

**MINUTES**  
**LAKE CHARTER TOWNSHIP**  
**BOARD MEETING**  
**November 20, 2018**  
**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.

**ROLL CALL**

Clerk Payne called the roll. Board members present were John Gast, Supervisor; Gloria Payne, Clerk; Robert Clark, Treasurer; Pat Heyn, Trustee, John Wilk, Trustee and Trustee Nancy Mensinger. Nine visitors were present. James Stine, Jr., Trustee, was absent.

**APPROVAL OF AGENDA**

Supervisor Gast asked to add two items "Christmas Holiday Bonus" and "Building Use Policy" to the agenda, and delete item "Elected Officials Compensation Adjustment." It was moved by Wilk seconded by Clark to approve two additions and one deletion from the agenda. Six ayes, motion carried.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

**October 16, 2018**

It was moved by Mensinger seconded by Clark to approve the October 16, 2018 meeting minutes. Six ayes, motion carried.

**Special Board Meeting October 24, 2018**

It was moved by Wilk seconded by Heyn to approve the special board meeting minutes of October 24, 2018. Six ayes, motion carried.

**Budget Workshop Meetings**

It was moved by Heyn seconded by Wilk to approve the budget workshop meetings of September 20, September 27, October 3, October 24, and October 31, 2018. Six ayes, motion carried.

**APPROVAL OF BILLS**

With a few comments and inquiries, it was moved by Clark seconded by Mensinger to approve the bills of October 2018 in the amount of \$583,746.80. Six ayes, motion carried.

**COMMUNICATIONS/CORRESPONDENCE PACKET**

Lake Charter Township account balances for October 2018.

Michigan Townships Insights.

A thank you letter from the family of Betty Dunning.

A letter from Miss Bridgman Scholarship Organization.

A Consignor Statement from Big Bear Auction Company.

**Supervisor's Report**

Attached.

**Clerk's Report**

Attached.

**Treasurer's Report**

Attached.

Planning Commission Report

Lake Charter Township Planning Commission Meeting minutes are on file in the Township Hall offices.

Water Plant Report

Attached.

GRSD Sewer Authority Report

Meeting minutes attached.

Police Department

Baroda-Lake Township Police Board meeting minutes of September 11, 2018 attached.

Fire Department Report

None.

Park Committee Report

Attached.

Library Report

Bridgman Public Library meeting minutes attached.

Gretchan Evans, Bridgman Public Library Director informed members on Fridays, from 3:00 - 5:00 p.m., licensed social workers will be on hand to talk about educational opportunities, employment assistance, emergency services and family matters.

Cemetery Committee Report

Attached.

Building Department Report

Attached.

Lake Township Economic Growth Alliance Report

Attached.

Medic One Report

Medic One meeting minutes attached.

Utility Committee Report

Attached.

Capital Improvement Report

Attached

Zoning Board of Appeals Report

The Lake Charter Township Zoning Board of Appeals meeting minutes are on file in Township Hall offices.

**AGENDA ITEMS**

**MacAllister Service Agreements**

Supervisor Gast turned board members' attention to the MacAllister Service Agreement for the seven (7) generators throughout the township. This is an extended three-year contract for \$41,625.00. It was moved by Gast seconded by Payne to continue the extended three-year contract with MacAllister for the seven (7) generators for \$41,625.00. Six ayes, motion carried.

**Decker Drain Maintenance**

Supervisor Gast turned the floor over to Christopher Quattrin, Berrien County Drain Commissioner who presented a Resolution for work to be done estimated at \$15,000.00, on a sink hole at 9006 Red Arrow Highway, Bridgman, Michigan. The repairs exceed the limit the Drain Commissioner can spend. The work will be financed with a two (2) year note to help alleviate the tax burden to the property owners within the Decker

drain district. The assessment will begin in 2019. The computation of costs includes Oselka Construction \$11,200.00; Contingency \$2,300.00; Financing \$1,500.00 for a total of \$15,000.00

It was moved by Gast seconded by Clark to allow the Supervisor and the Clerk to sign the Resolution for work to be done at 9006 Red Arrow Highway, Bridgman, Michigan, in the amount of \$15,000.00. Six ayes, motion carried.

### **Adams' Property**

Supervisor Gast introduced Gary Depa, Realtor with Coldwell Banker Anchor. He reported that the Adams' property at 10759 Gast Road, Bridgman, Michigan is back on the market for sale. The township, in the past, offered \$90,000.00 to the Adams' family. The Adams' family is now ready to accept the offer of \$90,000.00. The property is 6.8 acres adjacent to the Lake Charter Township Park. There are five parcels, one has a 20'x30' garage. Water and sewer are present. Should the board approve the purchase of this property, a clear title will be provided.

Supervisor John Gast was in favor of purchasing this piece of property to add to the Lake Charter Township Park.

Treasurer Robert Clark indicated he was in favor of purchasing the property as well. The taxes that we obtain from the property now amount to approximately \$740.00. If each acre were developed with \$150,000.00 homes on each piece, the amount of taxes would garner approximately \$900.00 per year. Further, any property we can obtain surrounding the park, even if we don't develop it, is a good thing. Should we chose to not develop the park, these parcels can always be sold, at a later time.

Trustee John Wilk, also was in favor purchasing the property.

Trustee Pat Heyn indicated at first she was not in favor of purchasing the property, but upon hearing that Treasurer Clark indicated we could always sell the property if we find we will not be using it, changed her mind.

It was moved by Payne seconded by Wilk to approve purchasing the Adams' property at 10759 Gast Road, Bridgman, Michigan for \$90,000.00. Six ayes, motion carried.

### **Adjustment to Investment Policy**

Supervisor Gast turned the floor over to Treasurer Robert Clark, who reported he received a request to make a change in our Investment Policy, and add allowing investments with the entity Michigan Class. When investing with Michigan Class, access to the funds are available on any business day. The proposed amount would not exceed \$500,000.00. The interest rate is 2.3% which is better than any bank is currently offering. Included in board members' packet was a list of participants in the State of Michigan, totaling 460, including local townships, i.e., Lincoln Township and Niles Township. Further, Berrien County and a host of cities and villages as well.

It was moved by Clark seconded by Wilk to allow the Supervisor and the Clerk to sign the Resolution to amend Lake Charter Township's Investment Policy to add Michigan Class. Six ayes, zero nays, one absent (Stine). Motion carried.

It was moved by Payne seconded by Gast to allow the Supervisor and the Clerk to sign the Resolution to invest monies with Michigan Class, not to exceed \$500,000.00. Six ayes, zero nays, one absent (Stine). Motion carried.

### **Air Compressor Maintenance Agreement**

Supervisor Gast turned the floor over to Jeffrey Burkhard, Lake Charter Township Water Plant Superintendent who turned board members' attention to the Service Agreement from Air Technologies for the water plant air compressor. The agreement is for one year in the amount of \$4,347.00 from December 1, 2018 through November 30, 2019.

It was moved by Payne seconded by Heyn to accept the Service Agreement from Air Technologies for the water plant air compressor for \$4,347.00 from December 1, 2018 through November 30, 2019. Six ayes, motion carried.

### **Water Plant Heating Units**

Supervisor Gast turned the floor over to Jeffrey Burkhard who reported there is no heat in the Claricone room and the chemical feed room. Seven (7) heating units are needed, four in the Claricone area, two in the chemical feed room and one in the filter galley. The quote from Andy Eagan is for \$66,495.00. This is a 2019 budgeted capital improvement item.

It was moved by Gast seconded by Mensinger to accept the quote from Andy Eagan for \$66,495.00 for seven (7) heating units, four in the Claricone area, two in the chemical feed room and one in the filter galley. Six ayes, motion carried.

#### **Water Plant Pressure Transmitters**

Supervisor Gast turned the floor over to Jeffrey Burkhard who reported that it is necessary to replace seven (7) differential pressure transmitters with three-way valves and six (6) precision digital dual input panel meter displays. Utility Instrument Service Company performed calibration tests on all flow and head loss transmitters and they are needing to be replaced.

It was moved by Payne seconded by Clark to have Utility Instrument Service Company replace seven (7) differential pressure transmitters with three-way valves and six (6) precision digital dual input panel meter displays in the amount of \$25,205.00. This is a 2018-budgeted item. Six ayes, motion carried.

#### **Date and Snow Road Watermain Replacement Payment No. 4 (Final)**

Supervisor Gast reported that the Date and Snow Road Watermain replacement request of B and Z Company payment No. 4 (final) in the amount of \$72,629.90 is now due. The project is 100% complete.

It was moved by Clark seconded by Heyn to approve payment of the Date and Snow Road Watermain project payment No. 4 (final) in the amount of \$72,629.90. Six ayes, motion carried.

Supervisor Gast also presented the Merritt Engineering invoice of November 7, 2018 in the amount of \$14,968.00. The project engineer cost is \$4,125.00, CAD Technician \$8,060.00, field technician \$2,275.00 and travel expense's \$508.00, for a total of \$14,968.00

It was moved by Payne seconded by Mensinger to pay the Merritt Engineering invoice of November 7, 2018 in the amount of \$14,968.00. Six ayes, motion carried.

#### **Christmas Holiday Bonus**

Supervisor Gast reported, as in the past, we have granted a \$50.00 after tax, Christmas holiday bonus for full-time, part-time employees as well as active firemen and police.

It was moved by Gast seconded by Wilk to approve a \$50.00 after tax, Christmas holiday bonus for full-time, part-time, firemen and police employees. Six ayes, motion carried.

#### **Building Use Policy**

Supervisor Gast reported a draft of the Lake Charter Township Building Use Policy was presented for approval. Trustee Wilk crafted the document and after several revisions, it is ready to be approved. Trustee Wilk indicated he would bring a clean copy for placement on file.

It was moved by Clark seconded by Heyn to approve the Lake Charter Township Building Use Policy. Six ayes, motion carried.

#### **PUBLIC COMMENT**

Jeffrey Burkhard thanked board members, on behalf of the water plant personnel for the Christmas Holiday Bonus. Also the good working relationship we have with board members.

Terri Freehling reported, on the Berrien County website, is the Linear Park document for anyone to view. She further reported she attended a Broadband Appropriations Committee meeting with Ben Carson in Washington, D.C.

On November 28, 2018, an Open House for Public Planning Phase II Management Plan will be held at Lake Township Hall.

Supervisor Gast informed board members that a workshop with Baroda-Lake Township Police Chief, the Lake Charter Township attorney and the Planning Commission will be scheduled in December to discuss the Marijuana issue.

**ANNOUNCEMENTS**

The next regular meeting is scheduled for December 18, 2018 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for December 3, 2018 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Hall offices are closed November 22, 2018 and November 23, 2018 in observance of Thanksgiving.

**ADJOURNMENT**

With no further objection and no further business it was moved by Payne seconded by Clark to adjourn the meeting. Six ayes. Motion carried. Meeting adjourned at 8:34 p.m.

Dated: \_\_\_\_\_

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Gloria A. Payne, Clerk

Dated: \_\_\_\_\_

\_\_\_\_\_  
John Gast, Supervisor