Board of Trustees Agenda
April 10, 2023

Thank you for coming to the Board Meeting. Your input is important. Time for public comment will be set at the beginning of every agenda. Please introduce yourself and sign our register. Public comment will be limited to 3 minutes. Thank you for your cooperation.

6:00pm    Work Session
7:00pm    Regular Meeting

1. Call to Order/Roll Call
2. Invocation and Pledge
3. Public Comment
4. Approve the Agenda

5. Approve the Consent Agenda
   a. Approve March 9, 13 and 27, 2023 Minutes
   b. Approve payment of all fund bills
   c. Receive March 2023 Financials

6. MDOT Resolution

7. HWA Recommendation

8. Pam Blough Proposal

9. Munetrix Software Proposal

10. Consideration of OPEB Reduction Request

11. Planning Commission Appointments

12. Board Reports

13. Adjourn
Agenda Backup
April 10, 2023

6pm - Workshop Discussion Topics:

Discussion on next steps for Trustee Vacancy
The proposed schedule for Trustee selection is:

April 1st    - Begin advertising for the open Trustee position
April 21st   - Last day for applications to be submitted
April 24th   - Special Meeting of the Board
                      - Reduce the number of applicants to 2 or 3 for interviews on May 8th
                      - Or, if there is one clear selection: Select new Trustee
May 8th      - 6pm Workshop Meeting – Interview 2 or 3 potential applicants
May 8th      - 7pm Regular Meeting – Select new Trustee

Review and discussion. If Board members would like to see changes to this schedule, we should determine what those changes should be.

Discussion on Capital Asset Policy
In our continuing effort to review and / or update policies we will be reviewing the Fixed Asset Policy. This policy is required by GAAP (generally accepted accounting principles). It was approved back in 2005 and updated in 2010. Our Finance Director (Amy Bessinger) will attend our workshop meeting to review the policy with the Board. It is anticipated that re-approval of this policy will be on our May Board agenda.

Discussion on Rycenga Park – Public Engagement - Pickleball Courts
We have been anticipating replacing the basketball courts at Rycenga Park with Pickleball courts. The estimate for this project was $100,000 in 2022. Given inflation concerns, it may be advisable to increase the estimate to $150,000. The Township Recreation Committee has recommended that we have a public engagement event like the one that we held at Water Tower Park. The question for discussion: What should be the extent of our public engagement prior to consideration of this change?

If time allows: Review of Township Manager Report Items
7pm Township Board Meeting Agenda:

MDOT Resolution
Our DPW sometimes needs to work in MDOT right-of-way. MDOT has a “Performance Resolution for Municipalities” which provides guidelines for the Township having an annual permit that will cover any work that is necessary. Most of the time that we need to work on M-104, it is water main or water service related. The requested action item is to consider approving the MDOT resolution.

Hemlock Wooley Adelgid (HWA) Recommendation
We have a significant infestation of woolly adelgid at Rycenga Park. Attached is a memo from Lukas Hill along with cost estimates from Bartlett tree experts and SavaTree. The Bartlett proposal has a total for surveying the trees of $14,550. It will be a future recommendation that the cost for treatment be considered out of the $50,000 that was budgeted this year for park improvements. Other alternatives may be to amend the budget and pay for the treatments from our current General Fund, fund balance. This is in keeping with the Township Board goal of “Continue Investments in Township Parks”. Staff recommends moving forward with the survey portion of the proposal.

PM Blough Inc. Proposal
We received a proposal from Pam Blough for providing bidding and construction administration for our Water Tower Park Project. As you may recall we had a public engagement process for the development of this park. The Township Board decided to take a moderate approach of investing approximately $100,000 in this park. We took the additional step of an application to the Michigan Natural Resources Trust Fund (MNRTF). Unfortunately, our grant application was not successful. Now we are back to moving forward with bidding out the work at Water Tower Park. We hope to have this project completed within this calendar year. Staff recommendation: Approval of $7,800 to PM Blough Inc for bidding and construction administration for SLT’s Water Tower Park Project. This meets one of our Strategic Priorities objectives: “Continue to invest in Township Parks”

Munetrix Software Proposal
Munetrix is software that assists governmental finance departments with reporting to both elected officials and residents. The cost of the software is $7,000 per year with a one time $2,000 training fee. This item is included in the 2023/24 budget. Note: The City of Grand Haven uses this software: (https://secure.munetrix.com/n/Michigan/Municipalities/08-WMRPC/Ottawa-County/City/Grand-Haven) - or click on the finance tab of the City’s website. This purchase meets one of our Strategic Priorities objectives: “Gather data, acquire tools for analyzing data (Munetrix – ZenCity)”
Consideration of OPEB Reduction Request
Prior to 2007, the Township offered retiree health care to employees that worked for a certain number of years. This created a future liability referred to OPEB (Other post-employment benefits). There are currently eight individuals that are receiving this supplemental health benefit. Four of those individuals are under 72 years old. This is important as they have longer to live and therefore there is a higher actuarial value to those younger retirees. In 2018 the Township offered a one-time payment in lieu of retiree health. One employee accepted that offer at that time. The current proposal is to make this offer to the four retirees that are under 72 years old. Staff recommended motion: Approval of offering a one-time payment in lieu of retiree health insurance to any SLT retiree that is under 72 years old in the amount $25,000.

Planning Commission Appointments
There are two Planning Commissioners that are up for re-appointment. There are seven members on the Planning Commission and they serve staggered, 3-year terms. The two Commissioners whose terms are up are: current PC Chair Greg Latsch and PC member Russ Tiles. Planning Commission appointments are made by the Township Supervisor and are confirmed by the Township Board