk's 2020 Budget has sufficient funds in Education/Training, Membership/Fees and Miscellaneous line items to pay for the full amount of this quote and not go over budget.
- \* Reviewing 2020 Budget for impact of additional payroll costs and will amend, if necessary.

Roll Call Vote, 7/0. **MOTION PASSED.**

14. Motion by Bradley, seconded by Oprita, to approve the posting for the Full Time position of Building Department Clerk - Certified Permit Technician. Roll Call Vote, 7/0. **MOTION PASSED.**

**NEW BUSINESS, CONTINUED:**

15. Motion by Bradley, seconded by Kish, to approve the promotion of Christopher Bolt to Full-Time, adding the position of Building Department Clerk/Certified Permit Technician; and Ordinance Enforcement Officer, at his current rate of pay; adding Full-Time Benefits and \$4,372.00 Stipend for Ordinance Enforcement, effective December 1, 2020.

POINTS OF DISCUSSION: \* Mr. Bolt currently works Part-Time in the Assessing Department. He will back up the Building Department and do Ordinance Enforcement.  
\* He will remain at his current rate of pay of \$13.00/hour, plus a 3% COLA increase for 2021, which will be \$13.39/hour, plus the benefits package.

Roll Call Vote, 7/0. **MOTION PASSED.**

16. Motion by Bradley, seconded by Bruckner, to authorize the Township Supervisor to proceed with negotiations for property acquisition of property on the North side of the Fort Gratiot Pond, on the East side of Parker Road.  
Roll Call Vote, 7/0. **MOTION PASSED.**

17. Motion by Bradley, seconded by Buechler, to adopt the 2020 Meeting Dates and Times, as follows:

BOARD OF TRUSTEES:	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday of each month at 7:00 p.m. at the Municipal Center;
PLANNING COMMISSION:	2 <sup>nd</sup> Tuesday of each month, as needed, at 7:00 p.m. at the Municipal Center
ZONING BOARD OF APPEALS:	3 <sup>rd</sup> Tuesday of each month, as needed, at 7:00 p.m. at the Municipal Center
PARKS COMMISSION:	3 <sup>rd</sup> Monday of each month at 7:00 p.m. at the Municipal Center

POINTS OF DISCUSSION: \* Necessity of two (2) meetings per month. Postponements can be made, as needed.

Roll Call Vote, 6/1, Montgomery voting no. **MOTION PASSED.**

18. Motion by Bruckner, seconded by Kish, to adopt 2021 Office Hours, January 1<sup>st</sup> thru December 31<sup>st</sup>, 8:00 a.m. until 4:30 p.m., Monday through Friday. Roll Call Vote, 7/0. **MOTION PASSED.**

**BOARD DISCUSSION:**

- \* Trash accumulation around donation collection boxes at the former Swissel Inn site on the corner of M-25 and Carrigan.
- \* PTO / COVID 19 restricted hours
- \* Thanked Trustee Montgomery for his years of service to the Township and the Community; and welcomed incoming Trustee, Adam Armbruster.

**CITIZENS WISHING TO ADDRESS THE BOARD:** NONE

Motion by Kish, seconded by Bradley, to adjourn. Time, 8:13 o'clock p.m. Vote, Unanimous. **MOTION PASSED.**  
**MEETING ADJOURNED.**



ROBERT D. BUECHLER, CLERK  
FORT GRATIOT CHARTER TOWNSHIP

ROBERT C. CRAWFORD, SUPERVISOR  
FORT GRATIOT CHARTER TOWNSHIP

RDB/RCC/vo