

D. **Approve Job Description** – Board members reviewed the proposed Utilities and Public Works Operator Job Description. The Personnel Committee met to review the job description and department wages. The committee is recommending approval of the job description and establishing the wages for the new employee as follows:

Entry level operator:	\$14.00 – \$15.00 per hour.
Operator with CDL:	\$15.00 – \$16.00 per hour.
Operator with Water Licenses:	\$16.00 – \$17.00 per hour.
Operator / Assistant	\$17.00 – \$18.00 per hour.

Moved by Keson, seconded by Rasmussen to approve the job description and wages for the new Utilities and Public Works Operator employee as recommended by the Personnel Committee. The wage of between \$14.00 and \$18.00 per hour will be determined by qualifications.

Motion carried.

COMMITTEE REPORTS: Personnel Committee (Kmetz) – Reported the committee met to review the job description and wages for the position that will be opening due to the retirement of Dennis Heffner. The committee also reviewed Fire Department wages and discussed paid-on-call vs. volunteer compensation.

Planning Commission (Kmetz) – Meeting cancelled, no report.

Finance Committee (Sroka) – Reported the committee met and approved a refund of a seasonal campsite deposit. The campground is able to fill the seasonal site from the waiting list with no loss of revenue.

EMPLOYEE REPORTS: Assessor (Hall) – Reported completing the assessing database rollover to the 2020 assessment roll and beginning to work in the 2020 database. Reported creating two personal property classifications in order to separate those accounts that are inactive from the active personal property accounts.

Building/Zoning Administrator (Bleau) – Absent (excused). Provided a report detailing permit activity for April 2019.

DPW/Water/Sewer Superintendent (Larr) – Absent (excused).

Fire Department (Graczyk) – Reported on forty responses in April of 2019, with year-to-date totals at nineteen fewer runs than the 2018 year to date totals.

Parks Manager / Code Enforcement (Smith) – Reported notifying selected property owners in advance of spring clean up so they could take advantage of the service and is considering future ways to notify residents of the change in service from an annual to a monthly service beginning September 1st. Smith updated board members on the Conservation Park property acquisition. All parks are open and operational. The DPW helped to install catch basins in Buttersville Campground to alleviate drainage issues.

OFFICERS REPORTS: Clerk (Enbody) – Reported completion of the 2018 Audit and is now working on completing the Continuing Disclosure reporting. The May election had a high turnout with 41% in Precinct 1 and 40% in Precinct 2. Precinct 2 has been selected for a post-election audit which will be conducted on Thursday, May 16th.

Enbody provided a list of current invoices for approval.

Moved by Enbody, seconded by Kmetz to approve payment of invoices totaling \$269,775.86. Motion carried.

Treasurer (Sroka) – Provided a report detailing quarterly cash, bank and investment balances by fund and by bank account for the first quarter of 2019 and for the months of March and April. Reported completing the third year of Treasurer's Institute. First quarter water bills are due tomorrow.

Supervisor (Keson) – Reported attending the ground breaking ceremony for Great Lakes Fisheries new building in the First Street Business Park. Reported Dennis Heffner retired last Thursday and that the township will be advertising to fill the position soon. Keson is working with Paragon Partners and Consumers Energy on a property maintenance easement agreement that will come before the board for approval. The mowing contract for First Street Business Park was extended to the low quote by Shillinger Landscaping. Reported his assistant is working on obtaining quotes for new phones and a new phone system with information to come before the board in the near future.

EXTENDED PUBLIC COMMENT: County Commissioner Steve Hull reported on the most recent meeting of the Mason County Board of Commissioners.

ADJOURNMENT: The meeting was adjourned by the Supervisor at 7:27 p.m.

Rachelle D. Enbody, CMC, Township Clerk

Paul A. Keson, Township Supervisor

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