

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
December 18, 2006
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; Betty Korcek, Treasurer; Terry Eichler, Trustee; William "Bill" Geukes; James Stine, Jr., Trustee and Trustee Tom Carson. Six visitors were present in the audience.

APPROVAL OF AGENDA & AGENDA AMENDMENTS

The agenda stands as presented.

APPROVAL OF MINUTES

It was moved by Stine seconded by Geukes to approve the Minutes of the November 20, 2006 Board meeting. All ayes, motion carried.

It was moved by Korcek seconded by Eichler to the Special Meeting minutes of December 12, 2006. All ayes, motion carried.

PUBLIC COMMENT

Mike Jasper indicated the September meeting minutes are not on the website. He further wanted to publicly thank Stewart Beach, Lake Charter Township Water Plant Superintendent for fixing his driveway in a timely manner.

Supervisor Gast reported that the storm water lawsuit filed by another municipality has been ruled in favor of the municipality. However, an appeal is likely. The Department of Environmental Quality may require that all entities that want to withdraw from this venture, may have to file suit. Supervisor Gast will keep us posted.

APPROVAL OF BILLS

It was moved by Geukes seconded by Stine to approve the November 2006 Lake Charter Township bills in the amount of \$198,369.40. All ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

The following information was included in board members packets: MTA Weekly Legislative Report; Lake Charter Township Water Filtration Plant monthly report; Medic I meeting minutes; Lake Charter Township Planning Commission meeting minutes; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Baroda Township bills; Bridgman Public Library meeting minutes; Lake Charter Township Fund Balance Sheet for November.

Copy of a letter from Comcast and a Lake Michigan Mailers Savings Statement and Par Plan Newsletters.

REPORTS

A. Supervisor's Report

Supervisor Gast reported as follows:

- a. Met with Comcast officials regarding build-out of current system;
- b. Attended Utility Board Meeting;
- c. Attended the meet and greet at the Krasl Art Center, the new AEP President of Operations;
- d. Attended Berrien County Treasurer's Meeting as a guest of Treasurer Korcek;
- e. Attended Bridgman Area Chamber of Commerce meeting;
- f. Chaired the Board of Determination for the Berrien County Drain Office;
- g. Attended Board of Review;
- h. Attended Special Meeting of Board of Trustees regarding the Public Safety Building with Tera Architects.

A. Clerk's Report

Clerk Payne reported as follows:

- a. Attended Utility Board Meeting;
- b. Attended Growth Alliance Meeting;
- c. Attended Berrien County Treasurer's Meeting as a guest of Treasurer Korcek;
- d. Attended Berrien County Clerks Meeting;
- e. Attended Excel Training in Kalamazoo;
- f. Attended Special Board Meeting December 12, 2006 regarding the Public Safety Building with Tera Architects;
- g. Held a Pension review for Employees;
- h. Held a Employee meeting with Kurt Buursma of the Buursma Agency for the change to the new health insurance effective January 1, 2007;
- i. Met with Berrien County Clerk and Berrien County School Board Superintendent's regarding school elections;
- j. Attended Fishbeck, Thompson, Carr & Huber reception in Grand Rapids.

C. Treasurer's Report

Treasurer Korcek reported as follows:

- a. Attended Utility Board Meeting;
- b. Attended Berrien County Treasurer's Meeting;
- c. Attended Growth Alliance Meeting;
- d. Attended Excel Training in Kalamazoo;
- e. Attended Special Board Meeting December 12, 2006 regarding the Public Safety Building with Tera Architects;
- f. Met with Parks Committee;
- g. Attended Fishbeck, Thompson, Carr & Huber reception in Grand Rapids.

Collected over \$156,000 during December 1 - December 15, 2006.

The Treasurer's office will be open from 8:00 a.m. - 6:00 p.m. Thursday, December 28, 2006 to accept tax payments before January 1, 2007.

D. Planning Commission Report

Trustee Geukes reported Jay Kilpatrick of Williams and Works was present and reported the master plan will be outlined and presented in the near future.

E. Water Superintendent's Report

In the absence of Water Superintendent Stewart Beach, Supervisor Gast reported Snow Road Watermain taps are to be switched over this week. The 16" line is in and is water pressurized.

F. GRSD Sewer Authority Report

Supervisor Gast reported no meeting was held.

G. Police Department

Trustee Eichler reported no meeting was held.

H. Fire Department/Fire Chief

Trustee Eichler reported the Fire Department discussed the Public Safety Building. 1120 and 1126 are at Moses Fire Equipment for preventative maintenance issues. Chief Heyn reported 22 calls were made, of which 20 were medical and two fire alarms.

I. Park Report

Treasurer Korcek reported we will be discussing the sprinkler bids which are on tonight's agenda.

J. Library Report

Lillian Svitil reported the library had their Christmas party. Repaired leaks and minor repairs on the building.

K. Cemetery Committee Report

Clerk Payne reported that three burials were conducted since last month.

AGENDA ITEMS

Employee Salary Adjustment

Supervisor Gast indicated that in the 2007 Budget are the 3% Cost of Living Adjustment (COLA) pay increases for the Lake Charter Township employees. Further, if anyone is still on the pay scale, they will be advanced to

the next step. It was moved by Payne seconded by Geukes to approve a 3% COLA pay increase and allow those to step to the next step on the pay scale. All ayes, motion carried.

Amendment to Personnel Policies

Supervisor Gast presented to board members language adjustment to the Personnel Policies Section 27.1 Travel it reads as follows:

“27.1. If you travel in the performance of your duties on township business, you will receive the amount of your expenses necessary for such travel, including meals, lodging and transportation. If you drive your own vehicle, you will receive mileage allowance in effect at the time. Receipts must be presented for all expenditures. The employee is expected to use discretion for food and lodging.”

The change would be as follows:

“27.1. If you travel in the performance of your duties on township business, you will receive the amount of your expenses necessary for such travel, including meals, lodging and transportation. The Township Board must approve expenses, lodging, training cost etc., set meal price limit to be reimbursed with receipts. If you drive your own vehicle, you will receive mileage allowance in effect at the time.

After discussion, it was moved by Korcek seconded by Stine to approve the change. All ayes, motion carried.

Approval of Attended to MTA Convention

Supervisor Gast reminded board members that the Michigan Townships Association Annual Convention is scheduled for January, 2007. In keeping with the newly adopted personnel policies, approval for travel, meals, lodging and transportation is necessary. It was moved by Eichler seconded by Geukes to approve travel, meals not to exceed \$50.00 per day, lodging, expenses and transportation to the Michigan Townships Association Annual Convention in Detroit, in January 2007. All ayes, motion carried.

2007 Suggested Appointments for Boards and Committees

Supervisor Gast presented to board members the suggested appointments for Board and Committees for the year 2007:

Planning Commission Current terms (3 year terms)

John Murphy (Chairperson)	12/06	12/08
John Wilk (Vice Chairperson)	12/07	12/09
William Geukes (Board Rep. Sec.)	12/06	12/08
Charles Toth	12/05	12/07
Gaylord Rochefort	12/07	12/09

Appointments: John Wilk and Gaylord Rochefort

Zoning Board of Appeals Current terms (3 year terms)

Vern Rambo (Chairperson)	12/05	12/07
Don Scharnowske (Vice Chair)	12/06	12/08
Brad Reitz (Secretary)	12/06	12/08
Robert Kamradt	12/07	12/09
John Wilk (Planning Comm.)	12/07	12/09

Appointments: Robert Kamradt and John Wilk

Berrien County Road Commission Representative (1 year term)

John Gast 12/07

Appointment: John Gast

Brownfield Redevelopment Authority (1 year terms)

John Gast (3) 12/06 12/08
Gloria Payne (3) 12/06 12/08
David Kunde (2) 12/07 12/08
Larry Ott (1) 12/06 12/07
James Stine, Jr. (2) 12/07 12/08
Consultant Marc Florian

Appointment: Larry Ott (1); David Kunde (2); James Stine, Jr. (2)

Library Board (5 year terms)

Lillian Svitil 12/03 12/07
Carol Siewert 12/03 12/07
Carla Norwood 12/03 12/07

Medic One Representative (1 year term)

John Gast

Appointment: John Gast

Cemetery Board (1 year term)

Gloria Payne 12/07
Betty Korcek 12/07
Bill Geukes 12/07

Appointments: Gloria Payne, Betty Korcek, Bill Geukes

Galien River Sanitary District Authority Board (2 year terms)

John Gast 12/07 12/08
Terry Eichler (ALT) 12/07 12/08

Appointments: John Gast, Terry Eichler

Fire Chief Committee (2 year term)

Chief Harold Heyn 12/07 12/08
Terry Eichler 12/07 12/08
John Gast 12/07 12/08

Appointments: Harold Heyn, John Gast, Terry Eichler

Industrial Development Committee (3 year term)

Terry Eichler 12/07 12/09

Tom Carson	12/07	12/09
Bill Geukes	12/07	12/09

Appointments: Terry Eichler, Tom Carson, Bill Geukes

Parks Committee (1 year)

Loren Berndt	12/07
Robert Clark	12/07
Larry Ott	12/07
Betty Korcek (Board Representative)	12/07
One Vacancy	12/07

Appointments; Loren Berndt, Larry Ott, Betty Korcek, Robert Clark

Construction Board of Appeals (2 year terms)

Chris Brooks	12/07	12/08
David Kunde	12/07	12/08
Bill Boyd Jr.	12/07	12/08
Roger Stephens	12/06	12/07
Jerrold Jakubs	12/06	12/07

Appointments: Chris Brooks, David Kunde, Bill Boyd, Jr.

Economic Growth Alliance (1 year terms)

John Gast	12/07
Betty Korcek	12/07
Gloria Payne	12/07

Appointments: John Gast, Betty Korcek, Gloria Payne

It was moved by Payne seconded by Eichler to approve the suggested appointments for Board and Committees for the year 2007. All ayes, motion carried.

Approval of 2007 Meeting Calendar for Township Board and Committees

Supervisor Gast presented the 2007 meeting calendar for the Township Board and the Committees. With a few minor changes, it was moved by Payne seconded by Geukes to approve the 2007 Meeting Calendar for Township Board and Committees. All ayes, motion carried.

Amendments to the Michigan Zoning Enabling Act

Supervisor Gast brought before board members the Lake Charter Township Zoning Ordinance. Throughout the document were highlighted text amendments for the purpose of bringing it into compliance with the 2006 Michigan Zoning Enabling Act. After discussion, it was decided to forward the document to Williams & Works, Lake Charter Townships planners, for their review and recommended changes. It was moved by Payne seconded by Stine to forward to Williams & Works the Lake Charter Township Zoning Ordinance for review and bringing it into compliance with the Michigan Zoning Enabling Act. All ayes, motion carried.

Fee Adjustments

Supervisor Gast brought before board members the Lake Charter Township Fee Schedule. The suggested fee adjustments to building permits, site plans, electrical permits, plumbing permits, mechanical permits to mirror the State of Michigan's fee schedules, which would take effect January 1, 2007. IT was moved by Stine seconded by Korcek to approve the Lake Charter Township Fee schedule for building permits, site plans,

electrical permits, plumbing permits, mechanical permits to mirror the State of Michigan's fee schedules, which would take effect January 1, 2007. All ayes, motion carried.

Suggested fee changes to Lake Charter Township's fee schedule is as follows:

	Current Fee	Suggested Fee
Special Land Use	\$100.00	\$250.00
Variance	\$100.00	\$250.00
Lot Splits	\$100.00	\$250.00
Zoning Amendment	\$100.00	\$250.00
Re-Zoning	\$100.00	\$250.00
Lot Split in Platted Subdivision	\$100.00	\$250.00
Ordinance Interpretation	\$100.00	\$250.00
Special ZBA Meeting	\$320.00	\$570.00
Special Planning Comm Mtg	\$465.00	\$650.00

No changes were suggested for sewer tap fees, water tap fees, hall and park rentals.

After discussion it was moved by Payne seconded by Geukes to approve the suggested fee changes, with the exception of the special land use permit, which would remain at \$100.00. Roll Call Vote: Gast yes; Payne yes; Korcek yes; Geukes yes; Carson no; Stine no; Eichler no. Motion carried.

Roof Repair to South Pavilion

Supervisor Gast brought before board members a proposal from Robert Svoboda, Jr.. He examined the chimneys at the two pavilions at the Township Park. The South pavilion is improperly flashed and the north pavilion has no flashing. He quoted \$275.00 per chimney or \$550.00 for both chimneys. Proposing to furnish labor and materials and full payment upon completion. It was moved by Korcek seconded by Carson to accept the proposal of Robert Svoboda, Jr., to repair the flashing on the 2 pavilions at the Township Park. All ayes, motion carried.

Pavilion Sprinkler Systems

Supervisor Gast presented to board members bids received by the Park Committee for installation of the underground sprinkler system around the three pavilions at Lake Township Park. Quotes received were from Landscaping, Inc., \$16,000.00; B&W Sprinkler's \$14,568.00; Mr. Sprinkler \$18,500.00 and AHS \$29,196.00. After discussion and realizing a three-year warranty on Mr. Sprinkler's bid, it was moved by Payne seconded by Korcek to approve the quote from Mr. Sprinkler for \$18,500.00 with a three-year warranty to install the underground sprinkler systems around the three pavilions at Lake Township Park. All ayes, motion carried.

Valve Replacement

Supervisor Gast informed board members that the 3" Pratt butterfly valve needs to be replaced. Peerless-Midwest, Inc., quoted two for \$1,900.00 plus freight. It would be more money to repair the old valve than purchase new ones. Supervisor Gast indicated he would ask Stewart about using the wedge valves instead of the butterfly valves. It was moved by Carson seconded by Stine to purchase two 3" Pratt butterfly valves for the water plant. All ayes, motion carried.

PUBLIC COMMENT

Lillian Svitil asked how much, in total, have we spent on the Park. Supervisor Gast responded approximately \$1.2 million for the old and new part. In the Williams & Works survey there was tremendous suggestion to have sidewalks from the school to the Park and that would be looked into in the future.

Erna Linke suggested we put a cap on spending.

Mike Jasper indicated that in the public notice the bonds were indicated for water revenues. Supervisor Gast corrected him and indicated that the revenues that would be generated were generated from capital improvement bonds and all water customers were receiving an increase in their water rates.

ANNOUNCEMENTS

The next regular meeting is scheduled for January 15, 2007 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for January 8, 2007 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Zoning Board of Appeals is scheduled for January 11, 2007 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Offices are closed December 25 and December 26, 2006 for the Holidays.

ADJOURNMENT

With no further objection and no further business it was moved by Carson seconded by Geukes to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 8:43 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor