

MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
Thursday, January 26, 2023
7:30 p.m.

**THIS MEETING WILL BE HELD IN PERSON WITH
ONLINE PARTICIPATION OPTIONS**

Call to Order
Pledge of Allegiance
Members Present/Members Absent
Call to the Public

- 1) Approval of Agenda
- 2) Consent Agenda
 - a. January 4, 2023 Special Closed Minutes
 - b. January 12, 2023 Regular Meeting Minutes
 - c. December 20, 2022 HAPRA Minutes/Reports
 - d. January 18, 2023 MHOG Agenda/Minutes
 - e. January 18, 2023 HAFDA Agenda/Minutes
 - f. Planning Commission Annual Report-2022 Synopsis
- 3) ZBA Appointment
- 4) Employee Handbook
- 5) Roads
- 6) Marion Township Addition / Sign

Correspondence and Updates

Call to the Public
Adjournment

Reminder: Next Board Packet will be ready after 3pm on Thursday, February 2, 2023.

CALL TO THE PUBLIC POLICY-ADOPTED ON 08/25/2022

Marion Township Public Participation at Township Board Meetings Policy

The Public shall be given an opportunity to be heard at every Township Board Meeting following this Policy adopted by the Township Board.

The Township Supervisor is the moderator of the meeting. In the absence of the Supervisor, the Township Clerk shall hold an election of the Board Members present to select a moderator for the meeting.

Anyone attending the meeting either in-person or on-line may speak during the "Call to the Public" part of the meeting. To preserve order, those attending in-person will speak first. When all in-person attendees have been heard, the moderator will ask if any on-line attendee wishes to speak.

When recognized by the moderator, in-person attendees shall come to the podium. The moderator will request that they give their name and address before they begin their comments.

When all in-person attendees have finished speaking, the moderator will ask if anyone attending the meeting on-line wishes to speak. On-line attendees may unmute themselves and when recognized by the moderator may speak. On-line attendees will also be asked for their name and address.

All comments shall be addressed to the Township Board. The "Call to the Public" is for attendees to provide information or opinions to the Township Board and is not intended to be a dialog. Anyone needing a response should contact officials or staff during working hours.

To preserve efficiency, speakers will be asked to keep their comments to five minutes or less.

On some occasions, attendees may be asked for comments during agenda items.

MARION TOWNSHIP
BOARD OF TRUSTEES
SPECIAL MEETING
January 4, 2023

MEMBERS PRESENT: Les Andersen, Tammy Beal, Sandy Donovan, Greg Durbin, Scott Lloyd,
Dan Lowe, and Bob Hanvey

MEMBERS ABSENT: None

OTHERS PRESENT: Attorney Thomas Meagher

CALL TO ORDER

Bob Hanvey called the meeting to order at 4:30 pm.

CALL TO THE PUBLIC

None heard

APPROVAL OF AGENDA

Scott Lloyd made a motion to approve the agenda as presented, seconded by Les Andersen. **Motion carried.**

Les Anderson made a motion to amend the agenda to include entering into a closed session to discuss AJR Group, Inc and Cornerstone Land, LLC vs Marion Township with Council, Scott Lloyd seconded. **Motion carried.**

Sandy Donovan made a motion at 4:02 p.m. to go into a closed session to discuss the opinion of our attorney, per MCL 15.268 (h) because discussion during an open meeting would have a detrimental financial effect on the settlement position of the township. This will be concerning AJR Group, Inc. and Cornerstone Land, LLC. Case No. 19-30387-CZ, seconded by Tammy Beal.

Roll call vote: Lowe, Lloyd, Beal, Hanvey, Durbin, Andersen, Donovan-all yes. No-none. **Motion carried 7-0.**

Tammy Beal made a motion at 5:52 p.m. to come out of closed session, seconded by Les Andersen.

Roll call vote: Donovan, Durbin, Hanvey, Lloyd, Beal, Andersen, Lowe-all yes. No-none. **Motion carried 7-0.**

ADJOURNMENT

Les Andersen motioned to adjourn at 5:53 pm., Greg Durbin seconded. **Motion carried.**

Tammy L. Beal, Township Clerk Date

Robert W. Hanvey, Township Supervisor Date

MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 12, 2023

MEMBERS PRESENT: Scott Lloyd, Bob Hanvey, Tammy Beal, Les Andersen, Dan Lowe, Sandy Donovan, and Greg Durbin

MEMBERS ABSENT: None

OTHERS PRESENT: Phil Westmoreland, Spicer; John Gormley, attorney

CALL TO ORDER

Bob Hanvey called the meeting to order at 7:30 pm. The meeting is also available to attend online.

PLEDGE OF ALLEGIANCE

BOARD MEMBERS PRESENT

The board members introduced themselves.

CALL TO THE PUBLIC

Eight residents/citizens spoke about the proposed Solar Ordinance.

APPROVAL OF AGENDA

Les Andersen motioned to approve the agenda as presented. Tammy Beal seconded. **Motion carried.**

CONSENT AGENDA

Greg Durbin motioned to approve the consent agenda as presented. Les Andersen seconded. **Motion carried.**

WINTERWOOD CHIP SEAL SAD

Bob Hanvey opened the public hearing to create the SAD district. Mr. Schallhorn And Mr. Craib both support the creation of the district. No objections were received. The public hearing was closed at 7:54 pm.

Les Andersen motioned to adopt a resolution to approve the Winterwood Special Assessment District for Chip Sealing, as presented, and schedule a public hearing to approve the roll on February 9, 2023 at 7:30 pm. Sandy Donovan seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Durbin, Andersen, Donovan—all yes. **Resolution passed 7-0.**

BURNHAM & FLOWER PROPERTY & LIABILITY INSURANCE

Les Andersen motioned to adopt a resolution to approve the insurance package, as presented, totaling \$42,622. Scott Lloyd seconded. Roll call vote: Donovan, Durbin, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Resolution passed 7-0.**

HEALTH INSURANCE PA #152 OPT-OUT RESOLUTION

Tammy Beal motioned to adopt a resolution to adopt annual exemption option set forth in 2011 Public Act 152, as presented. Les Andersen seconded. Roll call vote: Beal, Andersen, Donovan, Durbin, Lowe, Hanvey, Lloyd—all yes. **Resolution passed 7-0.**

2023 POVERTY EXEMPTION GUIDELINES

Greg Durbin motioned to adopt a resolution to approve the Poverty Exemption Policy and Guidelines for 2023 Income and Asset Tests, as presented. Sandy Donovan seconded. Roll call vote: Hanvey, Lowe, Durbin, Beal, Lloyd, Donovan, Andersen—all yes. **Resolution passed 7-0.**

BOARD OF REVIEW LETTER APPEALS

Tammy Beal motioned to adopt a resolution to allow residents to file letter appeals to the 2023 Board of Review, as presented. Sandy Donovan seconded. Roll call vote: Donovan, Beal, Andersen, Lowe, Hanvey, Lloyd, Durbin—all yes. **Resolution passed 7-0.**

TIME PAYMENTS FOR SEWER AND WATER REUs

Les Andersen motioned to require payment in full and not allow time payments for sewer and water REUs; the time payment in progress for Hasenbush will be allowed. Sandy Donovan seconded. **Motion carried.**

PLANNING COMMISSION APPOINTMENTS

Bob Hanvey recommended reappointing Larry Grunn to the Planning Commission. Les Andersen motioned to reappoint Larry Grunn to the Planning Commission for a three-year term. Tammy Beal seconded. **Motion carried.**

BOARD OF REVIEW APPOINTMENTS

Tammy Beal motioned to appoint Barbara Fillinger, Cheryl Range, and Charlie Aberasturi to the Board of Review for a two-year term. Les Andersen seconded. **Motion carried.**

ROADS

Les Andersen motioned to accept the recommendation from the Livingston County Road Commission, dated December 9, 2022, for County Farm Road and ask the LCRC for a contract. Scott Lloyd seconded. Roll call vote: Lowe, Durbin, Lloyd, Donovan, Andersen, Beal, Hanvey—all yes. **Motion carried 7-0.**

Dan Lowe motioned to have the LCRC provide an estimate for Coon Lake Road to the eastern township line chip sealing. Bob Hanvey seconded. **Motion carried.**

SPANGLER STATUS

Scott Lloyd motioned to approve the invoice from DuBois-Cooper for \$19,260 for this project. Les Andersen seconded. Roll call vote: Donovan, Durbin, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Motion carried 7-0.**

MARION TOWNSHIP ADDITION/SIGN

Tammy Beal reported on the meeting with the architect and walk-through with nine companies attending. Howard Manson will get prices for gazebo repairs.

SOLAR ORDINANCE ADOPTION

Dan Lowe has concerns about this ordinance and feels action should be postponed. Sandy Donovan said she feels these should be located in commercial/industrial districts and the overlay district should be smaller. Attorney John Gormley said not having an ordinance in place would allow them anyplace.

Dan Lowe motioned to postpone action until additional information is obtained from the Livingston County Drain Commission, the overlay district, changes to individual solar equipment, and require applicants to provide a three-year cash bond. Sandy Donovan seconded. **Motion carried.**

CORRESPONDENCE & UPDATES

Those board members who are interested in attending the MTA Conference in April should let the clerk's office know.

The township was visited by First Amendment auditors today.

Les Andersen asked to clarify that the PDR ordinance is not the township buying property.

CALL TO THE PUBLIC

Four residents/citizens spoke about the solar farm ordinance.

ADJOURNMENT

Scott Lloyd motioned to adjourn at 9:03 pm. Sandy Donovan seconded. **Motion carried.**

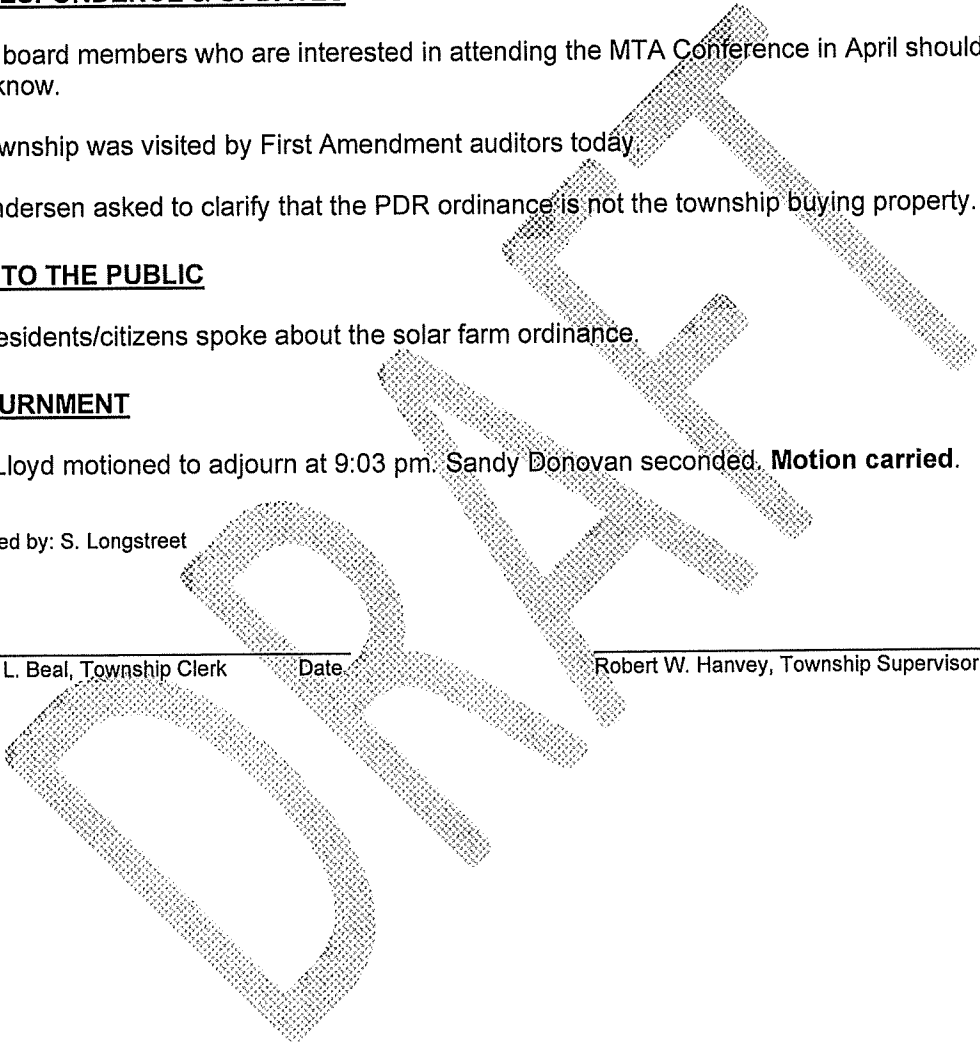
Submitted by: S. Longstreet

Tammy L. Beal, Township Clerk

Date

Robert W. Harvey, Township Supervisor

Date



HOWELL recreation

Howell Area Parks & Recreation Authority
Oceola Community Center

Organizational Board Meeting Minutes

December 20, 2022

Call to Order

Chairman Sean Dunleavy called the meeting to order at 7:00 pm.

Pledge of Allegiance

Attendance

Board Members: Chairman Sean Dunleavy, Vice Chair Diana Lowe, Secretary Nikolas Hertrich, Treasurer Jean Graham, and Trustee Tammy Beal.

HAPRA Staff: Director Tim Church, Jen Savage, Kyle Tokan, Kevin Troshak

Public: None

Discussion/Approval – Officer Positions for 2023

Brief discussion was had concerning officer positions, it was decided all officers would remain unchanged.

2023 Officer Positions: Sean Dunleavy – Chair, Diane Lowe - Vice Chair, Nikolas Hertrich – Secretary, Jean Graham – Treasurer, Tammy Beal – Trustee. Motion made by Diana Lowe and Supported by Tammy Beal.

Motion carried 5 – 0.

Adjournment

Motion by Tammy Beal to adjourn at 7:01 pm, supported by Diana Lowe. **Motion carried 5-0**

Approved

Date

Respectfully Submitted by: Nikolas Hertrich, Secretary

HOWELL recreation

Howell Area Parks & Recreation Authority
Oceola Community Center

Regular Board Meeting Minutes

December 20, 2022

Call to Order

Chair Sean Dunleavy called the meeting to order at 7:01 pm.

Attendance

Board Members: Chair Sean Dunleavy, Vice Chair Diana Lowe, Secretary Nikolas Hertrich, Treasurer Jean Graham, and Trustee Tammy Beal

HAPRA Staff: Director Tim Church, Jen Savage, Kyle Tokan, Kevin Troshak

Public: None

Call to the Public

None Present

Approval of Consent Agenda

Trustee Tammy Beal made a motion to approve the consent agenda, supported by Treasurer Jean Graham.

Motion carried 5 – 0.

Approval of Regular Agenda

Director Church asked that the discussion and approval of the Agreement to Lease Oceola Township Community Center be added to the Agenda as Item 6.5. A motion to approve the regular agenda with the addition of Item 6.5 Discussion/Approval Agreement to Lease Oceola Township Community Center was made by Vice Chair Diana Lowe, supported by Trustee Tammy Beal. **Motion carried 5 – 0**

Discussion/Approval – 2023 HAPRA Budget

Director Church reported that all participating HAPRA Municipalities passed the 2023 HAPRA Budget and that each meeting went well and was positive. Motion by Vice Chair Diana Lowe to accept the 2023 HAPRA Budget as presented, supported by Trustee Tammy Beal. **Motion carried 5-0.**

Discussion/Approval – New Board Meeting Agenda Format

Director Church shared with the Board that the purpose for the revision of the Board Meeting Agenda Format is to facilitate more effective reporting, document action items, and allow for accountability to support the strategic plan. Staff will be provided opportunity to speak to their projects and Board Members will be given time to share updates from their communities that will impact HAPRA. The Director's Report will be more closely related to strategic planning and will help hold individuals accountable for action items. A motion to approve the Board Meeting Agenda Format as presented was made by Secretary Nikolas Hertrich and supported by Trustee Tammy Beal. Motion carried 5-0.

Discussion/Approval Agreement to Lease Oceola Township Community Center

Director Church presented to the Board the new lease agreement for the Oceola Community Center. The agreement is the same as the previous version with the exception of additional language related to a 50/50 profit split tied to tournaments or full facility rentals. Trustee Tammy Beal inquired on what would be considered a full facility rental to which Director Church responded a senior all-night party. A motion to approve the Agreement to Lease the Oceola Township Community Center was made by Vice Chair Diana Lowe and supported by Trustee Tammy Beal. Motion carried 5-0.

Directors Report

a. All Staff Meeting

An All-Staff meeting will be held on December 22nd between 11:00 am and 1:00 pm. During the meeting day to day policies and procedure will be reviewed, job related expectations will be shared, and re-training on housekeeping items will be conducted. This event also provides all staff with the opportunity to meet and engage with one another in one location at the same time. Lunch will be provided and Board members are welcome to join.

b. Audit Dates

2022 audit will be conducted between February 6th and February 8th, 2023. An agreement for the completion of the audit will be provided for approval during the January meeting.

c. Strategic Plan Update

Director Church will provide an update once he has had the chance to meet with all Board members.

d. Review of the By-Laws and Articles of Incorporation

- o Review of the By-Laws and Articles of Incorporation has begun, currently waiting on attorney response to some questions.

e. Miscellaneous

- o The hiring process is being reviewed and will be updated.
- o Chris will be creating a blown up version of the Strategic Plan.

f. Staff Comments

- o Kevin Troshak shared with the Board that 70 families participated in the Santa's S.T.E.M Workshop and that 18 teenagers from the HIVE volunteered their time to help with the event.

- During the holiday break, students that show a student ID will be able to take advantage of discounted drop in rates between 12:00 pm and 5:00 pm.

Board Member Reports

Secretary Nikolas Hertrich shared with the Board Agenda Items from the November 28, 2022, December 5, 2022, December 12, 2022, and December 19, 2022, Howell City Council Meetings which included, the hiring of two new officers, approval of various lease agreements, ordinances, and the HAPRA Budget, agreement for the collection of Summer School Property Tax and LESA, Scofield Park SPARK Grant Applications, a tribute to Mr. Christopher Pumford for his work with Afghan refugees, approval of the Motorsports Gateway Purchase agreement, the hiring of a new assessor, and approval of an agreement with the Drain Commissioner to improve a drain that has caused flooding at the Red Cross Building.

Vice Chair Diana Lowe informed the Board that there was no update to provide.

Trustee Tammy Beal shared with the Board that Marion Township approved the collection of fire and school taxes, will be going after SPARK Grants, three special assessment districts have been approved, and a position has been posted for a constructions manager.

Treasurer Jean Graham relayed to the Board that MISignal will be working with DTE, Hawk Meadows is looking for a water/sewer easement, Spicer Group has been hired to assist with the planning of a New Township Hall and Parks Facility on ~160 acres off of Tooley Road, the collection of school taxes was approved, and a deputy was approved to attend MAMC.

Chair Sean Dunleavy informed the Board that the drainage project at the soccer fields has been completed, remodel of the town hall is ongoing, tax collection was approved, and that GreenTech Engineering was hired to complete the topographical survey behind the Oceola Center.

Old Business

Director Church provided the Board with an update in the status of the 2022 budget. At this time it is not known if the budget will be in the red or black as the fiscal year runs through December. The need for a budget plan will be dependent on if the balance is positive or negative.

New Business

Trustee Tammy Beal asked what is the Yeti Event. Director Church responded that is a road rally or scavenger hunt.

Next Meeting

Regularly Scheduled HAPRA Meeting - Tuesday, January 17, 2023, at 7:00 pm at Oceola Community Center

HAPRA
Regular Meeting
December 20, 2022

Adjournment

Motion to adjourn meeting at 7:44 pm by Vice Chair Diana Lowe and supported by Trustee Tammy Beal and supported by. **Motion carried 5-0**

Approved

Date

Respectfully Submitted by: Nikolas Hertrich, Secretary

Board Meeting – January 17th Marketing Updates

We made two end of the year highlights videos that went out last week of December. Some fun end of the year stats for you all:

- Over 6,400 Community Center drop-ins in 2022.
- We had about 1,300 Community Center Members
- We served 2,443 Individuals 50+
- 50 & Beyond Had over 12 weekly programs/groups and at least one Special Event a week
- We have 16 hours a week of instructor lead group fitness classes
- We had over 1,140 kids in soccer in 2022
- Over 11,000 games of pickleball were played in 2022
- 250+ dog park members
- 600 hours of youth camps
- 830 hours at the teen center
- 35 teens programs
- 10 brand-new special events!
- 400 photos with Santa taken in 2022
- Over 25,000 people serve in 2022!

Marion, Howell, Oceola, and Genoa Sewer and Water Authority

System Operational Report



For

January 18th, 2023

MHOG Water Authority Meeting January 18, 2023 at 5:00 PM

AGENDA

1. Approval of the Minutes of December 21, 2022
2. Call to Public
3. Reports
 - Staff Reports: (Greg Tatara)
 - Treasurer (Robin Hunt)
 - Engineer (Gary Markstrom)
 - CPA (Ken Palka)
4. New Business
 - Correspondence
5. Old Business
6. Adjournment

Marion Howell Oceola Genoa

WATER AUTHORITY

MHOG Water Authority Meeting MINUTES

The Marion, Howell, Oceola, Genoa Water Authority met on December 21, 2022 at 5:00 PM. Members present were Bamber, Coddington, Rogers, Counts, Hunt, Hanvey and Henshaw

The meeting was called to order by Chairman Hanvey.

A call to the public was held.

A motion was made by Rogers to approve the minutes of the November 16, 2022 meeting. The motion was seconded by Coddington and carried.

A motion was made by Hunt to stay with Cat. for generator repairs for three years. The motion was seconded by Henshaw and carried.

A motion was made by Counts to approve General Fund check # 9393 through 9432 and PR 799-806 totaling \$226,163.15. The motion was seconded by Coddington and carried.

A motion was made by Coddington to approve check #1018 and 1019 totaling \$39,639.21 from the Capital Reserve Replacement Fund. The motion was seconded by Henshaw and carried.

A motion was made by Henshaw to pay check # 133 from the Bond Payment Fund for \$500.00. The motion was seconded by Counts and carried.

A motion was made by Counts to pay check #1028 for \$14,808.00 from the MHOG Connection Fee Account. The motion was seconded by Henshaw and Carried.

A motion was made by Henshaw to adjourn. The motion was seconded by Hunt and carried.

William J. Bamber, Secretary



MHOG Utility Department

2911 Dorr Road
Brighton, MI 48116
810-227-5225
www.mhog.org

January 12, 2023

Marion, Howell, Oceola, and Genoa Sewer and Water Authority
1577 North Latson Road
Howell, MI 48843

Subject: M.H.O.G. – January 2023 Board Report

Dear Board Members;

The MHOG System operated well over the past month. The front cover picture shows water from a hydrant where we had a resident complaining of cloudy water, which was found to be a result of their aerator as the system water was clear and of good quality. Following is a summary of the major activity since the previous meeting.

- New development continued to progress over the past month, despite a break with the holiday season. Following are some key highlights:
 1. A pre-construction conference was held with Bible Baptist Church
 2. Construction started on Panda Express, and water main construction started for Westbury Apartments after it took 6-months for the EGLE permit to be approved.
 3. Plan review occurred for the St. Joe Mercy hospital expansion and a meeting is planned with them to review comments
 4. A punch list was issued to Highland Knolls. Primary concern is the elevation of hydrants and valves relative to the curb elevation. Most need to be adjusted up.
 5. An additional walk through was held at Marion Oaks, with only a couple of minor issues identified

- Last month we reported that we had met with Xylem to discuss the numerous water leaks along a section of Grand River in Genoa Township. We had hoped Xylem would review gas records for cathodic protection as Phase I of a proposal. Unfortunately, we received the proposal presented in the Board Report. We are not recommending approval of the proposal until after we get an opportunity to discuss the scope as we do not want to proceed to smart ball technology without additional background research performed.

- Shelby with Tetra Tech has started evaluating water usage data to determine the accuracy of our 218 Gallons Per Day per REU. Preliminary data suggests, when irrigation is considered,

that a lower number may be useful for sanitary discharge, but possibly a higher number should be used for water REU assignment. This is very preliminary, but we want to discuss potentially adjusting REU values as we move forward.

- Last month, given the new contractors we are using, we presented higher cost for new water service installation. However, this month I obtained a quote for a lower tap connection. What this means is that given site conditions, the cost to install water services will vary widely. Therefore, we edited sections of the connection manual regarding water service installation to hopefully, provide some flexibility for townships and MHOG, so that collection of tap fees are not totally exhausted just on service installation. We tried to include that we may have to charge more given site conditions and not just the standard \$3,500 as was previously performed.
- Following Christmas and New Year's where temperatures went from very cold and windy to relatively warm, operators responded to 8 separate frozen meter and or water line situations. We presented a map showing the locations of these frozen lines. As a result, we prepared a draft policy to discuss water loss and meter replacement as we had to change out numerous meters and track down water losses that were impacting tower elevations. We are asking the board to approve this policy so we can put it on the web site to assist our administrative personnel as they have to call and inform customers that they must pay the cost of a replacement meter, which in the case of larger meters, can be quite costly.
- The MHOG system continues to grow. Presented in the report is a growth table by township and system as a whole.
- We met with Nelson Tank and Engineering to get specs and a bid package to clean the Trans West and Hometown Tanks. I have included pictures of the towers in the report to demonstrate their current condition.
- The Deputy report provides December flow and production data, water loss data, and MISS DIG utility locating information. Also, it includes a bill issued to the City of Howell for water used by them in the past month to alleviate a problem in their system as well as quote to rebuild the pump that was replaced in Butler Road Booster.
- In Section 4, and per our agreement, we have prepared the annual draft allocation percentage for each of the systems we serve. We updated the allocation table with new budget, customer, flow, and other information to determine the new percentages. In summary, MHOG went up about 0.8% as it was the system that grew the most over the past year adding customers, record production, more components, and more miles of pipe.

- We also prepared a preliminary DPW Budget for the fiscal year ending March 31, 2024. There are quite a few changes. Last year, we paid an extra \$125,000 to pay down the vehicle and vactor loans. Therefore, we no longer have to pay the approximately \$54,000 to pay off the vactor. We are hoping that very expensive piece of equipment lasts a few more years. We increased, fuel, vehicle maintenance (fleet is now 28 vehicles), and the regular loan payback. Employees salaries increased as we want to retain our young, talented staff who have gained knowledge and skill to reduce how many contractors we hire for routine items. Given the current climate where wages have increased, it is increasingly difficult to retain employees, we want to make sure we remain competitive and follow the recommendations of our Compease[®] salary and wage template. All that being said, we are looking at a budget increase just under 3%. We also put together a table showing what the net increase will be for each system.

- Finally, Ken Palka will be present to distribute and discuss the MHOG FY 2022 financial audit presentation. Maner Costerisan and PHP were present in the office this past week to complete the audit, which we should receive a copy of by the end of February.

We look forward to discussing the contents of the report in detail with the Board at the regular meeting on January 18, 2023.

Sincerely,



Greg Tatara
Utility Director

HOWELL AREA FIRE AUTHORITY AGENDA

Date: January 18 2023

Time: 6:00 PM

Board members

Bill Bamber, Oceola Twp, Chairman

Mike Coddington, Howell Twp., Vice Chairman

Mark Fosdick, Cohoctah Twp., Secretary

Robert Hanvey, Marion Twp., Treasurer

Bob Ellis, City of Howell, Member

Ron Hicks, Fire Chief

Laura Walker, Asst. Sec/Treasurer

WELCOME!

Visitors are invited to attend all meetings of the Howell Area Fire Authority Board. If you wish to address the Board, you will be recognized by the Chairman.

Agenda Items

Meeting called to order at 6:00pm

Pledge of Allegiance

Approve the minutes of the regular meeting of December 21, 2022

Call to public (Items not on the agenda)

Discussion/Approval 01-23 A Resolution to exempt the Howell Area Fire Authority from the requirements of Public Act 152 for the next succeeding year.

Discussion: Follow-up on Website updates for Howell Area Fire Authority

Chief's Comments

- Main station feasibility study
- Update on Rescue 20
- Approve Payment of Bills and Payroll in the amount of \$212,690.09

New Business

Old Business

- Adjournment

HOWELL AREA FIRE AUTHORITY

December 21, 2022 – 6:00 pm

Oceola Township Community Center – 1661 N. Latson Rd. Howell, MI 48843

Board Members Present:

Chairman Bill Bamber, Vice Chairman Mike Coddington, Treasurer Bob Hanvey, Secretary Mark Fosdick, Member Bob Ellis, Attorney Kevin Gentry, Fire Chief Ron Hicks-Remotely from Howell, MI, Asst. Sec/Treas. Laura Walker-Remotely from Gregory, MI.

Chairman Bill Bamber called the meeting to order at 6:00 pm

Approve the minutes of the regular meeting of November 16, 2022: MOTION by Mr. Fosdick, SUPPORT by Mr. Ellis to approve the minutes of the regular meeting of November 16, 2022. MOTION CARRIED UNANIMOUSLY.

Call to Public: No Response

Discussion/Approval: transferring from the General Operating Fund a total of \$200,000 into the following funds: Pension (\$75,000), Truck Reserve (\$100,000) and Building Reserve (\$25,000): MOTION by Mr. Ellis, SUPPORT by Mr. Hanvey to transfer a total of \$200,000 from the General Operating Fund in the following increments: \$75,000 to Pension, \$100,000 to Truck Reserve, and \$25,000 to Building Reserve. MOTION CARRIED UNANIMOUSLY.

Discussion/Approval transfer of title for the 2003 Ford DART Vehicle: MOTION by Mr. Ellis, SUPPORT by Mr. Fosdick to transfer the title for the 2003 Ford DART vehicle over to DART. MOTION CARRIED UNANIMOUSLY.

Discussion-Follow-up on website updates for Howell Area Fire Authority: Deputy Chief Czubenko continues to work on getting our website updated. He has reviewed the City of Howell and Brighton Area Fire Department as examples of how we may want our website to look. Mr. Fosdick requested that we keep this update on our agenda to continue to hear its progress.

Chief's Comments:

- The Howell Area Fire Authority received a donation in the amount of \$1,500 from Tanger Outlet. The funds will go to our Public Safety Education fund which allows us to purchase smoke detectors, bed shakers, etc. for community members in need. Bed Shakers cost around \$400 each and are used to assist hearing impaired individuals who would not otherwise be able to hear a smoke detector alarm.
- Engine 21 sold for \$40,000 to a company in Pennsylvania and has been picked up.
- The union has been dissolved. The employees collectively discussed requests they had and scheduled a meeting with the administrative team, which included the Chief, Deputy Chiefs, and Administrative Assistant. An agreement was made to provide the 30-hour dayshift employees with a 2% pay increase, and to switch their "sick" bank to a "PTO (Personal Time Off)" bank and issue a total of 60 hours of banked time.
- Mr. Randall resigned his position and will be turning in his gear, uniforms, radios, air pack, etc.

Approve payment of Bills and Payroll: MOTION by Mr. Ellis, SUPPORT by Mr. Fosdick to authorize payment of Bills and Payroll in the amount of 195,853.75. MOTION CARRIED UNANIMOUSLY.

New Business: Mr. Fosdick commented that Oak Grove has had a couple of fires and asked why we can't draw on the dry hydrants. Deputy Chief Czubenko stated that the dry hydrant is filled with sediment. We have tried to push water in to flush it without success. We have asked Oak Grove to install a new dry hydrant that will be operational. Mr. Fosdick asked what the cost is to install a new dry hydrant. DC Czubenko stated that he could not speculate but will look it up and let the Board know and include specs in the next board packet.

Adjourn: MOTION by Mr. Ellis, SUPPORT by Mr. Fosdick to adjourn the meeting at 6:22pm.
MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted: _____
Laura Walker, Asst. Secretary/Treasurer

Approved By: _____
Mark Fosdick, Secretary

MONTHLY UPDATE TO THE BOARD

TO: HOWELL AREA FIRE AUTHORITY BOARD OF DIRECTORS
FROM: RON HICKS, FIRE CHIEF
SUBJECT: MONTHLY HAFD REPORT FOR DECEMBER 2022
DATE: JANUARY 18, 2023

During the month of December, the HAFD responded to a total of 154 calls for service. There were 195 calls in December of 2021. The total year-to-date runs for 2022 is 1965. Last year's total at the end of December was 2,042.

Some of the more significant events for the month included:

On December 1st, Howell Firefighters were dispatched to a reported structure fire in the 600 block of Olde English Circle in the City of Howell. Upon arrival crews reported heavy smoke coming from the garage, entry was made into the condo and crews found a working dryer fire. The fire was contained to the laundry room and extinguished.

On December 2nd, Howell Firefighters were dispatched AMA to Fowlerville for a reported structure in the 7000 block of love Joy Rd. in Conway Township. Upon arrival crews assisted with fire ground operations and water supply.

On December 3rd, Howell Firefighters were dispatched for a large barn fire in the 1000 block of Fausset Rd. in Cohoctah Township. Upon arrival crews reported a fully involved barn with fire spreading to vehicles and an outbuilding. The barn and contents were a total loss due to high winds.

On December 19th, Livingston County Fire Departments were requested by MABAS for a Tanker strike team to respond to Saginaw County for a grain storage fire. Tanker #22 along with Chief Czubenko as the strike team leader responded for a 16 hour rotation.

On December 23rd Howell Firefighters were dispatched to a reported structure fire in the 4000 block of Milett Rd. in Howell Township. Upon arrival crews reported a working fire in the garage and spreading fast. Due to extremely high winds and a metal roof, the crews were unable to contain the fire to the garage. After the fire was under control, crews were able to locate and rescue the family dog from the basement. At the time of this fire the winds were in excess of 45mph and sub-zero wind chill, so Chief Anderson requested buses from LETS to use as warming centers for family and firefighters.

Training for the month of December consisted of review of new Engine 20 operations & equipment and Ice rescue equipment review.

Next meeting of the Howell Area Fire Authority Board is scheduled for Wednesday January 18th, 2023, at 6:00 pm.



Howell Area Fire Department Fire Marshal Division

1211 W Grand River Ave, Howell, MI 48843
office: 517-546-0560 fax: 517-546-6011
firemarshal@howellfire.net

DATE: January 11, 2023
TO: Chief Ron Hicks
Fire Authority Board
FROM: Jamil Czubenko, Deputy Chief/Fire Marshal
REF: December 2022 Month End

The month of December 2022 was busy in the Fire Marshal Division.

The FMD participated in emergency responses and department training throughout the month.

The FD continues to share our safety messages and keeping our customers informed. Our Facebook page has 4,911 current followers. Our Instagram currently has 802 followers where similar messages and images are shared to promote our department.

The FMD continues to be involved with buyers and sellers of property for vacant property and existing buildings throughout our jurisdiction. A few proposals for projects have been submitted for review and comment. New and renovation construction, along with change of occupancy inspections have continued where we can continue to utilize safe practices for us and our customers.

Our Smoke Detector Program visited 9 homes, where we either evaluated or installed new equipment. Captain Appleyard had done 3 Child Safety Seat inspections for the month as well.

Happy New Year! January 2023 brings us more planning for future building projects and various fire prevention events.

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2022-1998	551 - Assist police or other governmental agency	12/27/2022	5705 BULL RUN RD	EN21

Total # Incidents for IOSCO: 3

ZONE: MARION - MARION Twp				
2022-1869	551 - Assist police or other governmental agency	12/01/2022	949 WRIGHT RD	BR23,STA20,STA23
2022-1875	311 - Medical assist, assist EMS crew	12/02/2022	3811 JEWELL RD	C-2,C-202,EN23,STA20
2022-1877	311 - Medical assist, assist EMS crew	12/02/2022	5122 VINES RD	BR20,BR23,STA20,STA23
2022-1884	551 - Assist police or other governmental agency	12/04/2022	82 ABBY BROOK LN	BR20,BR23,CH23,STA20,STA23
2022-1888	311 - Medical assist, assist EMS crew	12/06/2022	18 PERCY DR	BR23,STA23
2022-1892	424 - Carbon monoxide incident	12/06/2022	287 DINKEL DR	CH23,EN23,STA20
2022-1931	444 - Power line down	12/16/2022	2839 JEWELL RD	BR23,STA20,STA23
2022-1944	551 - Assist police or other governmental agency	12/18/2022	3801 DUTCHER RD	BR20,BR23,CH23,STA20
2022-1945	551 - Assist police or other governmental agency	12/18/2022	4238 NORTON RD	BR20
2022-1948	551 - Assist police or other governmental agency	12/19/2022	2578 CEDAR LAKE RD	BR23,LT23,STA20
2022-1949	551 - Assist police or other governmental agency	12/19/2022	1022 SPIREA	BR20,STA20
2022-1987	311 - Medical assist, assist EMS crew	12/26/2022	348 NEWBERRY LN	BR20,STA20
2022-2020	551 - Assist police or other governmental agency	12/31/2022	3675 PINGREE RD	EN20,STA20,STA23
2022-2021	551 - Assist police or other governmental agency	12/31/2022	5128 QUEENSWAY	CH23,CPT23,EN20,EN23,STA20,STA23

Total # Incidents for MARION: 14

ZONE: OCEOLA - OCEOLA Twp				
2022-1867	311 - Medical assist, assist EMS crew	12/01/2022	3830 BOWMAN WAY	BR22,C-2,STA22
2022-1881	322 - Motor vehicle accident with injuries	12/03/2022	2699 E HIGHLAND RD	C-202,EN20,STA22
2022-1891	551 - Assist police or other governmental agency	12/06/2022	3757 RAINIER DR	BR22
2022-1894	412 - Gas leak (natural gas or LPG)	12/07/2022	1675 WHITE BLOSSOM LN	EN22
2022-1898	622 - No incident found on arrival at dispatch address	12/08/2022	2527 KERRIA DR	EN22
2022-1906190	551 - Assist police or other governmental agency	12/10/2022	245 NORLYNN DR	BR20,BR22,STA22
2022-1909	551 - Assist police or other governmental agency	12/12/2022	1333 DOUGLAS FIR DR	BR22,CPT22,LT22,STA22
2022-1919	311 - Medical assist, assist EMS crew	12/14/2022	3340 MUSSON RD	EN22
2022-1920	700 - False alarm or false call, other	12/14/2022	172 LAKESHORE VIS	EN22
2022-1928	311 - Medical assist, assist EMS crew	12/15/2022	1087 N LATSON RD	BR22,STA22
2022-1940	551 - Assist police or other governmental agency	12/17/2022	2433 MONTE CARLO DR	BR20,LT22,STA20
2022-1947	611 - Dispatched & cancelled en route	12/18/2022	2398 PLEASANT RDG	STA22
2022-1962	311 - Medical assist, assist EMS crew	12/21/2022	1280 N KELLOGG RD	BR22,STA22
2022-1981	600 - Good Intent call, other	12/25/2022	2720 GOLF CLUB RD	C-202,STA22

Only REVIEWED incidents included. Archived Zones cannot be unarchived.



Planning Commission Annual Report 2022

January

- Call to the Public } Mr. Benton (resident) commented on the Ida Charter Solar Ordinance.
- RZN # 01-21 (129 Mason Rd.) HS to UR } Public Hearing set for 2-22-22.
- Resolution made for 2022 PC mtg time } roll call vote/approved and set.
- TXT # 01-22 Penalty Provisions } Attny reviewed. Planner Zach explained/ PC discussion : Ex. nuisance - any annoyance per se - even if it doesn't annoy/ power to abate > judge may, by order, if not stopped (contempt of court) / attny fees put in writing up front/ civil infractions/ "Yes" to a GO vs. ZO / code enforcement/ signed complaints/ call-in complaints - do not send notification (mailings) of non compliance / B o T } Show-Cause hearings.
- TXT # 02-22 Wind /Solar } PC discussion - Soil issues/ turning posted panels etc.
- TXT # 01-21 Hobby Kennels } PC Jim A. waiting responses from Planner John E. - motion made/ approved to 2-22-22 to return with hopeful update. Planner Zach offered thoughts about standards as local being diverged into county rule.
- Reviewing 17.32 Home-Based Business } Police Power Ordinance > can respond, regulate, & control OR SUP (as long as they follow guidelines). Discussion followed on adding the word primary vs. Conditional Use Permit with a public hearing again ... IF ... they meet all criteria as application states ... "may be approved." BoT Les A. discussed the application verbiage that was sited.
- PC Bruce P. reported LCPC mtg. mentioning/ regarding 9 acres (by Angelo's - Mason/Burkhart) an 'L' shaped area having a 900 unit with mixed use residential development coming.
- Discussion regarding mortors shot off at area neighborhood Norton/Amos from 6-8 p.m. Some residents called into Twp. Hall but, not to 911 for reporting.

February

- Call to the Public } Letter read from Witkowski (Wedding Barn) by PC Chairman Larry G./ Mr. Witkowski is not pleased with the Boards and not allowing business/ weddings.
- Public Hearing RZN # 01-21 (129 Mason Rd.) HS to UR } Mr. Iverson (property owner) spoke of his request (safety and future for his family) ... Planner Zach added info about commercial clarity for understanding & the issue to apply for a mortgage etc. PC approved/sent to BoT for comments/resolution.

- Section 14.01 Parking (04-B1) } Planner Zach clarified 'YOU SHALL' and keep 'INTENT TO'. Some areas residential and others are businesses. Clarifying for understanding & not to restrict residential. Cleaning up confusion.
- TXT # 01-22 (Penalty Provisions) } Waiting on Attny - tabled / 3-22-22
- TXT # 02-22 Wind / Solar Ordinance } Discussion and ?'s for Planner Zach. Solar panels leakage / safe levels/ soil disruption/ renewal. Zach reported about heavy cranes/damage to field tiles/ present fix - more fiberglass content. Twp. Turbine language currently/ gently stating (not allowed here) due to height restrictions.
- TXT # 01-21 Hobby Kennels } PC Jim A. waiting for Planner John E. feedback.
- 17.32 Home-Based Business) Mortor sales (6.14) The resident came to the Twp & rcvd a Home-Based business filing for making TUBING only (mortor filling done somewhere else.) They are in the process of getting a permit (to cover them with insurance/ fire/ theft/ accidents). All PC & BoT, Planner Zach & ZA Dave H. present had ?'s for them. Making a list of them for mtg 3-22-22.
- Discussion about Barry Lonik / Sara Thomas with updating to come.

March

- Call to the Public) BoT/ Treasurer Sandra Donovan stated that for her 17 months at the Twp, this PC isn't doing their job/accomplishing tasks.
- Marion Oaks Club House (Pre-App) Site Plan} Sara Kunde (rep) summarized pool/baseball diamond/football field/& club house - part of Consent Judgment 2007. Engineering site plan to come. Seeking PC input. PC ?'d ... lighting/ landscaping/ fencing/ parking areas. PC told that final site plan may be combined with preliminary.
- April 26th is the MTA Conference. PC voted to cancel mtg date and change to 4-20-22/ approved.
- TXT # 03-22 Section 14 (excluding residential) - post poned.
- ZA Dave H. agrees with Bot/ Treasurer Sandra D that PC isn't working on language enough & also knows the PC are & have been waiting on Attny & Planner John E. for many items of clarification.
- PC Jim A. will contact Barry & Sara regarding the combined special meeting seminar (Land Conservatory) with our Boards.
- Call to the Public } Resident Tim Ryan spoke of the Planner language working with county/ being in line with that entity/zoning/businesses are not neighbors (as with residential neighbors) / business goes with business /zoning is THE issue/ truck yard now sold to a 3rd party - new issues of drainage/ water/ changes again.
- BoT/ Treasurer Sandra D. restated her concerns about PC once again.

April

- Call to the Public } Resident Michael Sage (next to Tamarack Place) 6:30 a.m. - 9 p.m. / concerned with so much noise (large commercial machines) for the phases continuing.
- SPR # 01-22 LoRea Topsoil & Aggregate Site Plan Review (adding to bldg.) } PC Chairman Larry G. ?'d fabric hoop bldg & shipping containers (owner Matt responded - concrete block shortage) PC Jim A. ?'d storage container content (owner Matt responded - rakes/mulch etc to keep dry from elements) & LCDC checked other issues & ok'd them all. PC approved/ send to BoT for comments/ approval.
- Land Preservation Presentation by Barry Lonik/ Sara Thomas ... Land Trust Alliance (20 yrs) all volunteer & A Board of Director ... Do restorations ... Allow access & students can do research ... Fund raising /no tax \$ / commercial help/ charitable organization/ natural heritage preservation ... Flood control/ natural protection & upkeep ... Doante/ buy / wills - conservation easement (private land owners) ... Steward & enforcer (care taking eyes on land) protect conservation values ... Assessments done> ? worth, value, upkeep, & protect ... Ocoala, Handy Twps (Farm of 100+ acres), 4 1/2 acres by Brighton library & has 7 different eco systems/ Hamburg area has hackberry (native MI) trees on that parcel/ Bullard Lake - 60 acres in Green Oak ... Private / non profit ... Sara has newsletters (810-229-3290) / Livingston Land Conservancy (for contact).

May

- Call to the Public } Jay Drick / 5th District of Livingston County/redistricting now with us after August.
- SPR # 02-21 Howell Storage Final Site Plan } Jim Abram gave PC an update on issues handled (drainwater/boat & RV parking/ portable storage & lighting/ photometrix/ sewer line capping etc.) Discussion followed / PC approved with conditions & send to BoT for comments/decision.
- SPR # 02-22 Marion D19 LLC } Todd Lekander updated PC about Dunkin Donuts automated line with addition on the side. Planner Alissa updated PC about the architect easements in the bldg only & lighting- east side of the bldg. ZA Dave H. gave PC input on the land use permit /signage. PC discussed. Approved with notations & sent to BoT for review/approval.
- SPR # 03-22 Marion Oaks Final Site Plan Review } Sara Kunde presented & PC ?'d weddings already held at the club house / level to the club house/ elevation of bldg/ pool depth-diving board/ fields with no lighting etc. Resident Mr. Martin had ?'s about club house & HOA's. Planner Alissa ?'d parking lot aisle size/ evergreens/ dumpster placement/ bldg permit plan/elevations/lighting/ landscape / irrigation etc. PC further discussed and post poned pending a more complete site plan submission.
- Master Plan } PC still waiting on updates from their past input items.
- Kennel language } PC Jim A. will send Planner Alissa the pgs. presented to Planner John E. from months past.
- Solar Ordinance Language } More samples found & coming. Moratorium set for safety until.

- Storage Containers} Attny & Planner John E. (6.07 - & other items for a mtg & waiting still for when that may be.) Planner Alissa will try to get any updates from Planner John E.
- PC Jim A. updated us on the Open Space Survey information to BoT packet. BoT /Treasurer Sandra D reported \$800 to print 5,600 copies & mail out (1 sheet/2 sided).

June

- PC (Vice Chairman) Jim A. is acting Chairman tonight.
- # SPR # 03-22 Marion Oaks Club House Final Site Plan (new & returning) } Sara Kunde presenting. PC ?'s answered (sign at round about /pool fencing/doors & alarms / height of doors matching walls & self closing/ dimensions and elevations updated.) PC approved with recommendations & sending to BoT for comments/approval.
- Master Plan Final update} Planner Zach summarized Preservation/ Solar/ on Website/ resolution to be made/ word document and Twp owned. Planners Zach & Alissa will do more magic !
- Solar Farm Ordinance language} Moratorium lasts one year. PC discussion on fencing height 7 ft. not 6 ft.; 20 acres complaint of pg 5 ; codes for dismantling ; consent to enter property> signed for the Twp. : 180 days to decommission & Planner Zach further explained/ clarified items.
- Kennels } PC Jim A. agreed with Planner John E. memo rcvd 6-20-22 ; Planner Zach agreed with the size of the areas & reminded that SUP in SR/RR is more limited due to setbacks. PC further discussed & Planner Alissa supplied more examples.
- Meeting with Attny John G., Planners Zach & Alissa } Bob H. to be the link with Planner John E. & Attny John G. not only on enforcement / storage containers but, for all items PC is / has been waiting on from months past. Motion made and approved. PC waits.
- PC Jim A. updated on Land & Open Space survey/ motion made, approved & to be mailed 6-30-22 with tax mailings & mentioned web site link as well.
- BoT passed GO for Solar Moratorium (BoT mtg 6-23-22).

July

- Master Plan review & PC Discussion } Solar language/ color on pg 70/ maps - to zone in & out 11 x 17 high resolution / Open Space Preservation language / demographic updates to come & PDF file.
- Solar Farm Ordinance Draft Review} PC input> definition update / recycling/ SR vs RR / Overlay District ; + & - 1 mile from lines available; Development Standards holds some of this ordinance ... information still waiting on Attny John G (Planner Zach will now try to reach out to Attny John G.) ; also the Swing gate for Fire Department entry/ Next month hopefully.
- Draft for Kennel Ordinance } PC Jim A. explained his additions ... some from LC Animal Control Ordinance/ all animals should be vaccinated (county required.)

- Planner John E. & Attny John G. meeting} Planner Zach explained a possible/ probable consultant disagreement. PC may have to just choose a path & go with one vs. another. Planner Zach will try with the (other attny) partner Christopher Johnson.

- Enforcement update} 1 year trial for County Sheriff with ZA Dave 8-1-22 starting.

August

- Call to the Public } BoT / Treasurer Sandra Donovan submitted her own version of a Kennel Ordinance.

- Master Plan update} Planners Zach & Alissa updated PC & PC commented on some items: removed redundancy on some AG bullet points/ PA 116 Conservancy Preservation for farmland only NOT discounting farm or AG usage/ language of protection / overlay (can be in or out of the district OR developmental variances.)

- ZBA SUP for Farmers' Market (not tested in court) Attny #1 suggests we should change our language (year round vs seasonal) / Attny #2 says the opposite ... Super !!!

September

- Public Hearing } TXT # 02-22 Solar Ordinance set for 10-25-22

- Solar Farm Visit Summary} PC Chairman Larry G., BoT Les A. & Bob H. : Sarah Mills (Senior Project Manager & PHD from U of M) shared the good and bad of solar. 1,900 acre solar farm tour area tried tree berm (didn't work with the area). They have cooling fans running to cool coils. Panels turn by motors to the sun as well as reflective heat off the surface ground. Those attended wished that more members could have attended the tour.

- PC Budget} PC discussed Master Plan elongation charges/ city planners - how they charge to figure in/ caution to what we ask for. Bob H. will bring to the next meeting (10-25-22) the charges from last year so that PC can know/discuss/ compare charges.

- Master Plan } Discussion on further updating paragraphs/ Zoning maps/ revisions/ Solar Overlay - Motioned to approve & carried (2022 Master Plan).

- Solar Farm Ordinance Proposed Draft } PC discussion some points being > larger maps for overlay / verbiage for referring to maps.

- Kennels > Proposed draft being brought back after discussion / items to change/ to make

- May be an update coming from Planner John E. & Attny John G. meeting at some point.

- Planner Alissa to contact Sarah Mills to attend PC meeting of 10-25-22.

October

- Public Hearing TXT # 02-22 Solar Ordinance } Mr. Martin (resident 446 Trestle Dr.) comments that he personally feels M14/23 solar area is an eye sore. He hopes our Twp doesn't allow them. Plus there may be something else & Better in 6 or 7 yeras. Bob H. shared that most of the public have no interest in them nor want them. PC Bruce P. shared that the power lines & open acreage is the preference for residents /sights. BoT/ Treasurer Sandra Donovan shared she feels they will come here and she prefers the overlay district for them.
- Solar Ordinance Review} Planner Zach spoke regarding the ordinance section by section & feels our overlay district was a great path to take. 600 - 1,200 acres (our ordinance starts at 20 acres minus a community.) Wildlife/ fencing/ how far apart for one farm to another / damage via video captured proof / compound borders/ other pgs. noted for items (pgs 1,4,5,9,10) BoT Les A. ?'d decommissioning time > 3 years (answer) ; Motion made to make changes & forward to Attny & LCPC for comments / carried.
- Kennel Ordinance } PC discussed with Planner Zach and conversed items will be updated.
- Open Space/ Preservation Survey} Public wants the outcome but, not to pay with tax increase. PC Chairman Larry G. , PC Jim A., BoT Les A. also await Sarah Mills' input on this topic.
- PC Bruce P. shares that Kathleen Kline-Hudson is to retire from her County position.
- Attny John G. & John E. progress update coming.

November

- A combined meeting with B o T
- BoT Les A., during the Call to the Public, informed the gathered audience (from our Twp and other areas) that he had been contacted/approached by a solar farm company to lease his land. Again ... only contacted.
- PC Chairman Larry G. shared some informative points from his recent solar farm tour. He introduced guest speakers, Sarah Mills and Madeleine Krol (U of M Graham Sustainability Institute). Solar Farm and PDR presentation given to both boards PC & BoT plus the audience. Many facts were given, many questions answered, many sources to search for ourselves were shared. Be prepared, stay informed, be consistent & "ENERGIZED"!! Their site and organization is open to help, answer & guide. Handouts were given with sites & contacts.
- Planner Zach explained PDR (Purchase of Development Rights) for the audience. He pointed out that Webster had a scoring system (what they value vs more points) also, Fee Titles (based off of tax rolls).
- PC Jim A. referred some ?'s by the audience to Sara Thomas @ Land Conservation.
- Kennel Ordinance draft language} approved and motioned for a public hearing 12-20-22 and carried.
- TXT # 03-22 Section 14 } Residential term removed/ delete confusion/ Public hearing set for 12-20-22

- Election of Officers} Larry Grunn> Chairman, Jim Anderson> Vice Chairman, Cheryl Range> Secretary
- Budget Review } Bob H. ?'d PC for ideas on line by line from previous months data sheets we just rcvd. PC Jim A. volunteered to look closer at this & coming back at 12-20-22 with some input.
- ZA Dave H. updated PC on LCPC Solar Ordinance input for 12-20-22 mtg.
- Planner Zach updated PC on Planner John E. & Attny John G. mtg & coming ZO update.
- Bob H. updated on Witkowski wedding barn lawsuit. Local Judge Geddes gave approval through the RTFA/ GAAMPS farm-to-table.
- Call to the Public} Sara Porter spoke on Solar Farm opinion. Planner Zach reiterated that IF no language is a foundation/adopted & ideas NOT allowed, the state can come in and tell the Twp where, what, when things WILL happen and HOW it will. (Regulate & State control). Best to be prepared.

December

- Public Hearings } TXT # 01-21 Kennels Section 17.19, 3.02, 6.02 Section 8 districts /no comments. TXT # 03-22 Section 14 > corrected language/removed residential/no comments.
- Mitch Harris ReZoning Bldg. Pre Application} Meadows North> Pat Kehoe (engineer) 90 acres HWY RESIDENTIAL / like the Meadows (120 condos or apartment style 144); Part of the Coddington farm (D19/Peavy) ; Time frame ?'d - Spring of '24 (have to rezone/ plan/ engineer). Traffic discussed along with mentioning MDOT, LCRC issues once again. Planner Zach reminded that the Master Plan states the area is commercial so, school #'s increase, residents, economic impact use/ best use of land ... items to remember. PC Chairman Larry ?'d age group of owners/buyers (60-84 yrs. old was replied.) Bob H. ?'d walking path behind hotel/ traffic light with 264 units ? ? ?
- TXT # 02-22 Solar feedback LCPC & Attny } Zach summarized /PC approved, sending to BoT for input/approval.
- TXT # 01-21 Kennels} Bob H ?'d barrier fence (noise/ escape) PC approved/sending to LCPC for input /review.
- TXT # 03-22 Section 14 (exclude residential language) PC's discussed / Regulatory Demand (ok to park in front of your home/back out of a driveway.) / Commercial vehicles NOT non residential 14.03 to 14.04 change all repeated. Sending to LCPC for comment/review.
- Budget Review - holding for 1-24-22
- TXT # 04-22 PDR Ordinance discussion} Zach suggests groups (committee of 5 formed with Board Members & residents (who hold an educated/familiarized interest/ property owners/ AG/ land interested owners) to meet ; consider a point system to rate properties / donated properties/ metro parks maintaining/ consider a GO NOT TXT.

- Call to the Public } Katherine Dyers 2715 High Meyers > 12 acres behind them & hoping it's to keep its ruralness. BoT ?'d Zach about the Conway Twp public hearing called police for safety/ ?'d signed contracts examples & change hands through sale - how does that affect Twp control (should have a clause for change of ownership and of contract / Sarah & Planner Zach agree also performance guarantee/ technology goes out of date/ re-power site plan all should be stated in the ordinance to cover this.

Cheryl Range PC Secretary 1-11-23

YELLOW HIGHLIGHTED-ADD NEW TEXT

GREY HIGHLIGHTED-REMOVE TEXT

**MARION TOWNSHIP
PERSONNEL POLICY
AND
ADMINISTRATIVE REGULATIONS
HANDBOOK**

MARION TOWNSHIP POLICY HANDBOOK

Marion Township has always emphasized that outstanding people are the key to our success. To ensure continued success, we feel it is important that all employees understand our policies and administrative regulations. This handbook will familiarize you with the various aspects of working for Marion Township. You are encouraged to use it as a valuable resource for understanding your employment with the Township. It will also be a useful reference document for all employees. If you have questions, please do not hesitate to ask your immediate supervisor or Township supervisor.

No individual, other than the Township Board, is authorized to modify or amend these policies. Further, no statement of policy set forth in the handbook is intended as a contractual commitment or obligation of the Township to any individual employee or group of employees.

INTRODUCTION

The policies, practices and benefits will be reviewed for updating and may change from time to time. Therefore, you should always check to ensure that you have the most current copy of the policy book.

ETHICAL STANDARDS/CONFLICT OF INTEREST

Marion Township has an excellent reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee, you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. If you are ever in doubt whether an activity meets our ethical standards or compromise the Township's reputation, please discuss it with your immediate supervisor or Township supervisor. The Township Board of Trustees endeavors to hire the best-qualified candidates for the position.

All employees must maintain a pleasant and helpful attitude in dealing with members of the public and co-workers, whether by telephone or in person. The following are also prohibited: Failing to report to work when scheduled, failure to be on time for work, violation of departmental rules or confidentiality, neglect of duty, reporting to work in an intoxicated condition, consumption or possession of alcohol or illegal drugs or substance (such as marijuana) on township premises while on or off duty, use of obscene language in public office areas, threatening other persons or instigating a fight, verbally abusing or physically attacking customers, residents, visitors or township personnel. Personal conduct that is obnoxious or abusive to other customers, residents or employees including gossip, rumors and statements of defamatory nature will result in further action, which may include withholding a merit increase, demotion, suspension without pay, or termination.

A public official or employee shall not solicit or accept any gift of value including money, goods, or services for the benefit of any person or organization excluding the Township. A public official or employee shall not engage in a business transaction in which they may profit from their official position or authority including benefiting financially from confidential information they obtained by reason of that position or authority. A public official or employee shall not engage in, accept employment, or render services for any private or public interest when it is in conflict with their official duties or when that employment or service may impair their judgment in actions while performing their official duties.

A public official or employee shall not participate on behalf of the township in negotiation or

execution of contracts, making loans, granting of subsidies, fixing of rates, issuance of permits and certificates, or other regulation and supervision relating to any business entity in which they have a personal interest. A public official or employee shall disclose all conflicts of interest that they discover or that have been brought to their attention in connection with the activities of the township. Voluntary work performed by family members is not perceived as a conflict of interest.

Disclosure is defined as providing a written description of the facts comprising the conflict of interest to the appropriate person be it the Board of Trustees or immediate supervisor. A resolution to the conflict of interest shall be determined by the Board of Trustees.

At the time of hiring and on an annual basis, the township will require employees and public officials to sign a policy to show their understanding of this policy.

EQUAL EMPLOYMENT OPPORTUNITY

Marion Township maintains a strong policy of equal employment opportunity. We ensure equal employment opportunity for all employees and applicants for employment. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, sex, national origin, age, height, weight, or physical impairments.

Our equal employment opportunity philosophy applies to all aspects of employment including recruiting, hiring, training, transfer, promotion, job benefits, educational assistance, and social and recreational activities.

Reasonable Accommodation for the Disabled

In carrying out its commitment of equal employment the Township will make reasonable accommodations for applicants, as well as employees, who can perform the essential functions of the job with or without reasonable accommodations.

Discrimination or Harassment

Any form of discrimination or harassment is prohibited by Marion Township as well as by state and federal law. Any person engaging in such conduct may be terminated immediately.

Any employee who feels that he or she is being subjected to a form of discrimination or harassment prohibited by this policy should notify his or her immediate supervisor or the Township supervisor.

Any employee who is determined, after an investigation, to have engaged in discrimination or harassment in violation of this policy may be subject to disciplinary action, up to and including discharge.

Sexual Harassment

The Township is committed to providing employees with a working environment that is safe, comfortable and productive. Sexual harassment in any form will not be tolerated. Simply stated, sexual harassment is any unwanted sexual attention pressed on an unwilling employee by co-workers or superiors. For purposes of this policy, sexual harassment is defined as including, but not limited to, the following acts:

1. Sexual relations, sexual contact, or the threat of sexual relations or sexual contact,

which is not freely and mutually agreeable to both parties.

2. The continual or repeated verbal abuse of a sexual nature including, but not limited to, sexually explicit statements, sexually suggestive objects or pictures, sexually degrading words used to describe the employee, or propositions of a sexual nature.
3. The threat or insinuation that lack of sexual submission will adversely affect the employee's wages, advancement, assigned duties, or other conditions that affect employment.

If you believe you are a victim of sexual harassment, deal with the problem immediately by making a written complaint to your immediate supervisor, to the Township Clerk, or to the Township Supervisor. All allegations of sexual harassment will be investigated fully, impartially, and with discretion. There will be NO retaliation against an employee who files a complaint.

Any employee who is found, after investigation, to have engaged in sexual harassment of another employee will be subject to discipline, up to and including discharge. An employee who files a false report of sexual harassment will also be subject to discipline, up to and including discharge.

SUPERVISION

Personnel shall take direction from their immediate supervisor. The Township Supervisor is the immediate supervisor for the Assessors and the Zoning Administrator. The Township Clerk is the immediate supervisor of the Deputy Clerk, Receptionist and Election Workers. The Township Treasurer is the immediate supervisor of the Deputy Treasurer and the Treasurer's Assistant.

COMPENSATION POLICY

Pay Period

For all employees, the standard pay period is monthly. Checks and automatic deposits will be available on the 10th of each month or on the last working day prior to the 10th. Pay period will cover the first through the last day of each calendar month.

For all employees working 32 hours per week, the standard workweek is Monday-Thursday, 9:00 am-5:00 pm. All employees are allowed a daily thirty (30) minute paid lunch and two fifteen (15) minute paid breaks. Customer service will be provided during these times by the appropriate staff.

Payroll Procedures

The normal workweek is defined in the Pay Period paragraph. All regular, non-elected employees are required to clock in and out each day to record hours worked. If hourly employees are authorized to work over 32 hours per week, they will be compensated at their normal hourly rate up to 40 hours. Hourly employees authorized to work over 40 hours in a week will be paid at 1½ times the regular rate.

Paid time off must be recorded on the standard PTO request form. Scheduled time off must be requested prior to taking time off. Unscheduled PTO must be recorded on the PTO request form when the employee returns to work.

Pay is calculated on the following basis:

Elected Officials are paid monthly in equal payments based on the annual salary approved by the board.

Non-elected regular hourly employees are paid monthly based on time recorded on time clock and PTO forms.

If an hourly employee is required to work hours other than the normal township business hours then they will be compensated at their regular rate of pay, be paid for time spent traveling and mileage. Example: Such as an MTT Hearing on a Friday that is out of town.

Appointed boards and commissions are paid as follows:

Planning Commission- \$100 \$110 per meeting as recorded by the zoning administrator and paid monthly. The chairman will receive \$150 \$165 per meeting.

Zoning Board of Appeals- \$100 \$110 per meeting as recorded by the zoning administrator and paid monthly.

Zoning Administrator will receive \$100 \$110 for attending the Planning Commission Meeting, Zoning Board of Review Meeting and \$100 \$110 per meeting when asked by the Supervisor, Clerk or Treasurer to attend the regular Board of Trustee meeting.

Board of Review--\$25 \$27.50 per hour for all meetings and training recorded on sign-in sheets paid monthly. Mileage will be paid up to 100 miles per class.

Howell Area Park and Recreation Authority Representative--\$175 per meeting, paid monthly.

Election Workers--pay rates set by election commission, approved by Board of Trustees. Time recorded on sign-in sheets for training and elections paid monthly.

Overtime

Employees will be compensated for all work authorized by their immediate supervisor in excess of 40 hours per week at a rate equal to 1½ times the employee's regular rate of pay.

All authorized work in excess of sixteen (16) consecutive hours worked, or work on holidays, will be compensated at a rate equal to two (2) times the employee's regular rate of pay.

Unpaid Furlough Days

If the workload and/or financial situation warrants, temporary unpaid furlough days may be enacted as determined by the Officers. PTO may not be taken as furlough days. Furlough days can only be changed at the request of an Official; i.e.: if the staff person is needed to come in because of an extra work load. This will not affect the benefit package.

Date of Hire

The effective date on which an individual officially hired, as an employee of Marion Township shall be designated as that individual's "Date of Hire." This date is used to determine benefits. An employee's "Date of Hire" will remain in effect throughout an employee's continuous consecutive years of paid employment with the Township. The following shall alter an employee's date of hire:

- Authorized leaves of absence exceeding 180 days, which shall change employee's

date of hire to the date of return to his/her position.

Seniority

Seniority is determined by years of service without more than a six-month approved leave of absence.

Salary Increases/Raises

Employee starting salary will be that which has been established by the Board of Trustees. Merit raises will become effective July 1 of each calendar year upon review by the Board of Trustees.

Education

Continuing education classes that will benefit the township will be paid by the township within the limits of each department's budget and must be approved by their immediate supervisor. Coverage may include class fee, mileage at the current rate, and reasonable overnight lodging. Hourly employees will be paid for only eight (8) hours per day at their regular hourly rate. ZBA and Planning Commission members are encouraged to attend in house or external training yearly, they will be paid \$80 for up to a four-hour class or \$160 for up to an 8-hour class. A class handout or report must be turned in after each class/seminar. Full time office staff are required to take one day (8 hours) of training per year that pertains to their job. Elected officials are encouraged to attend yearly educational classes to enrich their knowledge of government. If the workshop is 6 hours or more then the employee will be reimbursed \$25 for meals and incidentals for the day's expenses.

Jury Duty

The employer shall pay the employee called for jury duty at his/her regular straight time rate, which he/she would earn if working, less an amount equal to the payment received for jury service. The employee must return to work and work any hours out of his/her scheduled workday that he/she is not actually on jury duty.

In order to receive compensation, an employee must give the employer at least two (2) days prior notice that he/she has been summoned for jury duty, and shall furnish documentation that he/she reported for or performed jury duty on the day(s) for which payment is received. The maximum payment obligation under this section is twenty (20) days each calendar year.

Unacceptable Job Performance, Disciplinary Action

The employee's immediate supervisor will first advise an employee verbally if he or she is not performing to the acceptable standards.

If satisfactory improvements are not exhibited after a verbal warning, and within a maximum period of thirty (30) days, a written warning will be given to the employee for review and action.

If the employee's performance does not improve to an acceptable level after a written warning, further action will be taken, which may include withholding a merit increase, demotion, suspension without pay, or termination.

Use of this disciplinary procedure does not change the at-will relationship between the Township and its employees.

Employment of Relatives

Marion Township has no prohibition against hiring relatives. However, one general restriction has been established to help assure fair treatment of all employees.

While we accept and consider applications for full-time employment from relatives, close family members such as parents, children, spouses, or in-laws will not be hired into or transferred into positions in which they are the immediate supervisor of or are supervised by, a close family member.

OVERVIEW

Every organization has certain guidelines, which were developed to reflect good business practices. In establishing any rules of conduct, the Township has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On-time and alert when scheduled to be at work
- Careful and conscientious in performance of duties
- Thoughtful and considerate of other people
- Courteous and helpful, both when dealing with customers and fellow employees

Absenteeism and Tardiness

Marion Township expects employees to be at work on time and to observe the working hours established by the Township. An employee who will be absent from work for any reason must call the clerk's office within thirty (30) minutes of the start time of that day. If the clerk or deputy clerk is unavailable, request that whoever takes the message relay the information to the clerk's office as soon as possible. Repeated absenteeism and/or tardiness will be cause for disciplinary action up to and including termination.

All board members and commissioners should attend every scheduled meeting for which they are appointed or elected. If you need a copy of the meeting schedule, please contact the Clerk's office. However, in the event a board member or commissioner is unable to attend a meeting they should notify the Clerk's office as soon as possible so there is the presence of a quorum.

Arrangements for time-off must be made with the employee's immediate supervisor. The clerk's office shall also be notified of planned absences in advance and in accordance with the policy provisions of the leave regulations. The clerk's office must also be notified when unexpected leaves occur. Any scheduling change will be given to each employee in written form.

Force Majeure Days (An extraordinary interruption by a natural cause of the usual course of events that experience or care cannot reasonably foresee or prevent.)

It is the responsibility of the employee to determine if they can safely travel to and from work. The township will not pay them for that day of missed work, but if they feel they cannot get to work safely then PTO will be used to cover the time missed. If it is determined that the entire township offices are to be closed, the employees will be contacted via phone or text and compensated for that day's work at their regular rate of pay. Once at work if something occurs such as inclement weather or a power failure the employees may be dismissed by the officials and will not lose that day's pay.

Safety

Marion Township expects its employees to conduct themselves in a safe manner. Please use good judgment and common sense in matters of safety, and observe any safety rules posted in various areas.

Substance Abuse

Marion Township will not tolerate any substance abuse on its premises. Any employee reporting to work subject to the effects of alcohol, or non-prescription drugs or Marijuana, or who uses alcohol, non-prescription drugs or Marijuana, on the premises, will be asked to leave immediately. Under these circumstances, assistance may be provided to ensure that the employee arrives home safely. Any employee who reports to work subject to the effects of alcohol, non-prescription drugs or Marijuana, or who uses alcohol, non-prescription drugs or Marijuana on the premises, may have his or her employment terminated immediately.

Considerations for Smokers and Nonsmokers

Employees are requested to confine smoking to outside at the rear of the building. Smokers are further requested to have consideration for nonsmoking co-workers.

Dress Code

What we wear to work is a reflection of the pride we have in our Township. To favorably impress members of the public, it is important for all employees to present a businesslike appearance. However, in case there are questions, here are some guidelines:

- Clothing should not constitute a safety hazard
- Employees should practice common sense rules of neatness, good taste and comfort
- Clothing should be appropriate relative to the employee's duties and specific job description

Kitchen Clean Up

Staff members shall be responsible and considerate of their colleagues by cleaning up after themselves. Dishes should be washed, counters kept clean and food properly stored to prevent rodent invasions. If you make the mess, you will clean it up!

Terminations

Employment with Marion Township is for no specified time, regardless of length of service. Just as you are free to leave for any reason, we reserve the same right to end our relationship with any employee at any time, with or without notice. All of Marion Township non-elected staff are "at will employees".

When an employee wishes to resign because of illness or for personal reasons, the possibility of a leave of absence should be explored if the employee has a good work record and has sufficient length of service.

The employee is expected to give at least two weeks written notice before terminating employment.

Personnel Files

Contact the Clerk if there are any changes in your:

- Home address
- Telephone number

- E-mail address
- Emergency contact
- Martial status
- Number of dependents
- Military status

You may review your personnel file by contacting the Clerk and arranging a time to do so.

Telephone Use

Telephones are a vital part of our business since much of our business is handled on the phone. Personal use of the telephone should be limited to emergencies and unusual circumstances. Also, personal calls should be brief. Cell phones should be used discreetly and at a minimum so as not to interfere with regular township business.

Solicitations and Distributions

People who do not work for the Township or are not approved vendors are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on Township property.

Protection of Township and Employee Property

Respect and protection of Township property and employee personal property is everyone's concern. If you find property missing or damaged, please report immediately.

Release of Information

Except for records and information that we are legally required to provide to government agencies, no information about you will be released unless there is a signed authorization form from you on file, and the request is in writing.

BENEFITS

The term benefits for this section refer to health insurance coverage and the pension plan.

1. Pension Plan-Defined Contribution Plan.

The Township will contribute 8% of individual's monthly gross wages, excluding wages earned for sitting on any boards that would also include recording secretary's earnings. The employee may also voluntarily contribute to the MERS 457 plan (after-tax compensation) or to the VOYA plan (before-tax compensation).

All contributions to the plan are vested immediately.

2. Health Insurance Coverage.

Employees (32+hours per week) and elected officials are eligible for health care coverage. The Township will cover 90% of the premium, the employee 10% paid on a monthly basis. The Township will pay a portion of the employees' health insurance deductible. Any elected official or employee (32+ hours per week) opting not to participate will receive a stipend of \$600 per month.

Paid Time Off

Paid time off is determined by length of service and is accrued as follows:

Employees working 32 hours per week:

- Five years and below 96 hours per year
(Accrued at the rate of 8 hours per month)
- Starting the 5th year and 1 day,
through 10 years 144 hours per year
(Accrued at the rate of 12 hours per month)
- Starting the 10th year and 1 day 192 hours per year
(Accrued at the rate of 16 hours per month)

Paid time off (PTO) may be taken at any time during the year, but should be scheduled with their immediate supervisor and then notify the Clerk's office to avoid conflicts with other employees' vacations and with busy periods of the year. Vacations will be scheduled on a first come first serve basis. A form signed by the immediate supervisor must be filed with the Clerk. Unpaid time off may be granted after PTO time is exhausted.

Any employee who gives proper notice regarding termination of his/her employment with the Township shall be entitled to his or her regular pay for any unused portion of paid time off, as of date of separation.

Any employee who is laid off or separated from the Township for reasons other than disciplinary action shall be paid accrued leave time upon approval of his/her supervisor. Unused vacation (PTO) days will be allowed to accumulate up to twelve working days. On an annual basis, accumulated PTO days in excess of twelve working days will be paid by a check issued in January with taxes withheld.

In the event of death, employee's beneficiary shall be paid his/or accumulated time.

If an employee terminates employment with the Township a two-week notice shall be given.

Medical Leave of Absence

To qualify for a medical leave of absence, employee must be employed with the Township for at least twelve (12) months. If a full-time employee (32 hours per week) is off for an extended period of time due to a physical or mental illness, the employee may request a leave of absence not to exceed twelve (12) weeks. Any leave of absence granted shall be considered leave time and shall be without pay except for that portion covered under accumulated paid leave time. Employees will be required to utilize their accumulated paid leave time before any unpaid leave.

Multiple medical leave of absences shall be based on a twelve-month period. After twelve (12) weeks leave of absence, employees must work another twelve months before they are eligible for another township paid health insurance (90%) leave of absence.

To qualify for a medical leave of absence, non-elected employees must submit a physician's certificate stipulating that the employee is unable to work, the reason therefore, and an estimated return to work date. Marion Township reserves the right to require the employee to furnish additional medical certificates verifying the continued need for medical leave of absence. Said verification must be submitted within thirty (30) days of the Township's request. This does not apply to elected officials.

During an unpaid leave of absence, the Township will continue to pay the non-elected employee's portion of health insurance (90%) and the employee shall pay their portion

(10%) for a period not to exceed twelve (12) weeks. If a non-elected employee fails to pay their (10%) share of the monthly coverage, it will be terminated.

If a full-time (32 hours) employee is off for an extended period of time due to prolonged illness of his/her spouse or children, the employee may be granted, at his/her request, a leave of absence not to exceed twelve (12) weeks, or a length of time equal to his/her accumulated leave days, whichever is greater. Such leave shall be without pay with the exception of accumulated paid leave time. Employees will be required to utilize their accumulated paid leave time before any unpaid leave. The township will continue to pay the non-elected employee's portion of health insurance (90%) and the employee shall pay their portion (10%) for a period not to exceed twelve (12) weeks. If the leave is unprotected, whether from the start or because the protected leave is exhausted, the employee is no longer entitled to receive the miscellaneous medical stipend, during their unprotected absence.

Elected officials are covered by the township's health insurance including medical leave of absence. This takes effect immediately upon start date, (90%) paid by the township and (10%) paid by the elected official. The elected official is exempt from the length of absence and is governed by separate policies.

COVID-19

Marion Township officials and staff will be following the current Livingston County Health Department Isolation and Quarantine Guidelines to actively mitigate the spread of coronavirus. Employees will receive 4 days (32 hours) of paid time off per year due to Covid.

Holidays

The township hall will be closed on the holidays listed below. They will be paid holidays unless they fall on a Friday or Saturday. If a holiday falls on a Sunday, the following Monday will be the paid holiday and the township hall will be closed for business. When a holiday falls on a day of the week that results in no benefit to the employee, the lost benefit will be added to the employee's leave time accrual.

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

Eligible employees requested to work on a holiday will be paid for time worked plus holiday pay. This will be compensated at their regular hourly rate.

Bereavement Leave of Absence

Employees working 32 hours shall be allowed the following leaves of absence, with pay, as bereavement leave. Bereavement leave will not be deducted from the employee's accumulated paid leave time.

- Four (4) days for the death of a spouse/significant other, child, parent, daughter-in-law or son-in-law.
- Three (3) days for the death of a sister, brother, mother-in-law, father-in-law, stepchildren, grandchildren.
- Two (2) days for the death of grandparents, stepparents, brother-in-law, sister-in-law, or member of the employee's immediate household.

- One (1) day for aunt or uncle.

Worker's Disability Compensation

All injuries incurred on the job must be reported to the employee's supervisor IMMEDIATELY.

Employee Complaint Procedure

Differences of opinion occasionally arise between individuals in an employment setting. It is in the best interest of the Township that such conflicts be resolved. Only complaints or replies to complaints, which are of extreme significance, need be in writing. Open discussion is encouraged so that employee grievances and complaints may be resolved to the satisfaction of all concerned.

Employees who submit a complaint or grievance under this procedure will not be harassed nor will any reprisals be taken. However, employees are not to disrupt or in any manner interfere with the work of any other employee.

Procedure

1. Any employee or representatives of a group of employees (not to exceed three) having a grievance or complaint relating to his/her status or conditions of employment with the Township should first discuss the problem with the employee's immediate supervisor. (Should an employee have a grievance concerning his/her immediate supervisor, the employee should discuss the matter with the Township Supervisor).
2. If the employee feels that no satisfactory conclusion has been offered, the employee may submit a written complaint to the Supervisor giving the employee's reason for disagreement. The Township Supervisor will then make a recommendation.
3. If the employee still feels that no satisfactory conclusion has been offered, the employee may request a special meeting with the Township Supervisor and others concerned may be asked to attend to discuss the employee's written complaint in order to make a fair determination of the complaint.
4. If the employee still feels that no satisfactory conclusion has been offered, the employee may submit a written complaint to the Township Supervisor for presentation to the Township Board at a Special Meeting for a recommendation. The employee and others concerned may be asked to attend the meeting with the Board to discuss the complaint in order to make a fair and final determination.

These procedures are not intended to create any contract between the Township and an employee concerning the procedures that will be followed in handling any employee concerns, including termination of employment.

Gifts and Gratuities Prohibited

No employee, officer or department head of the township shall knowingly accept any gift, frank, free ticket, pass, reduced price, or reduced rate of service, other than as generally granted to the people of the community at large not the same class or quality of goods and services, from any person, firm or corporation operating a public utility within the Township or from any person known to him or her to have secured, or to be endeavoring to secure, a contract with the Township.

Common gifts given to the entire staff during the holiday season are acceptable if they do not exceed \$100 from each gift giver.

Township Hall Use

The Marion Township Hall may be used by elected officials and staff at no cost two times per year. All rules and regulations apply the same as they do for the general public. Special requests must be approved by the officers.

Please Note: All final decisions related to the personnel policy and administrative regulations will be made by the Township's Board of Trustees.