

MINUTES
LAKE CHARTER TOWNSHIP
UTILITY BOARD MEETING

June 5, 2007

12:00 NOON

CALL TO ORDER

The meeting called to order by Supervisor John Gast at 12:04 p.m.

ROLL CALL

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

OTHERS PRESENT

John Wilemin, Fishbeck, Thompson, Carr and Huber

Stewart Beach, Water Plant Superintendent

Dave Kunde

APPROVAL OF MINUTES

It was moved by Korcek seconded by Geukes to approve the minutes of the May 1, 2007 utility board meeting. All ayes, motion carried.

APPROVAL OF AGENDA

Supervisor Gast asked to add one item to the agenda, Billing for Pond Cleaning. It was moved by Eichler seconded by Korcek to add one item to the agenda. All ayes, motion carried.

Trustee Carson asked to add one item to the agenda, Insurance for Park Personnel. It was moved by Stine seconded by Korcek to add one item to the agenda. All ayes, motion carried.

APPROVAL OF BILLS

Lake Township Water System Master Plan

Supervisor Gast presented to board members engineering invoice #173976 from Fishbeck, Thompson, Carr and Huber for the Lake Township Water System Master Plan for the period January 27, 2007 through April 20, 2007 in the amount of \$2,625.08. It was moved by Stine seconded by Geukes to approve payment of engineering invoice #173976 from Fishbeck, Thompson, Carr and Huber for the Lake Township Water System Master Plan for the period January 27, 2007 through April 20, 2007 in the amount of \$2,625.08. All ayes, motion carried.

Membrane System Preliminary Design

Supervisor Gast presented to board members engineering invoice #173977 from Fishbeck, Thompson, Carr and Huber for the Lake Township membrane system preliminary final design for the period March 24, 2007 through April 20, 2007 in the amount of \$104,754.21. It was moved by Korcek seconded by Eichler to approve payment of engineering invoice #173977 from Fishbeck, Thompson, Carr and Huber for the Lake Township membrane system preliminary final design for the period March 24, 2007 through April 20, 2007 in the amount of \$104,754.21. All ayes, motion carried.

Final Tank Design Engineering

Supervisor Gast presented to board members the engineering invoice #173979 from Fishbeck, Thompson, Carr and Huber for the Lake Township 1.0 million gallon tank final design for the period March 24, 2007 through April 20, 2007 in the amount of \$22,845.13. It was moved by Payne seconded by Geukes to approve payment of engineering invoice #173979 from Fishbeck, Thompson, Carr and Huber for the Lake Township 1.0 million gallon tank final design for the period March 24, 2007 through April 20, 2007 in the amount of \$22,845.13. All ayes, motion carried.

COMMUNICATIONS

Supervisor Gast informed board members of the Construction Meeting Minutes included in board members packets.

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 leak test is scheduled the latter part of this week. Then a coating will be applied to the inside of the tank. Staining of the brick facade on the outside will be done and they will conduct a concrete break test. Roofers are scheduled to start on Monday, June 11, 2007.

Cleaning of Retention Ponds

Supervisor Gast reported the pond material has been removed, the remaining second and third ponds are drying out.

Miller Davis Pay Request #3

Supervisor Gast brought before board members pay request #3 from Miller Davis for construction of the 1.0 million gallon storage tank in the amount of \$340,290.00. The project is 86% complete and John Wilemin of Fishbeck, Thompson, Carr and Huber concurs with this pay request #3. It was moved by Geukes seconded by Stine to approve payment #3 to Miller Davis of \$340,290.00 for construction of the 1.0 million gallon storage tank. All ayes, motion carried.

Bidding and Construction Phase of the Membrane Filtration System

Supervisor Gast presented to board members the Membrane Filtration System Bidding and Construction Phase services. The scope of the services includes bidding, construction administration and construction inspection. The professional services fees for the work as described totals \$358,900 which includes estimated reimbursable expenses. At this time, authorization is needed for Supervisor Gast to sign and approve. It was moved by Eichler seconded by Payne to authorize Supervisor Gast to sign and approve the bidding and construction phase of the membrane filtration system. Dave Kunde will oversee this project for Lake Township as well. All ayes, motion carried.

Utility Discussion regarding Warren Dunes Hotel Project

Supervisor Gast informed board members that the hotel across the street from Warren Dunes was inquiring whether the township would assist with the infrastructure in their project to replace their current motel. Such as waiving sewer and water tap fees or help with sidewalks. After discussion, it was determined that should the project need upgrades to the existing water and sewer taps, the developer would have to pay the difference for the upgrade. Lake Township has no sidewalks and does not regulate sidewalks.

New Member Andrew Daniel to Lake Charter Township Fire Department

Supervisor Gast informed members that the Fire Department would like to add Andrew Daniel to the fire department roster. Andrew Daniel has completed Firefighter I and II training. Supervisor Gast asked that the fire department share the results of the drug test. It was moved by Stine seconded by Payne to add Andrew Daniel to the Lake Charter Township Fire Department roster. All ayes, motion carried.

Park Benches for Playscape Areas

Supervisor Gast brought before board members a quote from Engan-Tooley-Doyle & Associates, Inc., for six 6' park benches with treated pine slats in the amount of \$1,380.00. It was moved by Geukes seconded by Korcek to purchase six 6' park benches in the amount of \$1,380.00 to be placed around the playscape areas at the Township Park. All ayes, motion carried.

Billing for Pond Cleaning

Supervisor Gast presented to board members a billing from S.E. Berrien County Landfill in the amount of \$7,004.00 for cleaning of the sludge ponds. This bill does not include the transportation of the sludge, just the receiving of the sludge material. It was moved by Payne seconded by Geukes to approve payment of the bill from S.E. Berrien County Landfill in the amount of \$7,004.00 for delivery of the sludge material. All ayes motion carried.

Insurance for Park Personnel

Supervisor Gast turned the floor over to Trustee Carson. He indicated that the Park Superintendent should be placed on the health insurance, since she is working more than 32 hours per week. Clerk Payne reminded board members that the Park Superintendent was hired as a "seasonal" employee, which is different. Then the discussion turned to hiring the Park Superintendent full-time. The question was raised whether she wants to work at the water plant and paint and do odd jobs for the Water Plant in the winter time. Trustee Stine commented that if you have good employees you should reward them. Discussion continued that once the Public Safety Building is built, there will be a need for someone to maintain that facility. It was moved by Stine seconded by Carson to offer the Park Superintendent full-time employment and see if she is willing to work and paint and do odd jobs at the water plant in the winter time, then provide her with insurance benefits. All ayes, motion carried.

PUBLIC COMMENT

Trustee Stine asked to discuss the Medic I ambulance coverage. Supervisor Gast indicated that it will be placed on the June board meeting agenda.

Trustee Carson asked that Dave Kunde check the maintenance building. The beam by the garage door is rusted out.

NEXT MEETING

July 3, 2007 at 12:00 Noon.

ADJOURNMENT

It was moved by Geukes seconded by Korcek to adjourn the meeting. Meeting adjourned at 1:11 p.m. All ayes, motion carried.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor