

**MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR ELECTRONIC MEETING
FEBRUARY 25, 2021**

MEMBERS PRESENT: **Scott Lloyd (township hall);
Sandy Donovan (home);
Bob Hanvey (township hall);
Tammy Beal (home);
Les Andersen (home);
Dan Lowe (home)
Greg Durbin (Township hall)**

MEMBERS ABSENT:

OTHERS PRESENT: **Phil Westmoreland, Spicer**

CALL TO ORDER

Bob Hanvey called the meeting to order at 7:30 pm.

PLEDGE OF ALLEGIANCE

BOARD MEMBERS PRESENT

The board members introduced themselves.

CALL TO THE PUBLIC

NONE

APPROVAL OF AGENDA

Les Andersen would like to add item #9, Township Lawyer to the agenda. Les Andersen motioned to approve the agenda as amended. Tammy Beal seconded. No objections were heard. **Motion carried.**

CONSENT AGENDA AND APPROVAL OF MINUTES

Les Andersen motioned to approve the consent agenda, the February 25, 2021 Board meeting. Greg Durbin seconded. No objections were heard. **Motion carried.**

SUNRIDGE PHASE III (TAMARACK PLACE) PUD AGREEMENT

Manny Kianicky read his email regarding the traffic improvements for the Mason-Peavy and Pinckney-Keddle intersections. Manny explained that in the spirit of cooperation with the Township, the developers of Sunridge are willing to contribute \$150,000 for future road improvements, although it is not warranted by either the Traffic Impact Study or by Crash Data.

Les Andersen motioned to accept the contribution from the Sunridge Developers for future road improvements. Scott Lloyd seconded. No objections were heard. **Motion carried.**

SUNRIDGE PHASE III (TAMARACK PLACE) PRELIMINARY SITE PLAN REVIEW

Bob Hanvey asked if the Board was ready to approve the preliminary site plan for Sunridge Phase III/Tamarack Place. Mike West said if the site plan was approved tonight, then they would be ready with the PUD for the final site plan around May/June of this year.

Tammy Beal made a motion to approve the preliminary site plan for Sunridge Phase II/Tamarack Place. Les Andersen seconded. **Motion carried.**

TOWNSHIP PARKING LOT BID SPECKS

Phil Westmoreland shared some overview photos of Marion Township's parking lot. Phil first needs to know what the Board of Trustees wishes to do with the parking lot. Phil's recommendation is to pulverize and pave the entire parking lot. This will make things last the longest and will help with the water drainage. Phil also suggested adding a curb along the front (building front) and side of the lot (by the dumpsters). The curb will help channelize the water drainage. Another option is to do some more patchwork.

Les Andersen asked Phil if pulverizing, means re-paving the entire parking lot. Phil Westmoreland said yes, that means re-paving the entire parking lot. Which would include the existing lot as well as the new addition to the parking lot. The parking lot would look like one big parking lot, instead of two connected lots. Phil would like to use Atlas Paving as long as they can get the appropriate material.

Dan Lowe suggested making the pavement a little thicker for the fire trucks along their designated route.

Phil said that we could live without soil borings but it would be nice to have them.

Les Andersen made a motion to allow Spicer's to create bid specs for a new parking lot, which is not to exceed \$20,000. Tammy Beal seconded.

ROLL CALL: Dan Lowe=YES; Scott Lloyd=YES; Tammy Beal=YES; Bob Hanvey=YES; Greg=YES; Les Andersen=YES; Sandra Donovan=YES **Motion Carried. 7-0**

2021-2022 ROADS

Phil Westmoreland said we should consider looking at Burkhart road, Schafer road and Triangle Lake road.

Bob Hanvey asked if the Road Commission was going to extend the February 2021 deadline.

Phil said he will clear that up with Jody tomorrow.

Bob Hanvey stated that he did get the engine-braking signs ordered with the Road Commission and they said that it is taking a while to get the signs in. The Road Commission said that The Livingston County Road Commission would not put up these signs until the Township has an agreement with the sheriff's department, in place. Bob also said that we can discuss exactly where these signs are going to go at the next meeting.

Dan Lowe said that we have some trees throughout the Township that need to be taken down. Some of them are dead and some are starting to hang over onto the road. Bob asked Dan Lowe to bring a list with the locations of these trees so we can discuss further.

PERSONNEL POLICY UPDATE

Bob Hanvey said that there has been some discussion about supervision over the assessing department. Bob explained that the supervisor is the department head of assessing but the supervision and directing of other assessors should be done by the assessor of record, as required by law.

Tammy Beal doesn't think that one employee should be supervising another employee. That has not been working very well in the office as of lately. Greg Durbin would like to propose that we form a sub-committee to help handle some of the issues going on in the office.

Les Andersen asked if other Townships only have one assessor and asked about computer software/programs that help minimize sending people out in the field.

Bob Hanvey is not aware of any such program.

Tammy Beal said that she has spoken to other nearby Townships and they do use software programs such as Eagle View. They use this instead of sending someone out for field work.

Greg Durbin asked if the Township ever conducts exit interviews when an employee quits their job here at the Township. Greg recommended doing this to help get feedback on possible issues going on in the office.

Sandra Donovan said she spoke with the recent employee that gave her notice last week and Sandra thinks that if we hire someone new, we need to make sure that their job description is very clear and accurate. We need to make sure that any promises that are made to them at the time of hire are kept throughout their employment.

Les Andersen made a motion to form a sub-committee to help study Township personnel issues and functions. The committee will consist of the Supervisor, Treasurer, Clerk and Trustee member Greg Durbin. This motion also includes putting together criteria for a new assistant assessor. Tammy Beal seconded. **Motion carried.**

Tammy wanted to discuss paying full time employees for COVID related absences for up to 80 hours. Last year there was a law in effect called "The Families First Coronavirus Response Act", which required employers to pay their employees for up to 80 hours if they were absent due to testing positive for COVID-19 or awaiting test results from COVID-19. Tammy thinks we should allow this process for 2021 as well.

Tammy Beal made a motion to continue paying employees for up to 80 hours for each employee if they are absent due to COVID related issues.

Sandra Donovan=YES; Greg Durbin=YES; Bob Hanvey=YES; Scott Lloyd=YES; Tammy Beal=YES; Les Andersen=YES; Dan Lowe=NO **Motion carried. 6-1**

2020-2021 GENERAL FUND BUDGET TO ACTUAL

Bob presented the General Fund Budget. Scott asked why Public Works is so high.

LAWYER

Les Andersen asked if we could give David Hamann permission to contact an attorney as needed for Zoning related issues. Bob said that we have funds in the budget, that would allow Dave to contact an attorney.

Les Andersen made a motion to allow David Hamann, the Zoning Administrator to contact an Attorney as needed for Zoning related issues. Tammy Beal seconded. **Motion carried.**

Greg Durbin asked if Cummings, McClorey, Davis & Acho still in the running to be our Attorneys? Bob Hanvey said they did provide the Township with some information and assistance regarding short term rentals.

Les Andersen said that Mr. Gormley seems like he would be a good Attorney for Dave to consult with on Zoning related issues.

Bob Hanvey discussed things related to the new racetrack in Livingston County. There was some discussion about what could possibly happen with some of the Township's REUs.

Tammy Beal said she thinks we should have a Township attorney. Tammy thinks we should ask Gromely if he is interested in being our Township attorney. Bob Hanvey agreed and said that we will ask Mr. Gromely if he is interested in being our new attorney.

CORRESPONDENCE & UPDATES

COVID-19 PREPAREDNESS AND RESPONSE PLAN UPDATED:

Tammy said that section F was updated in our COVID-19 Preparedness and Response plan. Visitors and Employees have been complying with this policy and so far, there have not been any issues.

JD RACING RACE TRACK / CITY OF HOWELL

There is an article on WHMI's website with a link to the City council packet about the new racetrack called JD Racing. If anyone would like this emailed to them, Bob said he would be willing to send the article.

CALL TO THE PUBLIC

Jim Anderson resides at 84 Cranbrook Drive. He is also a member of the Township's Planning Commission. Jim Anderson explained that there are currently several engine braking signs sprinkled all throughout Washtenaw County. North Territorial road and Dixboro were just a couple that Jim named off.

Jim Anderson also recommends putting together specific job descriptions for each of the Township employees. It does take some time to do but it is worth it in the long run and then there is no confusion on what is expected from everyone.

ADJOURNMENT

Les Andersen motioned to adjourn the meeting at 9:00pm. Tammy Beal seconded. No objections were heard. **Motion carried.**

Submitted by: J. Timberlake

Tammy L. Beal, Township Clerk Date

Robert W. Hanvey, Township Supervisor Date