MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
November 20, 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. Fifteen visitors were present in the audience.

APPROVAL OF AGENDA & AGENDA AMENDMENTS
It was moved by Korcek seconded by Eichler to rearrange the order of the agenda items. All ayes, motion carried.

APPROVAL OF MINUTES
It was moved by Stine seconded by Geukes to approve the Minutes of the October 16, 2006 Board meeting. All ayes, motion carried.

It was moved by Geukes seconded by Carson to approve the Budget Public Hearing Meeting Minutes of October 30, 2006. All ayes, motion carried.

PUBLIC COMMENT
Lillian Svitil pointed out a correction that needs to be made to the October 16, 2006 meeting minutes.

Supervisor Gast presented Gary Hanlin a Certificate of Recognition and appreciation for dedication and establishment of the Bridgman-Lake Township Soccer League.

APPROVAL OF BILLS
After several explanations of expenditures, it was moved by Payne seconded by Geukes to approve the October 2006 Lake Charter Township bills in the amount of $421,261.50. All ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET
The following information was included in board members packets: MTA Weekly Legislative Report; Lake 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 October; Lake Township Fire & Rescue Meeting Minutes; Notice of Apportionments Anderson & Bays Drain; Twin Cities Area Transportation Study Technical & Policy Committee Meeting minutes and McAllister Power Systems generator inspection reports.

Copy of a letter from Bridgman Post Prom Committee; Letter from Paul South of the Michigan Department of Transportation; Kelli Sobel, State of Michigan Tax Commission and a Memorandum from Scott Cunningham regarding December Board of Review.

REPORTS
A. Supervisor's Report
Supervisor Gast reported as follows:
a. Attended Galien River Sewer District Authority Wage and Committee Meetings;
b. Met with Tom Traciak of ACI Finance;
c. Attended Chikaming Water Agreement Committee Meeting;
d. Attended Galien River Sewer District Authority Meeting;
e. Attended Medic One Meeting;
f. Attended 2007 Budget Public Hearing;
g. Attended Berrien County Road Commission Meeting;
h. Met with Kurt Buursma of the Buursma Agency regarding insurance options;
i. Attended Utility Board Meeting;
j. Attended meeting with employees regarding insurance options;

k. Held a joint meeting with the Planning Commission regarding the Community Survey results.

A. *Clerk's Report*

Clerk Payne reported as follows:

a. Attended Southwestern Michigan Commission meeting;
b. Attended Maximum Impact Seminar;
c. Held Public Accuracy Test for the November general election;
d. Hosted Berrien County Clerk Louise Stine election worker training for November general election;
e. Attended "Dollars & Cents" Township Governance Academy session in Frankenmuth;
f.. Attended Utility Board Meeting;
g. Attended Public Hearing on 2007 Budget;
h. Held election worker training for Lake Charter Township election workers;
i. Held November General Election;
j. Met with Kurt Buursma of the Buursma Agency regarding insurance options;
k. Attended meeting with employees regarding insurance options;
l. Attended joint meeting with Planning Commission regarding the Community Survey results;
m. Attended Growth Alliance meeting.

C. *Treasurer's Report*

Treasurer Korcek reported as follows:

a.. Attended class on Tax Collection Update;
b. Attended Park Committee Meeting;
c. Met with Edgewater Bank;
d. Attended Utility Board Meeting;
e. Attended Special Board Meeting;
f. Attended Growth Alliance Meeting;
g. Collected delinquent personal property taxes with the Berrien County Treasurer's Office;
h. Attended joint meeting with Planning Commission regarding Community Survey results;
i. Attended meeting with employees regarding insurance options.

Money is being reinvested, taxes are printed and will be mailed by December 1, 2006.

D. *Planning Commission Report*

Trustee Geukes reported Ryan Kilpatrick of Williams and Works presented the results of the recent Community Survey.

E. *Water Superintendent's Report*

Water Superintendent Stewart Beach reported Snow Road Watermain replacement has been pressure tested. Testing of bacteria and the chlorination line is scheduled to begin. The Water Plant Master Plan is being drafted. The sanitary survey is complete and no deficiencies were found.

F. *GRSD Sewer Authority Report*

Supervisor Gast reported the meetings discussion included the casino hook up to the sewer sanitary district. Discussion included splitting the electric for the lift stations and billing each community. Jones and Henry will engineer the upgrade of the Franklin lift station. Because of the Union, 401(a) pension plans will be rolled over into a Union pension plan and non-union employees will roll over into a 457 plan.

G. *Police Department*

Trustee Eichler reported the police have been controlling/patrolling the traffic at the Cook Plant. The Baroda/Lake Township Police Department was voted "best dressed" for officers under 50 in the USA.

H. *Fire Department/Fire Chief*

Trustee Eichler reported 1160 is now located at the Shawnee station. Medic is storing their mass casualty trailer at the water plant due to its size. Tonight's agenda includes the purchase of four (4) more Scott Air Paks.
Chief Heyn reported 22 calls were made, of which 17 were medical and five fire alarms.

I. *Park Report*

Treasurer Korcek reported the playscape has been delivered and installed, ready for use. Trees have been planted. Fertilizer has been spread. Bids are in on the roof repairs, dug-outs and sprinkler system. Park Board will meet and make recommendation to the Township Board. The Gazebo should be built by the end of the year.

J. *Library Report*

Lillian Svitil reported the library decided to turn down the offer of the Neal Smith property due to the high price. A Halloween Party was held, and the Legion donated $100.00. November/December fines can be paid by bringing a food donation. The Annual Library Party is scheduled for December 7, 2006. A bug display has been donated, as well as the Louise Christensen Conference Room has been dedicated.

K. Cemetery Committee Report
Clerk Payne reported that four burials were conducted since last month. Arrangements have been made for a plaque for the columbarium for housing of cremains.

AGENDA ITEMS
2006 Budget Adjustments
Supervisor Gast presented to board members the 2006 Budget Adjustments. The 2006 budget was $1,743,159.00 and the adjustments equaled $1,711,666.00. $31,493.00 under budget. It was moved by Carson seconded by Geukes to approve the 2006 Budget Adjustments. All ayes, motion carried.

2007 Budget Adoption
Supervisor Gast presented to board members the 2007 Budget that was made public on October 30, 2006. Income of $2,040,253.00 is expected, and $1,720,414.00 in expenses. The 2007 budget reflects a 3% increase for employees and elected officials. It was moved by Payne seconded by Eichler to approve the 2007 Budget as presented and made public October 30, 2006. All ayes, motion carried.

Pay Application #2 Snow Road Water Main Replacement
Supervisor Gast introduced Jeff Nelson of Merritt Engineering who presented to board members pay requested #2 from Hollerbach Excavating, Inc., in the amount of $348,535.06. He reported that 95% of the project is complete and the remainder will be complete well before the May 2007 date. It was moved by Eichler seconded by Geukes to pay Hollerbach Excavating pay request #2 in the amount of $348,535.06 for the Snow Road Water Main replacement. All ayes, motion carried.

Supervisor Gast also presented board members with an invoice from Larry Merritt of Merritt Engineering for $37,221.00 for the Snow Road water main replacement project. This represents preliminary engineering and engineering design, including preparation of construction plans and specifications, preparation of permit applications, bidding assistance and various meetings from June 1, 2006 through August 26, 2006. It was moved by Payne seconded by Carson to approve $37,221.00 for Larry Merritt of Merritt Engineering for the Snow Road water main replacement project. All ayes, motion carried.

Preliminary Design Approval - Storage Tank
Supervisor Gast turned the floor over to John Willemin of Fishbeck, Thompson, Carr & Huber who presented to board members the preliminary design of the storage tank. After a lengthy discussion regarding the exterior, whether to use brick exterior or some other kind of exterior, it was moved by Eichler seconded by Korcek to approve the preliminary design of Fishbeck, Thompson, Carr & Huber for the Water Plant Storage Tank. All ayes, motion carried.

Supervisor Gast turned the floor over to John Willemin of Fishbeck, Thompson, Carr & Huber who presented to board members the final design of the storage tank. It was moved by Stine seconded by Geukes to approve the final design of Fishbeck, Thompson, Carr & Huber for the Water Plant Storage Tank. All ayes, motion carried.

Elected Officials Salary Adjustment Resolutions
Supervisor Gast read a Resolution increasing the Trustee's pay to $6,492.71 annually, representing a 3% COLA increase. It was moved by Gast seconded by Payne to approve the Trustees' annual pay to $6,492.71. Six ayes, one nay (Carson). Motion carried.

Supervisor Gast read a Resolution increasing the Supervisor's pay to $48,695.31 annually, representing a 3% COLA increase. It was moved by Payne seconded by Geukes to approve the Supervisor's annual pay to $48,695.31. Six ayes, one nay (Carson). Motion carried.

Supervisor Gast read a Resolution increasing the Clerk's pay to $41,120.48 annually, representing a 3% COLA increase. It was moved by Stine seconded by Geukes to approve the Clerk's annual pay to $41,120.48. Six ayes, one nay (Carson). Motion carried.

Supervisor Gast read a Resolution increasing the Treasurer's pay to $41,120.48 annually, representing a 3% COLA increase. It was moved by Eichler seconded by Stine to approve the annual Treasurer's pay to $41,120.48. Six ayes, one nay (Carson). Motion carried.

Water System Laboratory Re-certification Fee
Supervisor Gast brought before board members an invoice from the State of Michigan, Department of Environmental Quality for drinking water laboratory re-certification fee in the amount of $2,294.33. This re-certification is required for any laboratory performing drinking water analysis to meet monitoring requirements of the Safe Drinking Water Act. This is a three-year certification. It was moved by Eichler seconded by Payne to approve the payment to the State of Michigan, Department of Environmental Quality the amount of $2,294.33 for the laboratory re-certification fee. All ayes, motion carried.

Water Billing Clerk Office Furniture
Supervisor Gast brought before board members a quote from Michigan Office Environments in the amount of $4,754.38 for replacement of office furniture to computer friendly furniture for the Water Billing Clerk. It was moved by Payne seconded by Korcek to accept the quote of Michigan Office Environments for computer friendly office furniture in the amount of $4,754.38 for the Water Billing Clerk. All ayes, motion carried.

Purchase of 4 Air Paks - Fire Department
Supervisor Gast presented to board members a quote from Argus Supply Company for four (4) new Scott one hour Air Paks at $3,061.50 each for a total of $12,246.00. This to be billed in January 2007. These Air Paks would replace the existing Air Paks which are ½ hour Paks and the new ones are hour Paks. It was moved by Korcek seconded by Carson to approve purchasing the four (4) Scott One Hour Air Paks at $3,061.50 each for a total of $12,246.00. This will be billed in January 2007. All ayes, motion carried.

Release from Airport Authority
Supervisor Gast informed board members that the November request for the airport millage failed in Lake Charter Township. The bylaws of the Southwest Michigan Airport Authority read:

> Section G. "In the event that the member municipality's electorate fails to approve an ad valorem property tax for the Authority, and if the member municipality fails to approve a general fund contribution in lieu thereof, then that municipality shall withdraw and be released from the Authority subject to the conditions set forth in Article III, Section."

It was moved by Supervisor Gast to fund the Southwest Michigan Airport Authority from the general fund contribution not to exceed $34,200.00. This motion died for lack of a second. This action releases Lake Charter Township from the Southwest Michigan Airport Authority Board.

Amendment to Personnel Policy Handbook
Supervisor Gast presented board members with an excerpt from the Lake Charter Township Personnel Policy Handbook.

> Section 10.1 reads: The Township offices will be open for business from 8:00 a.m. to 4:00 p.m., Monday through Thursday, and 8:00 a.m. to 3:00 p.m. on Friday. The water department and maintenance departments will operate from 6:30 a.m. to 3:00 p.m. daily, except plant operators who will work straight eight (8) hour or twelve (12) hour shifts.

Supervisor Gast proposed the Lake Charter Township Personnel Policy Handbook to read as follows:

> Section 10.1 reads: The Township offices will be open for business from 8:00 a.m. to 4:00 p.m., Monday through Thursday, and 8:00 a.m. to 3:00 p.m. on Friday. The water department and maintenance departments will operate from 6:30 a.m. to 3:00 p.m. during the summer months and 7:30 a.m. to 4:00 p.m. during the winter months (following daylight-saving time) except plant operators who will work straight eight (8) hour or twelve (12) hour shifts.

After a lengthy discussion, it was moved by Geukes seconded by Stine to approve the change to the Lake Charter Township Personnel Policy Handbook effective December 4, 2006. All ayes, motion carried.

Resolution of Intent to Bond and Reimbursement
Supervisor Gast brought before board members a Resolution Authorizing the Publication of a Notice of Intent to issue Bonds in connection with the issuance of Capital Improvement Bonds Pursuant to Act 34 of the Public Act of Michigan of 2001, as amended, and Declaring Intent of the Township to Reimburse itself the costs of improvements to its water supply system and acquisition and construction of a public safety facility from the proceeds of bonds to be issued by the Township.

The Township retained Fishbeck, Thompson, Carr and Huber to complete a facilities processes and operations assessment study of its water treatment plant, this study is complete and the study recommends certain improvements to the Township's water supply system including a water storage tank and a membrane filtration system. The Township has determined to acquire and construct a public safety facility. The Township intends to finance all or a portion of the costs of the improvements, related appurtenances and improvements to the system and the acquisition and construction of a public safety facility by the issuance of one or more series of capital improvement bonds in an amount not to exceed $7,000,000 pursuant to Act 34 of the Public Acts of Michigan of 2001, as amended.

Further, it is necessary to publish a notice of intent to issue bonds for the Bonds pursuant to Section 517 of Act 34 and the Township desires to express its intent to reimburse itself the cost of all or a part of the improvements from the proceeds of the bonds.

It was moved by Geukes seconded by Korcek to authorize Clerk Payne to sign the Resolution Authorizing the Publication of a Notice of Intent to issue Bonds in connection with the issuance of Capital Improvement Bonds Pursuant to Act 34 of the Public Act of Michigan of 2001, as amended, and Declaring Intent of the Township to Reimburse itself the costs of improvements to its water supply system and acquisition and construction of a public safety facility from the proceeds of bonds to be issued by the Township. All ayes, motion carried.

Insurance Option/Consideration
Supervisor Gast informed board members that a meeting was held on November 13, 2006 with Kurt Buursma of the Buursma Agency, Lake Charter Townships health insurance vendor. He explained an insurance option whereby Lake Charter Township would provide a Health Savings Account (HSA) for health insurance. A credit/debit card would be issued to each Lake Charter Township employee and board members who are eligible for health insurance. This credit/debit card would have a $2,500.00 deductible on it for family and $1,250.00 for single. This card is to be used only for prescription drugs, doctor visits, anything medically relative. Once the deductible is used, then the flexible blue coverage kicks in and every medical visit after that remains covered as with our current health insurance. The net annual savings to the township is $26,351.16. Township employees were in agreement with the change.

After discussion, it was moved by Gast seconded by Payne to fund $18,113.89 from the general fund for Lake Charter Township employees and board members eligible for health insurance on January 1, 2007 representing the deductible and enter into an HSA plan with Flexible Blue. All ayes, motion carried.

Holiday Pay
Supervisor Gast asked board members whether they would like to consider Holiday pay for Lake Charter Township employees. It was recommended a $50.00 after tax Christmas Bonus be given to all township employees, including the firemen. It was moved by Eichler seconded by Stine to grant a $50.00 after tax Christmas Bonus to all township employees including firemen. All ayes, motion carried

PUBLIC COMMENT
Loren Berndt indicated that if you are going to have a 2-hour meeting, suggest that padded chairs be provided.

Trustee Geukes asked whether any more roof bids for the pavilion have come in, that he has an interested party in bidding. Treasurer Korcek indicated that the Park Committee will be looking at them at their next Park Committee meeting on December 5, 2006.

ANNOUNCEMENTS

The next regular meeting is scheduled for December 18, 2006 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.
Lake Charter Township Planning Commission is scheduled for December 11, 2006 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.
Offices are closed November 23, November 24, December 25 and December 26, 2006 for the Holidays.

ADJOURNMENT

With no further objection and no further business it was moved by Geukes seconded by Korcek to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 9:09 p.m.

Dated:_____ _____
Gloria A. Payne, Clerk

Dated:_____ _____
John Gast, Supervisor