

MINUTES
LAKE CHARTER TOWNSHIP
UTILITY BOARD MEETING

May 1, 2007
12:00 NOON

CALL TO ORDER

The meeting called to order by Supervisor John Gast at 12:00 p.m.

ROLL CALL

Board members present were John Gast, Supervisor; Gloria Payne, Clerk; Betty Korcek, Treasurer, Trustees Terry Eichler, William "Bill" Geukes and James Stine, Jr. Absent Trustee Tom Carson.

OTHERS PRESENT

John Wilemin, Fishbeck, Thompson, Carr and Huber
Stewart Beach, Water Plant Superintendent
Dave Kunde
Larry Merritt, Merritt Engineering

APPROVAL OF MINUTES

It was moved by Geukes seconded by Korcek to approve the minutes of the April 2, 2007 utility board meeting. Six ayes, motion carried.

APPROVAL OF AGENDA

Supervisor Gast asked to add one item to the agenda. It was moved by Stine seconded by Payne to add one item to the agenda. Six ayes, motion carried.

APPROVAL OF BILLS

None.

COMMUNICATIONS

Snow Road Completion Schedule

Board members were given a completion schedule from Hollerbach Excavating, Inc., regarding the Snow Road Watermain project, with a completion date of May 25, 2007. April 2, through April 16, additional 1" service taps and removal of the old fire hydrants was accomplished. April 16 through May 25, the asphalt and concrete driveways will be repaired and restored along with seeding of the lawns.

Supervisor Gast turned the floor over to Larry Merritt of Merritt Engineering who reported that the next phase of Snow Road from Browntown Road west to Flynn Road can be handled as a change order. Handling it in such a fashion will allow for Hollerbach to keep the construction at the same price, as well as a commitment from Etna to hold the piping price.

There are permit requirements for a full right of way that are needed from the Railroad, and we would be able to keep the existing pipe, but weld an open cut extension for the expansion project because we are increasing this line to a 16" pipe as well. The work would begin after Labor Day.

We still need to check to see how the water line navigates the Sewer Lift station west of Snow in the ravine.

It was moved by Gast seconded by Payne to give Larry Merritt of Merritt Engineering the go ahead to draft a letter of intent and get committed prices for the pipe from Etna, handle the Browntown Road to Flynn Road section of Snow Road as a change order and get figures from Hollerbach, and further authorize Supervisor Gast to approve and sign the design drawings. Six ayes, motion carried.

Sanitary Survey

Supervisor Gast turned the floor over to Water Plant Superintendent, Stewart Beach who presented to the Board, the bid from Liquid Engineering for the sanitary survey and leak detection at \$2,000.00 leak detection and repairs after first four hours of operation at \$425.00 per hour. This agenda item was approved at the August 1, 2006 Utility Board meeting and Superintendent Beach was merely informing board members that the cost is less.

Construction Meeting Minutes

Supervisor Gast informed board members that the construction meeting minutes of April 17, 2007 were in board members packets and that another meeting was held this morning.

Autoclave (Pressure Cooker)

Supervisor Gast turned the floor over to Stewart Beach, Lake Charter Township Water Plant Superintendent who brought before board members a request for a pressure cooker for the lab in the plant. The pressure cooker is used for sterilizing bacteriological items and filters. The board directed Superintendent Beach to gather quotes for the May regular board meeting.

AGENDA ITEMS

Update on Storage Tank Construction

Supervisor Gast turned the floor over to John Wilemin of Fishbeck, Thompson, Carr and Huber. He reported a construction meeting was held at 10:00 a.m. May 1, 2007. Miller Davis has requested a seventeen-day extension to the work schedule, and possibly another week or two extension after that. The reason for the extension is due to workers being sick, weather problems and time needed for curing of the concrete. Further, they need to fill the tank, check for leaks, dry it out and then seal it. The May 24, 2007-completion date is now moved to July 2, 2007. The change order to cover a time extension and that the monetary part of this is negotiable, we may split the cost, but we will definitely come up with a number that we are both in agreement with. A revised construction schedule was distributed among board members.

Cleaning of Retention Ponds

Supervisor Gast handed out three-bid estimates for cleaning of the retention ponds. Fred M. Ott \$5,500.00 all inclusive; D.A. D'Agostino Custom Excavation \$5,912.50 and Kalin Construction \$105.00/hour for Tractor, Lead & Driver and \$150.00/hour for Excavator and Operator. After discussion, it was moved by Payne seconded by Stine to secure Fred M. Ott for \$11.00/yard, for approximately 500 yards of cleaning of the retention ponds. Six ayes, motion carried.

Miller Davis Pay Request #2

Supervisor Gast brought before board members pay request #2 from Miller Davis for construction of the 1.0 million gallon storage tank in the amount of \$334,267.00. The project is 60% complete and John Wilemin of Fishbeck, Thompson, Carr and Huber concurs with this pay request #2. It was moved by Stine seconded by Geukes to approve payment #2 to Miller Davis of \$334,267.00 for construction of the 1.0 million gallon storage tank. Six ayes, motion carried.

Water Plant Personnel Training

Supervisor Gast turned the floor over to Stewart Beach, Water Plant Superintendent who brought before board members a request for training for the outside maintenance personnel to be held May 8, 2007 in Mason, Michigan Excavation/Trenching Safety and Competent Person Training @ \$160.00 per person. The personnel will use the Township truck, meals are included and no overnight stay is needed. It was moved by Geukes seconded by Payne to approve training for two water plant outside maintenance personnel to attend Excavating/Trenching Safety and Competent Person training @ \$160.00/per person for May 8, 2007 in Mason, Michigan. Six ayes, motion carried.

Postage Rate Increase

Supervisor Gast turned the floor over to Clerk, Gloria Payne who informed board members that the postage rate will increase on May 14, 2007 from \$.39 to \$.41. We use Lake Michigan Mailers as our postal carrier and will continue to offer a discounted rate on metered mail at \$.0373 on a first class postage letter and \$0.241 on post cards. Lake Michigan Mailers has notified us that a \$25.00 fee will be imposed, but that if we send 34 pieces of mail per day, we will not notice the increase due to the discounted mailing rate. It was suggested that we keep a close watch on this to see if in fact it is a savings, if not, this fee and service can be terminated at any time.

After discussion it was moved by Korcek seconded by Stine to approve the \$25.00 monthly fee of Lake Michigan Mailers and keep a close watch on the progress of this to see if it in fact is a savings. Six ayes, motion carried.

Raw Water Intake Inspection

Supervisor Gast asked board members to consider having divers inspect the emergency entrance hatches in the water intake. Run the cameras both ways and see what, if any, issues we may need to address. After discussion, it was moved by Payne seconded by Eichler to have the raw water intake inspected at a cost not to exceed \$10,000.00. Six ayes, motion carried.

Workshop Attendance

Supervisor Gast made board members aware of a training opportunity at Lake Michigan College entitled How to Supervise People and Lead A Team at a cost of \$169.00 per person, \$149.00 per person if three or more attend. It was moved by Payne seconded by Eichler to approve attendance of any board members wanted to attend the How to Supervise People and Lead a Team at a cost of \$149.00 per person. Trustee Geukes, Treasurer Korcek, Clerk Payne and Supervisor Gast expressed their interest in attending. Six ayes, motion carried.

PUBLIC COMMENT

Clerk Payne asked Superintendent Beach whether the Consumer Confidence Report had been published yet, she had seen that Chikaming Township already published theirs? He responded he would have it published by the deadline.

NEXT MEETING

June 5, 2007 at 12:00 Noon.

ADJOURNMENT

It was moved by Payne seconded by Geukes to adjourn the meeting. Meeting adjourned at 1:08 p.m. All ayes, motion carried.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor