

LEONI TOWNSHIP OFFICE
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LEONI TOWNSHIP BOARD OF TRUSTEES MEETING
MINUTES
June 11, 2019

The Leoni Township Board of Trustees held a Regular Board Meeting Tuesday, June 11, 2019 at 6:00 P. M. in the Leoni Township Hall, 913 Fifth St., Michigan Center, Michigan.

Call to Order 6:02 pm, Pledge of Allegiance
Members Present: Supervisor Howard Linnabary, Clerk Kerry Pickett, Treasurer Patrick Clemente, and Trustees Jerry Cox, Kurt Cole and Nora Sharpe-McGee
Members Absent: M. Villarreal
Approximately 26+ people in attendance

BRIEF PUBLIC COMMENT:

Public Comment Opened 6:03 pm
Public Comment Closed 6:06 pm.

APPROVAL OF AGENDA

Motion by McGee, support by Cole to accept the agenda with an addition adding MM Moratorium in AG (New Business# 12)

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays* ***Motion Carried***

APPROVAL OF ACCOUNTS PAYABLE

Motion by Pickett, support by Cox, to approve May 16- June 5, 2019 Bills Due in the amount of \$60,500.68 and Bills Due June 11, 2019 in the amount of \$397,586.28

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays* ***Motion Carried***

CONSENT AGENDA

Motion by Linnabary, support by McGee to approve Consent Agenda as presented, Cole will be voting no on Special Meeting minutes from PC May 23, 2019.

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett
1 nay, Cole* ***Motion Carried***

- **APPROVAL OF MINUTES:**

May 14, 2019 Regular Meeting

- **APPROVAL OF MONTHLY DEPT REPORTS:**

Public Safety, Assessing, Building, Ordinance, DPW, Medical Marihuana, WWTP, Legal, Planning Commission, Zoning Board of Appeals and Water and Sewer Board.

OLD BUSINESS:

1.) Municode Proposal

Guy Conti presented Municode quotation to approve entering into an agreement with Municode to start the codification of ordinances.

Motion by Cole, support by McGee to allow Supervisor Linnabary and Clerk Pickett to jointly or severally, enter into a contract with municode.com along substantially the same term and conditions and set forth in Exhibit 1, see attached.

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays*

Motion Carried

2.) Blight Ordinance Discussion

Motion by McGee, support by Pickett to allow Supervisor Linnabary to create an Ordinance committee and appoint members to be approved by the Board of Trustees consisting of: Two Planning Commission members, Two Board of Trustees members, One Public Safety Officer, One Building Dept member and the Supervisor, for a total of 7 members to make and or review recommendations to the Planning Commission and Board of Trustees regarding Township ordinances.

Motion carried by Voice Vote

DISCUSSION:

1.) Request from MC and EJ Schools to have Leoni pay 100% of the costs
Of the school liaison officer position.

Motion by Pickett, support by Linnabary for Leoni to pay 100% of the cost for the school liaison officers at Michigan Center and East Jackson School.

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays*

Motion Carried

2.) Building Dept requests consideration of hiring an engineer for Site Plan
Reviews and/or consultation.

Joe Chambers would like to have 2-3 engineers to choose from to oversee commercial Site Plans and incorporate the costs into the Site Plan Application Fee Schedule. He will be getting estimates from engineers for the Board to review and or approve.

3.) Water & Sewer Board Recommendations

- a.) Assess the condition of the primary sewer interceptor.
- b.) Conduct a reliability study of the drinking water system.
- c.) Authorize Leoni Township Engineer, Jack Ripstra, to develop a plan and cost estimate for extending drinking water service to Duryeas Point.

Discussion on getting petitions signed.

NEW BUSINESS:

1.) Approval of Budget Amendments

Motion by Clemente, support by Pickett to approve budget amendments as presented.

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays*

Motion Carried

2.) Transfer \$100,000.00 from General Fund to Public Safety Fund

Motion by Cox, supported by Clemente to approve the transfer of \$100,000.00 from the General Fund to the Public Safety Fund.

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays*

Motion Carried

3.) Pay Matrix

Motion by Clemente, support by Cole to adopt the new Pay Matrix resolution as presented, see attached.

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays **Motion Carried***

4.) F&V

a) WWTP Membrane Replacement Evaluation Proposal for \$26,000.00

Motion by Linnabary, support by Cox to approve the Proposal for the WWTP MBR Proposal for \$26,000.00.

*Roll call vote: 5 yays, Cox, McGee, Clemente, Linnabary, Pickett
1 nay, Cole **Motion Carried***

b) Dysert and Karasek Concrete Estimate for Curbing

Motion by Linnabary, support by Cole to approve Karasek Curbing estimate for \$13,860.00

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays **Motion Carried***

5.) Electrical Bids for WWTP Gate Power

Motion by Linnabary, support by Pickett to approve Cochran Electric to install electric for gate at WWTP in the amount of \$26,071.00

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays **Motion Carried***

6.) Bendzinski & Co. Proposal to Act as Dissemination Agent to Leoni

Motion by Clemente, support by McGee to retain Bendzinski and Co. Municipal Finance Advisors as the dissemination agent pursuant to the requirement of rule 15c2-12 of the US Securities and Exchange Commission for a period of Five years with a fee of \$1,000.00 per year.

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays **Motion Carried***

7.) Authorize Leoni Township Engineer, Jack Ripstra, to develop

a plan and cost estimate for extending drinking water and sanitary sewer service to the industrial zoned properties owned by Leoni Township to facilitate economic development.

Motion by Cox, support by Cole approve Jack Ripstra, to develop a plan and cost estimate for extending drinking water and sanitary sewer service to the industrial zoned properties owned by Leoni Township to facilitate economic development.

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays **Motion Carried***

8.) Approval of new Secure Transport License, Diesel Transport, 3990 Ann Arbor Road, Jackson, MI 49201

Motion by Pickett, support by Linnabary to approve Secure Transport License for Diesel Transport.

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays **Motion Carried***

9.) Approve Blue Sky Auto-Used Car Dealership Application

Motion by Linnabary, support by Pickett to approve a Used Car Dealership for Blue Sky Auto providing they supply the Township with license approval from the State.

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays **Motion Carried***

10.) Approve Notice for 5 year renewal for Little Pleasant Lake Aquatic Weed Control

Motion by Pickett, support by Cole to approve the notice to start renewal process for the aquatic weed control for Little Pleasant Lake Aquatic Weed Control.

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays **Motion Carried***

11.) *Motion by Linnabary, support by Cox to appoint Keith VanPoperin as a permanent Zoning Board of Appeals member.*

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett
1 nays, Cole **Motion Carried***

12.) *Motion by McGee, support by Cole for a moratorium on any new medical marihuana businesses in AG zoning for 6 months or until there is a zoning text amendment, whichever comes first.*

*Roll call vote: 6 yays, Cox, McGee, Clemente, Linnabary, Pickett, Cole
0 nays **Motion Carried***

PUBLIC COMMENT:

Public Comment Opened 8:07 pm

Public Comment Closed 8:24 pm.

Motion by Linnabary to adjourn, support by Cox

Meeting adjourned at 8:28 pm

Kerry Pickett, Clerk

Resolved by the Leoni Township Board of Trustees:

- a. The Township Supervisor and the Township Clerk, jointly or severally, are authorized to enter into a contract with municode.com along substantially the same terms and conditions and set forth in Exhibit 1, attached.

Moved by: Cole, Seconded by: McBee

Voted:

Clemente: y

Linnabary: y

Cole: y

Pickett: y

Villareal: _____

Sharpe-McGee: y

Cox: y

The resolution: ✓ PASSES _____ FAILS

June 11, 2019

Kerry Pickett
Kerry Pickett, Interim Clerk

EXECUTIVE SUMMARY

ENHRT 1

Recodification, Supplement and Mistlebein Holding

Large. Give your municipality a hand out. Empage our Dallas attorneys to ensure the legal sufficiency of your code from top to bottom. Check on the proposed code and determine if it meets the requirements of the Texas Constitution. Check for any conflicts with the State Law and provide a table of contents including the recommended changes. We will also provide a table of contents including the recommended changes. We will also provide a table of contents including the recommended changes. We will also provide a table of contents including the recommended changes.

* Recodification \$10,297

Timeline 15-17 months

The recodification base cost of \$9,500 is based on a 450-page, single column 14-point code (or 200 14-point pages or 300 12-point pages).

A Dallas, Mistlebein attorney will legally review the ordinance, and just a table editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to other ordinances to determine if there are inconsistencies or conflicts with the legislation. We will suggest structure and organization for the code and provide a table of contents including the recommended changes. We will also provide a table of contents including the recommended changes. We will also provide a table of contents including the recommended changes. We will also provide a table of contents including the recommended changes.

* Supplement Service (single column per page rate) \$19

Mistlebein does not charge an extra fee for printing supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.

* Online hosting - Mistlebein/ENRT \$1,397

The online code is only \$150 for our standard service with Database and Content. Complete + verify. If you want to further enhance the transparency of your online code, you can upgrade to the Mistlebein bundle for only \$1,385 annually.

Please see page 3 for additional pricing details. Please see page 5 for additional features and pricing available on our Mistlebein/ENRT system. Page 2 of 13

RECODIFICATION QUOTATION SHEET

ENHRT 1

\$10,297

Recodification base cost, includes

- * 450 single column 14-point for pages
* Report, review and organization of materials
* Legal analysis & research by a Dallas, Mistlebein attorney
* Preparation of legal memorandum by a Mistlebein attorney
* Conference with attorney (please selections below)
* Implementation of approved legal findings
* Updating State Law references
* Editorial preparation and proofreading
* Page numbering (please selections below)
* Indexing
* Tables, Graphics & table number
* Final proofreading and corrections
* Quality control review and printing
* 5 copies, to include 5000 stamp colored letters and tabs
* Adopting ordinance prepared by a Mistlebein attorney

Project is based on the base cost & pages below - please only select one:
Print Size Single Column: [] 14-point (450) [] 12-Point (650)

Conference Selection:
[] On-site conference, each Attorney (travel, lodging and per diem
[] Teleconference or web-based conference, 3-hour session No charge?
[] Recurrence or web-based conference, 3-hour session
Format Elections: (Please check or circle desired electronic below)

Font: Times New Roman, Will be used as the font unless otherwise indicated.
Other choices include: Palatino, Century Gothic, GDI Sans, Helv, Bookman, Garamond, and New Century Schoolbook.
Binder Color: [] Sam-Spight Black [] Dark Blue [] Hunter Green [] Burgundy
Binder Stapling Color: [] Gold [] Silver

Items not included in base cost:
* Pages over 450 14-point, single column pages per page (or equivalent) \$21
* Flight Actual
* Sales taxes tax If applicable
* Post per code on Mistlebein/ENRT See selections on page 5
* Payment for recodification project - Your project can be shipped over the next few days
* Extension of payment \$1,535
* Submission of the legal Memorandum \$2,550
* Submission of Draft Code \$2,550
* Delivery Balance

1. Legislative action to be approved and enacted prior to the established code date. Following the delivery of the code, the municipality must ensure that the code is properly adopted and that the code is properly enforced. The following table will be created and will include the base cost, supplement (ENRT) table, code comparison table, State Law reference table and ordinance history table. An additional hourly charge applies for custom, modification, addition or changing of any table or exclude over their hours represented in this document. This includes printing and the tables or include printing of code.
2. Initial review is offered as a separate service, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.
For the final Show version, the \$150 per hour fee under:
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EXECUTIVE SUMMARY

ENR11

Recodification, Supplementation and Website Hosting

Logic plan your meeting by phone and engage our fiduciary attorney to ensure the legal efficacy of your code from top to bottom. Review all of the proposed code changes and amendments, and make a model. Quickly and efficiently translate your code to the most advanced state of available services available in the nation. MicrocodeMKT

* Recodification \$14,390*

Title/fee 1/2-12 months
The recodification base cost of \$14,390 is based on a 402-page, single column 10-point code (or 593 1/2-point pages or 593 1/2-point pages).

A fiduciary, Microcode attorney will legally review the ordinance, not just a code editor. We will research all legislation against the State Constitution, State Law and the Charter, and references will be compared to other ordinances to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest structure and organization for the code and provide a table of contents including the recommended structure. We will also provide State law references with the code and hyperlinks to government code websites. We will provide a sign memorandum containing recommendations for the code. Our team will attend the end of our code to select and edit and edit ordinance, create a subject matter index (if selected), create all tables (contents, State law reference, prior code comparison, and ordinance disposition) and read graphics into the printed and electronic versions of the code. A final code will be provided to you for final review prior to printing and shipment.

* Supplemental Service (single column per page rate) \$13

Microcode does not charge an extra fee for posting supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.

* Online hosting - MicrocodeMKT \$1,380*

The online code is only \$550 for our standard service with Codebook and CodeLink. Companies + \$1000. If you want or prefer enhanced the responsiveness of our online code, you can upgrade to the Microcode bundle for only \$1,385 annually.

* Please see page 13 to additional pricing details.
? Please see page 6 for additional feature and pricing available on our MicrocodeMKT platform.

RECODIFICATION QUOTATION SHEET

ENR11

Recodification base cost, includes \$14,390*

- * 450 single column 10-point per page
- * Report, review and organization of materials
- * Legal analysis & research by a fiduciary, Microcode attorney
- * Preparation of legal memorandum by a Microcode attorney
- * Conference with attorney (rate selection below)
- * Implementation of approved legal findings
- * Updating State law references
- * Editorial preparation and proofreading
- * Page formatting (rate selection below)
- * Indexing
- * Tables' Copyright & liability matters
- * Final proofreading and corrections
- * Quality control review and printing
- * 3 copies to include 3-dot stamped binders and disk
- * Adopting ordinance prepared by a Microcode attorney

Project is based on the best case & pages below - please only select one:
Print Size Single Column: 1/2-point (450) 11-point (520) 12-point (583)

Conference Schedule: On-site conference, each Attorney time, travel (lodging and per diem)
 Teleconference or web-based conference, 3-hour session No charge?
Format Selection (Please check or circle desired selections below)

Font: Times New Roman. Will be used as the font unless otherwise indicated.
Other choices include: Palatino, Century Gothic, Gill Sans, Arial, Bookman, Garamond, and New Century Schoolbook

Binder Color: Green-Black Dark Blue Light Green Burgundy
Spine Stamping Color: Gold Silver
Items not included in base cost

* Paper: over 40 10-point, single column pages per page (or equivalent) \$22
* Freight Actual
* State sales tax If applicable
* Post your code on MicrocodeMKT \$64 (selection on page 5)

Payment(s) for recodification project - *For project can be completed over the next year:

* Execution of Agreement \$14,390
* Submission of the legal Memorandum \$2,490
* Submission of Draft Code \$2,590
* Delivery Balance

1. Logistics address to the project needs to be approved and created prior to the established code date. Following the delivery of all of the materials, the project will be completed in 30 days. We will be responsible for the delivery of the code to you. The Code will not be delivered until the project is completed. The code will be delivered to you in a secure manner. The following tables will be created and are included in the base cost: Supplement history table, code comparison table, State Law reference table and ordinance history table. An additional hourly charge applies for revision, modification, addition or changing of any table or updates that have been requested in this contract. This includes: Table and Free tables or includes printing all costs.
* Table content is edited as agencies, boards, or other materials that require special programs or codes addressed here to modify and prepare for inclusion in an agency.
* For the full 3-hour session, base \$55 per hour includes:
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Position	Current Pay Rate	Base Rate	Hourly Rate - Adjusted	Years of Service	Inflation Factor	Hours Per Week	Current Biweekly Gross Salary		Adjusted Biweekly Gross Salary	Hire Date
							Current	Adjusted		
Accountant	\$ 24.73	\$ 25.00	\$ 26.00	2	0.0200	35	\$ 1,731.10	\$ 1,820.00	\$ 1,820.00	12/19/2016
Building Inspector	\$ 21.98	\$ 23.00	\$ 23.46	1	0.0200	35	\$ 1,538.60	\$ 1,642.20	\$ 1,642.20	1/2/2018
Administrative Assistant	\$ 15.00	\$ 15.00	\$ 15.00	0	0.0200	35	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	4/10/2019
Deputy Clerk	\$ 14.00	\$ 16.00	\$ 16.00	0	0.0200	35	\$ 980.00	\$ 1,120.00	\$ 1,120.00	4/15/2019
Deputy Treasurer	\$ 14.00	\$ 16.00	\$ 16.00	0	0.0200	35	\$ 980.00	\$ 1,120.00	\$ 1,120.00	11/26/2018
Assessing - Clerical	\$ 12.00	\$ 12.00	\$ 12.00	0	0.0200	20	\$ 480.00	\$ 480.00	\$ 480.00	
Assessing - Lvl 1	\$ 14.50	\$ 16.00	\$ 16.64	2	0.0200	35	\$ 1,015.00	\$ 1,164.80	\$ 1,164.80	1/16/2017
Assessing - Lvl 2	\$ 20.81	\$ 20.00	\$ 24.00	10	0.0200	35	\$ 1,456.70	\$ 1,680.00	\$ 1,680.00	7/22/1996
Assessing - Lvl 3	\$ 38.50	\$ 38.50	\$ 38.50	0	0.0200	18	\$ 1,386.00	\$ 1,386.00	\$ 1,386.00	11/5/2018
Ordinance Officer	\$ 16.00	\$ 16.00	\$ 16.00	0	0.0200	20	\$ 640.00	\$ 640.00	\$ 640.00	6/13/2007
DPW - Lvl 1	\$ 15.00	\$ 15.00	\$ 15.30	1	0.0200	40	\$ 1,200.00	\$ 1,224.00	\$ 1,224.00	1/2/2018
DPW - Lvl 2	\$ 21.00	\$ 19.00	\$ 22.80	10	0.0200	40	\$ 1,680.00	\$ 1,824.00	\$ 1,824.00	2/18/2008
DPW - Clerk	\$ 15.00	\$ 15.00	\$ 16.20	4	0.0200	35	\$ 1,050.00	\$ 1,134.00	\$ 1,134.00	5/26/2015
						Biweekly	\$ 15,187.40	\$ 16,285.00		
						Annual	\$ 394,872.40	\$ 423,410.00		

Resolved by the Leoni Township Board of Trustees:

1. The pay matrix attached as Exhibit 1 is adopted and is the policy of Leoni Township, subject to the following conditions:
 - a. The Hourly Rate – Adjusted, reflective of years of service, is effective July 1, 2019.
 - b. Employees hired on or after July 1, 2019 will start employment at the base hourly rate for their position.
 - c. At the regular Township Board meeting in June of every year or in a special meeting called for the specific purpose, the Township Board of Trustees will annually consider pay increases scheduled to take effect July 1 of the upcoming fiscal year. The Board of Trustees shall determine the percent of pay raises to apply to all positions on the pay matrix, using the annual cost of living allowance (COLA) published by the Social Security Administration for the calendar year.
 - d. Notwithstanding the Township Board's determination of the across-the-board COLA, any pay increase to any employee may only be awarded if the employee receives a positive annual evaluation by the employee's direct supervisor. Said evaluation should be completed prior to May 31 of the same year, properly endorsed by the supervisor and filed in the employee's personnel record. Should the employee's direct supervisor or, in the alternative, any supervisor of the employee's direct supervisor, not complete, endorse and file the employee's annual performance evaluation by May 31 of that year, the employee will be deemed to have a positive annual evaluation.

Moved by: Patrick Clemente, Seconded by: Cole

Voted:

Clemente: y

Linnabary: y

Cole: y

Pickett: y

Villareal: o

Sharpe-McGee: y

Cox: y

The resolution: ✓ PASSES _____ FAILS

June 11, 2019

Kerry Pickett
Kerry Pickett, Interim Clerk