



MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive
Marquette, Michigan 49855
Ph | 906.228.6220
Fx | 906.228.7337

www.marquettetownship.org

MARQUETTE TOWNSHIP BOARD - REGULAR MEETING

WEDNESDAY, MAY 4, 2022 - 6:30 PM

MARQUETTE TOWNSHIP COMMUNITY CENTER

1. Call to order

- A. Pledge of Allegiance
- B. Roll Call

- 2. Public Comment (3 minutes each)** *This Board is conducting a meeting today to take care of Township business. You are allowed to address the Board at least twice tonight, but we will not have back-and-forth conversations between the staff, the Board, and the public during Public Comment. For Public Comment, or if you would like to speak on a particular agenda item, state your name and address and you have three minutes to address the Board. The Board may, but is not required to, respond at Board Member Comment immediately following Public Comment. The Board may also request follow-up with the Township Manager on some matters addressed during Public Comment.*

3. Board Member Comment in Response to Public Comment

4. Consent Agenda

- A. Approval of Work Session and Regular Meeting Minutes of April 19, 2022.
- B. Bills Payable in the amount \$191,937.93. Checks 162063 to 162111. Note any voided checks.
- C. Received Committee and Other Reports
- D. Correspondence not Requiring Board Action
 - 1. Michigan Townships Association Robinson Scholarship for Township Students
 - 2. Peter White Library Draft Board Minutes of April 19, 2022
 - 3. CLOSUP-Univ of MI Survey Results on Recycling 4-22-22
 - 4. MCSWMA Draft Minutes 4-20-22
 - 5. MCSWMA 2020-21 Annual Report-Condensed
 - 6. State of Michigan - Before the Public Service Commission Notice of Hearing for the Electric Customers of the Upper Peninsula Power Company - Case No. U-20811

5. Approval of the Agenda *(Declaration of Conflict of Interest, if any)*

6. Board Education/Privileged Comment

- A. Presentation by Elise Desjarlais, Lake to Lake Cooperative Invasive Species Management Area Regarding US41 Corridor

- B. Library Report, Tom Bronken and Andrea Ingmire
- 7. Community Linkage** *(primarily based on the Board's Annual Plan of Work. Board member comment regarding what we are hearing from the external environment about township issues and activities.)*
- A. Consider Request by North Iron Church to Participate in Work Day 6/5/22
- 8. Policy Discussion, Consideration and Development**
- A. Consider Noquemenon Trail Network (NTN) Policy Opinion on E-bike Use
 - B. Consider Recommendation from Personnel Committee Regarding Job Description Revision: Public Works Superintendent
 - C. Consider Recommendation from Personnel Committee Regarding Reclassification: Public Works Superintendent
 - D. Consider Recommendation from Personnel Committee Regarding Personnel Policies & Procedures Manual Draft
 - E. Consider Draft Procurement Policies and Procedures 5-3-22
- 9. Assurance of Organizational Performance**
- A. Board - Committee Updates
 - 1. Planning Commission
 - 2. Roads Committee
 - 3. Events Committee
- 10. Public Comment (3 Minutes maximum)**
- 11. Meeting Wrap-up**
- A. Announcements
 - B. Manager's Report
 - C. Review of Motions Passed & Assignments, if any
 - D. Items for Future Agenda
 - E. Board Member Comment
- 12. Adjournment**

Next Scheduled Meeting Date is May 17, 2022 at 6:30PM.

**MARQUETTE TOWNSHIP BOARD
MINUTES**

**TUESDAY, APRIL 19, 2022 - 4:30 PM
MARQUETTE TOWNSHIP COMMUNITY CENTER**

Call to order:

Supervisor Durant called the Work Session to Order at 4:33PM.

Roll Call

Members present: Lyn Durant, Supervisor
Randy Ritari, Clerk
Ernest Johnson, Treasurer
Linda Winslow, Trustee
John Markes, Trustee
Pete LaRue, Trustee

Members absent: Dan Everson, Trustee

Staff present: Jon Kangas, Township Manager

Committee Members

Present: Karen Blake, Township Road Committee

Public Comment (3 minutes each):

None

Board Member Comment in Response to Public Comment:

None

Policy Discussion, Consideration and Development:

Information Exchange between Marquette Township and Marquette County Road Commission.

Various Discussion between the Marquette County Road Commission and the Township Board about current road projects and future projects in the Township.

Public Comment (3 Minutes maximum):

None

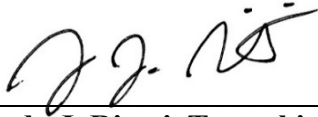
Meeting Wrap-up:

Board Member Comment

None

Adjournment:

Supervisor Durant adjourned the Work Session at 5:56PM.



Randy J. Ritari, Township Clerk

Lyn J. Durant, Township Supervisor

**MARQUETTE TOWNSHIP BOARD
MINUTES**

**TUESDAY, APRIL 19, 2022 - 6:30 PM
MARQUETTE TOWNSHIP COMMUNITY CENTER**

Call to order:

Supervisor Durant called the Meeting to Order at 6:31PM.

Pledge of Allegiance

Roll Call

Members present: Lyn Durant, Supervisor
Randy Ritari, Clerk
Ernest Johnson, Treasurer
Linda Winslow, Trustee
John Markes, Trustee
Pete LaRue, Trustee

Members absent: Dan Everson, Trustee

Staff present: Jon Kangas, Township Manager
Roger Zappa, Township Attorney
Lenny Bodenus, Superintendent of Public Works
Dan Shanahan, Township Fire Chief

Committee Members

Present: None

Public Comment (3 minutes each):

None

Board Member Comment in Response to Public Comment:

None

Consent Agenda:

Approval of Regular Meeting Minutes of April 5, 2022.

Bills Payable in the amount of \$174,725.09. Checks 162006 to 162062. Note any voided checks.

Received Committee and Other Reports

Sheriff's Department Activity Report - March 2022

Election Commission Draft Minutes of April 5, 2022

MCSWMA Partial Meeting Packet of April 20, 2022

Correspondence not Requiring Board Action

Charter Communication from April 5, 2022

Financial

March 2022 Financial Statement

MOTION: To approve the Consent Agenda as presented.

Motion – Trustee Markes

Second – Clerk Ritari

Carried (6-0)

Absent (1)

Approval of the Agenda:

MOTION: To approve the Regular Agenda as presented.

Motion – Clerk Ritari

Second – Treasurer Johnson

Carried (6-0)

Absent (1)

Board Education/Privileged Comment:

Staff Reports

Fire Department March 2022

Fire Department Activity Report - March 2022

Chief Shanahan, presented his report.

Public Works

Superintendent Bodenus, presented his report.

Attorney Report

Attorney Zappa, presented his report.

Community Linkage :

Trustee Winslow, commented a resident contacted her and was not happy that Walmart gave money to the Marquette Police Department.

Supervisor Durant, commented about the DDA Draft Development Plan, and Marquette County Solid Waste Authority receiving recycling material from Delta County.

Policy Discussion, Consideration and Development:

DPW Structural Improvements(Roof) Proposal

(Background from Superintendent Bodenus)

MOTION: Pending attorney review, approve the DPW structural approval proposal from Hall Contracting for the amount of \$164,270.00 and Authorize the Supervisor to sign the agreement.

Motion – Trustee Markes

Second – Treasurer Johnson

Carried (6-0)

Absent (1)

OHM Water Demand Analysis Proposal

(Background from Superintendent Bodenus)

MOTION: Approve the proposal for a Water Demand Analysis as presented by OHM for the not to exceed amount of \$38,500.00 and authorize the Supervisor to sign the agreement.

Motion – Clerk Ritari

Second – Trustee LaRue

Carried (6-0)

Absent (1)

Raftelis Water Supply Valuation Study Proposal

(Background from Superintendent Bodenus)

MOTION: To approve the Raftelis Water Supply Valuation proposal for a not to exceed amount of \$30,000.00 and authorize the Supervisor to sign the agreement.

Motion – Clerk Ritari

Second – Treasurer Johnson

Carried (6-0)

Absent (1)

North Country Disposal COLA Request

(Background from Superintendent Bodenus)

MOTION: To approve the North Country Disposal 5.9% COLA request.

Motion – Treasurer Johnson

Second – Trustee Markes

Carried (6-0)

Absent (1)

Tire Disposal

(Background from Superintendent Bodenus)

MOTION: To approve the proper disposal of 10 un-usable tires.

Motion – Treasurer Johnson

Second – Trustee Markes

Carried (6-0)

Absent (1)

Consider Scheduling a Special Meeting for discussion of unanticipated revenue

(Background from Supervisor Durant)

MOTION: To schedule a Special Meeting to discuss the allocation of unanticipated funding on May 11, 2022 at 5:00PM.

Motion – Clerk Ritari

Second – Treasurer Johnson

Carried (6-0)

Absent (1)

Consider Letter of Understanding Regarding Township Manager Contract

(Background from Manager Kangas)

MOTION: To authorize the Township Supervisor and Township Clerk to prepare and sign the contract addendum addressing the annual "performance bonus" for the Township Manager with the legal support from the Township Attorney such that the Manager is eligible for the same bonus

as all other employees on an annual basis, but subject to a "good" or better performance evaluation.

Motion – Trustee Markes

Second – Clerk Ritari

Carried (6-0)

Absent (1)

Consider Draft of Updated Personnel Policies & Procedures Manual

(Background from Manager Kangas and Supervisor Durant)

MOTION: To send the Draft Personnel Policies & Procedures Manual and Procurement Policy to the Personnel Committee for review and a recommendation to the Township Board

Motion – Trustee Winslow

Second – Clerk Ritari

Carried (6-0)

Absent (1)

Assurance of Organizational Performance:

Board - Committee Updates

Planning Commission

Trustee Winslow, gave a brief update from the Planning Commission.

Roads Committee

Trustee LaRue, commented about our meeting with the Road Commission.

Events Committee

Trustee LaRue, next event is the Car Show on Fathers Day weekend in June at the Westwood Mall parking lot.

Public Comment (3 Minutes maximum):

None

Meeting Wrap-up:

Announcements

Clerk Ritari, commented on upcoming Election information.

Manager's Report

Manager Kangas, presented his written report.

Review of Motions Passed & Assignments, if any

Clerk Ritari, reviewed all motions from the meeting and any action items that needed to be done.

Items for Future Agenda

Schedule a Special Meeting for the SRF Public Hearing.

Board Member Comment

Trustee Winslow, commented on how to get the process moving on pavement markings and bike lane markings on a couple of streets in the township. Manager Kangas, commented that it would be a subject for the Road Committee to take up and discuss.

Adjournment:

MOTION: To Adjourn the meeting.

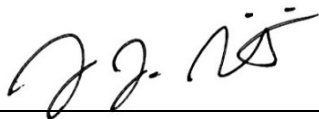
Motion – Clerk Ritari

Second – Trustee Winslow

Carried (6-0)

Absent (1)

Supervisor Durant adjourned the meeting at 8:17PM.



Randy J. Ritari, Township Clerk

Lyn J. Durant, Township Supervisor

BILLS PAYABLE SUMMARY
5/4/22

1	4/20/22	Accounts Payable - Exempt	69,617.06
2	4/21/22	Payroll-Biweekly	49,482.99
3	4/27/22	Accounts Payable - Exempt	15,845.88
4	4/29/22	Payroll-Monthly	4,555.92
5	5/4/22	For Board Approval	52,436.08

Total	<u><u>191,937.93</u></u>
-------	--------------------------

General Fund	\$54,890.82
Fire Fund	49,075.51
Twp. Improvements Fund	5,700.00
Wastewater Fund	35,437.78
Library Fund	0.00
Stormwater Fund	0.00
Water Fund	18,328.05
Water Restricted Fund	0.00
Solid Waste Fund	18,757.56
Trust and Agency Fund	<u>9,748.21</u>
 Total Disbursements	 <u><u>\$191,937.93</u></u>

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK	DATE	VENDOR NAME	DESCRIPTION	ACCOUNTS	AMOUNT
162063	4/20/22	AFLAC	Payroll Deductions	701-000.000-231.000	468.48
162064	4/20/22	Blue Cross Blue Shield	May Health Insurance	101-299.000-716.000 590-575.000-716.000 591-568.000-716.000 591-569.W00-716.000 701-000.000-231.000	1,186.37 1,683.47 1,683.47 1,922.96 1,886.09
162065	4/20/22	Blue Cross Blue Shield	May Health Insurance	101-257.000-716.000 101-000.000-040.000 101-721.000-716.000 206-337.000-716.000 101-172.000-716.000 701-000.000-231.000	555.83 1,452.49 1,483.50 2,390.44 2,109.46 1,532.22
162066	4/20/22	Board of Light and Power	March Electricity	591-567.CR0-923.000 590-582.000-923.000 591-569.C00-923.000 206-265.000-923.000 591-569.W00-923.000 101-756.000-923.000 101-265.000-923.000 591-580.000-923.000 590-580.000-923.000 591-569.N00-923.000 591-570.000-923.000 101-448.000-923.000	118.92 1,528.32 150.77 846.42 3,470.56 451.69 915.22 648.32 648.34 138.42 52.11 3,171.15
162070	4/20/22	Charter Communications	Public Works Facility Cable, Internet, Phone	590-580.000-850.000 591-580.000-850.000	183.70 183.69
162071	4/20/22	City of Marquette	March Wastewater; Loan Interest	590-579.000-922.000 590-000.000-202.000	15,442.31 4,391.04
162072	4/20/22	Hirshberg Acceptance Corp	Payroll Deduction	701-000.000-231.000	435.00
162073	4/20/22	John Cebalo	April Board Camera Operator	101-101.000-801.000	60.00
162074	4/20/22	MCTA - Kristin Thornton	2022 MCTA Dues and Board of Review Ad	101-101.000-812.000 101-247.000-900.000	259.00 87.33
162075	4/20/22	Mqt City Solid Waste Mgmt Auth	March Tipping Fees	596-526.000-816.000 596-526.000-816.010	5,080.44 12,655.63
162076	4/20/22	Semcoenergy Gas Company	Various Natural Gas	101-756.000-924.000 590-582.000-924.000	46.39 52.74
162077	4/20/22	Unifirst Corporation	Mats & Uniforms	101-265.000-750.000 590-578.000-750.000 591-578.000-750.000 590-580.000-726.000 591-580.000-726.000	39.46 95.01 95.00 7.65 7.65
Total Checks (13)					<u>69,617.06</u>

Voided
Checks
162067
162068
162069

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK NO.	DATE	EMPLOYEE	DESCRIPTION	AMOUNT
DD6326 to DD6347	4/21/22	Various	Payroll - Biweekly	49,482.99
		Total Checks (22)		<u>49,482.99</u>

Voided
Checks

None

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK	DATE	VENDOR NAME	DESCRIPTION	ACCOUNTS	AMOUNT
162096	4/27/22	American Planning Association	2022 Dues	101-721.000-812.000	574.00
162097	4/27/22	Board of Light and Power	Meter Intercept	590-577.000-923.000	87.30
162098	4/27/22	Cardmember Services	Adobe Monthly Fee	590-558.000-830.000	7.94
			Adobe Monthly Fee	591-558.000-830.000	7.95
			16 Dodge Charger Heater Hose Replacement/Antifreeze	101-299.000-931.000	226.76
			MTBA Meal	101-721.000-860.000	20.00
			Travel Meal & Gas - J. Kangas	101-172.000-860.000	204.44
			2022 MTA Annual Conf & Expo - Virtual	101-172.000-860.000	159.00
				101-171.000-860.000	159.00
			Meeting Supplies	101-172.000-860.000	17.56
			Planning Comm - Nameplates and supplies	101-721.000-726.000	186.69
			Clerk - Supplies	101-215.000-726.000	129.32
			Board of Review - Meal	101-247.000-955.000	28.06
			FD USB Camera Adapter	206-337.000-726.000	8.96
			Propane-Thaw Hydrants Diorite & Bancroft	591-573.000-930.000	311.64
162100	4/27/22	Charter Communications	Fire Department Cable, Phone	206-337.000-810.000	82.94
				206-337.000-850.000	162.66
162101	4/27/22	Cooper Office Equipment	Copier Rental 4/22-7/21/22	101-299.000-807.000	632.70
162102	4/27/22	Hannula Agency	Emergency Service Accident Policy	206-339.000-910.000	1,725.00
162103	4/27/22	Mutual of Omaha	May Life/Disability	101-172.000-716.000	110.39
				101-257.000-716.000	137.07
				101-215.000-716.000	154.83
				101-265.000-716.000	133.68
				101-299.000-716.000	60.73
				101-721.000-716.000	105.45
				101-756.000-716.000	44.57
				590-558.000-716.000	43.08
				590-560.000-716.000	22.73
				591-558.000-716.000	43.09
				591-560.000-716.000	22.73
				596-528.000-716.000	8.83
				596-560.000-716.000	19.47
				590-575.000-716.000	166.05
				591-568.000-716.000	166.06
				591-569.W00-716.000	75.24
				206-338.000-716.000	134.52
				206-337.000-716.000	91.63
162105	4/27/22	North Country Disposal	Tire Drop Off	596-528.000-880.000	94.00
162106	4/27/22	Semcoenergy Gas Company	Natural Gas	101-265.000-924.000	416.54
				591-569.C00-924.000	167.58
				591-569.N00-924.000	231.66
				206-265.000-924.000	492.96
				590-580.000-924.000	391.51
				591-580.000-924.000	391.51
				590-582.000-924.000	21.06
				590-582.000-924.000	21.10
162107	4/27/22	State of Michigan	Payroll Withholding	701-000.000-228.020	5,426.42
162108	4/27/22	State of Michigan	Notary Application Fee - Helgren	590-558.000-955.000	5.00
				591-558.000-955.000	5.00
162109	4/27/22	Unifirst	Uniforms & Mats	101-265.000-750.000	39.46
				590-578.000-750.000	95.00
				591-578.000-750.000	95.01
				101-265.000-750.000	77.65
162110	4/27/22	United Group Programs, Inc.	May Gap Policy	101-299.000-716.000	361.23
				590-575.000-716.000	538.06
				591-568.000-716.000	538.06
162111	4/27/22	Hannula Agency	Notary Public Bonds - Helgren/Ziems/Clark	590-558.000-955.000	27.50
				591-558.000-955.000	27.50
				101-299.000-955.000	55.00
Voided Checks				101-215.000-955.000	55.00
					15,845.88
			Total Checks (16.)		
162099					
162104					

CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK NO.	DATE	EMPLOYEE	DESCRIPTION	AMOUNT
162078 to 162080	4/5/22	Various	Payroll - Monthly	4,555.92
DD6348 to DD6354				
		Total Checks (10)		<u>4,555.92</u>

Voided
Checks

None

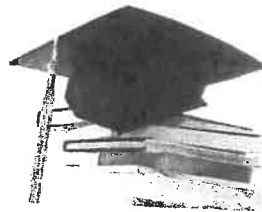
CHECK REGISTER REPORT
INCREDIBLE BANK

CHECK NO.	DATE	VENDOR NAME	DESCRIPTION	ACCOUNTS	AMOUNT
162081	5/4/22	Bensinger, Cotant & Menkes	Legal Services -Tax Tribunal	101-299.000-955.010	650.00
162082	5/4/22	Bodman PLC	Legal Services - Labor Miscellaneous	101-105.000-803.000	318.75
162083	5/4/22	City of Marquette	05 Chevy Silverado Oil Change/Repairs	206-340.000-930.000	168.70
162084	5/4/22	Dubois-Cooper Associates	Grinder Pump Repair Parts	590-583.000-726.000	328.00
162085	5/4/22	Embroidery Wear House	B&G Uniforms	101-265.000-750.000	140.94
162086	5/4/22	Fox Marquette	Liner Package	206-340.000-930.000	159.00
162087	5/4/22	Fox Marquette	2022 Chevy Silverado - Fire Dept	206-000.000-202.000	38,017.00
162088	5/4/22	Galls	Long Sleeve Uniform	206-337.000-750.000	91.86
162089	5/4/22	Getz's Clothiers	Safety Boots - D. Larson	590-578.000-726.000	71.00
				591-578.000-726.000	71.00
162090	5/4/22	Menards	Hole-Saw, Strip Cords, Graffiti Remover, Paint, Ear Muffs, Safety Chains and Safety Glasses	101-265.000-726.000	67.89
				101-756.000-726.000	446.58
				590-578.000-726.000	64.92
				591-578.000-726.000	64.93
				590-576.000-930.000	39.98
162091	5/4/22	North Country Disposal	Roll Off Containers	596-528.000-880.000	350.00
162092	5/4/22	State of Michigan	Well Water Test	591-569.W00-801.000	290.00
162093	5/4/22	U.P. Engineers & Architects	Project 00148 Center Lift Station	590-582.000-801.000	2,875.00
			Project 02162 Stormwater NPS Grant	555-558.000-801.000	5,700.00
			Project 19239 Public Works Roof	590-580.000-801.000	260.75
				591-580.000-801.000	260.75
			Project 02254 Water/Sewer Revolving Fund Apps	590-558.000-801.000	756.00
				591-558.000-801.000	756.00
162094	5/4/22	USA Bluebook	Well Supplies	591-569.W00-726.000	349.03
162095	5/4/22	White Water Associates	Water Analysis	591-558.000-801.000	138.00
Total Checks (15)					<u>52,436.08</u>

Voided
Checks

Robinson Scholarship available to students in your township

Help ensure that today's youth become involved in local government tomorrow! Encourage students in *your* community to apply for MTA's Robert R. Robinson Memorial Scholarship by **Tuesday, May 31**.



The scholarship is a one-time award determined on a competitive basis by the applicant's academic achievement, community involvement and commitment to a career in local government administration. Applicants must be a junior, senior or graduate student enrolled in a Michigan college or university and pursuing a career in local government administration. The following materials are required to apply: 1) a letter of recommendation from a professor or instructor, 2) a copy of a resolution of support from a Michigan township board, and 3) a short essay on an important issue facing local government.

Students must submit application materials to:
Michigan Townships Association, PO Box 80078, Lansing, MI 48908-0078 or email angie@michigantownships.org.

Help us spread the word in your township's newsletters, social media or website. For more information, visit www.michigantownships.org/scholarship.asp, or contact jenn@michigantownships.org or (517) 321-6467, ext. 229.

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes**

April 19, 2022

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, April 19, 2022 in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:00PM.

Members Present: Anne Donohue, President; Patrick Myron, Secretary; Lori Nelson, Member; Carol Steinhaus, Member
Excused: Steve Schmunk, Member.

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Ann Richmond Garrett, Administrative Assistant; Jamie Goodwin, Finance Director; Amy Salminen, Adult Services Librarian; Sarah Rehborg, Youth Services Department Head.

TAC Representatives Present: Suzanne Standerford, Sands Township; Tom Bronken, Marquette Township.

Others present: Tanner Wagner, VAST advisor. Suzanne Williams, future Board of Trustees member.

The Agenda was approved on a motion by Steinhaus and seconded by Nelson. The motion is approved 3-0, with 1 abstaining.

The Minutes of the March 15, 2022 Board Meeting were approved on a motion by Steinhaus and seconded by Myron. The motion is approved 4-0.

Special Presentation: Special Presentation – Tanner Wagner, VAST advisor. (The Special Presentation with Heather Steltenpohl, Development Director, has been postponed.) Wagner gave a presentation on PWPL coverage through VAST. This included property casualties, building coverage, general liability, workers compensation, and umbrella/additional types of coverage for liability. Due to increased activity, cyber liability has seen increased costs for premiums nationally. Wagner outlined the current accident policy's premiums, terms, and deadlines. Steinhaus requested clarification of coverage in the case of a death on site, and Wagner discussed this at length.

Public Comment: None

TAC Report: Suzanne Standerford, Sands Township.

Standerford reported that the Sands Township Office is now open Monday-Friday, 10AM-3PM. The Special Election for the existing sinking millage fund now has a ballot drop box that is checked daily. Critical and Temporary employment needs continue.

Volunteers are also needed to work elections, and for the recreation committee. The Superior Solar Project and Cleveland Cliffs Iron Co. have asked the DNR to modify an agreement involving 1,080 acres of recreation land near the intersection of HWY 553 and 480, for a solar power project. The modification would allow temporary closure of the area during construction, in the interest of safety. Once completed, the proposal agrees to reroute recreational trails. The Sands Township Board has agreed to this project, but some recreational users oppose it. Documents and the option for public comment (sent directly to the DNR) can be found at: Michigan.gov/dnr, in the Doing Business/Sale of DNR-managed public lands section.

Financial Reports and Approval of Bills: Goodwin addressed questions and comments related to the bills and financial reports. Expenses and revenues were compared to last year at this time. Penal fines are down, which will be monitored as a possible budget concern. Standerford questioned if public libraries in Michigan were receiving tax money from marijuana dispensaries, Ingmire discussed this at length. A motion was brought by Steinhaus and seconded by Myron to approve the bills for March 2022, in the amount of \$153,577.92. The motion is approved 4-0.

Board Action Items:

- a) **Library Policies for Approval: INFO – 4 Proctoring Policy, MGT – 9 Gift and Donation Policy**, on a motion by Steinhaus and seconded by Myron, **the Board of the Peter White Public Library moves to approve INFO – 4 Proctoring Policy, MGT – 9 Gift and Donation Policy.** The motion is approved 4-0.
- b) **PRG – 1 Library Sponsored Program Policy (first reading):** No action necessary at this time.
- c) **MCGS Updated Agreement:** The Board created a subcommittee to continue working on the agreement between the Marquette County Genealogy Society and Peter White Public Library.

Public Comment: None

Unfinished Business: None

New Business/Board Member Comment: Chapter 13 of the Trustee Manual, Public Library Establishment Types, was addressed. The April Board of Trustees meeting will be Myron's last as a member & serving as secretary, and the Board thanked him for his work.

Standing Reports: Donohue asked to revisit the summary of Ellen Moore's trip to PLA. Steinhaus asked if curbside services were still being offered, and Salminen verified that they are.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 4-0. The meeting adjourned at 6:34PM.
Respectfully submitted,

Patrick Myron
Secretary

Upcoming meetings: May 17, 2022
Upcoming TAC meeting: June 2, 2022

4/27/22 University of Michigan Officials' Assessment for Recycling Services

Dear Supervisor Durant,

Below is a link to a new report from the University of Michigan's Center for Local, State, and Urban Policy (CLOSUP) which presents the views of Michigan local government leaders on challenges their jurisdictions face and opportunities to introduce, expand, or improve recycling services.

In the Fall 2021 Michigan Public Policy Survey (MPPS), CLOSUP surveyed local government leaders like you from 1,356 Michigan jurisdictions (counties, cities, townships, and villages).

The report's key findings are summarized below, and the full report is available online at: myumi.ch/NmdNM

You can read or download the report from the website, or if you contact us here at CLOSUP (closup-mpps@umich.edu or 734-647-4091), we would be happy to email you a PDF version.

Key Findings:

When presented with a long list of potential challenges for recycling in their jurisdiction, the most common issue cited in communities that currently have recycling services is the cost of such services, reported by 46% of local leaders. The next most common challenges are improper recycling practices by users (40%) and a lack of end markets for recycled materials (39%). In addition, more than a quarter of local leaders say that lack of public awareness or participation in recycling efforts (30%) and staffing for recycling services (26%) are local challenges as well.

For those with recycling challenges, the state's smaller jurisdictions are most likely to say costs are their top challenge, while jurisdictions with over 10,000 residents are most likely to rank a lack of end markets for recycled materials as their greatest challenge.

Overall, fewer than one in ten (9%) local leaders from jurisdictions with recycling available today report having no challenges of any kind.

Among jurisdictions with no recycling services right now, the most common factors cited for the lack of services are costs (55%), lack of processing infrastructure (35%), and lack of staffing for waste and recycling services (31%). Smaller jurisdictions with no recycling are more likely to rank lack of processing infrastructure as a particularly significant barrier, while larger jurisdictions are more likely to identify staffing issues.

With costs being a leading challenge where recycling is available today, it's not a surprise that additional funding is the most commonly identified resource needed to expand or improve current services.

Statewide, 73% say additional funding would make improvement or expansion more likely. Nearly two-thirds (64%) of local leaders in jurisdictions with recycling currently offered say additional

local or regional partnerships would either somewhat increase the likelihood of expanding or improving services. Higher revenues from the sale of recycled materials, State-funded outreach and educational efforts aimed at residents and/or businesses, and technical assistance are also resources local leaders say are likely to help expand or improve current recycling services.

Meanwhile, among jurisdictions with no recycling services today, there is more uncertainty about what resources might encourage the introduction of new local recycling services, with large percentages answering "don't know" to each potential type of resource listed. Nonetheless, 64% of leaders from local jurisdictions with no current recycling say additional funding would encourage them to introduce services locally, and 58% say additional local or regional partnerships would, too.

More detailed information is available in the report itself.

The CLOSUP website provides detailed tables of the data collected in all of the MPPS surveys, with tables from the Fall 2021 MPPS available soon.

In the meantime, the data from all previous waves—broken down by jurisdiction type, population size, region of the state, and urban-rural categories—can be found at: myumi.ch/qgwRO

CLOSUP is happy to answer any questions you may have and to help you interpret the data. We would also be able to produce customized data tables for different groupings of local governments, such as responses for all jurisdictions within a particular county. Our goal is to help inform the policymaking process in Michigan at all levels.

The Fall 2021 survey wave was funded by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) as part of the Michigan Local Recycling Policy Project (MiLRePP). More information about the MiLRePP wave, including a copy of the Fall 2021 questionnaire, is available online at: myumi.ch/wMd61

The MPPS is conducted by CLOSUP in partnership with the Michigan Association of Counties, Michigan Municipal League, and Michigan Townships Association. The survey program is unique in the country as the only ongoing survey targeted at every unit of general purpose local government across an entire state.

For more information, contact MPPS staff by email at closup-mpps@umich.edu or by phone at 734-647-4091. More information is also available on the CLOSUP website at: <http://closup.umich.edu>. Follow CLOSUP on Twitter @closup.

MARQUETTE COUNTY SOLID WASTE MANAGEMENT AUTHORITY

Board Meeting Minutes

Regular Meeting

April 20, 2022

DATE: Wednesday, April 20, 2022

PLACE: Landfill Administration Complex
600 County Road NP
Marquette, MI 49855

MEMBERS PRESENT: In Person: Randall Yelle, Jorma Lankinen, Glenn Adams, Carr W. Baldwin, Dave Campana, Dennis Honch, Joe Minelli and Amy Manning (Alternate Board Member)

MEMBERS ABSENT: None

EX OFFICIO: Brad Austin (in person)

OTHERS: In Person: William T. Nordeen, Attorney; Beth Bonanni, Recording Secretary; Chris Magnuson, MCSWMA; John Anderson, MCSWMA; Jim Nankervis, Ishpeming Township; Peter LaRue, Marquette Township and Darlene Walch, Sands Township; Jo Foley, League of Women Voters.
By Zoom: Scott Cambensy, City of Marquette.

1. Call to Order: R. Yelle called the meeting to order at 4:00 p.m.

Pledge of Allegiance recited.

2. Approval of Agenda: D. Honch made a motion to approve the Agenda. J. Minelli supported. Motion approved unanimously.

3. Public Comment: Jim Nankervis reserved time to speak on 6c., Recycling Financials.

4. Approval of Minutes:

- a. 3/23/22 - Regular Meeting – J. Lankinen made a motion to approve the Minutes. C. Baldwin supported. Motion approved unanimously.

5. Consent Agenda:

- a. Statistics –March, 2022
- b. Accounts Payable
- c. Annual OSHA Injury Report
- d. Replacement Vehicle Purchase
- e. Operations Supervisor

C. Baldwin requested that 5e be pulled out of the Consent Agenda for discussion. J. Lankinen made a motion to approve the Consent Agenda with 5e removed for discussion. G. Adams supported. Motion approved unanimously.

C. Baldwin said he is in support of 5e but thought a discussion should be held on it instead of sliding it through the Consent Agenda. B. Austin commented that MCSWMA has grown significantly in the past 5 years. The supervisor candidate is a former Bittner Engineering employee who worked with MCSWMA during his employment with Bittner and knows the layout of the facility. This is an absolute perfect fit. There will be two overall supervisor positions. One supervisor will manage the recycling/recovery operations and the other supervisor will manage the Landfill operations and supporting departments. The employee will complete a probationary period and full-time status is anticipated to start around July 1, 2022.

J. Lankinen made a motion to approve 5e., Operations Supervisor of the Consent Agenda. C. Baldwin supported. Motion approved unanimously.

6. Business:

- a. Banking – J. Lankinen made a motion to approve the banking. D. Honch supported. Motion approved unanimously.
- b. Financials – D. Campana made a motion to approve the financials. J. Lankinen supported. Motion approved unanimously.
- c. Recycling Financials – J. Lankinen made a motion to approve the recycling financials. D. Campana supported. Motion approved unanimously. Jim Nankervis stated he had a couple of questions as follows: (1) How does the out-of-county recyclers pay for the materials and recyclables that is put in the Landfill? (2) What percentage of recyclables are put into the Landfill? (3) In regards to the capital costs on the recycling center, where is the repayment of the capital costs, of approximately 6.5 million dollars, reported in the recycling financials? (4) Last

question, mobile equipment use at the recycling center, where is the front-end loader and operator used at the transfer station reported in the recycling financials? (1 and 2) B. Austin responded (to Mr. Nankervis question about how the out-of-county recyclers pay for the materials put in the Landfill), it is a mix, there is an overall contamination rate that is anywhere from 8 to 14 percent, which depends on the load. It is impossible to tell what is coming from in-county and out-of-county because the materials are all comingled together on the floor. It is a very small percentage of what is coming into the Landfill. (3) B. Austin said the capital cost is not reflected in the recycling financials. C. Magnuson explained it is done as a profit and loss. As far as repayment of the loan, it is in the cash flow report that is done internally. J. Nankervis asked if that comes out of the recycling money? C. Magnuson said yes. (4) C. Magnuson stated that the costs listed are for labor, supplies and operating supplies, in regards to the mobile equipment. B. Austin also explained that the machine is used inside and outside the building so it does not always show up in the recycling building. B. Austin said he can try and split out the cost of the machine per month for Mr. Nankervis.

d. Reimbursements – J. Lankinen made a motion to approve the reimbursements. C. Baldwin supported. Motion approved unanimously.

e. Board Meeting Schedule Revision – September 2022 – J. Lankinen made a motion to approve the revised Board Meeting Schedule. D. Campana supported. Motion approved unanimously.

f. Proposal Amendment – Request Additional Funding CWSRF Application – J. Lankinen made a motion to approve the Proposal Amendment for the \$40,000.00 additional change to the NTH Consultants contract. G. Adams supported. Motion approved unanimously. C. Baldwin asked if the Board’s attorney had an opportunity to review the contract with NTH Consultants? B. Nordeen said he did review the contract and made some changes. C. Baldwin was concerned about the clause in the contract concerning professional liability where NTH has discretion to decide how much professional liability coverage they can have. B. Nordeen said he agreed with C. Baldwin and thought the contract was one-sided but managed to change some things to control spending and set caps in the contract. B. Nordeen stated it is hard to rewrite NTH’s whole contract. C. Baldwin stated he saw NTH was also charging \$1.00 per mile for vehicle expenses and asked if this was legal? B. Nordeen said yes they are allowed to charge what they want, if you agree to pay it. C. Baldwin said he believes NTH should only be charging the IRS mileage rate. B. Nordeen and R. Yelle commented that this contract was already approved by the Board last month and the only issue on the floor was the additional charge made to the contract. J. Minelli questioned how NTH could be so far off from their first bid even though MCSWMA is going to get reimbursed, he said it seems like an awful lot of money? B. Austin said he doesn’t like this either. B. Austin talked to the principal, with calls going back and forth regarding the technology that would be acceptable to the State on PFAS, communication with both experts, and the residual disposal; if the

byproduct can be landfilled or if it has to be hauled away. MCSWMA is the only Landfill in the state applying this cycle for the Clean Water State Revolving Fund loan. This process took the City of Tawas 10 months to complete and it only took MCSWMA 5 weeks to complete. There was a lot of work that needed to be done to get to this point and NTH did not know exactly what it would take to get the project draft done.

7. Reports

- a. Director Report – B. Austin reported that there is a new federal act that will aim federal dollars to support recycling efforts. Money is being invested into recycling infrastructure, which MCSMWA received by obtaining the MRF Grant. The City of Marquette received grant funds for carts from the state.

In regards to the Clean Water State Revolving Application, public notice is out, the comments period will end in the next 27 days and the public hearing will be held on May 16th. The application is due to the state by June 1, 2022.

There has been gradual thaw in the field and with the cooler nights there has not been much to deal with as far as heavy flows for leachate.

The Landfill obtained a permit to be able to access the raw materials on the 100-acre parcel to utilize for different projects such as partial closure.

B. Austin is in the process of evaluating equipment and staffing that will be necessary to perform some of the jobs.

The aluminum recovery equipment installation will be in August, 2022. The recycling partnership is allocating \$50,000.00 to the project with no match required.

MCSWMA will start receiving Delta County's single stream recycling in late Fall. This will result in additional 1,500 to 2,000 tons of recycling.

The commodity value and demand continues to be strong. Paper and cardboards are expected to remain strong for the next 2 years.

The scrap tire grant activities are paused for 2022. A load of tires has been shipped from the Landfill to Ontario to produce crumb rubber.

The Marquette HHW collection will be on May 12, 2022.

HHW promotions and awareness is being done in the media in the mornings to let people know what they can bring to the HHW collections. HHW appointments are available for residents if they want to call and make an appointment with MCSWMA.

B. Austin is working with C. Magnuson on the 2022-2023 budget. A draft of the budget will be presented in May.

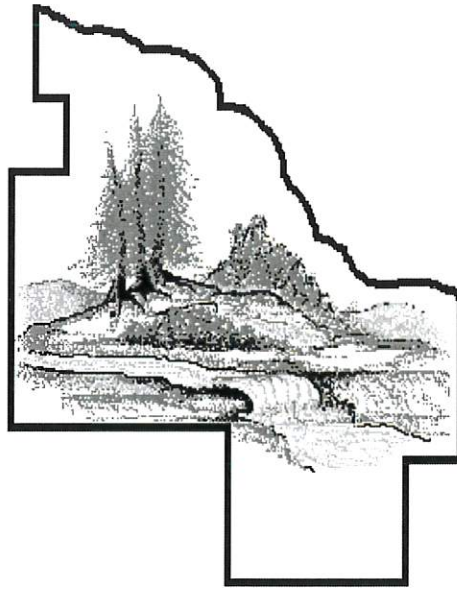
J. Lankinen made a motion to approve the Director's Report. C. Baldwin supported. Motion approved unanimously.

- b. Attorney Report – B. Nordeen indicated he worked on the NTH contract as discussed and reviewed the CWSRF Application to EGLE. He will continue to work on the possible early retirement issue.
8. Trustee Comments – R. Yelle indicated he asked attorney Nordeen to check on easements for the 160-acre parcel in Sands Township. R. Yelle also talked to Gabe at the Tilden Mine. The Mine is considering giving MCSWMA two easements. R. Yelle told the Mine that attorney Nordeen could draft the Easements but is waiting to hear back.
9. Public Comment: Jim Nankervis stated that Ishpeming Township will be getting rid of one of their firetrucks and wanted to pass it on to see if the Landfill would be interested in the firetruck for the Landfill.
10. Adjournment. R. Yelle adjourned the meeting at 4:32 p.m.

Randall L. Yelle, Chairperson

Dennis Honch, Secretary

MARQUETTE COUNTY SOLID WASTE MANAGEMENT AUTHORITY



Mission Statement

The Authority is committed to environmental protection and the most effective reuse of waste materials. Utilizing a balanced sustainable-economic approach, extending the life of the Marquette County Landfill is our goal. Health and safety of our staff, licensed haulers, and the public is paramount.

The Marquette County Solid Waste Management Authority works collectively and advocates partnerships with its constituent municipalities.

The Marquette County Solid Waste Management Authority shall set solid waste management policy and solid waste system implementation in consultation with the Marquette County Board of Commissioners and the Marquette County Planning Commission.

Summary

The Marquette County Solid Waste Management Authority (Landfill) is a state permitted facility that accepts and processes Marquette County's non-hazardous municipal solid waste. The site has a projected capacity of approximately 50 years.

In addition, we provide recycling and material recovery programs to the residents of Marquette County. These programs include recycling processing and commodity marketing, compost processing, scrap tire processing, household hazardous waste collection, electronic waste collection, battery recycling and compact fluorescent bulb recycling. We strive to provide services in a cost effective and safe manner. We are diligent in providing a safe and productive work environment. We encourage all staff members to develop to their full potential.

**MARQUETTE COUNTY SOLID WASTE MANAGEMENT
AUTHORITY
2021
BOARD OF TRUSTEES,
EXECUTIVE DIRECTOR
&
AUTHORITY STAFF**

Board of Trustees

Randall Yelle, Chairperson
Joseph Minelli, Vice-Chair
Amy Manning, Treasurer
Dennis Honch, Secretary
Jorma Lankinen
Carr Baldwin
Glenn Adams
Dave Campana

Appointed by

Sands Township
Marquette County
Authority Alternate
City of Marquette
City of Marquette
Marquette County
Marquette County
Board of Trustees

Executive Director

Bradley Austin

Authority Staff

Materials Management Supervisor
Finance/Benefits Director
Executive Assistant
Scale Attendant
Operations Lead
Operator IV
Operator III
Operator II
Operator II
Wastewater II
Operator I
Custodial/Utility
Mobile Mechanic Lead
Mobile Mechanic III
Mobile Mechanic II
Building and Facilities Lead
Building and Facilities II
Building and Facilities I

Josh Wales
Christopher Magnuson
Amy Stakvel
Mona Mager
Joe Nowicki
Bob Holmes
Bobby Wales
Doug Quayle
Josh Hansen
Mike Larson
Brenda Bartling
James Volek
Kyle Mackey
Ben Koepp
Dan Vrieland
John Anderson
Brian Schuhmacher
Chris Lawry

THE AUTHORITY

Origin

The Authority was established in 1988. At that time, unlicensed and unlined landfills dominated the Upper Peninsula. State efforts to close these landfills prompted local communities to cooperatively develop state of the art waste management systems. All of Marquette County's 23 constituent municipalities are now members of the Authority. The Authority operates under terms specified in an *Intergovernmental Agreement*, its bylaws, and articles of incorporation. The landfill opened for business in late December 1989 and a total of 1,851,869.38 tons of waste has been placed in the landfill through December 31, 2021.

Board of Trustees

A Board of Trustees governs the Authority. The Board is comprised of seven members. Appointments to the Authority are made by the Marquette County Board of Commissioners (3), City of Marquette (2), Sands Township (1), and the Board of Trustees (1)-must be a resident of the City of Marquette. Board members have strong backgrounds in engineering, business, education, and government. The Board meets once a month.

Past members of the Board of Trustees are as follows:

Earl Yelle	Ed Kinkella	Dawson Carriere
Joe Constance	Loretta Acocks	Tom Knauss
Gary Walker	Robert Clark	George Collins
Tom Griffith	James Kizer	Leonard Parker
Dave Kallio	Donald Wickstrom	Michael Twohey
Edward J. Keto	L. Stan Walker	William Gordon
Donald Potvin	James Hartwig	Ivan Fende
Judith Mattord	Robert Berube II	Rickey Wilson
Gail Griffith	Richard Hendricksen	John Marshall
Sam Elder	Leighton Carlisle III	Rob Schmeling II
Larry Arsenault	Fred Benzie	Deborah Pellow
Brett Schwenke	Kurt Gravedoni	

Authority Financials

FY 2020-2021 Snapshot

Per the audited financial statements for the years end June 30, 2021, the Authority did have an increase of net position of \$864,559

Outstanding Loans

In 2021, the Authority has three outstanding loans.

In 2018, the Authority secured a loan from Honor Credit Union for the construction of the new administration building, materials management building and new weigh scales. As of June 30, 2021, the balance of this loan was \$1,152,582

In 2019, the Authority secured a \$3,000,000 interest free loan from the Closed Loop Fund. This ten-year loan financed the purchase of the new single stream recycling equipment. In May 2019, the MCSWMA Board of Trustees passed (by unanimous vote), a resolution to raise solid waste tipping fees by \$6.00 per ton, to finance the repayment of the Closed Loop Fund loan. As of June 30, 2021, the balance of this loan was \$2,475,000.

Also in 2019, the Authority secured a loan from Honor Credit Union to finalize the construction of the regional recycling facility. As of June 30, 2021, the balance of this loan was \$2,183,920.68

Tipping Fees

In February 2019, the Authority amended the ten-year financial plan to finance future landfill construction, equipment needs, and the general landfill operations. A \$2.00 per ton increase is planned on July 1 each year, for years 2022 through 2026. Tipping fees are reviewed annually by the MCSWMA Board of Trustees.

On July 1, 2021, the \$4.00 per ton emergency tipping fee (due to pandemic), was removed. The scheduled \$2.00 per ton tipping fee rate increase for solid waste was implemented. The tipping rate was \$61.50 per ton as of July 1, 2021.

Highlights for 2021

Compliance

- Passed all Department of Environment, Great Lakes, and Energy (EGLE) quarterly and annual compliance inspections

Single Stream Recycling

- Continuing efforts to recovery and/or recycle waste to extend the life of the landfill
- Implemented a new regional single stream recycling processing facility
- Added twelve new full-time jobs in Marquette County
- Increased Marquette County inbound recycling tonnage by 50%
- Assisted municipalities in grant processes to increase access to residential recycling (curbside recycling carts)
- Increased recycling rates in select municipalities by 100%
- Developed and executed a recycling agreement with Delta County Recycling that will increase recyclable tonnages at MCSWMA

Recycling Education and Engagement

- Added the material wizard search function to the recycle906.com website
- 50,000 plus engagements on the recycle906.com website
- Embedded the material wizard search function on multiple municipality websites
- Implemented social media recycling giveaways provided by local community businesses
- Awarded and implemented an EGLE Recycling Racoons recycling outreach campaign that include over 400 television commercials aired

Others

- Awarded an EGLE \$65,000 scrap tire community collection grant for the processing of Marquette County residential scrap tires
- Awarded a \$50,000 EGLE grant to implement a regional battery awareness and recycling campaign
- Facilitated the establishment of multiple battery recycling drop off locations throughout the county
- Received an EGLE \$5,000 Clean Sweep grant for the disposal of household pesticides
- Continued partnership and collaboration with Northern Michigan University and Michigan Tech University
- Invested in and executed several on-site projects that improved operational efficiency and safety
- Increased safety awareness via an employee and management led safety program

Budgeted FY 2020-2021 tipping fees are presented in Table 1.

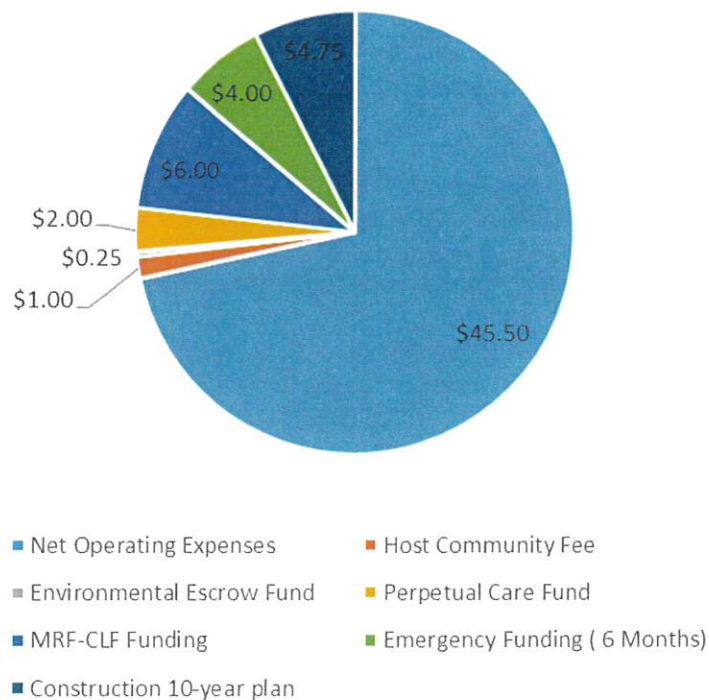
TABLE 1: TIPPING FEE BUDGET FY 2020-2021

Tipping Fee Components	Budget	Cost/ Ton
Net Operating Expenses	\$2,730,000	\$45.50
Host Community Fee	\$60,000	\$1.00
Environmental Escrow Fund	\$15,000	\$0.25
**Perpetual Care Fund	\$120,000	\$2.00
MRF-CLF FUNDING	\$360,000	\$6.00
Emergency Tipping Fee 1/1/21 to 6/30/21	\$116,000	\$4.00
Construction 10-year Plan	\$285,000	\$4.75
Total:	\$3,686,000	\$63.50

Based on 5-year average of 58,000 tons

**Will go into 5-year capital until needed for perpetual care

MCSWMA Tipping Fee Allocation



**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
UPPER PENINSULA POWER COMPANY
CASE NO. U-20811**

RECEIVED
APR 27 2022
Marquette Township

- Upper Peninsula Power Company requests Michigan Public Service Commission’s approval for reconciliation of its power supply cost recovery plan for the twelve months ending December 31, 2021.
- The information below describes how a person may participate in this case.
- You may call or write Upper Peninsula Power Company, 1002 Harbor Hills Dr., Marquette, MI 49855, (800) 562-7680, for a free copy of its application. Any person may review the documents at the offices of Upper Peninsula Power Company or on the Commission’s website at: michigan.gov/mpscedockets.
- A pre-hearing will be held:

DATE/TIME: **Wednesday, May 11, 2022 at 9:00 AM**

BEFORE: **Administrative Law Judge Martin Snider**

LOCATION: **Video/Teleconferencing**

PARTICIPATION: Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8090, or by email at mpscedockets@michigan.gov in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Upper Peninsula Power Company (UPPCO)’s March 25, 2022 application requesting the Commission to: 1) approve the reconciliation of the 12-month power supply costs and revenues as proposed by UPPCO; 2) determine that the power supply costs charged to UPPCO’s ratepayers during 2021 were reasonably and prudently incurred; 3) approve UPPCO’s net cumulative under-recovery of \$1,043,524 and authorize UPPCO to roll-in the net cumulative under-recovered amount into the beginning balance of its 2022 PSCR reconciliation; and 4) Grant UPPCO other and additional relief.

All documents filed in this case shall be submitted electronically through the Commission’s E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by May 4, 2022. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Upper Peninsula Power Company (UPPCO)'s attorney, Sherri A. Wellman, One Michigan Ave., Ste. 900, Lansing, MI 48933.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-20811**. Statements may be emailed to: mpscedockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, and R 792.10401 through R 792.10448.

U-20811

Ruler

Line Path Polygon Circle 3D path 3D polygon

Measure the distance or area of a geometric shape on the ground

Perimeter: 824.95 Feet

Area: 0.30 Acres

Mouse Navigation

Save

Clear





MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive
Marquette, Michigan 49855
Ph | 906.228.6220
Fx | 906.228.7337
www.marquettetownship.org

Board Action Item

Board Meeting Date: May 4, 2022
Agenda Item #: 8.A.
Proposal: Noquemanon Trail Network (NTN) Policy Opinion on E-Bike Use on Non-Motorized Trails in Marquette Township
Presented by: Jason McCarthy, Planning and Zoning Administrator

Background:

The Noquemanon Trail Network has developed an opinion and policy on the use of e-bikes on NTN managed trails. Michigan is one of many states that has adopted a three-class system to regulate e-bike use on streets and pathways (Michigan E-bike Policy). Class 1 is a pedal assisted bicycle that travels up to 20 miles per hour. Class 2 is a pedal assist and throttle assist bicycle that also travels up to 20 miles per hour. In addition, Class 3 is a throttled bicycle that travels up to 28 miles per hour. Throughout the state, Class 1 e-bikes are allowed on paved roads and pathways but not necessarily allowed on natural surfaces designated for non-motorized use. The state regulation has left it up to agents who manage properties to designate use of e-bikes on these trails.

Throughout the country, opinions of e-bike use on local pathways and streets are positive. They decrease harmful emissions and fossil fuel use and in the context of city use, they are decreasing transportation technology. Consideration of allowing the use of e-bikes on dirt trails is not as simple. Two major concerns about their use continue to be discussed. One question is; do e-bikes create a greater impact on trails? On an e-bike, the electric motor that assists the rider has a potential to create more torque, which could lead to greater soil displacement. However, there has been no definitive evidence to show the e-bikes cause more impact on trails. As well, electric motor assistance can allow users to travel further on trails, creating the potential to have a greater impact. The other issue is the social perception of e-bike use on dirt trails. There has been very little research done in this area but there are implications that this is an issue. The summer of 2020, the NTN surveyed its members and those who own land that trails go through about e-bike use on the trails. Approximately two thirds of those who responded were supportive of e-bike use on the trails. Members who were not supportive responded more harshly to open questions, leaving one to think that there may be a social issue regarding e-bike use on NTN trails.

Since the regulations have been in act, the sale of e-mountain bikes has drastically increased. In 2017, sales of e-mountain bikes have increased 91%. There is a public interest in using them for several reasons. E-bikes assist users with physical challenges and disabilities, allowing them to enjoy an activity in which they would not otherwise be

Mission Statement:

"Recognize and meet the needs of the Township Community."





MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive
Marquette, Michigan 49855
Ph | 906.228.6220
Fx | 906.228.7337
www.marquettetownship.org

able to. E-bikes are motor assisted but do not produce harmful emissions when in use. Class 1 e-bikes are defined as non-motorized by the Consumer Products Safety Act (Pub.L.107-319). Finally, Class 1 e-bike use is already prevalent on NTN trails. They are used during special events by event staff, Marquette County Search and Rescue uses e-bikes to provide emergency assistance, and recreational use of e-bikes is prevalent.

Because of this, the NTN Board supports a policy to allow only Class 1 e-bikes to be used on a majority of NTN trails for recreational use if approved by the particular land owner. Class 2 and Class 3 e-bikes are not allowed. It is felt that they are more closely identified as a motorized vehicle and cross the line of non-motorized use and create safety hazards. E-bike users should be considerate of perceptions toward e-bike use on NTN trails and ride with consideration for those who are pedaling with no assistance.

- Both the Recreation Committee and the Planning Commission met on Wednesday, April 27, 2022 and unanimously supported NTN's statement and proposed policy on e-bike use on non-motorized trails within the community.
- At the time of this report, NTN has permission from all other affected landowners (on North and South) and are awaiting Marquette Township approval of their proposed policy before announcing the change in use to allow for e-bikes.

Attachments: None

Cost: \$ NA

Budget Account: NA

Recommended motion:

Approve the proposed NTN use policy to allow for Class 1 e-bikes on NTN managed non-motorized trails within Marquette Charter Township.

Mission Statement:

"Recognize and meet the needs of the Township Community."





MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive
Marquette, Michigan 49855
Ph | 906.228.6220
Fx | 906.228.7337
www.marquettetownship.org

Board Action Item

Board Meeting Date: May 4, 2022
Agenda Item #: 8.B.
Proposal: Consider Recommendation from Personnel Committee Regarding Job Description: Public Works Superintendent
Presented by: Jon Kangas, Township Manager

Background:

In 2021, the Building and Grounds department was reassigned to the Public Works Department, under the supervision of the Public Works Superintendent. The Public Works Superintendent job description was not updated at that time to reflect the additional responsibilities. The Personnel Committee has reviewed the proposed revisions to the job description and recommend approval, subject to the Attorney's review.

Attachments: 1. 04 Job Description - Public Works Superintendent - B&G Added DRAFT

Cost: \$ NA

Budget Account: NA

Recommended motion:

Support the recommendation of the Personnel Committee and approve the revisions to the Public Works Superintendent job description as presented, subject to the Attorney's review.

Mission Statement:

"Recognize and meet the needs of the Township Community."



6. Administers approved budgets. Reviews monthly financial statements and proposed expenditures with Township Manager and elected officials to assure operation within budgetary constraints.
7. Assists in the enforcement of Township ordinances, codes, and regulations. Provides counsel to the Township Manager on the need for new or revised ordinances and codes for his department/divisions.
8. Acts as a spokesperson for the Township in response to citizen complaints regarding the water production, treatment and distribution systems, wellhead protection, the wastewater and storm water collections system, and the solid waste collection and disposal system, and Township-owned buildings, grounds parks and recreation facilities.
9. Administers established Township personnel policies for his divisions. Reviews employee grievances and resolves them within contractual limitations, and consults with the Township Personnel Director. Participates in interviewing and hiring applicants for staff openings.
10. Coordinates work with various contractors and regulatory agencies.
11. Develops, implements, and monitors management control systems and emergency plans.
12. Represents the Township in discussions and negotiations with the public, regulatory agencies, committees, and the Township Board on matters dealing with his areas of responsibility.
13. Works with architects and engineers on project design and construction, with lawyers and investigators on matters of litigation, and with various other professionals including auditors, consultants and financial advisors.
14. Develops and implements training programs for staff on new procedures and safe work practices.
15. Provides plan reviews of private developments and issues permits.
16. Serves as project manager on water, wellhead protection, wastewater, and storm water, buildings, grounds, parks and recreation projects and other special projects as assigned.
17. Supervises vehicle and equipment maintenance and replacement.
18. Works with other staff and external contractors/vendors to establish and maintain comprehensive GIS management.
19. Performs other duties as assigned.

IV. Minimum Qualifications and Required Knowledge, Skills and Abilities:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities (KSA's) required to successfully perform the essential functions of the position. In some cases alternative qualifications or combinations of education/experience and/or KSA's may be sufficient.

- A. Education: Bachelor's Degree in Civil Engineering or equivalent.
- B. Experience: 5 or more years related experience; previous supervisory experience strongly preferred.
- C. Equivalent combination of education and experience.
- D. Michigan Professional Engineer's License strongly preferred.
- E. State of Michigan Department of Environmental Quality (MDEQ) license appropriate for the Township's system (currently S-3 and D-3) or the ability to obtain it within a reasonable time period, is strongly preferred.
- F. A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- G. Knowledge of the management and engineering best practices and the safety procedures associated with water/wastewater/storm water systems, **building/grounds/parks/recreation facilities** and related public works activities.
- H. Skill in supervising staff and coordinating the work of others.
- I. Skill in resolving challenging issues with tact and diplomacy, and in negotiating difficult situations.
- J. Ability to effectively motivate, coordinate and evaluate staff to maximize their potential, productivity and effectiveness, and promote a constructive work environment.
- K. Ability to work constructively and interact professionally with employees, elected officials, the general public, and various professional contacts.
- L. Ability to manage multiple priorities and work within deadlines.
- M. Ability to serve in an on-call capacity and respond to public works emergencies outside of normal business hours.

V. Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer or review drawings, plans and paperwork for extended periods of time, communicate by telephone or in person, and move around the office. This position is also regularly required to travel throughout the township and to other locations to attend meetings, and visit project sites including construction sites. In conducting site visits in the field, this position is occasionally exposed to outside inclement weather conditions and the dangers of construction sites including traversing uneven terrain, accessing high precarious places, crawling into trenches, inspecting worksites in moving traffic, exposure to moving mechanical parts and equipment, loud noise, dust, fumes and debris, and related hazards.

DRAFT



MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive
Marquette, Michigan 49855
Ph | 906.228.6220
Fx | 906.228.7337
www.marquettetownship.org

Board Action Item

Board Meeting Date: May 4, 2022
Agenda Item #: 8.C.
Proposal: Approve Public Works Superintendent
Reclassification
Presented by: Jon Kangas, Township Manager

Background:

The Personnel Committee met on Tuesday, April 26, 2022 and reviewed the reclassification request from the Public Works Superintendent. Based on the added responsibilities of the Building and Grounds division, the position classification moves from a high grade 8 to a mid-range grade 9. This reclassification does have a financial impact, but is justified by the added responsibilities.

Attachments: 1. 06 Reclassification App - Public Works
Superintendent

Cost: \$ ~12,000 in the first year, plus corresponding benefit impacts.

Budget Account: Administrative wages and benefits: Water, Wastewater,
Solid Waste

Recommended motion:

Support the recommendation of the Personnel Committee and approve the reclassification of the Public Works Superintendent from grade 8 to grade 9, with retroactive pay to January 1, 2022.

Mission Statement:

"Recognize and meet the needs of the Township Community."



**MARQUETTE CHARTER TOWNSHIP
EMPLOYEE JOB ANALYSIS QUESTIONNAIRE**

GENERAL INSTRUCTIONS:

Please read each item carefully before answering. Make all of your answers as complete and as clear as possible. If the space provided is insufficient, you may use the "Extra Space" page provided or attach additional pages. Please type or print your answers. After you have completed the questionnaire, please return it to your supervisor to complete the last section and forward to the Township Manager.

IDENTIFICATION INFORMATION

Date:

NAME: Leonard Bodenus

DEPARTMENT: Public Works

Job Title: Superintendent of Public Works

SUPERVISOR: Jon Kangas, Township Manager

YEARS EXPERIENCE ON THIS JOB: 1 year 8 months **YEARS TOWNSHIP EXPERIENCE:** 19 years, 11 months

- 1. General Summary - In three or four sentences, please summarize what you do on your job and the major purpose of your job.**

The Superintendent of Public Works oversees all aspects of Marquette Township's water, wastewater, storm sewer, solid waste and building/grounds/park departments. For each division, this position ensures policy is implemented as set forth by the Marquette Township Board by managing operations, personnel, and budgets. All this is accomplished while adhering to all federal and state statues, rules and regulations.

- 2. Job Tasks - Please list the various tasks you do on your job. Please try to describe these tasks in such a way as to be clear to someone who does not understand your work. Number each task and estimate the percentage of your time that each task takes. These percentages should add up to 100.**

Task #	Description	% of Time
1.	Direct, organize and plan operational activities of the various divisions.	25%
2.	Department wide budget wide preparation, implementation and monitoring.	20%
3.	Direct, organize and plan duties for 10 employees.	20%
4.	Act as Township liaison in discussions and negotiations with the public and regulatory agencies.	5%
5.	Act as Township contact in discussions with engineers, developers and contractors.	5%
6.	Implement and enforce Township ordinances of the various PW divisions.	5%
7.	Attend Board meetings, present relevant information, answer questions from Board Members about the various PW divisions.	5%
8.	Acts as project manager on various water, sewer, stormwater, solid waste and building/grounds parks projects.	5%
9.	Forward planning, assessment and implementation of strategies to meet future needs across all divisions.	5%
10.	Investigate, and apply for various grants. Grant administration once awarded.	5%

3. Preparation and Training - In your opinion, what kind of formal preparation and training is normally required to perform your job. Any special courses, degrees, etc.? What specific knowledge must a person have to perform this job?

This position requires at a Bachelor’s degree in a relevant discipline to efficiently perform the job duties. Other education and/or on the job training in the various aspects of water production, distribution, sewer collection, stormwater, solid waste and building/ground/parks operations is also required. A Michigan EGLE water limited treatment and distribution is needed for this position.

3A. If specific training is mandatory to perform your duties, name the required degree certification, or license.

Michigan EGLE D-3 Water Limited Treatment

Michigan EGLE S-2 Water Distribution

Michigan EGLE Construction and Industrial Stormwater

4. Practical Experience - If someone had the preparation and training that you stated in answer to the last question, how much experience on your job would it take before he or she would be able to perform your job adequately?

Over 5 years

5. Planning and Analysis - Does your job require you to do any planning or analysis? If so, please describe. For instance, are you required to gather and interpret data, prepare reports, find solutions to special problems and so on? Please be brief and give examples.

Yes. Regular planning and analysis are required to gauge future utility and building/park needs. Once issues are identified studies are initiated in conjunction with consultants. Examples of which are a recently completed water reliability study, and ongoing water/sewer capacity studies. This is especially important to maintain a solvent system in the event of future growth. This position also interprets data from solid waste and recycling collection and uses collected information to more efficiently administer the program.

6. Contacts With Others - In the course of performing your job, what contacts with co-workers or people from inside or outside the Township are you required to make? Please indicate how often and the reason for the contacts. Do not include contacts with direct supervisors or those under your supervision.

Regular daily contact occurs with the various Township Departments and their staff. Daily contact occurs with the Secretary/Cashier to check for messages, mail, or other relevant information. The Accountant/Assistant Clerk is regularly consulted about invoices, payments and departmental budgets. Contact with the Planning/Zoning Administrator and Staff Planner deals with utility needs as they relate to new developments within the Township.

While not as frequent as the above-mentioned employees, contact also occurs with members of the Fire Department and Board Members. Fire Department contact is mostly centered around the water system and its relation to firefighting activities. Board member contact is usually to ask questions or provide information about one of the divisions of the Public Works Department, including building/grounds/parks.

Outside interaction may occur with a variety of people. This includes the general public, EGLE staff, MDOT staff, MCRC staff, engineers, developers, or contractors. A variety of topics may be discussed depending on the division.

7. Equipment / Material Used - Please state the kinds and frequency of use of any equipment or materials that requires instruction for use on your job. (For Example: equipment, records, computers, calculators, etc.)

Daily use of a Computer, I-phone, calculator, printer, and copier is required. Software used daily includes Microsoft Office and Excel along with Microsoft Outlook. Items like the Print Scanner/copier and the fax machine are used less frequently, but still on a regular basis.

While not regularly used as part of this position's job duties, it is necessary to know how to operate a variety of tools and machinery in order to help instruct employees. Examples of which include a backhoe, front end loader, hydro-excavator, sewer jetter, tapping machine, lawnmower, weed eater, snowblower, mini-tractor, gas meter, safety tripod, safety blower, and various hand tools.

8. Supervision Received - How frequently and closely is your work checked by your supervisor or other employees? Please explain and give examples.

The majority of the work is completed independently. More complex or unique issues may be brought to the Township Manager for his/her opinion and guidance. Examples of which may be questions related to the budget or CIP process.

9. Consequences of Errors - Please indicate the consequences of any errors on your part. Who would catch the error? How soon? How much harm could be done to other people, equipment, Township financial status/condition and so on?

Errors in this position may impact the successful implementation of policy throughout the various Public Works divisions. Wrong guidance to subordinates may impact the health and safety of employees and the general public. Non safety errors may also lead to financial consequences. Errors could be found by supervisors, peers, the general public and regulatory officials.

10. Supervision Given - Do you supervise or assign work to other employees? If so, please list their job titles and indicate the number of people supervised under each title.

Yes. This position supervises 10 employees.

Account Clerk- 1

Crew Leader-1

Water Operator-1

Service Worker-4

Building and Grounds-3

11. Hazards - Is there anything about your job which is hazardous or dangerous? Please explain.

Field inspections may at times result in unsafe conditions. This is especially true when visiting a water main or sewer repair jobsites. Visits to the wellhouse may result in contact with dangerous chemicals such as sodium hypochlorite. Inspections to the various buildings or parks can put this position in dangerous situations involving moving machinery such as lawnmowers.

12. Unpleasant Working Conditions - Are there aspects of your work environment which are disagreeable or unpleasant? Consider heat, cold, noise, dirt, fumes or similar elements. Be brief but give examples.

Yes. Due to the above mentioned field inspections this position may come into contact with raw sewage, hazardous waste, chemicals, water, dirt, dust and mud. These unpleasant items may come during the course of administering one of the various Public Works divisions.

13. Physical / Visual Effort - How much physical and/ or visual effort is required in your job? Consider walking, standing, lifting, carrying, pushing, reading, examining, closely inspecting, etc. Give examples.

The position does do some walking and standing, especially when visiting projects in the field. Visual inspection, close examination and reading is also required when performing office duties. This is especially true when going over utility design plans and when reading official documents.

Employee's Signature: Leonard Bodemus

Date: 4-8-2022

THIS SECTION TO BE COMPLETED BY IMMEDIATE SUPERVISOR

1. Do you agree with and support employee's answers to all of the above questions? If not, please explain.

Yes.

2. List any job duties or assignments which the employee performs which are in addition to those listed above.

3. How long has this employee worked for you?

2+ YEARS

4. Additional Comments:

Supervisor Signature



Date:

4/25/2022

FACTOR 1: EDUCATION AND RELEVANT EXPERIENCE

In using this factor, two separate yet related judgments must be made. First, identify the minimum level of education required to be adequately prepared for the duties and responsibilities of the position. Second, determine the minimum years of relevant experience necessary to adequately perform the job. (Typically found on the position's job description.) **NOTE:** Rate the **MINIMUM** requirements of the position, not the attainment of the position incumbent; these may differ.

Special Circumstances:

- In many cases experience may substitute for formal education and vice versa. Rate the minimum qualifications of the position, or a combination thereof.
- Positions requiring professional certifications or licensure should be rated at "somewhat more than" the minimum educational and experience level required.
- If a position has both a minimum requirement and a "preferred" level (i.e. BA req'd, MA preferred), rate it at "somewhat more than" for the minimum educational and experience level required.

MINIMUM RELATED WORK EXPERIENCE REQUIRED

MINIMUM EDUCATION REQUIRED	Degree	Entry Level, No Exp. Req'd	MINIMUM RELATED WORK EXPERIENCE REQUIRED			
			1 - 2 Yrs.	3 - 5 Yrs.	5 - 7 Yrs.	7 + years
A. No formal education required.	Almost exactly like =	25	50	75	100	125
B. High school diploma or equivalent.	Almost exactly like = Somewhat more than =	100 120	120 140	140 160	160 180	180 200
C. Vocational or trade school, or one to two years of community college, business school or other specialized training.	Almost exactly like = Somewhat more than =	140 160	160 180	180 200	200 220	220 240
D. Associates degree or equivalent.	Almost exactly like = Somewhat more than =	180 200	200 220	220 240	240 260	260 280
E. Bachelor's degree or equivalent.	Almost exactly like = Somewhat more than =	220 240	240 260	260 280	280 300	300 320
F. Master's degree or equivalent.	Almost exactly like = Somewhat more than =	260 280	280 300	300 320	320 340	340 360
G. Phd, law degree or other post-Master's level education.	Almost exactly like = Somewhat more than =	300 320	320 340	340 360	360 380	380 400
H. Elected Official.	Elected Official =	220	220	220	220	220

YES. HATERS JOB

FACTOR 2: JUDGMENT AND INDEPENDENCE OF ACTION

This factor describes the level of judgment and independence of action exercised in determining proper courses of action. In evaluating a position against this factor, think about the extent to which policies, procedures, rules and so forth either guide or restrict judgment and independence of the position. Consider also whether peers and/or supervisors are available for collaboration in decision making, and the degree to which the employee is empowered to use discretion.

LEVEL OF JUDGMENT AND INDEPENDENCE REQUIRED

	Degree	Point Value
A. Duties and responsibilities of the position are carried out according to straightforward and standardized policies, procedures, rules, etc. There may be an occasional need for the employee to exercise judgment, but others are readily available to assist and discretion is limited. Work is closely monitored and regularly reviewed or subjected to a "check/balance" system.	Almost exactly like =	150
	Somewhat more than =	185
B. Duties and responsibilities of the position require that the employee occasionally interpret standard policies, procedures and rules to determine appropriate courses of action. However, the employee would not need significant technical or professional training to effectively interpret standards and guidelines. Basic decisions are made independently while more complex or unique issues are solved collaboratively with peers or supervisors. Discretion is moderate, and work is monitored on a "spot check" basis.	Somewhat less than =	219
	Almost exactly like =	254
	Somewhat more than =	288
C. Duties and responsibilities of the position require that the employee regularly interpret policies, procedures and rules to determine appropriate courses of action. The employee has information available to guide him/her in effectively interpreting standards and guidelines, and considerable discretion is exercised. Most decisions are made independently, including "judgment calls" on unique situations. Work is monitored on a "case-by-case" basis.	Somewhat less than =	323
	Almost exactly like =	358
	Somewhat more than =	392
D. Duties and responsibilities of the position are governed by broad and complex technical, administrative, or professional standards and guidelines. The employee must regularly exercise independent judgment in decision-making, and exercise considerable discretion to address highly complex matters. The employee performs with a high degree of latitude, and work is monitored on a periodic or exception basis.	Somewhat less than =	427
	Almost exactly like =	462
	Somewhat more than =	496
E. Duties and responsibilities of the position are not only governed by broad and complex technical, administrative, or professional standards and guidelines, but the employee regularly directs or participates in the development of such standards. The employee performs with virtual independence and regularly exercises considerable discretion. Work is monitored through formal review by major authorities or other policy-making bodies.	Somewhat less than =	531
	Almost exactly like =	565
	Somewhat more than =	600

YES
(NO CHANGE)

FACTOR 3: INTERNAL AND EXTERNAL RELATIONS

This factor examines the types and frequency of internal and external contacts a position encounters, and the communication skills needed to successfully handle these contacts.

First, examine the hierarchy of communication skills listed and select the category which reflects the *highest requirement* of the position. Although a job may entail a variety of levels of contacts, use the highest requirement to determine the point award.

Second, after selecting the highest requirement, determine the frequency with which that activity occurs.

COMMUNICATION SKILLS REQUIRED	FREQUENCY		
	Occasionally (Monthly)	Periodically (Weekly)	Frequently (Daily)
A. Minimal internal or external contacts are experienced in the position. Skill in exchanging information and following instructions is required.	100	130	160
B. Standard internal and external contacts are experienced in the position. Skill in responding to questions, providing explanation of standard procedures, and engaging in conversation is required. Unusual or difficult situations are referred to a supervisor.	160	190	220
C. Moderately complex internal and external contacts are experienced in the position. Skill in problem solving, instructing others on complicated issues, and interviewing and developing information from others is required. Unusual or difficult situations are addressed to the extent possible and may be referred to the next level.	220	250	280
D. Complex internal and external contacts are experienced in the position. Skill in facilitation/resolving disagreements, and/or leading meetings or making presentations is required. This position is responsible for the ultimate resolution of unusual or difficult situations in his or her operating area.	280	310	340
E. Extremely complex internal and external contacts are experienced in this position. Skill in leading and persuading others, negotiating contracts, mediating and resolving disputes, and developing and making critical formal presentations is required. This position is involved in mediating the ultimate resolution of unusual or difficult situations spanning many operational units or affecting the organization as a whole.	340	370	400

NO CHANGE

FACTOR 4: SUPERVISORY OR MANAGERIAL RESPONSIBILITY

This factor reflects the supervision exercised and management or leadership role assigned to a position. Select first the level of authority exercised, than the span of control as determined by the size of the supervisor's staff.

Special Circumstances:

- Count part-time, permanent, year-round staff as 1/2 employee.
- Count seasonal workers, volunteers and other "non-permanent" employees as 1/4 employee.
- Do not count prison workers or other labor assigned and managed by an external agency.
- Jobs which involve directing other employees "in the absence of" the regular supervisor should be considered a "Working Supervisor".

LEVEL OF SUPERVISORY AND MANAGEMENT AUTHORITY EXERCISED	STAFF SIZE (Both direct and indirect reporting relationships)					
	Up to 2	3 - 5	6 - 9	10 - 14	15 - 19	Over 20
A. No supervisory or management authority.	0	N/A	N/A	N/A	N/A	N/A
B. Occasional Leader: On an occasional basis assists in planning and organization of work assignments, instructs or trains others, or leads special projects.	100	130	160	190	220	250
C. Leader: Regularly involved in planning and coordinating work assignments and monitoring the work progress of others, but does not have the authority found in a formal supervisor position (hire, fire, discipline).	130	160	190	220	250	280
D. Working Supervisor: May give input to employment decisions (hire, fire, discipline) but also performs similar duties of subordinates a substantial amount of time.	160	190	220	250*	280	310
E. Supervisor: Has the authority to directly make or effectively recommend important personnel decisions (hire, fire, discipline, promote). Typically and "exempt" position under the Fair Labor Standards Act (not entitled to paid OT).	190	220	250	280	310	340

AGREE.
(10 EMP.)

+ B+G

* COULD BE 250 DUE TO

"NON-EXEMPT STATUS."

AFTER REVIEW w/EMPLOYEE,
AGREED ON LEVEL D. PK

FACTOR 5: JOB COMPLEXITY / ANALYTIC REQUIREMENTS

This factor measures the degree of complexity which is characteristic of a position's duties and responsibilities. Complexity is defined as the level of "thinking process" or analytic ability required of a position. In determining the appropriate point assignment, consider overall complexity, not unique projects or activities which are rare and impermanent to the position, or assigned to the position incumbent due to individual level talent or interest.

LEVEL OF COMPLEXITY ENCOUNTERED

	Degree	Point Value
A. Position primarily involves the use of factual information and data that does not present significant variables or ambiguities. Redundant steps, methods and processes are typically well defined, choices involve a limited set of options and information is readily available to ascertain correct approach.	Almost exactly like =	150
	Somewhat more than =	185
B. Position primarily involves the use of factual information and data, but may encounter minor variables or ambiguities which require some analytic or basic problem solving ability to select correct action from a limited set of options. Redundant steps, methods and processes are typically well defined, but the employee must occasionally modify or adapt them to address a situation.	Somewhat less than =	219
	Almost exactly like =	254
C. Position involves both the use of factual information and data, and the modification and continuous improvement of processes. This position regularly addresses variables or ambiguities and requires analytic and problem solving ability to select correct action from an expansive set of options. Steps, methods and processes are a mix of redundant and original tasks, and processes must be occasionally reassessed, modified or adapted to address unique situations.	Somewhat less than =	323
	Almost exactly like =	358
D. Position involves the extensive use of analytic and problem solving ability to select correct action from a limitless set of options. Steps, methods and processes are original and must be continuously reassessed, modified or adapted to address unique situations or realize improvements in process. This level is appropriate for multi-faceted positions with program or service planning responsibilities.	Somewhat less than =	427
	Almost exactly like =	462
E. Position is focused on projects involving the dedication of substantial time and effort to researching, organizing and assessing information which contains substantial variables and ambiguities. As a result, steps, methods and processes are non-existent or original, and the incumbent may be required to develop new and original procedures and processes. An advanced analytic and problem solving ability is required for the position.	Somewhat less than =	531
	Almost exactly like =	565
	Somewhat more than =	600

NO CHANGE.

FACTOR 6: RESPONSIBILITY FOR THE SAFETY OF OTHERS

This factor is concerned with the impact the position's duties have on the safety and convenience of others. In considering the potential impact of a position, consider probable errors which may occur in the regular course of performing a job, not the most extreme consequences.

After selecting the highest, but still probable, consequence of error in terms of jeopardizing safety, determine the frequency with which the opportunity for error presents itself in the normal course of performing the duties of the position.

PROBABLE CONSEQUENCES OF ERRORS	FREQUENCY		
	Occasionally (Monthly)	Periodically (Weekly)	Frequently (Daily)
A. Errors in this position would not jeopardize the safety of others. Some minor, short-term inconvenience may occur to the public or internally, but would impact a limited set of individuals. Confidential administrative positions may be placed here to reflect impact on the safety of others' privacy.	100	138	175
B. Errors in this position may pose a minor, short-term threat to the safety of others, but would be easy to identify, control and resolve. Effects could be contained and would impact a limited set of people. Some "line" positions in building/code enforcement or public works may be placed here.	175	213	250
C. Errors in this position would likely cause a more significant threat to safety, and may be more difficult to identify, control and resolve. Effects would be more widespread, impacting a considerable number of people in multiple locations. Positions in public utilities or positions responsible for emergency planning may be placed here.	250	288	325
D. Errors in this position may pose a major, long-term or widespread threat to the safety of the public producing irreparable harm. Positions in public safety may be placed here.	325	363	400

NO CHANGE.

FACTOR 7: TECHNOLOGY AND EQUIPMENT USE

This factor measures the level of knowledge and expertise required in a position with respect to utilizing, developing, fabricating and implementing various technology or equipment. Determine first the level of knowledge and skill required of the position (not the level of the position incumbent) and then determine the degree most appropriate for the position.

LEVEL OF TECHNOLOGICAL/MECHANICAL KNOWLEDGE AND SKILL REQUIRED		Degree	Point Value
A. Job duties require:	<ul style="list-style-type: none"> • a basic knowledge of and ability to use standard office equipment, including basic computer software, or • the basic use and maintenance of standard tools and light equipment (i.e. lawn maintenance, light trucks, carpentry/construction tools, custodial work.) 	Somewhat less than =	50
		Almost exactly like =	61
		Somewhat more than =	71
B. Job duties require:	<ul style="list-style-type: none"> • intermediate level use of computer software or other office systems, such as document preparation and formatting, data entry in specialized databases or financial systems, providing informal guidance or training to others, acting as "troubleshooter" for basic problems, or • the intermediate use and maintenance of standard light and heavy equipment or utility systems. 	Somewhat less than =	82
		Almost exactly like =	93
		Somewhat more than =	104
C. Job duties require:	<ul style="list-style-type: none"> • advanced use of computer software including specialized applications such as computerized financial systems, advanced desktop publication, drafting systems, GIS, etc, and/or formally serves as "troubleshooter" for systems or software issues, provides formal instruction to others, or • advanced use, maintenance and/or repair of specialized or heavy equipment, fabrication of tools or equipment, and/or the use, maintenance and repair of specialized water and/or wastewater systems, machinery or plant equipment; leads/trains others on equipment. 	Somewhat less than =	114
		Almost exactly like =	125
		Somewhat more than =	136
D. Job duties require:	<ul style="list-style-type: none"> • systems development, programming, maintenance and repair related to PCs, databases, networks, GIS or other complex systems 	Somewhat less than =	146
		Almost exactly like =	157
		Somewhat more than =	168
E. Job duties require:	<ul style="list-style-type: none"> • Supervisory and administrative activities associated with the research, development, purchase and implementation of computer systems, system coordination and related technological advances. 	Somewhat less than =	179
		Almost exactly like =	189
		Somewhat more than =	200

NO CHANGE.

FACTOR 8: IMPACT ON PROGRAMS, SERVICES AND OPERATIONS

This factor measures the impact a position has on programs, services and operations of various units of the organization. Impact includes effects on organizational efficiency, effectiveness, financial implications, public perception and other tangible and intangible resources.

In determining the nature of the impact a position has on programs, services and operations, consider probable outcomes which may occur in the regular course of performing a job, not the most extreme consequences. In using this factor, "service area(s)" comprise an operating unit. For example, "Police Patrol" and "Fire Suppression" are two service areas which comprise the operational unit, "Public Safety."

NATURE OF IMPACT	Degree	Point Value
<p>A. Position is process orientated, meaning the work product affects the accuracy and acceptability of other processes. Errors would result in minor, short-term disruption of work processes focused in a limited service area(s). Errors may temporarily inconvenience the public, but damage would be limited and could be contained and repaired.</p>	<p>Almost exactly like = Somewhat more than =</p>	<p>150 185</p>
<p>B. Position is also process oriented, but errors would span multiple service areas causing more significant disruption should errors occur. Further, errors may result in more substantial inconvenience to the public, minor losses of resources, and may negatively impact public perception.</p>	<p>Somewhat less than = Almost exactly like = Somewhat more than =</p>	<p>219 254 288</p>
<p>C. Position impacts the successful coordination of service areas within an operational unit on a day-to-day basis. Errors would result in disruption to the unit as a whole, losses of resources, and may seriously damage public perception, as well as weaken internal coordination capabilities.</p>	<p>Somewhat less than = Almost exactly like = Somewhat more than =</p>	<p>323 358 392</p>
<p>D. Position is responsible for coordinating multiple service areas within one or more operational units, and/or plays a role in the strategic planning, implementation, administration and overall success of a major service area. Errors would result in major, long-term disruption of the operational unit as a whole, significant losses of resources, and may profoundly damage public perception and the ability to successfully integrate services internally.</p>	<p>Somewhat less than = Almost exactly like = Somewhat more than =</p>	<p>427 <u>462</u> 496</p> <p style="color: red; font-size: small;">OLD A+B+G (+ B+G)</p>
<p>E. Position is responsible for the strategic planning, ongoing implementation, evaluation, coordination and administration of multiple operational units providing diverse services. Errors would result in major long-term disruption of the organization, spanning multiple operational units, major losses of resources, and may permanently jeopardize public confidence the organization.</p>	<p>Somewhat less than = Almost exactly like = Somewhat more than =</p>	<p>531 565 600</p>

FACTOR 9: INTENSITY AND DEMAND FOR CONCENTRATION

This factor uses three environmental components to measure the extent to which the position requires mental concentration, focus and intensity on the job. Determine the frequency with which each environmental factor occurs and add the values together for a total point award. (90 point minimum, 300 point maximum)

ENVIRONMENTAL FACTORS	FREQUENCY		
	Occasionally One or two hours per day	Periodically Three to six hours per day	Frequently More than six hours per day
1. Mental Concentration: The task detail regularly required of the position (i.e. working with figures, paperwork, fine motor skills)	20	50 <i>OLD</i>	80
2. Focus: The extent to which the position is regularly subjected to distracting influences such as people, phones, noise, etc.	10	25 <i>OLD</i>	40
3. Pressure: The extent to which this position must regularly meet deadlines, fulfill difficult scheduling requirements, alter priorities or reallocate resources	20	50 <i>OLD</i>	80
TOTAL POINTS FROM ENVIRONMENTAL FACTORS (1+2+3) = 200 <i>80 + 10 + 80 = 170</i>			

FACTOR 10: WORK ENVIRONMENT

This factor measures the degree to which a position is subjected to unpleasant or adverse working conditions as a function of the job, and the type and frequency of physical demands placed on a position. Office "climate control" issues are *not* considered an unpleasant or adverse condition, nor are standard requirements for lifting and/or moving light weight items in a normal office setting considered a physical demand.

Determine first the highest condition or demand encountered as a function of the position (A, B, or C) then the frequency with which that condition is experienced. Add the points awarded for 1. Working conditions and 2. Physical demands for a total point value. (0 point minimum, 400 point maximum)

	FREQUENCY		
	Occasionally (Monthly)	Periodically (Weekly)	Frequently (Daily)
1. WORKING CONDITIONS			
A. Work is carried on in a normal office setting.	0	N/A	N/A
B. Work environment is mildly disagreeable due to outside weather conditions, poor ventilation, noise, unsafe areas or situations, and other factors which require adjusting to or accommodating these uncomfortable situations.	30	50	75
C. Work environment is very disagreeable due to extreme weather conditions, strong odors and fumes, dangerous chemicals, confined spaces, precarious places, loud noise, and other hazards which require the use of special safety equipment and substantial physical or mental accommodation to perform the job.	75	90	120
2. PHYSICAL DEMANDS			
A. No unusual physical activity or exertion is required.	0	N/A	N/A
B. Position requires moderate physical exertion associated with operating light equipment, monitoring and calibrating machinery and equipment, inspecting construction sites or outdoor areas, lifting and/or moving items of moderate weight (25 lbs. or more).	20	35	50
C. Position requires enormous physical exertion associated with heavy physical labor or the physical restraint of disruptive or unruly people.	50	65	80

TOTAL POINTS FROM WORKING CONDITIONS AND PHYSICAL DEMANDS FACTORS (1+2) = $105 + 20 = 125$

POINT TALLY		
Factor	OLD	(E.P.P.) Point Award
Education and Relevant Experience	260	280 ✓
Judgment and Independence of Action	392	358 X
Internal and External Relations	280	310 X
Supervisory or Managerial Responsibility	220	280 ✓
Job Complexity	462	392 X
Responsibility for the Safety and Convenience of Others	288	325 X
Technology and Equipment Use	93	104 X
Impact on Programs, Services and Operations	427	462 ✓
Intensity and Demand for Concentration Mental Concentration + Focus + Intensity	125	200 X
Working Environment Working Conditions + Physical Demands	85	105 X
TOTAL POINTS	2632	2816

MER

280

392

280

~~280~~ 250 (x 250) ✓

462

288

93

462

170

125

~~2832~~ (x 2802) ✓

2802 ✓

MARQUETTE TOWNSHIP POINT FACTOR ANALYSIS

Grade	POSITION	Point Range	Point Total	Ed/Exp	Judgement	Int/Ext	Sup	Complex	Safety	Tech/Equip	Impact	Intensity	Env
10	Township Manager	Over 2850	2,982	280	531	340	280	496	325	93	462	125	50
9	OPEN	2650 - 2849	2,832 2,862	280 280	392	280	280 280	462 462	288	93	462	170	125
8	Assessor/Planning & Zoning Adm. Public Works Superintendent	2450 - 2649	2,542 2,632	280 260	392	310 280	190 220	462 462	213 288	93 93	427 427	125 125	50 85
7	Fire Marshal Project Manager/Code Enf.	2250 - 2449	2,409 2,372	240 240	358 358	280 280	220 130	392 392	325 213	71 157	358 392	80 125	85 85
6	OPEN	2050 - 2249											
5	Accountant Deputy Treasurer/Assessing Asst (Level II) Service Worker/Crew Leader Water Operator	1850 - 2049	1,973 1,869 1,931 1,959	240 220 160 180	323 288 288 288	250 250 190 190	100 100 160 130	358 323 254 254	175 175 250 288	114 114 125 125	288 254 254 254	125 95 95 95	0 50 155 155
4	Service Worker Deputy Treasurer/Assessing Asst (Level I)	1650 - 1849	1,691	140	254	160	100	219	250	114	219	80	155
3	Service Worker (ENTRY) Deputy Treasurer Deputy Clerk	1450 - 1649	1,464 1,541 1,541	140 160 160	219 254 254	160 220 220	0 100 100	219 254 254	213 100 100	93 104 104	185 254 254	80 95 95	0 0 0
2	Secretary/Cashier Accounts Clerk Building & Grounds Caretaker	1250 - 1449	1,326 1,386 1,339	120 180 120	219 219 219	220 220 160	0 0 100	219 219 185	100 100 138	104 104 82	219 219 185	125 125 50	0 0 100
1	Entry	Under 1250											



MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive
Marquette, Michigan 49855
Ph | 906.228.6220
Fx | 906.228.7337
www.marquettetownship.org

Board Action Item

Board Meeting Date: May 4, 2022
Agenda Item #: 8.D.
Proposal: Approve Revisions to Personnel Policies and Procedures Manual
Presented by: Jon Kangas, Township Manager

Background:

The Personnel Policies and Procedures Manual has not been updated since 2014. The Personnel Committee has reviewed the revisions and recommended approval by the full Township Board. However, the recommendation required review of meal reimbursements for travel. The Manager has reviewed the 2014 reimbursements as impacted by inflation and recommended revisions to those numbers, as seen on page 36. The final document has been emailed separately, but hard copies will be provided upon adoption.

Attachments: 1. DRAFT MINUTES 04.26.2022

Cost: \$ Dependent on travel, otherwise NA.

Budget Account: TBD.

Recommended motion:

Support the recommendation of the Township Supervisor, Township Manager and Personnel Committee and adopt the Personnel Policies and Procedures Manual as presented.

Mission Statement:

"Recognize and meet the needs of the Township Community."



DRAFT MINUTES
Meeting of the Marquette Charter Township Personnel Committee
April 26, 2022 @ 2:00 pm
Marquette Township Hall

Members: Chair: Trustee John Markes
Recording Secretary: Trustee Dan Everson
Member: Treasurer Ernest Johnson
(All members present.)
Staff: Jon Kangas, Township Manager
Leonard Bodenus, Public Works Superintendent

Meeting called to order at 2:00 pm by Chairman Markes.

Approval of Minutes: Motion by Johnson, supported by Everson to approve the minutes of the March 2, 2021 meeting. **Motion carried 3-0.**

Election of Officers: A consensus of all members present indicates all officers will remain the same through the duration of the current Board term, unless otherwise necessary to change.

Consider Revision to Job Description – Public Works Superintendent: Revised job description reflects addition of Building and Grounds staff to supervisory responsibilities. **Motion** by Johnson, supported by Everson to support the recommendation of the Manager and send the revised job description for Public Works Superintendent to the full Township Board for approval, subject to Attorney review. **Motion carried 3-0.**

Consider Reclassification – Public Works Superintendent: Based on additional responsibilities, a reclassification was requested by the employee. Position is currently 18 points below a grade 9. Addition of 3 employees to supervisory responsibilities places the position in the middle of grade 9. **Motion** by Johnson, supported by Everson to support the recommendation of the Manager and send the reclassification for Public Works Superintendent to the full Township Board for approval with retroactive pay to January 1, 2022. **Motion carried 3-0.**

Consider Revisions – Personnel Policies and Procedures Manual: After thorough review and discussion of the draft revisions: **Motion** by Johnson, supported by Everson to support the recommendation of the Township Supervisor and Township manager for the proposed revisions to the Personnel Policies and Procedures Manual, as amended for meal reimbursements, and to forward the document to the full Township Board for approval. **Motion carried 3-0.**

Adjournment: Motion by Everson, supported by Johnson to adjourn the meeting at 2:31 pm. **Motion carried 3-0.**

Action items: Present the actions regarding Public Works Superintendent and the Policies and Procedures Manual to the Township Board for consideration and final approval.

Next meeting will be scheduled as needed.

DRAFT



MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive
Marquette, Michigan 49855
Ph | 906.228.6220
Fx | 906.228.7337
www.marquettetownship.org

Board Action Item

Board Meeting Date: May 4, 2022
Agenda Item #: 8.E.
Proposal: Consider changes to the maximum purchasing dollar amounts for staff.
Presented by: Supervisor Lyn Durant

Background:

The last amendment to the Procurement Policies and Procedures document was August 4, 2014. The board has asked that this manual be updated while we are doing the Personnel Policies & Procedures Manual. Maximum spending amounts could change at the Board's direction.

Attachments: 1. Procurement Policies and Procedures Draft
05.03.2022

Cost: \$ \$ 0.00

Budget Account: - 0 -

Recommended motion:

Approve the Procurement Policies and Procedures Draft with approval of legal counsel.

Mission Statement:

"Recognize and meet the needs of the Township Community."



MARQUETTE CHARTER TOWNSHIP PROCUREMENT POLICIES AND PROCEDURES

1.0 INTRODUCTION

1.1 Purpose

It is the policy of Marquette Charter Township to obtain any and all goods and/or services at the least cost whenever and wherever possible, but not at the expense of quality of responsiveness.

1.2 Authority

The provisions contained herein shall take effect immediately upon formal adoption by the Marquette Township Board. The Township Manager is responsible for the administration of all procurement policies and procedures. Any exceptions to these policies and procedures shall be made by the Marquette Township Board.

1.3 Scope

These procurement policies and procedures shall apply to all Marquette Township employees and elected officials as specified in Article 2.2.

1.4 Revision

The policies and procedures contained herein may be modified by a formal resolution of the Marquette Township Board. Employees and elected officials are encouraged to make suggestions for changes to the Township Manager. All recommended changes will be reviewed annually in December by the Marquette Township Board.

1.5 Distribution of the Manual

All employees and elected officials will receive a copy of the Marquette Township Procurement Policies and Procedures. Additional copies are available from the Township Manager.

2.0 RESPONSIBILITY/AUTHORIZATION

2.1 Procurement Director

The Township Manager will serve as Procurement Director for the Charter Township of Marquette. The Procurement Director is authorized to approve expenditures not to exceed ~~\$5,000.00~~ **\$10,000.00** per each transaction for the Township Community Center, Recreational Facilities, Fire Department and/or the Public Works Department for repairs, parts, equipment, etc., deemed necessary to ensure the effective and efficient operation of the Township. It is the responsibility of the Procurement Director to verify that sufficient funds are available in the appropriate activity budget to defray the cost of the goods and/or services to be procured prior to approving the expenditure.

In the absence of the Procurement Director, one of the following elected Township officials in descending order shall serve as the Procurement Director and discharge the duties and responsibilities thereof:

- A. Township Supervisor
- B. Township Clerk

C. Township Treasurer

2.2 Department Heads

Department Heads are authorized to obligate/expend up to ~~\$1,000.00~~ \$3,000.00 within their department's budgetary constraints for materials and services. Procurement of goods and/or services expected to equal or exceed \$1,000.00 will be approved by the Procurement Director prior to purchase or obligation. The Procurement Director will conduct monthly budget reviews with Township Department Heads.

Department Heads are: Township Supervisor, Township Clerk, Township Treasurer, Assessor, **Planning and Zoning Administrator**, Public Works Superintendent and Fire Chief.

2.3 Clerk

The Marquette Township Clerk shall process all payment requests including preparation of bills payable reports to the Township Board for approval/disapproval. In addition, a monthly revenue and expenditure report shall be provided to each Department Head for monitoring account balances.

3.0 PROCUREMENT GUIDELINES

3.1 Procurement Process

- A. Procurement of goods and/or services under ~~\$2,000.00~~ \$3,000.00 shall be achieved through quotations from two (2) or more suppliers/proposers.
- B. Procurement of goods and/or services over ~~\$2,000.00~~ \$3,000.00 and less than \$20,000.00 shall be achieved through written quotations from three (3) or more suppliers/proposers. All procurements exceeding \$2,000.00 shall be documented by completion of the attached "Project/Purchase Information Cover Sheet".
- C. Procurement of goods anticipated to equal \$20,000.00 or more shall be through a formal solicitation for sealed competitive bids in accordance with Michigan Public Acts 167 and 168 of 1993. The requirement for sealed competitive bids shall not apply to intergovernmental contracts, emergency repairs or professional services (A&E or consultant). However, professional service requirements will use the Request for Proposals procedure for negotiated fee contracts.
- D. The Board reserves the right to reject any bid. Absent other factors, such as past performance, that should be considered in evaluating bids or proposals, the Procurement Director shall recommend, and the Board of Trustees shall make, purchases from the lowest responsive bidder. A responsive bidder is one that does not vary from the specifications and terms required. Purchases shall be made that obtain, on behalf of the taxpayer, the best overall value at the least cost.
- E. Providers of professional services shall be selected by evaluation of the skill or ability of the entity or person performing the services. Proposals or bids for professional services shall be evaluated by the Procurement Director and recommended for award on the basis of demonstrated competence, unique knowledge, familiarity with the subject matter, and the professional qualifications necessary for the satisfactory performance of the services required. Cost shall not be the determining factor in selecting the professional service providers. The Township will not be obligated by this policy to select the lowest cost provider.

3.2 Solicitation of Bids/Proposals

At such time as the solicitation of sealed competitive bids or negotiated fee proposals is authorized by the Township Board, the Board shall determine if the authority to award shall be delegated to a

named official(s) or if the Board reserves to itself the authority to award.

3.3 Request for Bids (RFB)/Request for Proposals (RFP)

When sealed competitive bids or negotiated fee proposals are required, a Request for Bids (RFB) or a Request for Proposals (RFP) shall be developed by the Department Head responsible for the procurement of the goods or services, which shall be approved by the Township Procurement Director and/or the Township Board. The RFB/RFP shall require interested bidders/proposers to provide the following information as appropriate:

- A. Description of goods or service desired
- B. Desired delivery date or commencement date of services
- C. Desired termination date
- D. Bidder's/proposer's qualifications
- E. Warranties
- F. References
- G. Performance Bonds
- H. Acquisition cost, fees or other Township financial obligation

The RFB/RFP shall also indicate the following information:

- A. Deadline to submit bids/proposals.
- B. Date, time and place that bids/proposals are to be submitted.
- C. Address to which bids/proposals are to be submitted.

All requests for bids/proposals shall include a statement that the Marquette Township Board reserves the right to accept or reject any or all bids/proposals, to waive informalities or errors in the bidding process and to accept any bid/proposal deemed to be in the best interest of the Township, including a bid/proposal that is not for the lowest dollar amount.

Sealed bids/proposals shall be submitted to the Marquette Township Clerk or Procurement Director by a date and time specified, and shall be marked on the outside "Sealed Bid/Proposal for _____". The Township Clerk and/or the Township Procurement Director and at least one Department Head shall publicly open all bids/proposals submitted at the date and time indicated on the RFB/RFP. All bidders/proposers shall be notified of the contract award in a timely manner.

3.4 Recommendation.

The Procurement Director shall provide a summary of all bids/proposals for goods and services over \$2,000 to the Marquette Township Board along with a recommendation as to what supplier/consultant should be awarded the contract.

3.5 Contract Award.

Awarding of a contract shall be based upon the following criteria as applicable depending on whether it is a firm fixed price (low bid) or negotiated fee procurement:

- A. Price
- B. Specification requirements
- C. Product quality
- D. Reputation of firm and ability to perform
- E. Other relevant factors the Selection Board may wish to consider as outlined in the Qualifications Based Selection Form for technical proposals.

3.6 Emergency Procurements.

In the case of an emergency which endangers the health, safety or welfare of a Township citizen/employee or Township property, the Procurement Director shall be empowered to approve essential emergency procurements as required without prior Board approval.

4.0 PAYMENT

4.1 Payment Requests.

All payment requests shall be forwarded to the Township Clerk who will prepare a Bills Payable report to the Township Board for their review and approval/disapproval. Payment requests will have the appropriate account number affixed to the invoice/payment document.

4.2 Payment Approval.

The Township Board shall review all Bills Payable reports including:

- A. Those exempt from prior approval.
- B. Those authorized by the Procurement Director and/or Department Heads.
- C. Those listed for Township Board approval/disapproval.

4.3 Payments.

Once the Township Board has approved payment, the Clerk and the Treasurer have ten (10) business days in which to mail payment due to a vendor/firm.

4.4 Standing Payment Approval.

Certain types of purchases and/or services will be approved by the Township Board using a standing order on an annual basis. The Township Clerk shall keep on file those purchases and/or services that the Township Board has approved with the standing order.

5.0 PETTY CASH FUND

5.1 Establishment of Petty Cash Fund.

Marquette Township Board shall establish a Petty Cash fund in the amount not to exceed \$100.00 for purchases under \$50.00.

5.2 Responsibility.

The Township Clerk shall be responsible for the management and control of the Petty Cash fund.

6.0 CONFLICTS OF INTERESTS

6.1 Employees/Public Officials

All public officials and employees shall abstain from being a party to any contract between himself/herself and the Township and he/she shall not solicit a contract between a business in which he/she has a financial interest and Marquette Township. Exceptions to this provision are subject to Township Board approval.

DRAFT

Marquette Charter Township

Project/Purchase Information Cover Sheet

Today's Date: _____

For Board Meeting Date: _____

Person Making Request: _____

For Which Department: _____

Proposed Project/Item(s) to Purchase: _____

- Supplier/Provider of Project/Item: _____

Deadline for decision/confirmation: _____

Expected completion date: _____

- Total Cost: \$ _____ Estimated \$ _____

- Source of Funding: _____

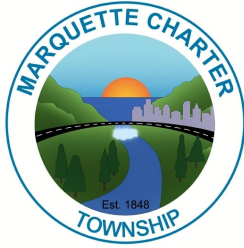
___ Cash Account(s) to debit _____

- ___ Deposit/Amt \$ _____ Bond/Amt \$ _____ Payments/Amt \$ _____

How long/terms _____

Recommended action to be taken: _____

Notes: _____



MARQUETTE CHARTER TOWNSHIP

1000 Commerce Drive
Marquette, Michigan 49855
Ph | 906.228.6220
Fx | 906.228.7337
www.marquettetownship.org

To: Township Board
From: Jon Kangas, Manager
Date: April 28, 2022
Regarding: Manager Report for May 3, 2022

Continuing Education/Training

These past couple weeks have been loaded with opportunities for continuing education and training, all at affordable rates to the Township. On April 19th and 20th, I attended the AWWA UP Waterworks Conference virtually so I wouldn't have to travel back to the Township for the Board Meeting on the 19th. Lenny also attended that conference virtually. It is important to attend these conferences on an annual basis to ensure we are prepared for any changes in EGLE rules or regulations.

This week, I attended the annual MTA conference virtually on a sporadic basis as time permitted, and yesterday I attended a UP Asphalt Education Session that was free of charge. This was an interesting session, but was more technical in nature than what would typically benefit the Township Roads Committee or other staff. While these educational opportunities were affordable, they came at a cost to my time. Fortunately, this is the busy time of year for training and it will be over soon.

I do have two more days of virtual training scheduled for May 10th and 11th as well. I'm registered to virtually attend the Great Lakes Water Infrastructure Conference which is an EGLE event. This event was originally scheduled two years ago, but has been cancelled twice due to COVID. Now, they finally decided to move forward with it, including the virtual option.

Personnel Committee Activity

The Personnel Committee met earlier this week and has three items on the agenda for consideration on Tuesday. First, they finished their review of the Personnel Policies and Procedures Manual. The edits that you all previously saw only saw minor revisions. The biggest change comes to meal reimbursement limits for travelling employees. We will discuss that in greater detail on Tuesday.

In addition, the Committee considered the impacts of our internal restructuring of the Building and Grounds staff. They now report directly to the Public Works Superintendent. As you know, we have policies in place to properly respond to these changes in responsibilities. Unfortunately, we lost track of some of the details late last year. The Committee is recommending revisions to the job description and classification for the Public Works Superintendent, which are justified and also recommended by me.

Mission Statement:

"Recognize and meet the needs of the Township Community."

