

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
October 20, 2015
7:00 p.m.**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to Order by Supervisor John Gast at 7:00 p.m. The meeting opened with the Pledge of Allegiance to the Flag.

ROLL CALL

Clerk Payne called the roll. Board members present were John Gast, Supervisor; Gloria Payne, Clerk; Robert Clark Treasurer; Trustees Terry Eichler, John Wilk, James Stine, Jr., and Patricia L. Heyn. Fourteen visitors were present in the audience.

APPROVAL OF AGENDA

It was moved by Eichler seconded by Heyn to add two items to the agenda. All ayes, motion carried.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

September 15, 2015

It was moved by Stine seconded by Heyn to approve the September 15, 2015 board meeting minutes. All ayes, motion carried.

October 2, 2015

With one correction, it was moved by Heyn seconded by Clark to approve the October 2, 2015 special meeting minutes. All ayes, motion carried.

APPROVAL OF BILLS

It was moved by Eichler seconded by Payne to approve the bills of September 2015 in the amount of \$258,550.88. All ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

The following information was included in board members packets: Lake Charter Township Planning Commission special meeting minutes of October 5, 2015; Medic One agenda and meeting minutes; Township Insights; Lake Charter Township Fund Balances as of September 30, 2015; Lake Charter Township Investment Report and 2015 budget as of September 30, 2015; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Township Insights; Water Filtration Plant report; Bridgman Public Library meeting minutes; Community Growth Alliance board meeting minutes; Utility Committee meeting minutes.

Copy of a letter from Department of Agriculture granting the Totzke farm land under the Farmland and Open space Preservation Act of 1974 (PA-116).

Copy of a letter from County of Berrien announcing vacancies on the Berrien County Road Commission and the Berrien County Land Bank Authority.

A thank you letter to Tom Mikesell, Lake Charter Township Park from Bridgman Cross Country Team for fixing the cross country race course.

A copy of the Lake Charter Township Building Officials' renewed license from the State of Michigan.

REPORTS

Supervisor's Report

Supervisor Gast reported as follows:

- a. Attended meeting to discuss the community clock to be placed by Dr. Rambo's office;
- b. Attended the Special Board Meeting on October 2, 2015;

- c. Met with Scott Dienes, Lake Charter Township's attorney regarding the Adams' property;
- d. Met with Dave Koop, Lake Charter Township's agent for renewal of 2016 liability insurance;
- e. Attended Medic One meeting;
- f. Met with employees and Kurt Buursma to discuss 2016 health insurance renewal;
- g. Attended Bridgman Legion meeting;
- h. Met with Michigan Economic Development Corporation and Cornerstone regarding Accu-Die;
- i. Attended Freedom of Information Training.

Clerk's Report

Clerk Payne reported as follows:

- a. Attended Berrien County Clerk's Association meeting;
- b. Held the Public Accuracy Test for the November 3, 2015 Bridgman Public Schools millage election;
- c. Met with employees and Kurt Buursma to discuss 2016 health insurance;
- d. Met with Dave Koop, Lake Charter Township's agent for renewal of 2016 liability insurance;
- e. Attended October 2, 2015 special board meeting;
- f. Attended Freedom of Information Training;
- g. Attended a budget workshop meeting regarding projected revenue.

Issued 206 ballots for the November 3, 2015 and received approximately half of those ballots back for processing in the polls on election day.

Treasurer's Report

Treasurer Clark reported as follows:

- a. Attended CGA Haymarket open house;
- b. Attended a trail town meeting and assessment for CGA;
- c. Attended a Brewer's Fest committee wrap-up meeting;
- d. Attended October 2, 2015 special board meeting;
- e. Met with Tru-Green representative at Park to review grub damage;
- f. Attended a Utility Committee meeting;
- g. Attended a CGA meeting;
- h. Attended a budget workshop meeting regarding projected revenue;
- i. Met with employees and Kurt Buursma to discuss renewal 2016 health insurance;
- j. Attended a Capital Improvement Committee meeting;
- k. Attended a Park Committee meeting;
- l. Attended Freedom of Information Training.

Beginning to work on preparations for the winter tax bills that will go out in December. Automatic payments, similar to water payments, will be offered. An informational meeting is scheduled for November 18, 2015 at 7:00 p.m. for residents to see first hand our new convenient options and what our website has to offer. Good news for taxpayers for 2016, hardly any increase, since the 2016 taxable value will be capped at .3% due to low inflation numbers.

Planning Commission Report

Trustee John Wilk reported the Planning Commission had no new business. James Gast, Lake Charter Township Zoning Administrator called eight townships regarding conditional rezoning and asked for copies of their ordinances, if they had any. Once received a workshop will be scheduled to discuss.

Water Plant Report

Mark Panzegrau, Lake Charter Township Water Plant Superintendent reported:

- a. 65.6 million gallons of water were pumped for the month of September;
- b. The monthly operating report was sent to the State of Michigan;
- c. Held a Utility Committee meeting;
- d. Intake crib cleaned;
- e. Installed a tap on Cleveland Road.

GRSD Sewer Authority Report

Supervisor Gast reported:

- a. Discussions a bereavement issue with one of the employees;
- b. Discussed and appointed the Budget Committee with Juan Ganum and Rose Dudiak serving;

c. Discussed the GRSD Sewer Authority Service Agreement.

Police Department

Trustee Terry Eichler reported the next Baroda-Lake Township Police Department meeting is scheduled for November 10, 2015.

Fire Department/Fire Chief

Fire Chief Harold Heyn reported 38 calls were answered in the month of September, of which 24 were medical, one fire, three accidents, three water rescues, one gas leak, one electrical fire, three alarms and a controlled burn. Administered a NARC can, which revives an individual. The Fire Department is invited to the Trunk or Treat at Woodland Shores Baptist.

Park Report

Treasurer Clark reported nearly 200 youth participated in the soccer season, another successful year has come to an end. Tom Mikesell received a thank-you from the cross country team for repairing the cross country track. Met with Tru-Green at the Park regarding the grub infestation. The Apple Cider Century Run went well with approximately 5,000 bicyclists visiting the Park. The drainage project should be completed soon. Lastly, a request for use of the Park, involving alcohol, before the Park opens in April was discussed and denied.

Library Report

Gretchen Evans, Bridgman Public Library Director reported the annual Halloween Party is scheduled for Saturday, October 31, 2015 from 6:30 p.m. - 7:00 p.m. Two Fritz Olson statues have been added to the collection. The Library is planning its 60th Anniversary in February and every month an event will be celebrated, to include 60's Jazz Night; 60's Poetry; Pinewood Derby; a dance doing the mashed potato and the twist and lastly, an Open House.

Cemetery Committee Report

Clerk Payne reported two full burials, and four cremations took place since our last board meeting.

Building Department Report

James Gast, Lake Charter Township Building Official reported nine building permits, five mechanical permits, four electrical permits, six plumbing permits, two water taps, one sewer tap and handled sending out the notices for the Variance. Handled phone calls, inspections and walk-ins.

Lake Township Economic Growth Alliance Report

Supervisor Gast turned the floor over to Cali Berg, Community Growth Alliance Director who reported:

- a. The 5013(c) designation has been granted;
- b. City of Bridgman approved two tax abatements for Haymarket;
- c. Brewer's Fest was successful, up approximately \$4,800.00 in gross revenue;
- d. November 28, 2014 will be the Holiday Village festivities;
- e. Allotted \$5,000.00 to participate in the development of Trail Town;
- f. Allotted \$5,000.00 to target market analysis through Kenexus;
- g. Allotted \$1,000.00 for the Dr. Rambo clock - to be set December 12, 2015 at 2:00 p.m.

Utility Committee Report

Supervisor Gast reported:

- a. Crib inspection has been finalized;
- b. Hach Maintenance agreement for meters was discussed;
- c. Cooper-Carlson furnace and air conditioner has been ordered (five weeks for delivery);
- d. Reviewed third quarter budget;
- e. Discussed future water main replacement;
- f. Finished up control work.

Capital Improvement Committee Report

Treasurer Clark reported the Committee agreed to move up a project to next year that was slated for 2022. The urgency of the project increased after the crib inspection and sludge build-up at the intake. The Committee also agreed to recommend to the Board on moving ahead with the plan to upgrade the water main along Red Arrow Highway and Lemon Creek Road.

AGENDA ITEMS

Legion Presentation

Supervisor Gast turned the floor over to Eugene Herrman of the Bridgman American Legion Post 331. He presented a letter of completion on the monument at Graceland Cemetery. The monument, started by William Miller was to be built in three phases. These three phases have been completed. The maintenance and upkeep of the Veteran's Monument will be turned over to the township.

After discussion, it was moved by Wilk seconded by Stine to allow Supervisor Gast to sign the letter turning over the Veteran's Monument to Lake Charter Township - Graceland Cemetery. All ayes, motion carried.

Health Insurance Renewal

Supervisor Gast turned the floor over to Kurt Buursma, Lake Charter Township's Health Insurance Agent. He reported he had met with the Lake Charter Township employees and explained that the health insurance coverage currently in place, no longer is offered by Priority Health. The Lake Charter Township health insurance plan will be with Priority Health HSA/HMO 1300 two-tier prescription plan with 90% hospital services, at a maximum out of pocket up to \$2,400.00. This plan is a 1.38% decrease to Lake Charter Township.

It is governed by the Affordable Health Care Act and carries a deductible at \$1,300.00 for individual and \$2,600.00 for family, which is mandated by IRS guidelines.

After a few brief explanations and comments, it was moved by Gast seconded by Heyn to renew the Lake Charter Township Health Insurance plan with Priority Health HSA/HMO 1300 two-tier prescription plan with 90% hospital services, at a maximum out of pocket up to \$2,400.00. This plan is a 1.38% decrease to Lake Charter Township. It is governed by the Affordable Health Care Act and carries a deductible at \$1,300.00 for individual and \$2,600.00 for family, which is mandated by IRS guidelines. Roll Call Vote: All Yes, motion carried.

Liability Insurance Renewal

Supervisor Gast reported that the liability insurance coverages had no major changes in premium or coverage. Dave Koop of EMC Insurance reported that the premium provides insurance coverage for \$30 million of township buildings, assets, and vehicles, as well as liability on all our facilities and properties, at a cost of \$54,428.00 for 2016 which is less than 2015 rates.

It was moved by Stine seconded by Eichler to renew the Lake Charter Township liability insurance with Dave Koop, of EMC Insurance, at a cost of \$54,428.00. All ayes, motion carried.

Pay Request - Medic Renovation

Supervisor Gast reported a pay request, along with a letter from Chris Brooks regarding the medic quarters renovation was reviewed, as well as liens submitted by the subcontractors in the amount of \$45,065.00.

It was moved by Payne seconded by Clark to approve the pay request of \$45,065.00 for the medic quarters' renovation project. All ayes, motion carried.

Golf Carts on Lake Charter Township Roadways

A request by a Lake Township resident for allowing golf carts on Lake Charter Township roadways was discussed.

After discussion, it was determined that we need to see how this unfolds in other communities and how they are handling it. Further, check with our liability insurance carrier, that should anything happen on our roadways, would the township be liable. Further, this request to be reviewed by Baroda-Lake Township Chief of Police Shawn Martin, as well as Scott Dienes, Lake Charter Township's attorney.

Capital Improvement Plan

Supervisor Gast turned the floor over to Robert Clark, Capital Improvement Plan Committee Chair, who presented the 2015-2025 Lake Charter Township Capital Improvement Plan. This plan is a blueprint for planning capital expenditures over the next ten years. The Committee has prioritized the projects in this plan according to recommendations made by water department, fire department and all department heads.

After review, it was moved by Gast seconded by Wilk to adopt the 2015-2025 Lake Charter Township Capital Improvement Plan. All ayes, motion carried.

Hach Maintenance Agreement

Supervisor Gast turned the floor over to Mark Panzegrau, Lake Charter Township's Water Plant Superintendent who reported the Hach Maintenance Agreement which calibrates and reviews equipment which needs updating

needs renewal for the 2016 year, at a cost of \$8,083.00. This is an increase of \$130.00 over 2015's maintenance agreement.

It was moved by Payne seconded by Heyn to approve the Hach Maintenance Agreement for \$8,083.00 for the year 2016. All ayes, motion carried.

Trick of Treat

It was moved by Payne seconded by Clark to set the Trick or Treat hours on October 31, 2015 from 5:30 p.m. until 7:00 p.m. in Lake Charter Township. All ayes, motion carried.

Michigan Townships Association Winter Educational Conference

It was moved by Gast seconded by Payne to approve attendance of any township official who wishes to attend the Michigan Townships Association Winter Educational Conference in Detroit, Michigan on January 20-22, 2016, their travel, meals and accommodations at the Detroit Renaissance Center. All ayes, motion carried. Reservations open on October 27, 2015 and township officials should see Clerk Payne for registering for this event.

Transfer of Funds from General to Water

Supervisor Gast turned the floor over to Robert Clark, Lake Charter Township Treasurer. He reported due to accounting adjustments at the beginning of the 2015 year, the water fund started out over \$144,000.00 in the red. The water tower payments budgeted for 2014 did not occur until 2015, totaling \$181,500.00 in 2015. And the California Road project final payment of \$34,391.00 extended into the 2015 calendar year as well. The total amount of transfer \$200,000.00.

It was moved by Stine seconded by Gast to approve a transfer of \$200,000.00 from general to water. All ayes, motion carried.

Tires for 2004 Freightliner Fire Truck

Supervisor Gast turned the floor over to Harold Heyn, Lake Charter Township's Fire Chief. He reported the tires on the 2004 Freightliner Fire truck need replacing. Included in board members' packet was a quote from Goodyear, Wingfoot Commercial Tire Systems, LLC, for six tires, in the amount of \$3,984.08.

It was moved by Payne seconded by Clark to accept the quote from Goodyear, Wingfoot Commercial Tire Systems, LLC, for six tires, in the amount of \$3,984.08 for the 2004 Freightliner Fire truck. All ayes, motion carried.

PUBLIC COMMENT

Harold Heyn, Lake Charter Township Fire Chief reported the railroad tracks on Lake Street in Bridgman will be closed for repairs.

ANNOUNCEMENTS

The next regular meeting is scheduled for November 17, 2015 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission Meeting is November 2, 2015 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Board of Appeals is scheduled for November 12, 2015 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township 2016 Budget Workshops - to be announced.

Lake Charter Township Hall Offices will be closed November 11, 2015 in observance of Veteran's Day.

Lake Charter Township Hall Offices will be closed November 26 & 27, 2015 in observance of Thanksgiving.

ADJOURNMENT

With no further objection and no further business it was moved by Payne seconded by Stine to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 8:43 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor