

## Personnel/Insurance Committee Meeting Minutes - 09-23-2015

**Where:** Twp. Office - 47240 Green Acres Road, Houghton, MI. **When:** 3:00 AM.

**Who Present:** B. Bingham, B. Petersen (Supervisor) and J. Ollila

### Discussion Points:

- Zoning/Code Enforcer versus Constable Enforcement – The Committee that it preferable that the Township move from having (2) Constables to having (1) Zoning Administrator and (1) Code Enforcer. The revenue coming from the State for Liquor Control/licensing enforcement could be given to Houghton County to handle that part of the Constables duties. A resolution to that affect needs to be made by the Board of Trustees and provisions six months in advance of the next general election in 2016 have to be made for this to occur. Also discussed the advantages of having a civil infraction system vs. going to court. Discussed what was known about the City of Houghton's Code Enforcer and how she was funded. The Committee thought it wise to begin looking at our antiquated ordinances and begin updating/modifying them so a Code Enforcer has some guidance and basis to make code enforcement infraction decisions on. The first two that will be reviewed are the (# 134) Dilapidated Buildings and (# 111) Junk and Non-licensed Cars. The Township should begin to prepare a job duty description for a Code Enforcer plus we should begin to formulate a fee/fine schedule for code/ordinance enforcement.
- DPW Callout and Overtime: The committee thought it would be prudent to add a small addition to the Personnel Manual that helps explain this situation. It would state: Any time over a 8 hour paid work day or any time over a 40 hour work week would constitute overtime which is paid at at a rate of time and one half. The employee if under a callout would receive 3 hours of overtime pay to answer the callout even though it may have taken far less time to address the task at hand.
- Insurance Coverage – Part-time Employees: At this time the Committee indicated that part-time or salaried employees can enter in to our health coverage program offered to our full-time employees and can purchase at their cost – deductible deducted pretax – health care coverage under that same Consumers Mutual Health Care Plan.
- Next Meeting – Oct. 1 (Thurs.) @ 3:00 PM at the Twp. Office

John moved for adjournment at 3:55 PM

Respectfully submitted:

Bruce Petersen  
Township Supervisor