

Approved April 15, 2019

**KOCHVILLE TOWNSHIP BOARD OF TRUSTEES
PUBLIC HEARING AND BOARD MEETING
Kochville Veterans Hall
3265 Kochville Road Saginaw, MI 48604
MINUTES OF
March 18, 2019**

Pledge of Allegiance/Roll Call

The Board Meeting was called to order at 7:00 pm by Supervisor Loiacano at Kochville Veterans Hall. The Pledge of Allegiance was recited.

Roll Call:

PRESENT: Supervisor Loiacano, Clerk Machata, Treasurer Knowlton, Trustee Ferrell and Trustee Thon.

ALSO, PRESENT: Steve London, Township Manager; Alan Malesky, Fire Chief; Mike Comstock, DPW Manager; Jamie Uptmor, Deputy Clerk; Ron Robishaw, Planning Commission; Tyson McKinley, DDA Director; Kevin Kilby, DDA Legal Counsel, there were 3 other interested parties/guests.

Agenda Approval

Added item 13(k) – 2018 Planning Commission Annual Report

Motion by Trustee Thon and seconded by Supervisor Loiacano to approve agenda with addition. Motion carried.

*Agenda for
- KOCHVILLE TOWNSHIP -
Board of Trustees
Public Hearing & Board Meeting
March 18, 2019 7:00 p.m.
Kochville Veterans Hall, 3265 Kochville Road*

- 1) *Open Meeting/Pledge*
- 2) *Trustee Member – Roll Call*
- 3) *Agenda Approval*
- 4) *Suspend Regular Meeting*
- 5) *Open Public Hearing*

Public Hearing

1. *Open Public Hearing on- DDA 2019 Sidewalk Project (limit of 30 minutes)*
2. *Public comment*
3. *Trustee Member comment/review*
4. *Close Public Hearing*
- 6) *Re-convene Regular Meeting*
- 7) *Consent Agenda Approval*
 - *Board of Trustees Regular Meeting Minutes – February 25, 2019*
 - *Board of Trustees Budget Workshop & Special Meeting Minutes – March 5, 2019*
 - *Board of Trustees Special Meeting Minutes – March 8, 2019*
 - *Payment of regular bills*
 - *Next Board of Trustee Meeting – Kochville Veterans Hall, April 15, 2019, 7:00 pm*
- 8) *Financial Report Ending – February 28, 2019*
- 9) *Communications/Information*
 - a) *Davis Road Waterline USDA Financing*

AGENDA (cont.)

- 10) Committee Reports:
 - A. Fire Chief
 - B. Public Works
 - C. DDA
 - D. Veterans Hall
- 11) Unfinished Business
 - a) Discussion / Motion
- 12) Public Comment: Open / Close
- 13) New Business
 - a) Discussion / Motion – Presentation on new Kochville Township Website
 - b) Discussion / Motion – Revised Maintenance agreement for maintenance service between DDA and Kochville Township
 - c) Discussion / Motion – Memorandum of Understanding (MOU) with City of Saginaw
 - d) Discussion / Motion - Employee Job Descriptions Final Approval
 - e) Discussion / Motion – Resolution #19-04 – Parks & Recreation Master Plan 2018-2023
 - f) Discussion / Motion – Discussion / Motion – 2019 Capital Improvement Program 2019-2025
 - g) Discussion / Motion – Employee Manual revisions Section 6, item 6.2
 - h) Discussion / Motion – 2019 DDA Sidewalk project – Resolution #19-05 – establish public hearing date
 - i) Discussion / Motion – 2019 DDA Sidewalk project – Resolution #19-06 – determining less than twenty percent record owners objected
 - j) Discussion / Motion - proposed 2019-2020 Fiscal Year Budget
- 14) Manager Comments
- 15) Board Comments
- 16) Adjourn Meeting

Motion by Clerk Machata and seconded by Supervisor Loiacano to suspend the regular meeting at 7:02 pm. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

The public hearing for DDA 2019 Sidewalk Project was opened at 7:02 pm.

Tyson McKinley, DDA Director gave a brief presentation overview of the proposed project.

Public Hearing Public Comment

Saginaw Landmark Partners, LLC, 21 E. Long Lake Road, Suite 200, Bloomfield Hills, Michigan 48304 (owner of the property where the At Home Store is located)

- Clerk Machata read aloud a letter from Saginaw Landmark Partners, LLC objecting to the sidewalk project stating that a sidewalk would not be a benefit the property and would not generate more visitors to the property. A copy of the letter is included with these minutes as an attachment. The original letter will be filed in the project folder located in the Township Clerk's office.

Ruth Rivette – Representing Speedy Sew on Tittabawassee Road

- Ruth stated she felt the sidewalk would not increase the number of visitors for Speedy Sew but would help as far as a safety concern because currently pedestrians just walk across their parking lot.

Brief discussion took place about the project.

Motion by Clerk Machata and seconded by Trustee Thon to adjourn public hearing at 7:12 pm.

Motion carried.

Motion by Supervisor Loiacano and seconded by Clerk Machata to reconvene regular meeting at 7:12 pm. Motion carried.

Public Comment (regular meeting) - None

Consent Agenda

Motion by Trustee Thon and seconded by Supervisor Loiacano to approve consent agenda as written consisting of Board of Trustees Regular Meeting Minutes – February 25, 2019, Board of Trustees Budget Workshop & Special Meeting Minutes – March 5, 2019, Board of Trustees Special Meeting Minutes – March 8, 2019, Payment of regular bills, and Next Board of Trustee Meeting – Kochville Veterans Hall, April 15, 2019, 7:00 pm. Motion carried.

Financial Report Ending February 28, 2019

Treasurer Knowlton read the balance for each of the following funds for month ending February 28, 2019.

a) General Fund	\$1,458,612.05
b) Fire Fund	\$450,874.77
c) Kochville Veterans Hall	\$6,415.28
d) Garbage and Rubbish Collection Fund	\$75,539.17
c) Building Department Fund	\$177,283.94
d) Debt Services Fund – Kochville Road	(\$47,725.50)
e) Debt Service Fund – Fashion Square Ext	\$70,770.26
f) Capital Improvement Fund – Krossroads	\$0.00
g) Capital Improvement Fund – Davis Road	\$250,000.00
h) Capital Improvement Fund – Fashion Square	\$108,790.46
i) Sewer Fund	\$1,283,083.93
j) Water Fund	\$1,508,728.61
k) Tax Collection Fund	\$712,296.34
Total of all Funds \$	\$6,054,669.31

Communications/Information

Davis Road Water Line Update – Supervisor Loiacano stated the township signed paperwork for the USDA Loan on March 14, 2019. The preconstruction meeting for the project will be on April 2, 2019 at Kochville Township Hall. The project is to be completed by November 1, 2019.

Department Reports - reports read and filed

Unfinished Business - None

New Business

Presentation on New Kochville Township Website

Tyson McKinley gave a brief presentation showing the board and audience the new township website. The plan is to have the website go live by April 1, 2019. No action taken.

New Business (cont.)

Revised Agreement for Maintenance Service Between Kochville DDA and Kochville Township

Tyson McKinley explained the revision which is for the township to be compensated for any work performed above and beyond what is slated in the contract.

Motion by Trustee Thon and seconded by Clerk Machata to approve the revised agreement for maintenance services between Kochville DDA and Kochville Township. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Memorandum of Understanding (MOU) with City of Saginaw

Supervisor Loiacano the MOU clarifies the procedures and payment understanding of moving Saginaw City water customers off of Saginaw City lines on Davis and Kochville Roads to Kochville water lines.

Motion by Supervisor Loiacano and seconded by Clerk Machata to approve Memorandum of Understanding (MOU) with City of Saginaw. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Employee Job Descriptions Final Approval

Discussion took place. Clerk Machata stated he would like #24 added to the DPW Manager Duties which states the DPW Manager has oversight of the utility billing process. Clerk Machata said some of the job titles listed in the employee manual will need to be revised to the correct title. Clerk Machata also wanted the verbiage "along with the clerk's office" added to the bullet point "complete township payroll, maintain PTO and sick leave records" of the Accounting Clerk job description. Supervisor Loiacano asked that the correct revision date be placed on each job description.

Motion by Clerk Machata and seconded by Supervisor Loiacano to approve the job descriptions with changes. Motion carried.

Resolution #19-04 – Parks and Recreation Master Plan 2018-2023

Clerk Machata stated this is a formality required by the Michigan DNR showing the board approved the Parks and Recreation Master Plan for 2018-2023.

Motion by Supervisor Loiacano and seconded by Clerk Machata to approve Resolution #19-04 – Parks and Recreation Master Plan 2018-2023. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

2019 Capital Improvement Program 2019-2025

Trustee Thon commended those who worked on the Capital Improvements Plan.

Motion by Trustee Thon and seconded by Supervisor Loiacano to approve the 2019 Capital Improvement Program 2019-2025. Motion carried.

New Business (cont.)

Employee Manual revisions Section 6, Item 6.2

Discussion took place about the proposed revision that pertained to employees being paid double time when working on Sundays and Township Holidays. It was decided to contact legal counsel in order to make sure the verbiage was correct.

Motion by Supervisor Loiacano and seconded by Trustee Ferrell to table the item. Motion carried.

Resolution #19-05 – Establishing Public Hearing Date for 2019 DDA Sidewalk Project

Kevin Kilby explained the need for the resolution.

Motion by Supervisor Loiacano and seconded by Treasurer Knowlton to approve Resolution #19-05 – establishing public hearing date for 2019 DDA sidewalk project. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Resolution #19-06 – Determining Objections to 2019 DDA Sidewalk Project.

Kevin Kilby explained the need for the resolution and that there were some language changes which entailed the objections are based on lineal footage of the proposed project.

Motion by Trustee Thon and seconded by Supervisor Loiacano to approve Resolution #19-06 – determining objections to 2019 DDA sidewalk project. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Proposed 2019-2020 Fiscal Year Budget

Supervisor Loiacano stated that monthly computer costs for each department will now be paid for by that department instead of it coming out of the general fund. Trustee Ferrell stated she was not in favor of the proposed step increase in pay for select employees. Clerk Machata stated that this is the time to give the employees the same percentage increase for this year and then have a third party perform a wage study on the revised job descriptions and determine a fair wage range for the position. Discussion took place and it was determined to not do the proposed step increases and give the full-time employees a 3% increase. It was also determined that a review of the job descriptions will be performed by a third party. The pay for the Deputy Treasurer and Clerk was discussed and it was agreed upon that they would be paid \$15.00 per hour.

Motion by Supervisor Loiacano and seconded by Trustee Thon to give the full-time employees a 3% increase in pay. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

The wage for the newly created Assistant DPW Manager position was discussed and it was determined to start the position at \$20.09 per hour.

New Business (cont.)

Motion by Supervisor Loiacano and seconded by Clerk Machata that the Assistant Department of Public Works Manager position starting wage be set at \$20.09. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Motion by Clerk Machata and seconded by Supervisor Loiacano to give Kevin Stevens a 3% increase in pay. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

Added Item – 2018 Planning Commission Annual Report

Motion by Supervisor Loiacano and seconded by Treasurer Knowlton to approve the 2018 Planning Commission Annual Report. Motion carried.

Manager Comments

Manager London wanted clarification on the tabled item of double time pay because we will have an employee working on Sundays.

Motion by Supervisor Loiacano and seconded by Trustee Thon to un-table Employee Manual revisions Section 6, Item 6.2. Motion carried.

Brief discussion took place and it was determined to eliminate the double time pay line.

Motion by Supervisor Loiacano and seconded by Trustee Thon to eliminate the line “Employees will be paid double time their regular rate of pay for hours worked on a Sunday or Township Holiday” from Section 6, Item 6.2 of the employee manual. Motion carried.

Manager London stated Veterans Hall Director Kerri Malesky informed him that Consumers Energy will be awarding Kochville Township a rebate of \$2,700.00 for the Insulation project that was performed at Kochville Veterans Hall.

Board Comments

Trustee Thon – nothing

Trustee Ferrell

- Stated the Ordinances 14-01 and 14-02 need to be reviewed and possibly revised.

Treasurer Knowlton - nothing

Clerk Machata - nothing

Supervisor Loiacano

- Stated some key dates at SVSU – State robotics competition April 10th-13th; Commencement May 10th & 11th; Move in August 22nd through September 13th; Michigan Works job fair on October 30th.

Adjournment

Motion by Clerk Machata and seconded by Supervisor Loiacano to adjourn the meeting at 9:08 pm. Motion carried.


Kevin Machata, Clerk

4/22/19
Date