

Approved March 18, 2019

**KOCHVILLE TOWNSHIP BOARD OF TRUSTEES  
BUDGET WORKSHOP & SPECIAL BOARD MEETING  
Kochville Township Hall  
5851 Mackinaw Road Saginaw, MI 48604  
MINUTES OF  
March 5, 2019**

**Pledge of Allegiance/Roll Call**

The Board Meeting was called to order at 7:09 pm by Supervisor Loiacano at Kochville Township Hall. The Pledge of Allegiance was recited.

**Roll Call:**

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

ALSO, PRESENT: Steve London, Township Manager; Mike Comstock, DPW Manager; Jamie Uptmor, Deputy Clerk; Tyson McKinley, DDA Director. There were no other interested parties/guests.

**Agenda Approval**

Supervisor Loiacano stated he would like to move item switch item 5e with 5d. Motion by Trustee Thon and seconded by Supervisor Loiacano to approve agenda with change. Motion carried.

*Agenda for  
Kochville Township Board of Trustees  
Budget Workshop & Special Meeting  
March 5, 2019 7:00 p.m.  
Kochville Township Hall, 5851 Mackinaw Road*

- 1) *Open Meeting/Pledge*
- 2) *Trustee Member – Roll Call*
- 3) *Agenda Approval*
- 4) *Public Comment: Open / Close*
- 5) *New Business*
  - a) *Kochville Township & Kochville DDA contract for grounds maintenance*
  - b) *Compliance Agreement approve signing for U.S.D.A rural development*
  - c) *Addition of forty (40) block hours from Vector Tech.*
  - d) *Review of proposed 2019-2020 Fiscal Year Budget*
  - e) *Review of employee job descriptions and wages*
- 12) *Manager Comments*
- 13) *Board Comments*
- 14) *Adjourn meeting*

**Public Comment - None**

## **New Business**

### Kochville Township & Kochville DDA contract for grounds maintenance

Tyson McKinley gave an overview of the agreement. Brief discussion took place.

Motion by Trustee Thon and Seconded by Clerk Machata to approved the Kochville Township & Kochville DDA contract for grounds maintenance. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

### Compliance agreement approve signing for U.S.D.A. rural development

Supervisor Loiacano stated this is a document required by the U.S.D.A. for the Davis Road Waterline Project.

Motion by Supervisor Loiacano and Seconded by Clerk Machata to approved signing compliance agreement for U.S.D.A. rural development. Motion carried.

### Addition of forty (40) block hours from Vector Tech

Supervisor Loiacano stated our current block time has about 6 hours remaining and asking for board approval to purchase an additional 40 block hours for \$4,000.00. Purchasing block time let's the township get a better hourly rate than if you paid by the hour.

Motion by Clerk Machata and seconded by Supervisor Loiacano to approve purchasing 40-hour block hours from Vector Tech at a cost of \$4,000.00. Motion carried.

ROLL CALL VOTE:

Ayes: Ferrell, Knowlton, Machata, Thon and Loiacano

Nays: None

### Review of employee job descriptions and wages

Lengthy discussion took place on employee job descriptions and wages. Job descriptions were reviewed one by one and input was given and changes were made. Trustee Ferrell stated that the 2 ordinances pertaining to the Township Manager need to be reviewed. Lengthy discussion also took place in regards to wages and wage scales. DPW Manager Comstock said he may lose one of the part time seasonal employees because a neighboring township is advertising full-time seasonal position that pays \$12.00 per hour. Currently we only offer 30 hours a week at less than \$12.00 per hour. Discussion took place at possible ideas of how to be comparable in order to not possibly lose our part-time employees. Clerk Machata stated he would like to see just an across the board cost of living increase for employee wages at this time. Clerk Machata stated that once the job descriptions are approved a wage analysis needs to be performed by a third party in which the study is based on the actual job description and a fair wage scale for each job description can be given. An analysis by a third party is the fairest and most impartial way of setting a wage scale for each position. Manager London said he will revise the job descriptions and have them to board members prior to the March 18, 2019 regular board meeting so they can be an agenda item at the meeting for final approval.

### Review of proposed 2019-2020 Fiscal Year Budget

Due to timeframe the proposed 2019-2020 Fiscal Year Budget was not discussed.

**Manager Comments - none**

**Board Comments**

Trustee Ferrell - nothing

Trustee Thon - nothing

Treasurer Knowlton - nothing

Clerk Machata

- There is still a vacancy on the parks and recreation committee, the employee who expressed interest is going to pass at this time.

Supervisor Loiacano - nothing

**Adjournment**

Motion by Supervisor Loiacano and seconded by Clerk Machata to adjourn the meeting at 9:27 pm.  
Motion carried.

  
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Kevin Machata, Clerk

3-19-19  
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Date