

**Webber Township  
Special Meeting Maintenance position  
3/20/2024**

2286 W. Springtime St.  
Baldwin, MI 49304  
231-745-3471

**Purpose:** Define and approve Maintenance and Water/Sewer Positions. Hear personnel complaints.

**Call to Order:** 10:00AM

**Pledge of Allegiance**

**Attendance:** Kelly McCune-Here, Pat Williams-Here, Dan Cousar-Here, Deb Hanes-Here, Ernie Wogatzke- present

**Agenda Approved:** Motion to approve agenda made by Pat with support by Kelly. Add new trash pickup dates and Water/sewer position. 5 Aye votes. Motion carries.

**Business at hand:**

Ernie stated he's had several meetings with Jesse to discuss the maintenance job description. They've put a document together. Ernie read the document.

Discussion regarding if Jesse would be considered on call for emergencies or paid overtime in these instances. It was agreed, by law, he would be paid overtime. Further discussion regarding how many hours per week should be approved for this position. It was stated that the board approved 38 hours at the March meeting. This was based on the average hours currently worked by 3 employees doing maintenance work.

Questions regarding whether this was a new position and if it should be advertised for candidates. Webber has always had a Maintenance Supervisor. This is not a new position. We are simply separating the Water/Sewer and Maintenance positions, which Sam has currently held. This is a promotion for Jesse from Maintenance assistant to supervisor. No probation period will be required as Jesse has a proven track record. It was suggested the job description should state start/end times will vary because of the various seasonal jobs that are involved. There was a discussion regarding whether the wages should state \$18/hr plus COLA and merit increase. Deb stated she'd prefer a max-min pay rate with increase % based upon performance. Starting pay shall be \$18.00/hr, which Dan stated is the average and will fit in line with offering a COLA and merit increase in the future. Pat stated we need a resolution to add the COLA and merit increase at the annual meeting and included in job description. Each employee should have their job description included in their Employee Manual. It was further agreed this will be a full time position at 38 hrs per week.

A discussion ensued regarding the Employee Handbook not being valid at this time because the employees have not received them and signed off that they agree with the info contained within them. Deb stated they haven't been handed out yet because we continue to make amendments. She plans to have them out next week. She asked if anyone had signed the current or previous handbooks. No one had, yet they were considered in effect.

Jesse stated he does not want to be committed to attending monthly meetings. He will provide a monthly maintenance report for the meeting.

Jesse agrees with the job description with the addition of Supervisor, Full time position, and start/end times may vary. Motion to accept the modified job description made by Pat with support by Dan. Roll call: Kelly-Abstain, Pat-Yes, Dan-Yes, Deb-Yes, Ernie-Yes. 4 Yes, 1 abs, Motion carries.

Pat made a motion to review all wages/salaries at the budget meeting for approval at the annual meeting, determine pay ranges and % of increases, and add this info to the job descriptions in the Employee Manual. Deb asked to add that Jesse's pay will remain at \$18 until the annual meeting. Dan supported. 4 Aye votes, 1 Abstain. Motion carries.

Dan mentioned we have not officially promoted Jesse to Maintenance Supervisor. Dan made motion to promote Jesse with support by Pat. Roll call: Kelly-Abstain, Pat-Yes, Dan-Yes, Deb-Yes, Ernie-Yes. 4 Yes, 1 abs, Motion carries. Jesse asked when the promotion would take effect. Pat replied immediately because it's already in the budget.

Dan made a motion to add discussion on the Water/Sewer position to the agenda. Kelly supported. 5 aye votes. Motion carries.

Going over W/S job description. Ernie asked Sam if he wanted to continue painting the fire hydrants, or should that be a maintenance job. It was agreed to add that to the maintenance job description.

Sam took some time to review the current W/S job description. Sam felt it was good. Sam was asked who's responsibility it is to notify State and residents of any W/S issues. He stated it is his because he has to put together a corrective action plan and a boil water notice. He will continue to do this. Kelly asked this to be added to the job description because it is not currently included.

Dan asked if Sam was satisfied with current wages or if he's looking for more. Sam agreed to remain at current level for time being. Deb asked if the intent was to keep Sam on as a part time employee or a contractor. Sam stated part time employee because contractor involves much more and the cost is much higher. Currently W/S position is 25 hrs/week at \$40,500. Sam said hours will vary at different times of year. Pat suggested making him a part time salaried employee to compensate for the variances. There was a discussion regarding whether or not we can do a part time salaried position Sam is agreeable with this arrangement at this current time. If the prison reopens it will not be adequate. It was agreed to review his hours/salary every 6 months. It was further agreed to approve a mechanism at the annual meeting to allow a budget amendment to be done anytime throughout the year to adjust Sam's salary if the prison should reopen. Pat made a motion to to accept the W/S job description with the addition that Sam will notify public in the event of any water issues, he will be changed from a full time to part time salaried employee, and \$40,500 salary will include on call time. Infrastructure will continue to be utilized in Sam's absence. Township will continue to pay a phone stipend of \$20/month

and will cover the cost for his water/sewer license and training. Sam will use his own vehicle and will not charge mileage so Jesse will have access to Twp truck for maintenance work. He will coordinate with Jesse in the event he does need to use our truck. Since he is now a part time employee he will not receive paid vacations. Sam will continue to keep a work log for accountability reasons. Sam feels it's a little light, but a good starting point and June budget meeting is very close. He is happy to be moving forward. Dan supported motion. Roll call: Kelly-Yes, Pat-Yes, Dan-Yes, Deb-Yes, Ernie-Yes. Motion carries.

Personnel Complaints: Ernie outlined the complaints. Per his discussion with our attorney, we do not need to post the public hearing in the newspaper. We only need to notify the parties involved and post on our window 18 hours prior to the meeting. Ernie read the response from the attorney which explained how a Planning Commission member may be removed and defined malfeasance, misfeasance, and non feasance. Public hearing was set for Wed., April 3, 2024 at 10:00AM. Certified letters will be sent to Ruth Riley, Jackie Jacobs, and Andrew Harter. A questions was asked why Nikki Hughes was not receiving notice. Deb explained that Nikki had apologized immediately after her incident to all involved. Her apology had been accepted by the complaintant. She has received a verbal warning and the documentation will be placed in her personnel file after this meeting. It was stated by Ernie that during the public hearing each person has the choice of going into closed session to discuss their charges. No disciplinary decisions can be made in closed session. Motion to approve public hearing meeting on Apr 3, at 10:AM made by Deb with support by Pat. 5 Aye votes. Motion carries.

Ernie will pass out brochure on MTA conference.

Trash pick up days are changing. Most will be on Thursday with a small area on Monday. Republic will post info on customers' doors or bins informing them of their new day. Republic is making this change to be more efficient by including our area in their already established routes. They are trying to balance any increase in bin counts with efficiency to help keep cost down. The changes will take effect 4/1/24. Some issues were identified and have been rectified.

There is currently an up tick in people requesting bins as seasonal residents are returning. A member of the public remarked his trash issue has been rectified.

Kelly added to agenda: She was overpaid in her last check. She wanted it to be public knowledge. She will pay it back with a check for \$90.00

**Adjourned:** Motion to adjourn made by Kelly with Support by Dan. Adjourned 11:53AM

Respectfully submitted,

Deborah L Hanes, Clerk

