Green Lake Township Special Meeting

July 17, 2017

**Call to order**: 4:00 p.m. by Supervisor Radtke.

**Pledge**:

**Roll call**: Bieganowski, West, Schroeter, McDonald, Biondo, Kramer and Radtke present.

**Public comment**: Supervisor Radtke read an anonymous letter that was slid under his door from a township employee. (Exhibit A).

**Old business**:

**Deputies and administrative personnel**: The board approved the budget and wage sheet previously and the only thing there are questions on are the office administrator position. Budget requests from the clerk, treasurer and supervisor were presented to the board and approved on the wage sheet and the budget center. Bieganowski stated he received an email from Schroeter which indicates she does not feel the clerk should have a full time deputy (Exhibit B). Kramer indicated she did not receive the email. Schroeter indicated it was sent to all board members. Schroeter stated unless the board can give her good reasons, she feels the Supervisor should not have a full time deputy either. Schroeter feels the board hired a deputy supervisor on a trial basis to see how it would work out and the deputy was going to be applying for grants for the township. Schroeter feels the Supervisor is trying to take on too much and feels he should be doing the work himself. She stated no grants have been produced yet. Bieganowski feels there is plenty of work for a full time deputy as she is currently working full time but only getting paid for 10 hours a week. Schroeter feels we as elected officials need to take care of the job and the deputies are here to help us get the job done which doesn’t mean the deputy does all of the work. Kramer stated she is here every day of the week, except when she is on vacation, and first of all, Schroeter may be doing the front office but she is not answering the phones so the letter is incorrect. Kramer stated Schroeter and the other board members do not work in each of the offices and do not know how busy the offices are or what goes on. So for Schroeter to judge and tell other departments whether or not they need a full time deputy is not right. Schroeter stated this is her opinion and what she feels is needed.

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**Old business continued**:

The board reviewed a handout given to them at the July 10, 2017 board meeting (Exhibit C) with a breakdown of recommendations for the deputies and where everyone could be located. Biondo stated the handout explained the process very well. There is an opportunity to rent portable sleeping units for the fire/ems personnel which would cost about $1,700 to $2,000 a month which would open up additional office space. Bieganowski asked all board members if everyone is in agreement we need to hire a full time administrative person and remodel the front office. The board is in agreement of hiring a full time administrative person and the board is in agreement to remodel the front office. Biondo stated it is stressful with more people added to our work space and stressful on the budget. Bieganowski feels we are no longer a tiny township and we should have somebody answering the phone and greeting customers. Biondo feels it is a nice thing to do and Radtke feels it is better to talk to a human than to be pushing buttons on the phone trying to reach the correct department. Radtke stated we are continuing to grow and we are at the point that voting precinct number 2 is going to have to be divided. Bieganowski stated the work load goes in a cycle. You have days you are sitting around doing nothing and other days you are busy. Radtke stated we are paying for them to be ready to serve and that is what the secretary position will be doing. Kramer stated it is busy in the office all the time now. Biondo feels we need to look at the operation as a whole and do what needs to be done to move ahead in a positive direction. The ad has been placed and the deadline is July 24, 2017. Moved Biondo, Second Bieganowski to authorize Supervisor to proceed with construction of a wall in the front office not to exceed $3,000.00. Roll call vote: Schroeter – Yes, Bieganowski – Yes,

McDonald – Yes, West – Yes, Biondo – Yes, Kramer – Yes, Radtke – Yes. Carried.

**Deputy positions**:

The board discussed the deputy positions starting with the deputy clerk. Bieganowski reviewed the two page request presented to the board by the clerk. The clerk is requesting a full time deputy for 38 hours a week.

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**Old business continued**:

**Deputy Clerk position continued**:

Biondo feels it is mandatory that the clerk and the treasurer have a deputy and they have always been the same pay and same hours in the past. Bieganowski stated the clerk has justified the hours to the board on her request asking for 38 hours a week. Bieganowski and West agree the clerk has the most to do of anybody. Schroeter stated if no one is interested in saving money and making things better for the township, she would like to ask that her deputy be full time as well. She can find plenty for her to do. Bieganowski stated the treasurer presented the board with her request stating she only needs a deputy 20 hours a week and you can’t change that request now and make jobs up for her. West suggested we make all deputies 20 hours a week. McDonald stated he does not feel all of the deputies need to be equal. The facts that are being reported are the clerk office work load is increasing and the clerk can justify the full time request. Schroeter stated she is just willing to do more of the work herself. West stated the treasurer office farmed her work load out. Schroeter stated she was trying to go at a different angle with the deputy position to try to save money but apparently the board wants to spend money and not do what is right for the citizens. Biondo is not interested in spending a lot of money from our budget. He would prefer we get a lot done without spending a lot of money that is the way it needs to be done. Not keep putting more people in the office. Biondo agrees we need to have deputies. Bieganowski stated we are a growing township and Schroeter and Biondo do not feel we have grown. Biondo feels adding more people would increase the stress level in the office and on the budget. Biondo stated you have to ignore a certain amount of work in a township. Even if you hire more people in an office you still cannot get it all done. You have to set levels for what you are willing to do and the rest falls onto the list. That is the way government works. You cannot get it all done, it isn’t possible. Kramer stated you cannot do that in the clerk office it has to get done. Schroeter feels we are not a regular business and she doesn’t know if everyone is looking at it like a business. Bieganowski stated he agrees with the request from the clerk and he

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**Old business continued**:

**Deputy positions**:

is aware the work load goes in cycles. Kramer stated she cannot farm her work out like the treasurer office does. The work in the clerk office is all hands on work. Those who work in the clerk office need to be accredited and no the secretary does not qualify to do that. Schroeter chose to talk about staff at this point of the meeting and was advised by the Supervisor not to discuss this matter in an open meeting. Further discussion on deputy positions and how the money works out. The board discussed different solutions such as a salary of $20,000 for all of the deputies. Supervisor Radtke reminded the board the deputies do not get vacation or sick days if they are salaried. The board discussed the split jobs of admin and deputy position. Bieganowski stated if they put the deputy clerk at full time it will be an additional cost of $15,000 a year approximately. Biondo feels you can have deputies who are paid a salary, not a big salary, he feels there are other things an administrative person can do to help those offices with workloads. There are certain things you have to do statutorily but why not take one administrative person who is full time and utilize them in the other areas of the office. Schroeter feels the split admin position worked out find up until December, 2016. Kramer stated while the deputy clerk was working at the front desk she would do clerk office things in order to keep caught up. Bieganowski asked Kramer if her office would collapse if she had a deputy for only 20 hours a week and Kramer responded there would be things that would have to be delegated to other people because she is not working 50 or 60 hours a week like before. Biondo stated he feels the clerk can find stuff to cut. She stated one thing that can go is the FOIA Coordinator position which can be delegated to someone else as that takes up a great deal of time. Biondo stated the board has always delegated that job to the clerk. McDonald said he is all about saving money if possible if it is not practical. The full time position would be pay plus benefits with no sick days or vacation. Kramer stated if you are not willing to agree on full time then consider 30 hours a week. Biondo feels the three executive officers who work in the office all day long need to make sure the office

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**Old business continued**:

**Deputy positions**:

is working the best it can and he is not convinced that just plugging people and things in is going to work. The clerk was asked if the deputy receives benefits currently and she stated the deputy clerk currently does not take health insurance but gets reimbursed 75% of the cost in lieu of and receives retirement benefits and life insurance benefits. The board agrees the deputy position needs to be salaried position. Schroeter stated her deputy is needed a lot during tax time but during March, April and May she is only needed a little bit. Radtke stated he is ready to approve the 38 hours the clerk requested as it is all outlined in her written request. Each office did their work and supplied the materials that was asked of them. Schroeter wants it to be fair for all of the deputies. Biondo is at $15,000.00. Since the Deputy Clerk was an existing employee, the board agrees to include life insurance and retirement benefits.

Moved McDonald, Second Bieganowski to set the deputy clerk salary at $23,587.20 per year ostensibly to average 30 hours per week labor. (McDonald wouldn’t mind seeing some records kept). Roll call vote: Bieganowski – Yes, Schroeter – No, McDonald – Yes, West – Yes, Biondo – Yes, Kramer – Yes,

Radtke – No. Carried. Radtke voted no as he feels the request from the clerk should have been honored.

West stated this will be no health insurance benefits and the deputy clerk will keep life insurance benefits and retirement benefits.

**Deputy Supervisor**:

The board discussed pay for the deputy supervisor. Radtke reviewed the documentation he presented to the board. Biondo does not like isolating them one on one. He feels there needs to be some equity in this for the deputy treasurer in this deal. Schroeter stated she does not believe she was asked to provide the board with a breakdown of the job showing how many hours was needed for the deputy treasurer.

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**Old business continued**:

**Deputy positions**:

The deputy supervisor hours have averaged 42, 43 or 44 hours a week but she is getting paid for a 15 hour week. McDonald stated it has only been six months and ideally some grants should start coming through. Radtke stated we are slated for August/September. Schroeter stated she thought they were slated for June/July. Schroeter stated she asked for $16,000 annual salary for each of the deputies. Bieganowski stated he has seen more production from that office since the deputy supervisor was hired. Biondo feels she should be placed in an administrative roll where she is subject to the entire board not just the supervisor. Biondo feels if someone wants to see the supervisor, they want to see the supervisor not the deputy supervisor. If the supervisor needs help then place the person under administrative not deputy. Radtke stated if he is needed to do something, he drops what he is doing follows through with it while the deputy supervisor is left to handle the office in his office in order for things to continue getting done. Bieganowski stated the board agreed to try this on a trial basis to see if it would pan out. He feels it has panned out and it has increased his effectiveness. Schroeter asked if the hours she works for DDA is that done during her time as the deputy supervisor. Radtke stated when she is at the township she does deputy supervisor stuff. Schroeter asked when she works on DDA tasks. The meetings are in the afternoons. Radtke replied the meetings are at 10:00 a.m. and last about 45 minutes. Radtke stated the work for the DDA is completed after she is done working in the deputy supervisor position. That is outside of the deputy supervisor position that is between the deputy supervisor and the DDA board. Schroeter stated at this point the deputy supervisor has not gotten any grants. Schroeter and Biondo would like to see all deputies at 30 hours a week for right now and see how it goes. Bieganowski asked if Kramer had changed her mind on full time deputies. Kramer stated she would agree to set them all at 30 hours a week salary and see how it goes. The DDA pay came up and Radtke corrected the board that the deputy supervisor is not getting the $9,000 listed on

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**Old business continued**:

**Deputy positions**:

the budget. That includes paying someone to oversee the store front buildings proposed for the DDA. Moved McDonald, Second West pay the deputy supervisor $23,587.20 annually for the year based on ostensibly an average of 30 hours per week. Roll call vote: Biondo – Yes, McDonald – Yes, Bieganowski – Yes, Schroeter – Yes, West – Yes, Kramer – Yes, Radtke – No. Radtke voted no feels the request was justified. Carried.

This position does not include health insurance benefits.

Moved McDonald, Second Kramer to provide life insurance and retirement benefits for the deputy supervisor position. Carried. West and Radtke voted no.

**Deputy Treasurer**:

Moved Biondo, Second Schroeter to pay the deputy treasurer an annual salary of $23,587.20 with an average of 30 hours a week. To include life insurance and retirement benefits. Roll call vote: West – Yes, Biondo – Yes, Bieganowski – No, McDonald – No, Schroeter – Yes, Kramer – Yes, Radtke – No. Carried.

This position does not include health insurance benefits.

Biondo and Kramer feel this is a temporary solution, trial basis and needs to be revisited in a few months to see if it is working or not.

**Adjournment**:

Moved Bieganowski, Second Kramer to adjourn at 5:44 p.m. Carried.

Respectfully submitted,

Judith L. Kramer

Green Lake Township Clerk