

MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
April 19, 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 Clark, Treasurer, Trustees Terry Eichler, Patricia L. Heyn, James Stine Jr., and John Wilk. Ten visitors were present in the audience.

APPROVAL OF AGENDA

It was moved by Eichler seconded by Heyn to approve the agenda with one addition. All ayes, motion carried.

PUBLIC COMMENT

Alfred Ottusch spoke on behalf of the Bridgman Cares Food Drive. He is asking the community to get involved with providing the food pantry with a variety of items, for all three schools, elementary, middle school and high school. Stocking the cupboard allows any child who is in need to obtain anything they need without feeling inadequate.

APPROVAL OF MINUTES

March 15, 2016

It was moved by Clark seconded by Payne to approve the March 15, 2016 board meeting minutes. All ayes, motion carried.

APPROVAL OF BILLS

It was moved by Eichler seconded by Stine to approve the bills of March 2016 in the amount of \$307,835.29. All 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 April 4, 2016; Township Insights; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Water Filtration Plant report; Lake Charter Township Fund Balances of March 2016; Medic One meeting minutes; Utility Committee meeting minutes of April 6, 2016 and Bridgman Public Library meeting minutes of February 23, 2016.

A copy of a letter from State of Michigan Department of Environmental Quality regarding the 2015 Water System Sanitary Survey. A copy of a letter from Bridgman Public Schools regarding DECA. A newsletter article regarding "Alternatives can't keep up with Nuclear."

REPORTS

1Supervisor's Report

- a. Attended Shawnee and Gast Road Pre-construction meeting;
- b. The Lake Charter Township Board of Review met four times;
- c. Met with landscape architect;
- d. Attended the Galien River Sanitary District Authority meeting;
- e. Met with Chris Brooks regarding the old fire station;
- f. Served on the Berrien County Drain Commission Board of Determination for Watervliet and Lincoln Townships;
- g. Met with MERS representative;
- h. Met with Reliable regarding curbside recycling;
- i. Attended two bond "due diligence" teleconference calls;

- j. Volunteered at the Bridgman Public Schools senior portfolio sessions;
- k. Attended Galien River Sanitary District Authority workshop.

Clerk's Report

Clerk Payne reported as follows:

- a. Attended Berrien County Clerk's Association meeting;
- b. Along with Robert Clark, Treasurer, met with Fifth Third Bank regarding money markets and CD's;
- c. Met with MERS representative;
- d. Attended State of Michigan, Bureau of Election training;
- e. Met with Lake Michigan Mailers to possibly put them back into servicing our mailing needs;
- f. Processed paperwork for those wishing to run for Lake Charter Township board.

Lake Charter Township Supervisor, Clerk and Treasurer have no opposition in the August 2016 primary, however, there are nine (9) candidates running for Trustee.

Treasurer's Report

Treasurer Robert Clark reported as follows:

- a. Attended Community Growth Alliance board meeting and two committee meetings;
- b. Attended Shawnee and Gast Road Pre-construction meeting;
- c. Met with landscape architect;
- d. Attended two bond "due diligence" teleconference calls;
- e. Volunteered at the Bridgman Public Schools senior portfolio sessions;
- f. Attended CGA open house for Small Town Wedding;
- g. Attended Park Committee meeting;
- h. Met with Lake Michigan Mailers to possibly put them back into servicing our mailing needs.

Treasurer Clark reported the bond rating process went well and Lake Charter Township has retained their AA- rating which is very good for a rural township in Michigan. The areas we are rated lower are economic and employment factors we cannot control. Management, budgetary, liquidity and all other factors were rated strong or very strong. New bond pricing is scheduled for April 26, 2016. Total savings is estimated at \$517,000.00, over the ten-year life of the bond.

Planning Commission Report

Trustee Wilk reported, James Gast, Lake Charter Township's Zoning Administrator reviewed the letter from the Berrien County Planning Commission on the Conditional Rezoning Ordinance, they concur. This is on our agenda for tonight.

Water Plant Report

Mark Panzegrau, Lake Charter Township Water Plant Superintendent reported:

- a. 45.5202 million gallons of water were pumped for the month of March 2016;
- b. #5 Service Pump has been rebuilt;
- c. Tour was given to local home school group;
- d. #1 rebuilt low service pump installed;
- e. Safety Meeting held on "Confined Space";
- f. New furnace installed in high service room;
- g. Attended Water Utility Committee meeting.

GRSD Sewer Authority Report

Supervisor Gast reported as follows:

- a. Approved Prien & Newhof Change Order #2 to include additional valve work;
- b. Pay application #4 finalized, damage to the digester;
- c. Pay application #5 for mixer system approved;
- d. Discussed updates to the GRSD Sewer Authority Service Contract dated August 2000;
- e. Approved five-year Capital Improvement plan;
- f. Discussed Letter of Agreement from Union Representative regarding 20 minute paid lunch.

Police Department

Trustee Terry Eichler reported the Baroda-Lake Township Police Board meeting is schedule for May 10, 2016.

Fire Department

Fire Chief Harold Heyn reported fifteen calls were made in the month of March, eight medical and one controlled burn.

Park Report

Treasurer Bob Clark reported Brian Thomas has arranged with the recreation board to purchase three scoreboards for the youth softball fields at the Park. They will arrange installation, electric and they are asking the township to purchase the I-beams at a cost of approximately \$1,000.00. One scoreboard will be installed each year. This will be an improvement to those fields.

Soccer season is underway. The drainage project has been completed. Patrick is not charging us for the work he has done on the two laterals and open drains due to the time it took to be completed. This is a savings of approximately \$4,000.00 - \$5,000.00. The paving project to be scheduled in July or early August. The woods clean-up of debris will be removed and burnt later this year.

Library Report

In the absence of Gretchen Evans, Bridgman Public Library Director, John Wilk reported that the Library is honoring volunteers for their 944 hours of service. Cheryl Medders is teaching a yoga class and Poetry Night is underway.

Cemetery Committee Report

Clerk Payne reported four full burials took place since our last board meeting. Knuth Excavating is finished and the Cemetery personnel worked to smooth out the hill.

Building Department Report

James Gast reported he issued seven building permits, six plumbing permits, one mechanical permit, and four electrical permits. One lot split and one lot combination. Filed paperwork, answered calls and complaints.

Lake Township Economic Growth Alliance Report

Lake Charter Township Trustee Stine reported that the Wine Festival will be held on June 18, 2016, and the liquor license has been approved. Brew Festival will be held October 29, 2016 with a Halloween theme.

We currently have 126 charter members and the Facebook Fans numbers are up. The Visitors Guide kick off will be held May 5, 2016 at Navajo from 5:00 p.m. - 7:00 p.m. Holiday Village is scheduled for December 8, 2016 from 6:00 - 9:00 p.m.

Utility Committee Report

Supervisor Gast reported as follows:

- a. Merritt Engineering reported pipe replacement starts May 11, 2016;
- b. Still accepting applications for the 20/20 Worker position;
- c. Agreement reached with three Rosemary Beach home owners and the project is set for April 14, 2016

Capital Improvement Report

Treasurer Clark reported no meeting was held.

AGENDA ITEMS

2015 Audit

Supervisor Gast introduced Brian Wisneski of Gerbel and Company, Lake Charter Township's auditors. He presented the 2015 Audit and reported that Lake Township has 12.6 months of operating on hand. The audit is clean and fair in all material aspects, the financial position of governmental activities and the business type activities ending in accordance with accounting principles is generally accepted.

It was moved by Gast seconded by Clark to accept the Lake Charter Township 2015 Audit performed by Gerbel & Company, P.C. All ayes, motion carried.

Airport Millage

Supervisor Gast introduced Bill Schalk of American Electric Power who presented to board members four key areas supporting the millage request for the Southwest Michigan Regional Airport.

Supervisor Gast introduced Pat Moody, Friends of the Airport who pointed out that the airport is a vital piece of the infrastructure to Berrien County.

Supervisor Gast introduced Vincent DesJardins, Southwest Michigan Regional Airport Director who asked that Lake Charter Township sign a resolution of the current authority member municipalities and seeking new municipality participation from Bridgman City and Lake Charter Township. Further to approve the Southwest Michigan Regional Airport millage language and place the millage renewal on the August 2016 ballot.

It was moved by Gast seconded by Payne to approve the Airport Board signing a Resolution of the current authority member municipalities and seeking new municipality participation from Bridgman City and Lake Charter Township and further approve the Southwest Michigan Regional Airport millage language and place the millage renewal on the August 2016 ballot. All ayes, motion carried.

Mechanical and Plumbing Inspector

Supervisor Gast reported that our current Mechanical and Plumbing Inspector, Ed Wainwright suffered a stroke and to date, he has not returned to work for Lake Charter Township. John Dobberteen has been filling in for Ed Wainwright and are certain the road to recovery for Ed Wainwright would be quite lengthy. We are proposing we sever our working relationship with Ed Wainwright and hire John Dobberteen as the Mechanical/Plumbing Inspector for Lake Charter Township. Included in board members' packet was a copy of Mr. Dobberteen's resume and license.

After discussion, it was moved by Stine seconded by Heyn to hire John Dobberteen as Lake Charter Township Mechanical/Plumbing Inspector. All ayes, motion carried.

Zoning Amendments Sign & Set-Back

It was moved by Gast seconded by Clark to add to Lake Charter Township's Ordinance, the Conditional Rezoning, effective upon publication. All ayes, motion carried. (See attached for Legal Notice.)

It was moved by Payne seconded by Stine to adopt the proposed setback amendment, effective upon publication. All ayes, motion carried. (See attached Proposed Setback Amendment.)

Vehicle Replacement for Meter Reader

Supervisor Gast reported the Ford F-150 for the water meter reader is in need of being replaced. This vehicle will be moved for use in the Park. A quote from Sieman's Ford for a 2016 Ford F-150 4x4 was included in board members' packet. Sieman's Ford sticker price is \$38,340.00, however, the governmental fleet price is \$25,950.00, a savings of \$12,390.00.

After discussion, it was moved by Payne seconded by Heyn to accept the quote from Sieman's Ford for a 2016 Ford F-150 4x4 for \$25,950.00. All ayes, motion carried.

Applications for Fire Department

Supervisor Gast turned the floor over to Fire Chief Harold Heyn who reported that three applications have been received to become firefighters for Lake Charter Township. Caleb Doehrer, Sam Jones and Michael Jones would like to serve on the Lake Charter Township Fire Department. They will be enrolled in Firefighter I and II and be paid for their hours of training.

After discussion, it was moved by Payne seconded by Wilk to place Caleb Doehrer, Sam Jones and Michael Jones on the Lake Charter Township Fire Department roster. All ayes, motion carried.

Pure Michigan Resolution

Supervisor Gast brought board members' attention to the Pure Michigan Support Resolution. This resolution supports airing a commercial showcasing the area as a major travel and tourism destination in the fall of 2016 and nationwide in 2017. It was moved by Stine seconded by Clark to support the Pure Michigan Resolution. All ayes, motion carried.

PUBLIC COMMENT

Robert Clark, Lake Township Treasurer thanked Fire Chief Harold Heyn and Firefighter Tony Jones for the Fire Department tour for a local family living in Lake Township.

ANNOUNCEMENTS

The next regular meeting is scheduled for May 17, 2016 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for May 2, 2016 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Hall Offices will be closed Monday, May 30, 2016 in observation of Memorial Day.

ADJOURNMENT

With no further objection and no further business it was moved by Payne seconded by Eichler to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 8:37 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor