**Powell Township Board**

**Meeting of the Whole**

**PO Box 319, 101 Bensinger, Big Bay 49808**

**Thursday August 8th, 2019 5:00PM**

**~~Draft Minutes~~**

**Approved 08/20/2019**

1. Call to order at 5:00pm, by Supervisor, at Powell Township Hall.
2. Roll Call: Arline Erickson (Clerk); Darlene Turner (Supervisor); Samantha Morin (Clerk)
   1. Absent: Joseph Stanley (Trustee); Denise Hudson (Trustee)
3. Sanitation *(see attachment 1)*
   1. Exempt Commercial properties Bay Cliff, Perkins Park, and Powell Township School are paying $11 per yard for tipping and hauling
   2. With increase to tipping fees it was calculated to be higher than what they are paying
   3. Motion to approve the current tipping fee as of August 1st, 2019 to be $14 per yard (Erickson/Turner). All yes, motion carried.
   4. Motion to follow increase to tipping rate schedule for Marquette County Solid Waste Management Authority (Erickson/Morin). All yes, motion carried
   5. Further Discussion on Commercial properties paying more for sanitation is needed.
4. Public Usage of Internet in Twp Hall
   1. Adjust Technology Policy to include Public Usage of Internet
      1. Only those who pay to rent the Hall will be given the Powell Township Meeting Hall password
      2. The Powell Township Hall password will be changed bi-annually
      3. Never will the Powell Township Office wifi password given to the public
5. Parks and Recreation UPTRA Discussion
   1. Parks and Recreation Committee does not want to renew the UPTRA dues for the ad of Thomas Rock with the amount of $625
   2. Were there advantages of having Thomas Rock showcased
   3. Need new pictures
6. Tentative Property sale to Powell Township
7. Fire Manager/Coordinator Job Description Discussion (*see attachment 2)*
   1. Separate Fire Chief and Fire Coordinator Description
   2. Will be available for the Supervisor for new hiring
   3. The Fire Department needs to be running ~~more~~ smoothly
8. Clerk’s Office
   1. Motion to accept Hilary Bush’s resignation for Deputy Clerk as of 8/8/2019 (Morin/Turner). All yes, motion carried.
   2. Motion to approve Leah Fraley as new Deputy Clerk at $10.50 an hour for three month trial period and then $12.00 per hour after that period. (Erickson/Morin). All yes, motion carried.
9. Zoning Admin
   1. Motion to accept Jim Wallis resignation (Erickson/Turner). All yes, motion carried.
   2. Motion to approve Howard Robare as the Zoning Admin (Turner/Erickson). All yes, motion carried.

**Public Comment:**

* P. TenEyck- would like to give the Board a tour of the Fire Hall
* P. TenEyck- as a previous Fire Member knows more on the division of duties within the Fire Department

Meeting adjourned at 6:05PM by Supervisor

Minutes prepared by

Samantha Morin

Powell Township Clerk

**Attachment #1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Transfer Station** | | | | | |
| *residential and business covered by taxes* | | | | | |
| *3.7 yards in a ton* | | | | | |
| Tipping Fees for Exempt Commercial Properties | | | | | |
| August 1, 2019-October 31, 2019 | Current | $ 14.00 | per yard | | |
| November 1, 2019 – June 30, 2020 | | $ 20.00 | per yard |  |  |
| FY 2020-2021 |  | $ 22.00 | per yard |  |  |
| FY 2021-2022 |  | $ 24.00 | per yard |  |  |
| FY 2022-2023 |  | $ 26.00 | per yard |  |  |
| FY 2023-2024 |  | $ 28.00 | per yard |  |  |
| FY 2024-2025 |  | $ 30.00 | per yard |  |  |
| FY 2025-2026 |  | $ 32.00 | per yard |  |  |

**Attachment #2**

**Powell Township Fire Department**

**Station #1 and #2**

**Manager/Coordinator Job Description**

1. Daily (overall inspection of building and emergency vehicles)
   1. Maintain overall cleanliness and condition of building
      1. Take trash to transfer station regularly
      2. Winter:
         1. Keep doorways shoveled and clear of snow
         2. Clear snow ridge from garage doors left by township plowing
      3. Summer:
         1. Sweep and shovel building front concrete apron of sand and gravel after rain
   2. Maintain cleanliness and appearance of vehicles
   3. Maintain readiness of pontoon rescue Boat with Fire Chief
      1. Secure for winter: remove from lake in autumn; park, cover, and drain motor lower unit for winter storage
   4. Assign, order, and install all Fire Numbers
   5. Maintain Fire index board
   6. Maintain pop machine and water supply for incidents
   7. Daily Communications
      1. Check mailbox at township
      2. Submit all bills to township clerk in time to be approved at monthly township meetings after approval from Fire Chief
      3. Maintain communications with EMS coordinator and refer to chief if necessary
      4. Maintain message, posting board, and changes to website (contact Clerk)
2. Check in with the Township Offices
3. Monthly
   1. Submit original monthly time sheets to the clerk (make copies for fire department records) by the 1st of every month
   2. Pick up checks for disbursements on the 15th
   3. Inspect and perform maintenance of all dry hydrants to insure working order with the Fire Chief
   4. Confer with chief when ordering items

**Attachment #2 (continued)**

The station manager shall be directly and solely accountable to the department chief, who by regular inspection and communication will insure that all aspects of the manager’s responsibilities are being met.

The department chief shall have complete and overall discretion to make any changes or adjustments of the manager’s position and obligations. Hiring and termination recommendations shall be presented by the chief to the township board for their approval.

It is not intended, nor to be expected that the Manager/Coordinator is solely responsible for the mechanical condition and appearance of the department’s vehicles. It is the Department’s policy and it is the duty of the firefighters that are assigned each month, to perform a thorough inspection and operational verification of all vehicles and equipment, and to provide a detailed report at the department monthly meetings.

It is the intent and purpose of the fire department to ensure that the fire station(s) and emergency vehicles are maintained to a degree of excellence that is to be expected by the community and reflects our pride and commitment as fire fighters of Powell Township and to carry out all other tasks and duties as described.

Between the Fire Chief and the coordinator, it is their responsibility to schedule the fire department to fulfill duties for maintaining both Fire Hall locations and responding to calls

**Attachment #2 (continued)**

**Powell Township Fire Department**

**Station #1 and #2**

**Fire Chief Job Description**

1. Daily (overall inspection of building and emergency vehicles)
   1. Verify all mechanical and electrical systems operating properly
   2. Perform overall inspection of emergency vehicles for readiness (including vehicle portable radio’s)
      1. Check for any obvious mechanical problems
      2. Arrange for any necessary repairs and report
   3. Maintain readiness of pontoon rescue Boat with Fire Coordinator
      1. Secure for winter: remove from lake in autumn; park, cover, and drain motor lower unit for winter storage
   4. Maintain all records and personnel files
   5. Daily Communications
      1. Submit all bills to township clerk in time to be approved at monthly township meetings
         1. Indicate fire department budget line item to be paid from
      2. Maintain communications with EMS Coordinator and Fire Coordinator
   6. Check in with Township
2. Monthly
   1. Approve each time sheet before Fire Coordinator submits to the Clerk
   2. Email Approved Minutes to Board Members
   3. Inspect and perform maintenance of all dry hydrants to insure working order with Fire Coordinator
   4. Order equipment and supplies (in time for board meeting for approval)
      1. Vehicle oils/fluids and supplies
      2. Confer with coordinator for items needed
      3. New Uniforms

The Fire Chief by regular inspection and communication will insure that all aspects of the manager’s responsibilities are being met. The department chief shall have complete and overall discretion to make any changes or adjustments of the manager’s position and obligations. Hiring and termination recommendations shall be presented by the chief to the township board for their approval.

It is the intent and purpose of the fire department to ensure that the fire station(s) and emergency vehicles are maintained to a degree of excellence that is to be expected by the community and reflects our pride and commitment as fire fighters of Powell Township and to carry out all other tasks and duties as described.

It is the Department’s policy and it is the duty of the firefighters that are assigned each month, to perform a thorough inspection and operational verification of all vehicles and equipment, and to provide a detailed report at the department monthly meetings. It is the Fire Chief and Coordinator that are responsible to schedule the fire department to fulfill duties for maintaining both Fire Hall locations and responding to calls