**GREEN LAKE TOWNSHIP BOARD**

**Golden Fellowship Hall**

**9700 Riley Road, Interlochen, MI**

 **September 14, 2020**

**MINUTES**

1. **CALL TO ORDER**: By Supervisor Radtke at 6:00 pm.
2. **ROLL CALL:** Board members present were: Kramer, Radtke, Biondo, West, Bieganowski and McDonald. Schroeter was absent and excused. Also present was Alycia Reiten, Township Planner and Zoning Administrator, and Ronda Robinson, Recording Secretary.
3. **PLEDGE:** was recited.
4. **APPROVAL OF AGENDA:** Moved by Bieganowski and supported by Kramer to approve the agenda, as amended. Fire Department Issues added as New Business L. Roll Call: Yes- Biondo, West, Kramer, Bieganowski, McDonald, Radtke. No-0. Carried.
5. **APPROVAL OF CONSENT AGENDA:** Moved by West and seconded by Kramer to approve the Consent Agenda, as amended. At the end of Kramer’s report on the Election (page 4) added *including absentee ballots*. Roll Call: Yes-West, McDonald, Bieganowski, Biondo, Kramer, Radtke. No-0. Carried.
6. **REPORTS:**

A. RON CLOUS, GRAND TRAVERSE COUNTY COMMISSIONER: reported that TART trails received $20,000 to be used on the trail around the 3 Mile Road area. The Board took no action on the Senior Center Millage proposal therefore the question will not be on the November ballot. No City input was given at the meeting. They gave the Commission on Aging a 90-day notice **to exit out of there contract with the PACE program**. Alger recommended the County waive two months of the CPO cost because of the lack of coverage during Covid quarantine months.

B. DEPUTY MARK NOFFKE, COMMUNITY POLICE OFFICER: reviewed the July and August stats. Reported that the speed signs seem to be working. On October 24th at 10:00 am to 2 pm there will be a drug take back program.

C. ANDY MAREK, GRAND TRAVERSE COUNTY ROAD COMMISSION: explained that they have been discussing a county Senior Center, an ad hoc committee has been formed. M-137 is under construction to bring it up to standards. Hammond Road is undergoing major work for the next six weeks. He is not sure how much their state funds will be reduced for the next budget year.

D. CHIEF CUTWAY, GREEN LAKE EMERGENCY SERVICES: report has been submitted.

1. **PUBLIC COMMENT:**

Denise Burrows, 7611 Maple Street, requested that the Township Board take action on fire pit regulations.

1. **UNFINSHED BUSINESS**
2. M-137 RENAMING REVISITED: Radtke explained that the Board approved the name Interlochen Parkway M-137 last month. Muha reported that 911 has concerns with the name being similar to State Park Highway. MDOT would like M-137 removed from the road name. Kluczynski from the GTCRC said it isn’t a MDOT road anymore. The Board discussed the previously approved name and decided they do not want to change the road name.

Motion by Bieganowski and second by McDonald to maintain the name Interlochen Parkway M-137. Roll Call: Yes-Bieganowski, Biondo, West, McDonald, Kramer, Radtke. No-0. Carried.

1. NEW FIRE STATION REVIEW: Jerry Fleis, Fleis and VandenBrink, reviewed the Fire Department Building’s basic layout and redesign. Radtke reviewed a few small tweaks that were recommend through peer review. Fleis will explore these ideas with the Chief.

Biondo asked about the exterior of the station. Fleis said the front of the building will be steel and board siding and it will match the character of the Library. Bieganowski asked when the plans will be ready to go out for bids. Fleis answered, they will be able to go out for bids in December. West stated that more bathrooms are needed.

The Board agreed to have Fleis and VandenBrink move forward with the structural bid documents.

1. TRAPPERS TRAIL PUBLIC HEARING: Muha, Township Assessor, explained that he provided the special assessment cost to the residents and they decided not to go forward.

Motion by Bieganowski and support by Biondo to remove the Trappers Trail Public Hearing from the agenda due to lack of support from the residents. Roll Call: Yes-McDonald, West, Biondo Bieganowski, Kramer, Radtke. No-0. Carried.

1. **NEW BUSINESS:**
2. BUSH ROAD-F&V PAYMENT APPLICATION #1:

Fleis said the construction management agreement includes bidding, management, direct expenses on the pond, and insurances. They are still within the bid amount. Bieganowski said if it isn’t over the contracted amount there is no problem paying the invoice.

Moved by Kramer and seconded by West to authorize the Clerk to pay Fleis and VandenBrink $16,912.33 for the Bush Road Payment application #1. Roll Call: Yes-Kramer, Bieganowski, Biondo, West, McDonald, Radtke. No-0. Carried.

1. ZOA 20-003 ZONING ORDINANCE AMENDMENTS: McDonald and Reiten reviewed the amendments to the Zoning Ordinance included in the meeting packet, which the Planning Commission recommended at their August meeting.

West asked that 1-3 of Article 6, 6.2 B 1 b be combined into one paragraph. Biondo recommended prohibiting white signs because they throw so much white light on the highway. White lettering isn’t a problem though.

Moved by West and seconded by Kramer to approve ZOA 20-003 Zoning Ordinance Amendments, as ~~written~~ **amended**. Roll Call: Yes-Bieganowski, Biondo, McDonald, Kramer, West, Radtke. No-0. Carried.

1. INTERLOCHEN DDA ANNUAL BUDGET APPROVAL: The Board discussed their concerns with the Budget provided; they do not believe it is up to date or complete.

Moved by Bieganowski and seconded by Kramer to take no action until an updated Budget is provided by the Interlochen DDA. Roll Call: Yes-Biondo, West, Kramer, Bieganowski, McDonald, Radtke. No-0. Carried.

1. STEVE & BARBARA EZELL: Ezell asked to remove this item.

Motion by Biondo and support by McDonald to remove this item to a later date at the request of Steve and Barbara Ezell. Roll Call: Yes-West, McDonald, Bieganowski, Biondo, Kramer, Radtke. No-0. Carried.

1. FEMA GRANT APPROVAL: Chief Cutway reported that the Department was awarded a grant in the amount of $112,142.86 for the purchase of breathing apparatuses. The Township is required to pay 5% for the equipment and 5% to the grant writer.

Bieganowski stated that he didn’t know a grant writer was being used. Radtke answered that on August 14, 2017, the Board agreed to enter into a one-year contract with Robert Drack for grant writing services. West said it is a good deal, but the grant writer should have been approved by the Board. Cutway said he will own that. It was a continuation of the previous grant they didn’t get and he though they would try to receive the grant again. He will bring it to the Board for the next grant cycle. Radtke said they have not heard back on the grant for an engine which is a $450,000 endeavor.

Motion by McDonald and support by Bieganowski to authorize the Chief to spend up to $117,750.00 on personal protective gear contingent on the receipt of the FEMA grant in the amount of $112,142.86 Roll Call: Yes-Bieganowski, Biondo, West, McDonald, Kramer, Radtke. No-0. Carried.

1. HIRE DAVID PROKULEVICH-EMERGENCY SERVICES:

Moved by Biondo and seconded by McDonald to approve the Hiring of David Prokulevich as a part time paid on call employee contingent on a background check and physical. Roll Call: Yes-McDonald, West, Bieganowski, Biondo, Kramer, Radtke. No-0. Carried.

1. BLOXSOM ROOFING PAYMENT APPROVAL-Golden Fellowship Hall.

Moved by Kramer and seconded by West to approve the Bloxsom Roofing payment in the amount of $42,120.00. Roll Call: Yes-Bieganowski, Biondo, McDonald, Kramer, West, Radtke. No-0. Carried.

1. I.T. RIGHT RENEWAL INVOICE PAYMENT APPROVAL: Radtke and Kramer agreed that I. T. Right’s support has been really good. Next year they can go out for bids again.

Moved by McDonald and seconded by West to approve the I.T. Right renewal invoice payment in the amount of $5,060.00. Roll Call: Yes-Biondo, West, Kramer, McDonald, Bieganowski, Radtke. No-0. Carried.

1. 2020/2021 BLUE CROSS BLUE SHEILD RENEWAL: After reviewing the Blue Cross Renewal the Board decided to table this item to a future date. A renewal must be approved by November.

Motion by McDonald and second by Kramer to table the Blue Cross Blue Shield renewal. Roll Call: Yes-Biondo, West, Kramer, Bieganowski, McDonald, Radtke. No-0. Carried.

1. SECURITY CAMERAS AT PARK-PEG & METRO ACCOUNT: Bieganowski presented installing Wi-Fi at the Park and also using the Wi-Fi to install security cameras. Radtke said PEG funds could be used for the capital cost of running the cables. The Board agreed it was a good idea.

Bieganowski will come back to the Board with the findings of his research and the costs

associated with the installation.

 Radtke called a five-minute recess at 8:00 pm.

 Radtke reconvened the meeting 8:05 pm.

1. EMS ADMINISTRAION POSITION: Radtke provided a letter to the Board and proceeded to read the letter which was a response to an email he received from Chief Cutway on 9-11-2020. Radtke and Chief Cutway presented their views on some issues presently affecting the Fire Department.

In a memo dated September 8, 2020, Radtke recommended adding 4 hours to Dawn Martin’s work week which is currently 3 12-hour shifts.

Cutway explained that he was instructed to keep employees to 36 hours to avoid overtime and for a Fire Department employee to work shifts that employee must be a Fire Fighter/EMT, at a minimum. The Department paid for turnout gear and Fire School for her, which she never attended. Kramer made known there are other shift workers that are not Fire Fighter/ EMTs. Cutway says it did happen to fill shifts but rarely. Chief said we are now an ALS agency with Fire Fighters, the Board’s new hiring process for full time employees is that they need to be a Paramedic and a Fire Fighter ll. All the Department clerical work is now automated, and he doesn’t have any work for an admin person to do. He gives her stuff to do and she has always done it, and she has done it well. He puts his name on all the digital paperwork and therefore goes over it again himself before submitting it.

West and Kramer agreed the Board required Fire Fighter/Paramedics when the Department went ALS, and they offered the employees two years to get those credentials. Radtke said anyone hired after 2016 had to be a Fire Fighter/Paramedic. Chief Cutway said he doesn’t want to get rid of her; she can remain on paid on call, but it doesn’t meet the standards that this Board set to have her work shifts. West stated that she didn’t fulfill what was asked of her. Kramer asked if Chief could do all of the admin work, his Chief job and pass the State requirements doing the admin work himself. He answered yes, I have been doing this for 35 years. Bieganowski asked Chief if he needs admin support. Chief said no and paramedics can help with QI and QA. Radtke said he doesn’t have a problem with this but there are policies and procedures in place. Kramer said Chief needs to follow his own policies and procedures.

1. FIRE DEPARTMENT ISSUES:

Friske damaged four department vehicles and has an assault being investigated. Chief sent him for an eye exam and had a third-party administer a driving test. He grossly failed the test and it stated that he is extremely incompetent in regard to driving Fire Equipment. Bieganowski said, if Radtke and Chief want him gone why are we arguing? Radtke said he just wants the policies administered. Chief can’t fire an employee only the Board can. Chief answered that Public Act 300 states the Fire Chief, at the agency where the driver is working, is responsible for signing them off. West and Bieganowski said he is an at will employee and can be fired at any time. Biondo said there is history here that he didn’t know about. Radtke said he is in the middle of investigating complaints against the Chief.

Motion by McDonald and second by Bieganowski to authorize the Supervisor to terminate Mr. Friske, based on the Township’s at will policy. Roll Call: Yes-West, McDonald, Bieganowski, Biondo, Kramer-even thou she doesn’t agree with the way things were handled, it does need to be done. No-Radtke. Carried.

Bieganowski agreed the Chief should be able to eliminate positions he doesn’t need. Kramer said Martin is an asset to our Department, she is a resident, she is invested in our community and Township residents have good things to say about her. Why does the Chief want her gone? He answered she doesn’t meet the requirements that this Board set. Kramer doesn’t approve with the way this is being handled.

Radtke would like to call a special meeting to continue this discussion in the future. Chief said they should stay and get it addressed. He stated, he is going to move forward with the way he sees fit to run his Department. Bieganowski said half of us haven’t heard of these issues until tonight. Biondo said these are important issues and they are all concerned. Radtke stated that if they continue tonight, his request is, Cutway is an at will employee, I want that exercised. That is why I stepped up and said we can talk about it later. Biondo said let’s cool down and meet again in a couple days. Kramer said this shouldn’t have been discussed at a Board meeting; Chief Cutway and Supervisor Radtke should have sat down and discussed it.

Radtke moved to postpone action on EMS Administration Position until a subsequent Special Meeting. Bieganowski supported the motion. Roll Call: Yes-Bieganowski, Biondo, West, McDonald, Kramer. No-Radtke. Carried.

1. **DISCUSSION:** Radtke reminded the Board that Cleanup day is Saturday from 8:00 am to noon.
2. **CORRESPONDENCE:** None.
3. **PUBLIC COMMENT:**

Mike Orth, 1028 S. South Long Lake Road, believes that if a position is created it should be put out for others to apply for. The Chief does the best he can. He has done a good job facilitating the Department. Radtke and the Board has done us good too.

Jeff Lenten, 9151 US 31, explained that an admin position is a waste of payroll because the Department doesn’t need the position. Policies are important and need to be followed.

1. **ADJOURNMENT:** By Radtke at 9:44 pm.

JUDITH KRAMER, CLERK

GREEN LAKE TOWNSHIP BOARD

RONDA ROBINSON, RECORDING SECRETARY

GREEN LAKE TOWNSHIP BOARD

NOTE: THESE MINUTES ARE SUBJECT TO AMENDMENT AND /OR CORRECTION PRIOR TO THEIR ADOPTION.