

FIFE LAKE AREA UTILITY AUTHORITY (FLAUA)

SPECIAL MEETING

MINUTES

Tuesday, August 26, 2014

5:30 p.m. Fife Lake Village Hall, Fife Lake, MI

CALL TO ORDER: Special Meeting of the FLAUA was called to order at 5:32 p.m. by William Fisk, President.

ROLL CALL: Roll was called by Recording Secretary, Kay Held.

Present: William Fisk-President, Lori Ann Rognlie-Secretary, Tom Gray-Treasurer, and Commissioners: Ron Broering, Lisa Leedy, Robert Sturdavant, and William Saba.

Absent: Jodi Velez-Vice President. Commissioner Ricky Hulwick.

Note: Vice President, Jodi Velez arrived at 5:40 p.m.

Others in Attendance:

Mr. John Koch, Superintendent, FLAUA.

Mr. John DeVol, Fleis & VandenBrink Engineering, Inc. (F&V)

Members of the Public.

APPROVAL OF AGENDA:

Board Action: Mr. Broering made a motion to approve Agenda as presented. Mr. Gray seconded. Vote: YEAS: All. NAYES: None. Motion carried.

PUBLIC COMMENT: There was no Public Comment.

NEW BUSINESS:

Pierce Street New Lead:

Mr. Fisk noted this Special Meeting of the FLAUA has been called because work is currently being performed on Pierce Street, and the road is presently under excavation. There are concerns about a new lead and the Davis property on Pierce Street, and whether it is required to be hooked up to the system. As asphalt will be laid in the very near future, it was prudent this be addressed at a Special Meeting as time is of the essence.

Relating to the current Ordinance, the considerations at hand are whether the property abuts to the sewer system or if it is within the 200' of being required to be hooked up to the system. Superintendent Mr. John Koch measured the distance of the property to the system twice with a digital wheel, measuring 195/196'. He also reported that Fleis & VandenBrink Engineering, Inc., (F&V) reported they measured it at 197'.

The FLAUA needs to address whether a lead is required to be installed. Mr. Fisk asked Commissioners for additional information as they reviewed copies of the corresponding Fife Lake Township plat map (Lot I, Section II, T. 25N., R. 9 W.). Properties 05000, 05200 and 05300 were under review.

Regarding the urgency of this situation, Ms. Leedy stated if the lead delays the road project and Elmer's Construction falls behind schedule, they are required to pay \$450/day. Mr. Sturdavant raised the subject of whose responsibility it would be to tear up a road if the compaction study does not pass inspection.

Mr. Gray and Ms. Rognlie confirmed that Section 2.01 of the Ordinance is the same between the Village of Fife Lake, Fife Lake Township, and Springfield Township. He read aloud that portion of the Ordinance. There was much discussion among the Board regarding the history of the property and lots, and the fact the structure was built before there was a sewer system installed. Mr. Gray confirmed the Ordinance referenced the distance is from the property rather than the structure. Ms. Rognlie read from the Ordinance that it states "the hookup, whether it adjoins or abuts, is at the property owner's expense to promptly install."

Mr. Fisk asked the Board to bear in mind our objective this evening is to ensure FLAUA has a policy in place on managing the installation of a lead. The fact that the Pierce Street road will be paved approximately this Friday (8-29-14) lends an additional sense of urgency to the matter.

Mr. Fisk responded to Mr. Broering that it would appear FLAUA is responsible for the cost of the lead and a homeowner is responsible to pay for the hookup to the system. Ms. Leedy noted a cost of \$2,750 for Elmer's Construction to put in the lead at the above mentioned site. Mr. Fisk referenced a past problematic situation with remedial compaction with the Jasper property, and we want to avoid this situation in the future.

Mr. John DeVol of F&V provided input on the installation of this lead. He has reviewed the specifics of the site and believes it to be feasible and cost effective if the lead came off near 7th Street and stop at 7th and Pierce to allow for a gravity connection rather than a pump connection. He also stated the main is at an approximate 7% slope and if elevation is a concern, to move the connection further north and bring it down the road.

Fleis & VandenBrink has contributed input to updating the FLAUA Sewer Connection Procedures document, taking into account technical specifications and procedures for connecting to leads. He noted the document from 1979 does not take into account present day requirements.

Board Members suggested that Elmer's Construction be considered to install the lead as they are already on-site. Because they are paving the road, they have a vested interest in ensuring compliance and quality of lead installation so that the road does not have to be torn up in the future.

Several board members requested that Mr. Koch be on-site when the lead is installed and document with appropriate data and photographs. There was consensus that a 6" lead was appropriate versus an 8" lead. It was noted the sewer in that location is 7-8' deep.

Board Action:

Ms. Rognlie made a motion to adopt the presented Sewer Connection Procedure at this time as we must have a policy in place before any work can take place. Ms. Leedy supported the motion to use the existing connection policy. Vote: YEAS: All. NAYES: None. Motion carried.

Board Action: Ms. Leedy motioned to contract with Elmer's Construction to put in sewer lead at the Pierce Street/7th Street property at a cost of \$2,750. Ms. Rognlie seconded the motion. ROLL CALL VOTE: Velez-Y, Rognlie-Y, Gray-Y, Broering-Y, Leedy-Y, Saba-Y, Sturdavant-Y, Fisk-Y. Motion carried.

Pierce Street Compaction Results:

Regarding the Jasper property and failure to meet MDOT compaction requirements in order for Elmer's to be able to certify the road: as President of Fife Lake Village, Ms. Leedy asked the FLAUA to hire Fleis & VandenBrink to do a compaction test. The site was dug down 2.5' and did not meet the MDOT compaction rate to satisfy requirements in order for Elmer's to certify the road. They went down an additional foot (compaction requirements were met at that depth), then re-filled and re-compacted to meet compaction requirements so that we did not lose our certification on that road. The cost was \$330/hour with approximately two hours spent on the project.

Mr. Koch believes the contractor who performed the installation may be responsible for the cost as they did not meet MDOT compaction standards. The contractor had been informed compaction was required. Ms. Leedy believes the expense for F&V's service should be forwarded on to the homeowner as they initiated the project at their own prerogative and ultimately did not meet compaction requirements.

Board Action: Ms. Velez made a motion that, when FLAUA receives a bill for repair of compaction on the Jasper lead, it be forwarded to the homeowner with an explanatory letter requesting payment by the homeowner. Mr. Sturdavant seconded the motion. Vote: YEAS: All. NAYES: None. Motion carried.

Personnel Policy Additions/Changes:

Ms. Leedy presented a new timekeeping document from Fleis & VandenBrink to account for employee time in a detailed spreadsheet. Mr. Fisk reviewed the document with Mr. Blair Selover, Operations Manager with F&V. They have provided Mr. Koch with documents to evaluate skill sets which may require attention and will re-visit it in October. The timekeeping document was provided to Mr. Koch for use in documenting and detailing his time. This is a spreadsheet format; Mr. Selover may be in town this coming Friday and will download the format and review its use with Mr. Koch. Completed timesheets are to be turned in to President Fisk.

Board Action: Ms. Leedy made a motion to adopt the recommended Weekly Time Sheet and format provided by Fleis & VandenBrink. Mr. Broering seconded the motion. Vote: YEAS: All. NAYES: None. Motion carried.

Koch Employment Agreement:

Mr. Koch noted that Sick Time was omitted from the proposed Employment Agreement. Mr. Fisk stated that Mr. Selover recommended verbiage for "Sick Time" be changed to "Personal Time." He also confirmed that Mr. Koch was carrying over 48 hours of Sick Time from the original/initial contract, and can accumulate a maximum of 240 hours (these hours were not a part of the Comp Time hours agreed to be paid out at the last meeting-8/21/14).

Ms. Velez confirmed that Sick Time was inadvertently omitted from the proposed Employment Agreement, as noted during the previous meeting of 8-21-14.

Mr. Koch stated he reviewed the offer as directed by the Board and prepared/distributed a document addressing items of concern and/or negotiation. Mr. Fisk reiterated to the Board that Mr. Koch was given the opportunity to review the proposed Employment Agreement and bring his concerns back to the Board. However, time constraints do not allow the Board and Mr. Koch to address this matter this evening. Mr. Koch is agreeable to discussing this at the next Regular Meeting of the FLAUA.

Board Action: Ms. Leedy made a motion that, as of this date, FLAUA maintain the Employment Agreement as presented to Mr. John Koch, Superintendent, as presented on 8-21-14, with the understanding it can be re-visited once Fleis & VandenBrink is involved in policies and training, and to re-evaluate in 60-90 days. Ms. Rognlie supported the motion. ROLL CALL VOTE: Rognlie-Y, Gray-Y, Broering-Y, Leedy-Y, Saba-Y, Sturdavant-Y, Fisk-Y, Velez-Y. Motion carried.

PUBLIC COMMENT:

Mr. George Gauld, 314 Pierce Street, Fife Lake, MI:

Mr. Gauld inquired of the Board the length of time Mrs. Davis will be given before she is required to hook up to the system. Mr. Fisk replied up to one year's time once the resident is officially notified.

Ms. Rognlie requested notification of when the second lead is hooked up (Davis property) so that she can track and add it to the Organizational Calendar.

Ms. Leedy stated she will notify Mr. Koch so that he can be onsite when Elmer's does the lead.

TRUSTEE COMMENTS: There were no Trustee Comments.

ADJOURNMENT: Mr. Broering made a motion to adjourn the meeting. Mr. Sturdavant seconded the motion. Vote: YEAS: All. NAYES: None. Meeting adjourned at 6:42 p.m.

Submitted by:

**Kay Z. Held
Recording Secretary**