

MARCH 12, 2020

EMPIRE VILLAGE COUNCIL WORK SESSION

The meeting was called to order at 7:00 p.m. at the Empire Township Hall by President Aylsworth. In attendance were Trustees Skrocki, Bacon, Davis, Avis and Rademacher. Trustee Chase was excused. Treasurer Ronkaitis and Clerk Smith were also present.

MOTION OF REQUIRED COUNCIL ACTIONS

PLANNING COMMISSION APPOINTMENTS – Aylsworth appointed John Collins, Chris Webb and Frank Clements to the Planning Commission.

Motion by Bacon, supported by Davis to approve the appointment of John Collins to the Planning Commission. A voice vote yielded unanimous approval. MOTION PASSED.

Motion by Bacon, supported by Rademacher to approve the appointment of Chris Webb. Upon a voice vote the motion passed unanimously.

Motion by Avis, supported by Skrocki to approve the appointment of Frank Clements. A voice vote yielded a tie. MOTION DEFEATED.

ZONING BOARD OF APPEALS APPOINTMENTS – Aylsworth appointed David Diller, John Collins and Meg Walton as regular members, Bob Scott as alternate and Dan Davis as Council representative. **Motion by Bacon, supported by Avis to approve these appointments. ROLL CALL: Ayes: Rademacher, Skrocki, Avis, Aylsworth Nays: Davis & Bacon. MOTION PASSED.**

STANDING COMMITTEE APPOINTMENTS – Aylsworth read his appointment changes due to changes in Council Trustees. **Motion by Bacon, supported by Rademacher to approve appointment of Todd Avis (Chair) and Linda Chase to Personnel; Beryl Skrocki (Chair) and Linda Chase to Parks; and Todd Avis to Water Committees. Voice vote was unanimous. MOTION PASSED.**

ADVERTISEMENT FOR CLERK POSITION- **Motion by Skrocki, supported by Avis to advertise the position in both the Record Eagle and Leelanau Enterprise due to administrative procedures and not due to performance issues. Voice Vote yielded a tie. MOTION FAILED.**

CHANGES/ADDITIONS TO AGENDA–Avis added Employee review as a 1st item of business.

PUBLIC COMMENT ON AGENDA ITEMS - John Collins asked that the Water Level be moved to the 1st item on agenda. There were no objections from Council. Sue Palmer questioned the item ROP – Professional Services Contact.

DEPARTMENT HEAD REPORTS – Bacon reported the Planning Commission did not meet due to a lack of quorum. Bacon also reported the Union Street project has been sent out for bid. The quote is an important piece for the Village in writing the MDOT grant funding.

COMMITTEE REPORTS – None.

OLD BUSINESS – None.

NEW BUSINESS

WATER LEVEL DISCUSSION – Aylsworth asked the Council how to deal with the issue of rising water throughout the Village. Skrocki felt having Eric Johnson speak to the Council could be helpful. Rademacher agreed and wondered if there were Health Dept. records that might assist. Bacon questioned this further. Aylsworth pointed out that there are few records that reflect installations prior to the 1980s. John Collins pointed out that the Health Department did not issue permits during this time. There was a consensus that both Eric Johnson and Clay McNitt be invited to offer information regarding this issue. Avis questioned who has the authority to deal with health and safety issues. Rademacher pointed out that complaints could be made to McNitt and he would be the one to enforce the code. Aylsworth wondered what would happen if Lake Michigan and South Bar Lake remain at the same level. Davis said that if the outlet does not drain into Lake MI, South Bar Lake will spread. John Collins confirmed that this is already happening on LaCore and Lake MI Drive properties. He doesn't know what the solution might be. Davis agreed and felt it is a fight with Mother Nature. Rademacher asked Aylsworth if the Drain Commissioner could assist the Council. Aylsworth said he will be at the March Regular Meeting. Questions can be submitted and forwarded to the Drain Commissioner. Skrocki wondered if the meeting with Health Department could be moved to May Work Session. Council agreed.

Skrocki provided an illustrated sheet from Geotube and requested copies be made for Council.

Aylsworth provided quotes received for sandbags (copy attached) and yards of sand. There was discussion regarding the pros and cons of using bags as they are often swept away by the lake. There was discussion of whether the boat launch could be installed this year. Aylsworth described the issues of the severe drop-off and how the ramp is currently broken into four pieces and would continue to be beat up if replaced.

Avis felt there were 4 issues: Septic tanks, sandbags, outlet, and ramp. He felt 1 and 4 could be addressed tonight. Aylsworth pointed out that they would need to be voted on at a Regular Session and should be added to that Agenda. There was consensus that the boat ramp would not be a priority at this time. It was also noted that there should be a notice to the public if the ramp is not installed.

EMPLOYEE PERSONNEL PERFORMANCE EVALUTION - Avis described his thoughts on the current evaluation forms. He passed out a diagram he had drafted for Employee Performance Review & Development (copy attached). He described how he has seen this process used for a variety of positions. He feels the timeline would be for the Personnel Committee to review and complete by May. Bacon felt it was an excellent document for Business, but it may need to be different for government. She pointed out some discrepancies and there was discussion of the need to update job descriptions. Bacon would like all Ordinances related to appointed officials be followed in terms of reviews and this will mean the process is different than those outlined for staff. Avis would like a consensus from the Council to have the Personnel Committee proceed

with developing a performance review. Council unanimously agreed to proceed with updates to the Job Descriptions first.

CLERK POSITION – JOB DESCRIPTION REVIEW AND UPDATE - Council agreed that this issue had been addressed in the previous item discussed.

RULES OF PROCEDURE – Aylsworth felt the Personnel Committee should address any issues or revision.

APPROVAL OF AGENDA – Bacon felt it was critical that agenda be approved as recommended by Attorney Figura. Of the choices offered for amending the agenda, there was consensus that adding approval of the agenda and amending the agenda (requiring a 2/3rd vote of members present) would be added to the March Regular Meeting agenda.

PROFESSIONAL SERVICES CONTACT - Bacon provided a list of 10 questions (attached) that she would like the Attorney to address. She read these aloud for the public. There was a consensus that it could be reviewed and added to the April Work Session Agenda.

MML TRAINING AND MATERIALS – Todd Avis would like to attend. There was discussion regarding amounts budgeted to each department for training.

ZBA WORKSHOPS – the information has been shared with the current PC and ZBA members and will be shared with newly appointed members. Office will register members if notified.

GRANT WRITER PROPOSAL – Aylsworth commented that a new proposal has been received from Ryan Cotton in response to the Village solicitation. Bacon didn't feel the proposal was significantly different and felt the CIP should be completed and priorities identified before any grant writer be engaged. Avis, Aylsworth and Skrocki all felt that Ryan Cotton has the experience and connections to find monies for Village projects. Davis repeated the concerns that he has expressed at previous meetings: The Village has limited funds for a match and does not want to see planned projects abandoned for lack of funds, would like Council to prioritize projects. Aylsworth asked if every council member had reviewed the articles he had forwarded. Council said they had but didn't have further comments. There was consensus that this be added to the March Regular Meeting Agenda.

GMC SIERRA TRANSMISSION – Information and quotes received from Friend for a major repair that is unbudgeted. Davis and Aylsworth would like to see a quote from Clark's as well. There was consensus that it be added to the March Regular Meeting Agenda. There was some discussion regarding the cost of a new truck and whether that should be considered.

QUESTIONS/COMMENTS FROM AUDIENCE –

BOARD COMMENTS – Avis commented that the Short-term Rental Committee has completed their task and asked that copies of the complete notebook be provided. Most council members would like electronic copies of the conclusions and recommendations. 4 hard copies will be made for those seeking the entire notebook contents.

ADJOURNMENT at 9:18 p.m.

Derith Smith, Empire Village Clerk

These minutes were approved at the June 11, 2020 work session.