

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
March 15, 2016
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 Clerk, Treasurer, Trustees Terry Eichler, James Stine Jr., and John Wilk. Patricia L. Heyn was absent. Four visitors were present in the audience.

APPROVAL OF AGENDA

It was moved by Stine seconded by Eichler to approve the agenda with two additions. Six ayes, motion carried.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

February 16, 2016

With one correction made, it was moved by Stine seconded by Eichler to approve the February 16, 2016 board meeting minutes. Six ayes, motion carried.

Special Workshop Meeting Minutes March 3, 2016

With one correction made, it was moved by Clark seconded by Wilk to place the special workshop meeting minutes on file. Six ayes, motion carried.

APPROVAL OF BILLS

It was moved by Wilk seconded by Eichler to approve the bills of February 2016 in the amount of \$207,537.59. Six ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

The following information was included in board members packets: copy of Lake Charter Township Planning Commission meeting minutes of March 7, 2016; Township Insights; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Water Filtration Plant report; Lake Charter Township Fund Balances of February 2016; Medic One meeting minutes; Utility Committee meeting minutes of March 2, 2016; Bridgman Public Library meeting minutes of January 26, 2016; Lake Charter Township Zoning Board of Appeals meeting minutes of March 10, 2016.

A copy of the Berrien County Road Commission time line for projected road projects for year 2015 through 2019. A copy of a check from the State of Michigan for Revenue Sharing; A copy of a check from the State of Michigan for PILT payments, and a copy of a check from Comcast for Franchise Fees.

REPORTS

1. Supervisor's Report

- a. Attended Board of Review Organizational meeting;
- b. Met with Dale Layman Construction;
- c. Met with Berrien County Road Commission for upcoming projects;
- d. Attended exit meeting with Gerbel & Company regarding 2015 audit;
- e. Attended Special Workshop on refinancing current bonds;
- f. Met with Air Surf Wireless regarding contract;
- g. Attended Fifth Monday meeting at the City of Bridgman;
- h. Met with Earl Maxwell regarding tire recycling scheduled for April 23, 2016;
- i. Met with Dan Stacey regarding the appraisal of the Lenardson property;

- j. Attended the Galien River Sanitary District Authority meeting;
- k. Met with Chris Brooks regarding continuation of rehabilitation of the old fire station;
- l. Met with Erin Hudson of Habitat for Humanity;
- m. Attended Utility Committee meeting.

Merritt Engineering will hold a pre-construction meeting March 16, 2016 at 10:00 a.m., Lake Charter Township Hall.

Clerk's Report

Clerk Payne reported as follows:

- a. Attended Chair Training regarding March 8, 2016 Presidential Primary;
- b. Attended Election Inspector Training regarding March 8, 2016 Presidential Primary;
- c. Met with Worker's Compensation regarding 2015 audit;
- d. Attended exit meeting with Gerbel & Company regarding 2015 audit;
- e. Attended Fifth Monday meeting at the City of Bridgman;
- f. Attended Special Workshop on refinancing current bonds;
- g. Held the testing on the Automark machine for the March 8, 2016 Presidential Primary;
- h. Held the March 8, 2016 Presidential Primary.

Lake Charter Township had 922 voters vote at the March 8, 2016 Presidential Primary. Third highest voter turn out in the County of Berrien.

Treasurer's Report

Treasurer Robert Clark reported as follows:

- a. Attended Community Growth Alliance meeting and two committee meetings;
- b. Attended Edgewater Bank open house;
- c. Attended Fifth Monday Meeting at the City of Bridgman;
- d. Attended Utility Committee meeting;
- e. Attended exit meeting with Gerbel & Company regarding 2015 audit;
- f. Attended Special Workshop on refinancing current bonds;
- g. Met with Berrien County Deputy Treasurer to settle taxes;
- h. Attended Park Committee meeting;
- i. Met with Dan Stacey regarding the appraisal of the Lenardson property.

Treasurer Clark reported settlement with the county of taxes was earlier and only \$104,566.00 returned delinquent.

Lake Charter Township received \$21,500.00 in 2015 in interest, making multiple investments definitely helped improve total interest numbers.

Information for the bond attorney has been gathered and submitted.

Planning Commission Report

Trustee Wilk reported, James Gast, Lake Charter Township's Zoning Administrator, has not received the County of Berrien's opinion on the Conditional Rezoning Ordinance. Once received, it will be reviewed.

Water Plant Report

Mark Panzegrau, Lake Charter Township Water Plant Superintendent reported:

- a. 55.2623 million gallons of water were pumped for the month of February 2016;
- b. The monthly operating report was sent to the State of Michigan;
- c. Cross connection report sent to the Michigan Department of Environmental Quality;
- d. A power outage occurred at the low service station, generator ran for 16 hours;
- e. Total Organic Carbon samples were taken to the lab;
- f. On February 14, 2016, a main break occurred on Shawnee and Date Road.

GRSD Sewer Authority Report

Supervisor Gast reported as follows:

- a. Approved Prien & Newhof to repair digester, not to exceed \$7,000.00;
- b. Permit issued to repair South Interceptor on US-12;
- c. Discussed and approved personnel policies;
- d. Approved 2016 Insurance Policy from April 2016 to April 2017;
- e. Discussed and approved server quote;

f. Will begin work on the culvert on Red Arrow Highway in April and end in August 2016.

Police Department

Trustee Terry Eichler reported the Baroda-Lake Township Police have answered 609 calls to date. Approved the 2016-2017 Budget. The squad car should be delivered by the end of the month.

Fire Department

Due the absence of Fire Chief Harold Heyn, no report was given.

Park Report

Treasurer Bob Clark reported as follows:

- a. Representatives of baseball and softball leagues were present;
- b. Bridgman Baseball Association has requested to us the adult fields, since they have outgrown the Oscar Zilke fields at Bridgman Elementary School, there will be over 100, T-ball and pony age players;
- c. The adult church softball league will be starting in May;
- d. Youth Softball Association will return;
- e. Approximately 240 players signed up for soccer, a record for the league;

Isabel Widdis attended the Park Committee meeting and informed members that for a Girl Scout project she wishes to bring a handicapped accessible swing to the Lake Charter Township Park. She has begun raising funds for it and plans on moving forward.

The woods have been cleaned out, the drainage project will be completed before the Park opens and the paving and other projects are being scheduled. The Committee was informed about the possible property purchases are were favorable about it.

Library Report

Gretchen Evans, Bridgman Public Library Director reported that the Library, for the first time was closed due to weather. The 50-year anniversary celebration continues with Bagatinni's play on March 17, 2016 at 6:30 p.m. Max & Graphics have been retained to design a new logo for the Library.

Cemetery Committee Report

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

Building Department Report

James Gast reported he issued one building permit, four plumbing permits, two mechanical permits, and one lot combination. The State of Michigan now allows the local building official to monitor and inspect carbon monoxide detectors. Filed paperwork, answered calls and complaints.

Lake Township Economic Growth Alliance Report

Lake Charter Township Trustee Stine reported that the Beer Festival will be held on October 29, 2016, since this date is so late in the year, it was decided to have a \$50,000.00 cash reserve in case of inclimate weather. Also, since the 501 3 (c) has been established, a yearly audit will be performed.

Utility Committee Report

Supervisor Gast reported as follows:

- a. Rosemary Beach Project plans to replace the pump and meter pit to be done as soon as weather permits;
- b. Shawnee Road water line replacement project contract documents to be signed, contractors are obtaining documents and insurance;
- c. Motor #3 high-service pump is to be repaired under warranty;
- d. 20/20 Worker position is posted on the website and in the AWWA.

Capital Improvement Report

Treasurer Clark reported no meeting was held.

AGENDA ITEMS

Surf Air Wireless Contract

Supervisor Gast presented the Site Agreement between Surf Air Wireless and Lake Charter Township. This is a contractual agreement and Surf Air Wireless has their antenna on top of Lake Charter Township's water tower. The contract represents \$2,400.00 per year at \$200.00 per monthly payment. The Township will be provided three free connections. This is a twenty-year contract with a five-year review.

After discussion, it was moved by Payne seconded by Stine to allow Supervisor Gast to sign and enter into a Site Agreement with Surf Air Wireless and Lake Charter Township for a \$2,400.00 per year, \$200.00 per month payment for their antenna being on top of Lake Charter Township's water tower. Six ayes, motion carried.

Replace Furnace - Lake Charter Township Water Plant

Supervisor Gast presented board members with the proposal of Cooper-Carlson for a Modine 80% Efficient NG Furnace in the amount of \$5,070.00. This replaces the original furnace from the 1970's, which two of the three heat exchangers is cracked. The new unit will provide more efficient heat and hopefully less consumption.

After discussion, it was moved by Payne seconded by Eichler to approve purchase of the Modine 80% Efficient NG Furnace from Cooper-Carlson in the amount of \$5,070.00. Six ayes, motion carried.

Capital Improvement Resolution Authorizing the Sale and Issuance of General Obligation Bonds

Supervisor Gast reported that a special workshop was held on March 3, 2015 to discuss with Tom Traciak, Lake Charter Township's bond counsel and Scott Dienes, Lake Charter Township's legal counsel to refinance the general obligation bonds with a possible savings of \$517,763.37. Members chose to forego the reading of the Resolution.

After discussion, it was moved by Gast seconded by Clark to allow Supervisor Gast and Clerk Payne sign the Resolution Authorizing the Sale and Issuance of Lake Charter Township's General Obligation Bonds. Roll Call Vote: Gast Yes; Payne Yes; Clark Yes; Eichler Yes; Stine Yes; Wilk Yes. Heyn absent. Motion carried.

Removal of Grape Patch - Graceland Cemetery

Supervisor Gast reported that four estimates were received in response to the Request for Proposal for removal of the grape patch next to Graceland Cemetery. Knuth Excavating \$4,000.00; D.A. D'Agostino \$5,000.00; Hollerbach Excavating \$8,750.00 and Oldenburg & Sons \$12,875.00.

After discussion, it was moved by Eichler seconded by Stine to accept the estimate of Knuth Excavating for \$4,000.00 for removal of the grape patch next to Graceland Cemetery. Six ayes, motion carried.

Purchase of Lenardson Property

Supervisor Gast reported the appraisal completed by Dan Stacey came in at \$140,000.00 for the Lenardson property adjacent to Lake Charter Township's Park on Snow Road.

John Wilk commented that we need to be mindful of our constituents spending money on purchasing land when we could be using money for improvements to the water plant and its infrastructure. Further, we are taking a property off of the tax rolls and will most likely spend more money clearing and enhancing the land. Possibly even hire more staff to take care of it.

James Stine commented that we have enough baseball/softball fields and that purchase of the property could possibly entertain other communities to come and use the Park, when the Park was meant for Lake Township residents.

Gloria Payne commented that, apparently, a prior Township Board was able to purchase this piece of property and they didn't. A resident indicated to her, that any time we can purchase property to enhance the Park, it's a win/win. Lake Charter Township should be mindful of what could, or might go next to the Park and even if we purchase the land, we don't have to improve it immediately.

Terry Eichler commented that he was not in favor of purchasing the property at first, however, after he visited the site he changed his mind. The land and building alone is worth \$140,000.00 and purchasing the land next to the Park is a good thing no matter what we do with it.

Robert Clark commented that having been out in the Park even before he was Township Treasurer, he spent time in the Park and has seen the value of it and how it is being used. The amount of money that is taken off the Townships' portion of the tax rolls is approximately \$358.00. Just the fact that we have 240 children

signed up for soccer this year shows that this Park is heavily used. Anytime the Park can be enhanced for disc golf, soccer, baseball/softball fields, walking trail, whatever we might develop it for, it will be utilized and not go to waste.

John Gast commented that he was in favor of purchasing the land for additional acreage to the Park.

It was moved by Payne seconded by Clark to authorize Supervisor Gast to negotiate the Letter of Intent and purchase ten acres from Richard Lenardson for addition to the Lake Charter Township Park. Roll Call Vote: Gast Yes; Payne Yes; Clark Yes; Eichler Yes; Stine Yes; Wilk Yes. Motion carried.

Adoption of Baroda-Lake Township Police 2016-2017 Budget

Supervisor Gast turned the floor over to Trustee Eichler who reported that 800 calls are typically in the Baroda area, 1,500 in Lake Township and 400 outside of this jurisdiction. Since Lake Charter Township has I-94 and the Warren Dunes State Park in its jurisdiction, that alone brings increases calls in Lake Township. The amount budgeted is in the Lake Charter Township budget that we approved in January 2016.

After discussion, it was moved by Payne seconded by Stine to approve the adoption of the Baroda-Lake Township Police 2016-2017 budget, and stands as presented. Six ayes, motion carried.

PUBLIC COMMENT

None.

ANNOUNCEMENTS

The next regular meeting is scheduled for April 19, 2016 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for April 4, 2016 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Board of Appeals is scheduled for May 12, 2016 at 7:00 p.m., Lake charter Township Hall, Bridgman, Michigan.

ADJOURNMENT

With no further objection and no further business it was moved by Payne seconded by Gast to adjourn the meeting. Six ayes. Motion carried. Meeting adjourned at 8:41 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor