

MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
July 21, 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. Seven visitors were present in the audience.

APPROVAL OF AGENDA

The agenda was approved with one deletion, Cemetery Seal Coat Bids, and one addition, Appointment to the Baroda-Lake Township Police Board. All ayes, motion carried.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

June 16, 2015

It was moved by Heyn seconded by Clark to approve the June 16, 2015 board meeting minutes. All ayes, motion carried.

June 25, 2015 Special Board Meeting Minutes

It was moved by Clark seconded by Stine to approve the June 25, 2015 special board meeting minutes. All ayes, motion carried.

June 29, 2015 City of Bridgman/Lake Charter Township Meeting Minutes

A copy of the Joint City of Bridgman/Lake Charter Township meeting minutes of June 29, 2015 were placed on file.

APPROVAL OF BILLS

It was moved by Payne seconded by Clark to approve the bills of June 2015 in the amount of \$294,560.84. 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 July 7, 2015; Township Insights; Galien River Sanitary Sewer Authority 2014 Audit, the June 24, 2015 Agenda, and May 27, 2015 meeting minutes; Water Filtration Plant report; Lake Charter Township Fund Balances of June 2015; Second Quarter 2015 Lake Charter Township Budget; Medic One meeting minutes; Baroda-Lake Township meeting minutes and bills; Bridgman Public Library meeting minutes of May 26, 2015; Lake Charter Township Utility Committee meeting minutes of July 1, 2015; Lake Charter Township Zoning Board of Appeals meeting minutes of July 9, 2015.

Copy of a letter from Loren Berndt regarding his lack of ability to hear while attending meetings at township hall.

Copy of a letter from Fred M. Ott & Sons, Inc., announcing operations will cease September 30, 2015.

Copy of a check from the State of Michigan for \$35,059.00 for revenue sharing.

REPORTS

Supervisor's Report

Supervisor Gast reported as follows:

- a. Attended Brooks Architects bid opening;
- b. Attended Galien River Sanitary District Authority regular meeting and special meeting;
- c. Attended Joint City of Bridgman/Lake Charter Township meeting;
- d. Attended Special Meeting June 25, 2015;
- e. Attended CEO meeting at the newly renovated Health Department offices on Napier Avenue;
- f. Attended Utility Committee meeting;
- g. Along with Trustee's Stine and Wilk reviewed the bids for the old fire station renovation;
- h. Prepared Brownfield report for 2014 with Representatives;
- i. Met with Michigan Economic Development Corporation.

Clerk's Report

Clerk Payne reported as follows:

- a. Attended special Baroda-Lake Township Police Board meeting;
- b. Attended Berrien County Clerks Association meeting;
- c. Along with Supervisor Gast and Treasurer Clark, met with Cintas Representative;
- d. Attended Special Meeting June 25, 2015;
- e. Attended Joint City of Bridgman/Lake Charter Township meeting;
- f. Attended and Chaired the Southwestern Michigan Planning Commission meeting.

Treasurer's Report

Treasurer Clark reported as follows:

- a. Attended Utility Committee meeting;
- b. Attended Baroda-Lake Township Police Board meeting;
- c. Along with Supervisor Gast and Clerk Payne, met with Cintas Representative;
- d. Attended Special Meeting June 25, 2015;
- e. Attended Joint City of Bridgman/Lake Charter Township meeting;
- f. Attended Brewer's Fest planning meeting;
- g. Met with First Source Bank for CD renewal.

Summer taxes have been mailed, and they are due on September 14, 2015 without a penalty.

The 2015 Lake Charter Township second quarter budget shows most categories at 50% Revenues are 49.85% and expenditures are 40.18%.

On-line payment site is ready to be launched.

Planning Commission Report

Trustee John Wilk reported the Planning Commission called for a public hearing on August 3, 2015, on a request for conditional rezoning from Kelly Branch, and also called for a public hearing on conditional rezoning in all districts.

Water Plant Report

Mark Panzegrau, Lake Charter Township Water Plant Superintendent reported:

- a. 61.4763 million gallons of water were pumped for the month of May;
- b. The monthly operating report was sent to the State of Michigan;
- c. The water tower has been disinfected and filled and drained and filled again;
- d. Sent out copper and lead results to customers;
- e. Attended Utility Committee meeting;
- f. The air conditioning is installed and running;
- g. VOC samples turned out good.

Experienced main break at California and Gast, at 3604 Shawnee, and at Snow and Jericho. Installed taps at 11778 California and on Hickory Street in Baldwin Estates.

GRSD Sewer Authority Report

Supervisor Gast reported:

- a. Discussed service contracts on seven generators;
- b. Reviewed project updates;
- c. Discussed/Approved policy's and Chief Operator Job Description;

- d. Discussed/Approved Standard Specifications;
- e. Discussed/Approved purchase of Sludge Pumps;
- f. Discussed wholesale agreement with Lincoln Township, Weesaw Township and Baroda Township.

Police Department

Trustee Terry Eichler reported Chief Shawn Martin reported that more officers were needed for the 4th of July. 1,452 calls were attended to so far this year, compared to 1,117 last year. Amended the Baroda-Lake Township Police Agreement to allow Lake Township more representation on the board.

Fire Department/Fire Chief

Fire Chief Harold Heyn reported 28 calls were answered, of which 23 were medical, five personal injury accidents, two cancellations and one fire alarm. Participated in Chief Elwood "Skip" Munson's funeral.

Park Report

Treasurer Clark reported the next Park Committee meeting is August 12, 2015. Drainage in the woods is completed, the remainder to be completed soon. Bids for paving of the park have been received and will be reviewed before soccer season starts.

Library Report

Gretchen Evans, Bridgman Public Library Director reported we are approaching the last week of the Summer Reading program. The Library held a glass fusing class and the Book Club will hold a seminar on publishing books.

Cemetery Committee Report

Clerk Payne reported four full burials took place since our last board meeting. Lake Charter Township contracted with Ma's Florist to level the large cemetery stones at Greenwood, as well as cleaning and repairing and leveling of George W. Bridgman's monument.

Building Department Report

James Gast, Lake Charter Township Building Official reported he issued eight building permits, seven residential one commercial, four electrical permits, one plumbing permit, five mechanical permits. Handled two land division requests, met with 911, noticed two public hearings for the August 3, 2015 Planning Commission. The State of Michigan in 2016 will oversee the licensing of the mobile home park and will write a yearly report to make sure water and sewer is in good shape. Handled inspections and answered calls and complaints.

Lake Township Economic Growth Alliance Report

Trustee Jim Stine reported there are 104 chamber members. The Monogram building is to be renovated. The Trail Town project is underway, the filing of the 501(3)(c) paperwork needed altering and has been submitted again. The Wine Festival was a great success, 6,000 people in attendance.

Utility Committee Report

Supervisor Gast reported:

- a. Water tower has been disinfected and tested and put back into service, contract to landscape is being negotiated;
- b. Upgrade to the existing phone system is needed at the Water Plant;
- c. Intake crib inspection and modification is scheduled for this month;
- d. Lagoons have been dug out and should be good for six to ten years;
- e. Air conditioning system has been installed;
- f. Discussed backhoes for possible replacement, rebuilding or possibly leasing.

Capital Improvement Committee Report

Treasurer Clark distributed the Capital Improvement Program Plan.

AGENDA ITEMS

Amendment to Cemetery Ordinance

A public hearing was held on June 1, 2015 to change Section 32.20 as follows:

Section 32.20. Limitations on Interment Regulations/Cremains

- (a) Only one person shall be buried in a cemetery plot.

- (b) One cremains and one burial may be in a single lot, however the burial must occur prior to the interment of the cremains or at the same time.
- (c) The Township shall be given not less than 48 hours prior notice in advance of any funeral to allow for the opening of the cemetery lot. The opening and closing of cemetery lots shall be done only by the Township or such person or persons as are designated by the Township.
- (d) The appropriate permit or form issued by the Township for the cemetery lot involved, together with appropriate identification of the person to be buried therein and the burial transit permit from the health department, shall be presented to either the Township sexton or the Township Clerk (or designated Township official) prior to interment.
- (e) All burials shall be within a standard concrete vault (which meets all applicable laws) installed or constructed in each cemetery lot before interment. Vaults of other suitable materials may be allowed at the discretion of the Township.
- (f) No grave mounds will be allowed.
- (g) Four cremains per lot are permitted.
- (h) Cremains may be buried in a container approved by the Township in a cemetery plot or in a columbarium, two cremains, may be interred in one columbarium niche, that has been installed by the Township within a Township cemetery.
- (i) Cremains may be scattered or dispersed within a Township cemetery, with permission.

It was moved by Gast seconded by Payne to approve the Cemetery Ordinance change, to become effective upon publication. All ayes, motion carried.

Upgrade Water Plant Avaya Telephone System

Supervisor Gast directed board members' attention to the estimate from Hauch Communications, for installation of an Avaya IP Office telephone system for eight (8) 16 button display telephones for four lines and (14) stations, for \$4,139.50. The Avaya system is the same as Lake Township Hall has and also has previously used Hauch Communications in the past. The equipment has a 24-month warranty on parts and labor.

It was moved by Payne seconded by Heyn to accept the estimate of Hauch Communications, for installation of an Avaya IP Office telephone system for eight (8) 16 button display telephones for four lines and (14) stations, for \$4,139.50. All ayes, motion carried.

Freedom of Information Guidelines/Procedures/Forms

Supervisor Gast reported that the State of Michigan has enacted a new law pertaining to the Freedom of Information Act, MCL 15.236, effective July 1, 2015, the Lake Charter Township Board needs to approve the following:

- FOIA Procedures and Guidelines
- Public Summary of FOIA Procedures and Guidelines
- FOIA Request for Public Records
- Notice to Extend Response Time for FOIA Request
- Notice of Denial of FOIA Request
- Freedom of Information Act Request Detailed Cost Itemization
- FOIA Appeal Form - To Appeal Denial of Records
- FOIA Appeal Form - To Appeal an Excess Fee

It was moved by Gast seconded by Payne to accept the new Freedom of Information Act, MCL 15.236, effective July 1, 2015. All ayes, motion carried.

Update to Personnel Policy

Supervisor Gast presented the final draft of the Lake Charter Township Personnel Policies. After several special meetings with Catherine Jackson of Jackson HR Consulting, the document has been finalized.

After discussion, it was decided to table this agenda item for review by Lake Charter Township's attorney Scott Dienes.

Renovation of Old Fire Station/Medic Quarters

Supervisor Gast turned board members' attention to the three bids received for the renovation of the old fire station/Medic quarters, as follows: Dale Layman Construction \$79,203.00; Pearson Construction \$93,600.00 and McGuire's Professional Construction for \$105,096.00.

After discussion, it was moved by Gast seconded by Wilk to accept the bid of Dale Layman Construction for \$79,203.00 for renovation of the old fire station/medic quarters. Further to allow Chris Brooks to continue as the architect throughout the project. All ayes, motion carried.

Baroda-Lake Township Police Board Member Appointment

Supervisor Gast reminded board members that since the Baroda-Lake Township Second Amendment to the Protection Agreement allows for three board members from Lake Township and two board members from Baroda Township, and further, that the Lake Charter Township Treasurer shall be the custodian of the Department's funds, it was moved by Stine seconded by Heyn to appoint Robert Clark to the Baroda-Lake Township Police Board. All ayes, motion carried.

PUBLIC COMMENT

Patrick Freehling updated board members on the drainage project at the Lake Charter Township Park.

Loren Berndt thanked board members for using the microphones.

Loren Berndt commented on how nice the cemetery and park look, however he said the weeds at Lake Township Hall look crappy, and that the Lake Charter Township Pumping Station at the Lake looks abandoned, which is not a good image for Lake Township.

Loren Berndt commented that it seems that we forget we are public servants and that if he were in office he would not charge anyone for a FOIA request.

ANNOUNCEMENTS

The next regular meeting is scheduled for August 18, 2015 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Board of Review is July 23, 2015 at 10:00 a.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for August 3, 2015 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Board of Appeals is scheduled for September 10, 2015 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 Clark to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 7:58 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor