

Charter Township of Emmett
Regular Board Meeting
December 14th, 2017

- I. Call to order**
- II. Pledge of Allegiance**
- III. Board Member Attendance- *Action Item***
- IV. Approval of Agenda- *Action Item***
- V. Consent Agenda- *Action Item***

Motion to Approve Without Discussion

Approve Minutes from regular board meeting November 9th, 2017 as printed by Tracy Myers-Malone, Clerk subject to any correction.

Receive and file the monthly treasurer's report with balances on hand as of: November 30th, 2017

General Fund	1,288,311.74
SW Emmett Sewer/ Water	917,858.51
Sanitation Fund	438,674.76
Project V Sewer Fund	(113,843.15)
Drug Forfeiture Fund	10,108.63
Public Safety Fund	(308,889.11)
Public Safety Extra	544,415.66
Beadle Lake Weed	8,067.20
Economic Development	4,594.46

The Monthly departmental reports, planning commission, and zoning board of appeals minutes, as printed. Attached in back if there are any:

Simple Motions

- VI. Monthly Check Register- *Action Item***
- VII. Departmental Verbal Reports**
 - a. Supervisor**
 - b. Clerk**
 - c. Treasurer**
- VIII. Planning and Zoning Business**

IX. Assessing Business

X. Public Safety

November 2017 Monthly Activity Synopsis

The following is the activity for the Emmett Township Department of Public Safety:

		<u>Previous Month:</u>
Complaints/Calls for Service:	708	826
Arrests:	26	24
Citations Issued:	76	85
Accidents	40	39
Medicals:	39	66
Fires:	3	4
All other Fire Calls:	15	31

Officers have been working a number of breaking and entering in the Township as well as some criminal sexual conduct investigations. I am happy and proud to report that arrests are forthcoming. Obviously, these are lengthy investigations and require a lot of time. Our Detectives have done a fine job bringing forward arrests.

While the calls are down, fire continues to be busy with on-going training, vehicle and equipment maintenance. We did participate in both the Battle Creek and Marshall parades.

Finally, I want to inform our residents that we just negotiated and the Board approved pay raises for the department members that have the collective bargaining agreement. As you may or may not know, we have lost a number of very competent, qualified and well-trained officers to neighboring departments because of our low compensation package. The Township and the labor unit worked very well together and the Board approved an 8% raise for this year and next year. This puts us very close to the average of the comparable departments that do the same type of work as our officers and it is in line with the raises proposed by the wage committee for other township employees.

XI. Old Business/ Un-Finished Business- Action item

1. Marijuana Ordinance
2. Wage Committee
3. Carpet: Admin & Police sides

XII. Resolutions and Proclamations- Action item

1. Resolution T17- 19: E dr. N Weight limit

XIII. New Business- Action Item

1. Proposal for sewer plant study with Flies and Vanderbrink
2. Re-new lawn maintenance agreement with JR Brunner for Cemeteries

XIV. Public Comments

XV. Board Comments

XVI. Adjournment- *Action Item*

**Timothy Hill, Supervisor
Emmett Charter Township**

**Tracy Myers- Malone, Clerk
Emmett Charter Township**

Charter Township of Emmett
Regular Board Meeting
November 9, 2017

Supervisor Tim Hill called the meeting to order at 5:30 p.m. on November 9, 2017. The Meeting was held at the Township Hall located at 621 Cliff Street, Battle Creek, MI 49014. The pledge of allegiance followed the opening.

BOARD MEETING ATTENDANCE-

Dougherty, Brown, Gunning, Myers- Malone, Buller, and Hill

QUORUM PRESENT

APPROVAL OF AGENDA-

Motion 17-11-01 by Dougherty/Gunning to approve the Agenda.

Voice Vote

ALL YES
MOTION CARRIED

APPROVAL OF CONSENT AGENDA-

Motion 17-11-02 by Gunning/Brown to approve the Consent Agenda.

Voice Vote.

ALL YES
MOTION CARRIED

Treasurer's Report:

receive and file the monthly Treasurer's Report with balances on hand as of: September 31

General Fund	\$1,150,064.85
SW Emmett Sewer/ Water	\$915,102.42
Sanitation Fund	\$547,185.31
Project V Sewer Fund	\$(119,000.00)
Drug Forfeiture Fund	\$10,213.63
Public Safety Fund	\$(75,477.35)
Public Safety Extra	\$505,328.30
Beadle Lake Weed	\$9,567.20
Economic Development Corp.	\$4,629.46

Planning Commission and Zoning Board of Appeals Minutes as printed if any.

MONTHLY CHECK REGISTER-

Motion 17-11-03 by Brown/Dougherty to accept the Check Register as printed.

Voice Vote.

ALL YES
MOTION CARRIED

DEPARTMENTAL VERBAL REPORTS-

Supervisor, Tim Hill- Gave an Update on the new Dollar General store coming in on Columbia Ave in Battle Creek and the possible Dollar General on Verona Rd. although there are many issues with the water for that store. Thanked all of the service men and women for their service. Wished everyone a safe and Happy Veterans Day!

Clerk, Tracy Myers- Malone- Gave update on Newbre Cemetery Fencing that is being installed by Pure Fence. The majority of the fence is up, but were waiting for the County to finish their job of removing three large dead trees before the remainder of fencing goes up. Thanked service men and women, and wished everyone a Happy Veterans Day!

Treasurer-

Planning and Zoning Business- None.

Assessing- Doing Building Inspections for assessing purposes.

PUBLIC SAFETY-

	<u>Previous Month:</u>	
Complaints/Calls for Service:	826	847
Arrests:	24	24
Citations Issued:	85	63
Accidents	39	16
Medicals:	66	74
Fires:	4	4
All other Fire Calls:	31	34

Officers are working with the Major Crimes Task Force to apprehend the suspect(s) responsible for the armed robberies in the Township and the city. Our Motor Carrier Officer continues to do a fine job serving Emmett and Marshall Townships.

Fire continues to be busy with medicals and fire-fighting. Fire Prevention went very well at our local elementary schools and it culminated with the event at Bailey Park.

OLD BUSINESS-

APPOINT A NEW TREASURER:

All candidates were asked to sit in the Hallway until it was their turn to speak to the Board. Myers-Malone made a worksheet to score all candidates on four categories; accounting/ finance experience, management experience, teamwork, and Why they are interested in the Treasurer position and the Supervisor asked these questions to the candidates. Board Members also asked their own questions that they felt were critical to this position. We had seven candidates submit their resume/ letter of interest to the Board.

The first to be interviewed was Stephen Titus. Titus is the owner operator at Vegas Strip Gentlemen's Club, the new/ being built Italian restaurant, and several other businesses. He had more real- life experience than education. Titus kept business accounts with the mortgage company he worked for as well as working with CPA's and attorneys. Titus stated that he builds good teams which is why he thinks that he could build a solid team within our offices. Titus is a member of the wage committee. Titus wants the Township to go into the right direction. Titus had No government accounting experience. Titus said he would run in 2018 if appointed to the Treasurer position.

The second to be interviewed was Cheryl Thornton. Thornton recently moved here from New Mexico to retire, she's glad to be back in her home town as she graduated from Bellevue. Thornton was a school principal and teacher. Thornton was a bookkeeper for her church as well as created yearly budgets for the school. Her

management experience from the principle/ teacher lets her see the big picture vs. the small picture and creates goals to reach long term goals. Thornton has built teams and communities to increase morale. Thornton believes she's a "work-a-holic" and wants to help the Township create solid plans. Thornton has No official accounting experience or government accounting experience. Thornton said she would run in 2018 if appointed to the Treasurer position.

The third to be interviewed was Nicole Douglas. Douglas is a stay at home mom/ house-wife. Douglas has No accounting experience, but stated she is a quick learner and good with computers and knows how to use Windows Office 10. She doesn't have a lot of management experience, but she does run the popcorn program for Wattles Park which involves lots of teamwork and managing. Douglas believes that you can accomplish what you believe in. She wants to have a "VOICE". Douglas plans on running in 2018 if appointed to the Treasurer position.

The fourth to be interviewed was Crystal Campbell. She was unable to attend interviews.

The fifth to be interviewed was Jennifer Krebs. Krebs is a room technician for Dickman Road Veterinary Clinic and has a bachelors in Biology. She has a background in math and can run medical software programs. Krebs has No accounting or government accounting experience, although she does know how to use Windows Office 10. Krebs management experience includes being the department head at work for the room technicians. She makes it a priority that everyone works together. Krebs is interested in the position because she wants to do more for her community and advance herself. She would love to be more involved. Krebs said that she would run in 2018 if appointed to the Treasurer position.

The sixth to be interviewed was Vito Vitti. Vitti, a retired man that was involved with accounting and administration but No government accounting. Vitti has a bachelors in accounting, knows his way around QuickBooks, and Microsoft programs. Vitti contributes to the job itself not just the workers. Vitti said he would go to the people for information and help the Township move forward. Vitti stated that He's sick of being retired and that he could offer the Township a great deal of knowledge. Vitti said he would run in 2018 if appointed to the Treasurer position.

The seventh to be interviewed was Rachelle Myers. Myers is owner of Myers Chiropractic. Myers manages billing and accounts, electronics records, and is familiar with calling companies and getting information. Myers holds weekly meetings with staff to know what is going on, what can be improved, as well as what was going well. Myers is a team player, and thinks that good communication is key. Myers is ready for a change, she has a great team that can run her business while she pursues other ventures. Myers wants to give back to the community and help the Township wither business background. Myers said she would run in 2018 if appointed to the Treasurer position.

Motion 17-11-04 by Buller/ Gunning to appoint Steve Titus as Treasurer.

Roll Call Vote: Gunning, Buller, and Hill

THREE YESES

Myers-Malone, Dougherty, and Brown

THREE NOS

MOTION FAILED

QUALIFIED:

Hill- went off scores from the worksheet that the Clerk made for the Board members.

Motion 17-11-05 by Brown/ Dougherty to appoint Rachelle Myers as Treasurer.

Roll Call Vote: Myers-Malone, Dougherty, and Brown

THREE YESES

Buller, Gunning, and Hill

THREE NOS

QUALIFIED:

Dougherty- This is not a popularity contest. This is who is the most qualified.

After Both candidates were called back into the room the Supervisor called Linda Bays (Deputy Treasurer), Teresa Myers (Administrative Assistant), and Trish Stone (Deputy Clerk) to ask the candidates questions in front of the Board to help them make a decision. Bays asked both candidates their availability, Myers said that she had work covered at her other office and that she could be there at all times. Titus explained that he could be there from time to time but come in later at night to do work that needed to be done. Stone also asked them about constraints, Myers affirmed that the 7-4:30 availability would be no problem, Titus would not be able to be there from 7-4:30 Monday- Thursday.

10 Minute Break

After returning from our break, Stephen Titus came to podium and told the Board that he appreciates the Board members time, and that 7am- 4:30pm. Is not feasible for him. Titus still wants to see great things for our Township.

Motion 17-11-06 by Brown/ Hill to appoint Rachelle Myers as Treasurer.

Roll Call Vote: Buller, Dougherty, Brown, Gunning, Myers-Malone, and Hill **ALL YES**
MOTION CARRIED

QUALIFIED:

Dougherty- Applauds Titus for stepping up and hopes that he'll run for a Trustee position

***Clerk, Myers-Malone SWEARS-IN the new Treasurer, Rachelle Myers and her new Deputy, Linda Bays.**

Motion 17-11-07 by Myers-Malone/Brown to have CEI start the water research for Michigan Ave. for \$8,000

Roll Call Vote: Dougherty, Brown, Gunning, Myers-Malone, Buller, Myers, and Hill **ALL YES**
MOTION CARRIED

Motion 17-11-08 by Hill/ Buller to reaffirm the Supervisors duty of approving/ disapproving the agenda content

Roll Call Vote: Dougherty, Brown, Gunning, Myers-Malone, Buller, Myers, and Hill **ALL YES**
MOTION CARRIED

RESOLUTIONS AND PROCLAMATIONS/ NEW BUSINESS-

NEW BUSINESS-

Motion 17-11-09 by Dougherty/ Brown to waive variance fee for resident at 312 Markus rd. for a utility shed.

Roll Call Vote: Brown, Gunning, Myers-Malone, Buller, Myers, Dougherty, and Hill **ALL YES**
MOTION CARRIED

PUBLIC COMMENTS-

Resident wanted more information about the water main, Buller invited him to meet with him in his office to further discuss.

Resident complained about minutes not including public comments.

BOARD COMMENTS-

Brown- Harper Creek football plays at Home field for the 3rd game of the semi-finals Friday night. Invited the community to support our Harper Creek. Thanked Steve Titus for his consideration.

Dougherty- Commented how great it is to see the Jr. Football kids successful. Thanked all the service men and women for their service to our Country, wished everyone a Happy Veterans Day. Applauded the new fencing at Newbre Cemetery on B drive North and let residents know they should take a drive to go see the new fencing. Thanked Steve Titus for his consideration.

Buller- Thanked all candidates, and let them know he appreciates them all. Welcomed Rachelle Myers to the Board and commented that the Treasurers job is a hard job to do.

Gunning- Congratulated Myers on her new position as Treasurer, Welcome to the group!

ADJOURNMENT

Motion 17-11-10 by Brown/ Dougherty at 7:39 p.m.

Voice Vote

**ALL YES
MOTION CARRIED**

*Timothy Hill, Supervisor
Emmett Charter Township*

*Tracy Myers- Malone, Clerk
Emmett Charter Township*

Charter Township of Emmett

Budget Workshop November 22, 2017

Budget Workshop was called to order by Supervisor Hill at 8:35 a.m. followed by the pledge of allegiance.

Board Member Attendance

Present:

Buller, Brown, Dougherty, Myers-Malone, Gunning, Myers and Hill **QUORUM PRESENT**

Budget Workshop

Motion 17-11-11 by Brown/ Gunning to allow the new Treasurer, Rachelle Myers to have full access to all accounts and investments at Chemical Bank

Roll Call Vote:

Myers, Brown, Gunning, Myers-Malone, Buller, Dougherty, and Hill **ALL YES
MOTION CARRIED**

Discussion about Staff Meetings- To be held every Monday morning at 9am in the Board Room to discuss any/all matters. Board members welcome to attend. Mass e-mail/ invite to be shared on calendars will be sent out by the Clerk.

Much Discussion was made about these wage increases to Public Safety. Chief Olson gave a presentation from comparable municipalities and wages. Emmett Township was considerably lower than other municipalities. Dougherty mentioned getting them "caught up" to where they should be and how grateful he is to give them a well-deserved raise. Buller/ Gunning made mention of millage increases for public safety and his worry for where the extra money would come from. Olson re-assured Buller that it would be covered.

Motion 17-11-12 by Brown/ Dougherty to accept the Public Safety Wage Proposals for an 8% increase to all steps of the wage scale on April 1, 2018 and another 8% increase on April 1, 2019. Wage Negotiations will reside until October 2019.

Roll Call Vote:

Brown, Myers-Malone, Myers, Dougherty, and Hill **5 YESES
Gunning & Buller 2 NOS
MOTION CARRIED**

QUALIFIED:

Buller- Wants to see more transparency. He would have voted for this to pass at a normal monthly meeting.

Everyone took a 10-minute break to look at Carpet samples.

Charter Township of Emmett

Budget Workshop
November 22, 2017

Motion 17-11-13 by Gunning/ Hill to accept Budget Adjustments for Public Safety 206 Fund.

206-000-970.01 to \$76,000

206-000-970.02 to \$34,177

206-000-990.00 to \$138,251

206-000-990.03 to \$44,479

Roll Call Vote:

Gunning, Myers-Malone, Buller, Myers, Dougherty, and Hill

**ALL YES
MOTION CARRIED**

Discussion was made about scheduling a meeting for a millage committee. No meeting was scheduled.

Motion 17-11-14 by Hill to adjourn at 10:07 a.m.

Voice vote: ALL YES, MOTION CARRIED

Timothy Hill, Supervisor
Emmett Charter Township

Tracy Myers-Malone, Clerk
Emmett Charter Township