

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
August 17, 2021
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; Mike Essig, Trustee; Zach Carson, Trustee; Nancy Mensinger, Trustee and John Wilk, Trustee. A quorum of the board was present. Three visitors were present.

APPROVAL OF AGENDA

The agenda stands as presented.

PUBLIC COMMENT

Marie Giese, 4291 Lake Road, Stevensville, Michigan asked board members to consider updating the Zoning Ordinance to include short term rentals. The existing ordinance does not cover people renting out their homes. Further, to develop a committee to look at the current Zoning ordinance and include short term rentals. She would be willing to volunteer to be on the committee.

Supervisor Gast responded for her to attend a Planning Commission meeting and also speak with Richard Kubsch, Lake Charter Townships' Building Inspector/Zoning Administrator.

APPROVAL OF MINUTES

July 20, 2021

It was moved by Wilk seconded by Mensinger to approve the July 20, 2021 meeting minutes. All ayes, motion carried.

APPROVAL OF BILLS

After line item changes, discussion and clarification, it was moved by Mensinger seconded by Clark to approve the July 2021 bills in the amount of \$638,152.22. All ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

Lake Charter Township account balances for July 2021.

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

None.

Police Department

The Baroda-Lake Township Police Board held a special meeting August 3, 2021. The regularly scheduled Baroda-Lake Township Police Board meeting is set for September 14, 2021.

Fire Department Report

None.

Park Committee Report

Attached.

Library Report

Bridgman Public Library meeting minutes of June 22, 2021 are attached.

Cemetery Committee Report

Attached.

Building/Mechanical/Plumbing/Electrical Department Report

Attached.

Lake Township Economic Growth Alliance Report

Attached.

Medic One Report

Medic One meeting minutes of June 24, 2021 attached.

Utility Committee Report

Attached.

Capital Improvement Report

No meeting.

Zoning Board of Appeals Report

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

AGENDA ITEMS

Water Ordinance Review

Supervisor Gast reported that the last time the Water Ordinance was updated was May 1999. It is suggested that the Lake Charter Township board direct the review of the Water Ordinance to the Lake Charter Township Planning Commission for update, information and recommendation.

After discussion, it was moved by Gast seconded by Clark to forward to the Water Ordinance to the Lake Charter Township Planning Commission for update, information and recommendation. All ayes, motion carried.

Fire Department Committee

Supervisor Gast presented to the board a request from Trustee Wilk to form a Fire Department Committee much like the Utility Committee. Discussion included that if board members wished to attend the Fire Department monthly meetings, they are more than welcome, further to possibly have Harold, Heyn, Lake Charter Township Fire Chief report more on the Fire Department. After discussion, it was moved by Gast seconded by Payne to research the possibility of developing a Fire Department Committee and put together some guidelines. All ayes, motion carried.

Funding Berrien County Bike, Hike and Paddle Trails Master Plan

Supervisor Gast turned the floor over to Robert Clark who reported that The Friends of Berrien County Trails is requesting help with the funding of a County Trails Master Plan. The total cost is \$45,000.00 is being raised by the group to have Abonmarche complete a Countywide Trail Master Plan. Many area municipalities have committed to help fund it. The request is for \$2,000.00 toward the cost.

Clerk Payne indicated she would support it, if the funds were taken from the ARPA funds that Lake Charter Township is slated to receive in September 2021.

It was moved by Payne seconded by Wilk to contribute \$2,000.00 toward the cost of The Friends of Berrien County Trails for the County Trails Master Plan being completed by Abonmarche, with the caveat that the money be taken from the ARPA funds Lake Charter Township is to receive. All ayes, motion carried.

Part-Time Administrative Position

Supervisor Gast asked board members to review the attached job description for a part-time Administrative Clerk. This individual would fill in for the absence of staff on vacation, sick leave, jury duty and also during tax collection time and election time.

The position would be for 24 hours per week with no benefits. Further, to be placed on the Lake Charter Township salary progression table Pay Grade 4, Year Minimum \$16.88 per hour.

Position to be posted on the Lake Charter Township marquee, Lake Charter Township website, and Mailmax.

It was moved by Mensinger seconded by Wilk to approve a part-time Administrative Clerk position with 24 hours per week, no benefits and \$16.88 per hour. All ayes, motion carried.

Adoption of IPMC

Supervisor Gast updated board members on adoption the International Property Maintenance Code (IPMC). There are technical issues that need to be straightened out, and changes cannot be made with the approval of the State of Michigan. A special meeting of the Planning Commission is scheduled in September to address these issues.

It was moved by Gast seconded by Essig postpone adoption of the International Property Maintenance Code (IPMC) until the Lake Charter Township Planning Commission holds a special meeting. All ayes, motion carried.

PUBLIC COMMENT

None.

ANNOUNCEMENTS

The next regular meeting is scheduled for September 21, 2021 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for September 13, 2021 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Zoning Board of Appeals is scheduled for September 9, 2021 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Fifth Monday Meeting scheduled for August 30, 2021 is canceled.

Lake Charter Township Hall offices are closed September 6, 2021 in observance of Labor Day.

ADJOURNMENT

With no further objection and no further business it was moved by Payne seconded by Mensinger to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 8:14 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor