

**Regular Meeting of the Burt Township Board  
September 12, 2006 – 7:02 p.m.**

**Attendance:** Karen Brzys, Kay Wampler, Kathleen Correll, Gordon Kniss, Lois Leavenworth – **Citizens:** approx 80-100

**Public Comment:** Jim Seibert commented on agenda items 9A and 10C. He questioned the extension of Mr. Underhill's contract to March 2007 and Mr. Underhill as a member of the Employee Policy Manual revision committee. Nancy Mc Donald commented on the Township Manager position posting and noted that it not be the Supervisor in the best interest of the public.

**Approval of the Agenda:** **Motion** by Leavenworth, second by Wampler to approve the agenda - 5 ayes.

**Correspondence:** Clerk read a letter from the State Tax commission accepting the new assessor (Mike Foust) report as submitted and look forward to continued progress with the next report. Also, several notes from the public – Louise Daul regarding the electric service at the community center over festival weekend, Paul and Susan Bennett regarding uploading of audio record of the August 25<sup>th</sup> meeting and the Clerk's response; plus a letter from Jim and Gloria Walkowiak regarding conditions in the harbor and need of the break wall.

**Department Reports:** The Assessor & DPW/Water presented their reports in writing, the clerk read the assessor's report into the record. Evelyn Morrison reported on the Ambulance Corps and the upcoming EMS Conference and our State Licensing Inspection – Burt Township was 100% in compliance! She noted that the UPEMS may not be around next year which would require our personnel to attend conferences and training downstate incurring much more cost to maintain certifications. Nancy Weston reported on the CERT program and the ACRF Grant's received – presented the Board (Lois Leavenworth) with one of the new cots purchased from the grant proceeds and reported on the Art's grant funding. Watch for notices of classes. Township Manager, Brzys presented her report in writing and then a PowerPoint presentation under Unfinished Business (A).

**Approve Minutes:** Minutes of August 15, 19 and 25<sup>th</sup> were approved on motion by Leavenworth, second by Kniss with corrections to the August 15<sup>th</sup> minutes – 4 ayes. Minutes of September 1, 2006 were approved on motion by Leavenworth, second by Kniss as presented – 5 ayes.

**Treasurers Report:** Account Balances as of 9/7/06: General Fund \$21,922.69, Payroll Account, \$1,736.83, Improvement \$22,247.11, New Well \$72,373.77, Marina \$12,897.60, Ambulance \$29,730.48, Water Receiving \$1,195.77, Water Operating 253.83, Bond Redemption \$7,550.26, Fire Fund \$9,176.47, Woodland Park \$116,324.13, Harbor \$14,259.24, Medical Facility \$1,496.87, Beach Access \$1,471.47, RLF \$49,717.00, Fuel System \$9,756.42, Tax Account \$274,446.31, Ambulance Trust Savings \$21,025.07, Water Savings \$2,994.37. CD's – General Fund (Fire, Ambulance & Harbor combined) \$51,670.53, General Fund – Beach Access \$10,312.86, Woodland Park \$9,767.59, Fire \$7,206.26, Harbor Fund \$21,738.61 & \$12440.50, Water General Purpose \$10,000.00 and \$20,477.50, Water Receiving \$12,835.38, Water supply system \$10,966.95, and Water Bond Reserve \$21,933.92. Outstanding RLF Loans/Grants – Dunes Motel \$16,392.80, Fuel System \$18,422.76, Hilltop Cabins \$54,246.60, Burt township Well \$50,000.00 (Grant) - Accepted by Supervisor.

**Clerks Payment of bills:** General Fund \$22,218.58, Payroll \$15,760.20, Ambulance Corps \$8,605.50, Medical Facility \$176.14, Fire Protection \$7,012.23, Improvement \$4,697.85, Marina \$6,878.05, Fuel System \$182.10, Woodland Park \$13,820.65, Water Receiving \$4,200.00, Water Operating \$5,985.41, New Well, \$6644.04. – Approved on motion by Leavenworth, second by Correll with additions/corrections – 5 ayes. Motion by Wampler, second by Leavenworth to approve Sandee's request to void the check to the Great Lakes Kayak Symposium group for \$650 and refund them the full \$700.00 – 5 ayes.

**Unfinished Business:** **A) Investigation Update/John Underhill contract extension to 3/31/2007, and Reschedule Special Hearing from September 16 to November 4, 2006 also added Attny discussion of Posting Manager Position from (E) to (A).** Karen Brzys presented her managers report, report from John Underhill/Karen Brzys, Motion to approve **Resolution #2006-35** appointing Neal Beaver to review and recommend applicants for Twp Manager – 4 ayes, 1 nay. **Resolution #2006-36** approved on Motion by Wampler, second by Kniss - authorizing John Underhill to file a separate petition to enforce the Subpoenas issued to Lori Savage and Michael Greutz – 5 ayes. **Resolution #2006-37** adopted on motion by Leavenworth, second by Kniss to extend John Underhill's contract for \$1.00 until March 31, 2007 – 5 ayes. **Resolution #2006-38** adopted on motion by Leavenworth, second by Kniss regarding preparation, posting of the "Bill sheets as of the end of each month – 4 ayes, 1 nay **B) Water Collection process/Coast Guard Auxiliary – Resolution #2006-34** was adopted on motion by Leavenworth, second by Wampler detailing the 3 step process for collection of delinquent water bills – Roll Call vote 5 ayes.. Resolution regarding U.S. Coast Guard Auxiliary water bill was withdrawn and tabled until next month. **C) Site Condominium Ordinance – Tabled. D) Veterans Preference Act Hearing – Kirk Grace/John Underhill –** Kirk Grace was not in attendance. Attorney John Underhill questioned DPW Manager, Mike Beek regarding the suspension of Kirk Grace – Motion by Leavenworth, second by Correll: Resolved that Kirk Grace be discharged from employment effective the last day worked for official misconduct and incompetence – 5 ayes (Resolution #2006-40). **E) Posting Manager Position** was reviewed and approved on motion by Wampler, second by Correll with corrections – Roll Call Vote: Kniss-aye, Leavenworth-aye, Correll-aye, Wampler-aye, Brzys-abstained – motion carried. **F) Use of Equity Loan –** Motion by Leavenworth, second by Wampler to approve \$100,000 draw on the equity loan at 4.95% with 5 annual interest payments due each February 28<sup>th</sup> to be used to pay off the IRS Loans (#903170-7 and 903170-9) and \$25,000 to the General Fund to repay funds used to pay the balance to the IRS – 5 ayes. **G) Audio Compression Software:** Wampler presented a report of research on software programs and offered a recommendation to purchase the Switch Sound Format Converter Plus Edition at \$47.70 plus e-mail support \$19.00 and \$18.75 for hard-copy manual and CD program – total cost \$85.45 US (Australian exchange) which can be purchased on-line using our debit card and the exchange rate will automatically be calculated – **Motion** to approve by Brzys, second by

Leavenworth - 5 ayes. **H) Resolution #2006-26 – Prepayment of certain bills to meet deadlines and due dates** – Clerk initially withdrew resolution in light of adoption of #2006-38 (above) – Supervisor Brzys indicated that she felt this was different and asked to proceed – Wampler read Resolution #2006-26 into record providing that no payment shall be made unless and until approved by the Board except payment for certain expenses, including Cellular services for Fire and Ambulance, certain supply orders for the Ambulance Corps, Training Seminars as approved by the Dept or Twp Manager, Fuel purchases offering a discount, payroll transactions and contractual obligations – approved on motion by Leavenworth, second by Correll – Roll Call vote – 5 ayes.

**New Business:** **A) Liquor Law Enforcement remittance to Alger Co.** – Motion by Correll, second by Brzys to approve payment – 5 ayes. **B) New Well Resolution for Payment #2006-33** – Application for Payment #2 for \$27,385.86 was approved on motion by Wampler, second by Kniss – Roll call vote - 5 ayes. **C) Employee Manual Revisions** – Motion by Brzys, second by Wampler to set up a work committee with John Underhill, The Department Managers, the Township Clerk and Township Manager, Sandee Sibbald and Aaron Hunt to revise the Employee Policy Manual & have a meeting with in the next 2 weeks. – 5 ayes. **D) Thank you to Carl Levin in supporting the breakwall funding** - motion by Wampler, second by Correll to write a letter to Carl Levin and whomever else that have supported the breakwall funding – 5 ayes.

**Public Comment:** During new business, several questions and comments were made by the public without sanctioning. Marc Oglevie asked about the short time frame on posting the Twp Manager position limiting the ability to get into certain publications. Supervisor Brzys cut him off indicating that the public comments during the process of doing business was getting out of hand. Nancy McDonald commented to the Supervisor that others were allowed to speak but not Marc and that was unfair.

**Adjournment:** Motion by Leavenworth, second by Wampler to adjourn the meeting at 9:35 p.m. – 5 ayes

Respectfully submitted: September 19, 2006,

Kay L. Wampler, Township Clerk

Approved: \_\_\_\_\_ on Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ ~ \_\_ ayes, \_\_ nay's

The full text of the Resolutions contained herein shall be and are hereby provided as an addendum to these minutes.

An official copy of all resolutions passed at this meeting are on file in the Clerk's office at the Burt Township Hall and are available for inspection/review by appointment.