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MINUTES for August 14, 2023 Board Meeting

Guests: Beth Koenig, Gary Koenig, Bill Seppanen, John McBride, Rose McBride, Ruth Starr, Billy Gierut, Frederika Roach, Jerry Roach, Joan Carlisle, Nancy Ferro, Marsha McBride, Paul Olson, Julia Leake, Scott Gravedoni, Debbie Kinnunen, Anne Jakobi, Michael Jakobi.

- I. CALL TO ORDER: Boshears called the meeting to order at 6 p.m.
- II. ROLL CALL: All board members present. There is a quorum.
- III. PLEDGE OF ALLEGIANCE: Recited
- IV. CONSENT AGENDA:
  1. AGENDA: DeRoche added #10 /ADMINISTRATIVE ASSISTANT UPDATE under Continuing Business. Motion to approve the agenda made by Frisk. Second by DeRoche. Voice vote. 5 Ayes. 0 Nays. Motion passed.
  2. CORRECTED MEETING MINUTES – JULY 10, 2023. Motion to approve the minutes with corrections made by Mattson, second by Hanson. Voice vote. 5 Ayes, 0 Nays. Motion passed.
  3. CORRECTED MINUTES – JUNE 21, 2023: Motion to approve the minutes with corrections made by Boshears. Second by Hanson. Voice vote. 5 Ayes, 0 Nays. Motion carried.
  - 4: CORRECTED MINUTES – JUNE 12, 2023. Motion to approve the minutes with corrections made by Mattson. Second by Frisk. Voice 5 Ayes. 0 Nays. Motion passed.
  4. TREASURERS REPORT: Motion to approve the Treasurer Report made by Frisk. Second by Hanson. Voice vote. 5 Ayes. 0 Nays. Motion passed.
  5. BILLS TO BE PAID: Motion to approve the bills to be paid made by Hanson. Second by Frisk. Voice vote. 5 Ayes. 0 Nays. Motion passed.
- V. PUBLIC COMMENT (Three Minutes on Agenda items only): Julia Leake, Bill Seppanen, Rose McBride, Debbie Kinnunen, Brett Hanson, Frederika Roach. Public comment closed.
- VI. BOARD COMMENT: Mattson, Hanson, Frisk, Boshears.
- VII. ANNOUNCEMENTS: Dumpsters Days are next week. Days & hours are Wednesday 8-4, Friday 8-8pm, Saturday 8-4.
- VIII. COMMITTEE REPORTS:

- 1: FIRE BOARD: Report given by Don DeRoche.
- 2: DDA: Report given by Scott Gravedoni.
- 3: PLANNING COMMISSION: Report given by Kay Frisk.
- 4: FIRE DEPARTMENT/EMS: No report.

IX. DPW UPDATES: Report by John Howe

X. CONTINUING BUSINESS:

- 1: PARK GRANT UPDATES: Report given by Kay Frisk
- 2: PROPANE BIDS: Motion by Hanson to table until the special meeting next week (August 21<sup>st</sup>) so all board members have time to study /review all bids carefully. Second by Frisk. Voice vote. 5 Ayes. 0 Nays. Motion carried.
- 3: DPW EMPLOYEE'S EVALUATIONS/RAISES: Hanson chose not to rescind his vote from the last meeting. Previous vote stands regarding raises.
- 4: CORRECTIONS OF ERROR ON BOARD MEMBER SALARY INCREASE RESOLUTION. Motion made by Frisk to rescind Treasurer salary increase resolution. Second by DeRoche. Voice vote. 5 Ayes. 0 Nays. Motion carried. Motion by Hanson to raise Treasurer salary to \$15,104.00 annually. Second by DeRoche. Roll call by Hanson. Hanson Aye, DeRoche, Aye, Mattson Aye, Frisk Nay, Boshears Nay. 3 Ayes. 2 Nays. Motion carried.
- 5: SUMMER EMPLOYEE'S EVALUATIONS/RAISES: 90 days are required before evaluations or raises are given. Summer help employment ends prior to that time frame, so no action needs to be taken.
- 6: PLANNING COMMISSION MEMBER APPOINTMENT: Deroche made the motion for Marsha McBride to fill this position. Second by Hanson. Voice vote. 5 Ayes. 0 Nays. Motion passed.
- 7: ZONING ENFORCEMENT OFFICER POSITION HIRE: Motion made by Frisk to offer Jolene Betcher the part time position (28 hours per week max) as Zoning Enforcement Officer at \$18.00 per hour plus mileage (office to locations). Second by Mattson. Voice vote. 5 Ayes. 0 Nays. Motion passed.
- 8: QUOTES FOR REFRIGERATOR AND FAN FOR COOK SHACK: Tabled, will address again in the spring.
- 9: DDA PROPERTY PURCHASE OF EAST CORNER OF MAIN AND BROOK: More information needed, tabled till October meeting.
- 10: ADMINISTRATIVE ASSISTANT UPDATE: Supervisor Boshears reached out to Jeremy for an update. No response to date. Next step is to have our attorney send a letter to him.

XI. NEW BUSINESS:

- 1: DDA APPLICATIONS/APPOINTMENTS: Motion made by Hanson to appoint Dan and Lisa Swiedel for the two DDA position openings. Second by Frisk. Voice vote. 5 Ayes. 0 Nays. Motion carried.
- 2: ELECTION ADMINISTRATOR POSITION AND RATE OF PAY: Motion made by Frisk to hire Susan Alexander as the Election Administrator for the 2024 year at \$18.00 an hour. Second by DeRoche. Roll call. Boshears Aye, Mattson Aye, Frisk Aye, DeRoche Aye, Hanson Aye. 5 Ayes. 0 Nays. Motion carried.

- 3: RESOLUTION TO APPROVE LAND & WATER GRANT FOR PARK RENOVATIONS: Tabled until next meeting.
- 4: RESOLUTION TO TRANSFER MONEY FROM GENERAL FUND TO PARK FUNDS FOR ADA BATHROOMS: Frisk motioned to move \$74,950.00 from the General Fund to the Park Fund. Second by DeRoche. Roll call. DeRoche Aye, Frisk Aye, Boshears Aye, Mattson Aye, Hanson Aye. 5 Ayes. 0 Nays. Motion carried.
- 5: REQUESTS FOR PARTIAL PAYMENT FOR A&F CONSTRUCTION OF ADA RESTROOM PROJECT AT TOWNSHIP PARK: Motion made by Mattson to pay \$26,624.70 to A&F Construction for partial payment of ADA Restroom Project. Second by Hanson. Roll call. DeRoche Aye, Frisk Aye, Hanson Aye, Boshears Aye, Mattson Aye. 5 Ayes. 0 Nays. Motion carried.
- 6: APPROVAL OF BIDS FOR ENGINE HOUSE: All parties agree on the plans being drawn up. Costs to be divided up between Museum \$5,000.00, Steamer \$7,000.00, and Township \$10,000.00. Additional difference for Township to pay may be \$1,600.89 but Johnny Hillis stated there are many local skilled laborers that may volunteer their services to lower costs.
- 7: TOWNSHIP FINANCIAL COMMITMENT TO COMPLETE ENGINE HOUSE PROJECTS: The board agreed to financially commit to the project.
- 8: ROAD WORK BUDGET FOR 2024 WORK INCLUDING CHIP & SEAL & CO RD 607 PLANS: Chip and Seal information due by Sept 1<sup>st</sup>, 2023. Boshears tasked John Howe and Johnnie Hillis to gather all the information and get back to her. Tabled until next Special Meeting next week.
- 9: LIST OF REPAIRS FOR COMMUNITY BUILDING: Extensive repairs needed in several areas of the building. Holes in exterior bricks, mold, pillars compromised, window frames-wood-flashing, no vents in kitchen, no fire extinguishers, front steps unsafe so blocked off, boiler system needs service, ventilator systems not completed in office, and main chimney needs repair. Motion made by Frisk for Johnny Hillis to get bids for all work needed. Second by DeRoche. Voice vote. 5 Ayes. 0 Nays. Motion carried.
- 10: POLICY CHANGES REGARDING EMPLOYEE LUNCH/CLOCK IN/OUT: Motion made by Frisk to change the current policy to anyone over the age of 18 has the option to take lunch. If they opt to take a lunch, they must clock in and out. Second by DeRoche. Voice vote. 5 Ayes. 0 Nays. Motion carried.
- XII. PUBLIC COMMENT: Jerry Roach, Paul Olson, Julia Leake, Rose McBride, Frederika Roach, Debbie Kinnunen, Scott Gravedoni, Bill Seppanen, Gary Koenig, Beth Koenig, Brett Hanson. Public comment closed.
- XIII. BOARD COMMENT: Frisk, Mattson, Hanson, Boshears. Board comment closed.
- XIV. ADJOURNMENT: Meeting adjourned by Boshears at 9:06 pm.