

**REGULAR MEETING OF THE GREEN CHARTER TOWNSHIP BOARD WAS CALLED TO ORDER AT 7:30 P.M. JANUARY 10, 2006.
THE SUPERVISOR LEAD THE BOARD IN THE PLEDGE OF ALLEGIANCE TO THE FLAG.**

THE FOLLOWING BOARD MEMBERS WERE PRESENT, ROLL CALL.

JOHN WELLNITZ,	SUPERVISOR
JANET CLARK,	CLERK
CAROLYN CHIPMAN,	TREASURER
A. DONALD GRANT,	TRUSTEE
GARY TODD	TRUSTEE
JAMES PEEK,	TRUSTEE
BARBARA WALDRON	TRUSTEE

MINUTES

The clerk presented the minutes of the regular December 13, 2005 a board meeting. **MOTION** was made by J. Peek and supported by D. Grant to accept the minutes of December 13, 2005 meeting. Motion carried 7 yes.

TREASURERS REPORT

The treasurer presented the treasurers report:

1-05-06 General Fund, balance \$666,515.14

1-05-06 Green Charter Township Sewer Fund \$402,497.15

MOTION was made by J. Peek and supported by G. Todd to accept the Treasurer's report as presented in both funds. **MOTION CARRIED.** 7 yes.

One CD matured 1-9-06 and was renewed at Chemical at 4.529%

Purchased a \$100,000.00 for 90 days at 4.529%

SEWER REPORT

Dennis Vandawater presented the sewer report.

The sewer report of Green Township as follows:

11-30-05 – 12-31-05

Reading-----78858250

Total flow-----1030190

Average daily flow-----33233

All is working well.

Denny reported he was in contact with Brad's Sewer Cleaning service with regards to the sewer line cleaning of Green Haven subdivision, estimated cost of \$1,200. - \$1,300.00, too be cleaned this summer. Also Steve Fenstermacher should be contacting Brad to the camera inspection on the two connected units.

SUNRISE HAVEN – STEVE FENSTERMACHER

Mr. Fenstermacher was present to discuss with the board the \$2,000.00 connection fee on lots sold but not build on. He asked the board to consider delaying the connection fee until just prior to building or occupancy. There was a discussion.

1. Presently fee is being paid at closing of sale.
2. When system went in lot owners were charged connection fee immediately.
3. Mr. Fenstermacher reported no portions of the sewer system are in the road or road easement, there is a 10' utility easement.
4. Township will check ordinance and with the attorney.

NEW BUSINESS

CIMAREX ENERGY CO.

T.S. Coughlin, Inc., 3904 Isabella Rd., Midland, Mi 48640

OIL & GAS LEASE

MOTION was made by G. Todd and supported by J. Peek to sign the Oil & Gas lease with Cimarex Energy Co. for Crapo Cemetery. **MOTION CARRIED.** 7 yes. Grant, Todd, Chipman, Wellnitz, Clark, Peek, Waldron

MECOSTA COUNTY EQUILIZATION DIRECTOR – DORINDA KIRSHMAN

Ms. Kirshman was present to update the board on the county equalization department. Issues discussed were:

1. Tax assessment and delinquent tax information now available on line from the county through BS&A.
2. Fees will be paid by searcher. (\$2.00)
3. Search will be done by parcel # and is fee to tax payer
4. Purpose is to aid the realtor, appraisal and banking businesses.
5. Delinquent tax updated daily.
6. Also proposing to add the assessor's information after the April equalization.
7. Does Green Charter Township wish to participate?

No decision was made. The board will discuss with the township assessor.

ANNA HOWARD SHAW - MONUMENT

Elizabeth LaBatt, Coleen Dice, Gloria Shellenbarger, and Mary Sue Hansen were present to discuss with the board the possibility of placing a historical marker at the birth place of Anna Howard Shaw.

Her birthplace is at the present Kenneth & Helen Sanders farm on 22 Mile road.

They were asking guidance on which way to proceed first.

1. Permission from property owner.
2. Historical sign designation - where to place signs?
3. Sign on expressway working with MDOT?
4. Signs at 22 Mile road?
5. Check with other townships on historical marker easements.
6. Cost of signs and installation?

PARKHILL CEMETERY

FENCE LINE

G. Todd reported he has not been able to reach the property owner to discuss the land purchase for the cemetery.

PARKHILL CEMETERY MONUMENT PICTURES

J. Clark reported, Lisa Birch has completed taking the pictures of the markers in the bottom section of Parkhill Cemetery. A disc has been made and a printed copy will be put into the cemetery record books and she will be checking on cemetery programs to put these pictures and information on the township web site.

The work and pictures are very good and the board is welcome to come to the clerk's office and view them on disc.

PARKS AND RECREATION DRAFT ACTION PLAN

Marlies Manning sent a "Draft Action Plan", for the board to review for the next meeting.

RESOLUTION - CREDIT CARD USE POLICY

(PA 266 OF 1995)

WHEREAS, Public Act 266 of 1995 authorizes a Township to be a party to a credit card arrangement if the Township Board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the Township Board deems that it is in the best interest of the Township to make certain financial transactions by using a credit card as described in the Act,

NOW THEREFORE BE IT RESOLVED, that the following policy shall govern the use of Township credit cards:

- (a) The **Township Clerk & Treasurer** are responsible for issuing, accounting for, monitoring retrieving and generally overseeing compliance with the Township's credit card policy.
- (b) Township credit cards may be used only by the Township Clerk, Township Treasurer or Township Supervisor for the purchase of goods or services for the official business of the Township, primarily for purchases made on line that require a credit card transaction.

- (c) Township officers who use a Township credit card shall, as soon as possible, submit a copy of the transaction to the Township Clerk. This should be in the form of a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. Any copy of correspondence (emailed receipt, etc.) from the vendor should accompany this voucher.
- (d) An official who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen; the Treasurer shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
- (e) An officer issued a credit card shall return the credit card to the Treasurer upon termination of his or her employment or service with the Township.
- (f) The Clerk shall maintain a list of all credit cards owned by the Township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy. The Clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that do not appear to comply with this policy shall be reported to the Township Board.
- (g) The Township shall not approve a payment to the entity issuing the credit card until all transactions has been verified, including the approval of all transaction invoices if issued.
- (h) The balance including interest due on an extension of credit under the credit card arrangement will be paid for within not more than 60 days of the initial statement date.
- (I) Officers who use a Township credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the Township Board:
 - verbal counseling
 - written reprimand
 - reimbursement to the Township for unauthorized expenditures.
- (j) Any purchases made online using a credit card are subject to the adopted purchasing policy.
- (k) With the maximum of \$2,500.00, \$2,000.00 per item.

AYES: 7

NAYS: 0

RESOLUTION DECLARED ADOPTED. _____

Janet Clark, Township Clerk
Green Charter Township

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Charter Township of Green at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Janet Clark, Township Clerk
Green Charter Township

19 MILE RD. SPEED STUDY NORTHLAND DR. TO 205TH AVE.

MOTION was made by J. Peek and supported by C. Chipman to send a letter to the Mecosta County Road Commission expressing the township concern and support for the need for the speed study on 19 Mile Road east from Northland Drive to 205th Avenue. And the board also supports the need to **MOTION** establish a more appropriate speed limit of 45 MPH for this section of road. **MOTION CARRIED. 7 Yes**

ALBIN BUSINESS CENTERS/ A KONICA MINOLTA COMPANY

MOTION was made by A. Donald Grant and supported by J. Peek to approve the annual contract with Albin Business Centers for the service contract for the copy machine, from 12-29-2005 through 12-29-2006, annual rate of \$250.00.

MOTION CARRIED. 7 YES Grant, Todd, Chipman, Wellnitz, Clark, Peek, Waldron

GENERATOR

There was a discussion about the possibility of purchasing a generator for the township hall to be used in an emergency. **MOTION** was made by J. Peek and supported by D. Grant to proceed with a brand, cost, capacity study and installation for the entire township hall building. **MOTION CARRIED. 7 YES.**

HOUSEHOLD HAZARDOUSE WASTE

The 2005 HHW report was received, no action was taken.

BUDGETT APPROVAL FOR YEAR 2006-2007

GENERAL FUND

MOTION was made by J. Peek and supported by D. Grant to approve the Green Charter Township General Fund Budget for the budget year 2006-2007.

Proposed budget revenues of \$450,406.00 and expenditures of \$450,406.00

MOTION CARRIED. 7 YES Waldron, Peek, Clark, Wellnitz, Chipman, Todd, Grant.

SEWER FUND

MOTION was made by J. Peek and supported by C. Chipman to approve the Green Charter Township Sewer Fund Budget for the budget year 2006-2007.

Proposed budget revenues \$98,932.00 and expenditures of \$98,932.00

MOTION CARRIED. 7 YES Grant, Todd, Chipman, Wellnitz, Clark, Peek, Waldron

PAYROLL ATTACHMENT

MOTION was made by J. Peek and supported by G. Todd to approve the payroll budget attachment as corrected at the budget hearing. **MOTION CARRIED. 7 yes** Waldron, Peek, Clark, Wellnitz, Chipman, Todd, Grant

PUBLIC COMMENTS

Commissioner John Todd was present to report on the county department vacancies, joint fuel purchasing with the road commission, and the east side ambulance service. And the possibility of the county commission appointing a task force for a dog census.

BUDGET AMENDMENT MOTION was made by G. Todd and supported by A.D.

Grant to approve the following budget amendment in the General fund. 7 yes.

ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDMENT AMOUNT	NEW	AMENDMENT BALANCE
<u>GENERAL FUND</u>						
<u>101-276-704</u>	CEMETERY HOURLY	\$ 2,223.17	\$ 2,000.00	\$ 500.00	\$ 2,500.00	\$ 276.83
<u>from</u>	from				\$ -	
<u>101-276-727</u>	CEMETERY SUPPLIES	\$ 630.34	\$ 2,000.00	\$ (500.00)	\$ 1,500.00	\$ 869.66

EDUCATION - MUSKEGON COMMUNITY COLLEGE – 22 ANNUAL WEST MICHIGAN TOWNSHIP OFFICIALS CONFERENCE – FEB. 25, 2006

MOTION was made by J. Clark and supported by G. Todd to approve registration fee and mileage for members of the board to attend the Muskegon Community Conference.
MOTION CARRIED. 7 YES. Grant, Todd, Chipman, Wellntiz, Clark, Peek, Waldron.

AUTHORIZE PAYMENT OF BILLS

MOTION was made by G. Todd and supported by J. Peek to approve payment of the following bills:

MOTION CARRIED. 7 YES

GREEN GENERAL FUND CK # 7455 THROUGH #7488 \$ 13,592.97

GREEN SEWER FUND CK # 2057 THROUGH #2067 \$ 13,443.82

SUNRISE HAVEN ESTATTES

Ck# 1019 to close out the escrow account \$\$2,514.00

April 2005-March 2006 MEETING DATES

MOTION was made by J. Peek and supported by C. Chipman to set the meeting dates as follows: Green Charter Township Board schedule of regular board meeting dates for 2006-2007 at 21431 Northland drive, Paris Mi, (the township hall). The second Tuesday of each month for 2006-2007 fiscal year. All regular meetings begin at 7:30 p.m.

Motion carried. 7 yes

APRIL 11, 2006	OCT. 10, 2006
MAY 09, 2006	NOV. 14, 2006
JUNE 13, 2006	DEC. 12, 2006
JULY 11, 2006	JAN. 09, 2007
AUG. 08, 2006	FEB. 13, 2007
SEPT. 12, 2006	MARCH 13, 2007

ALL REGULAR MEETINGS BEGIN AT 7:30 P.M.

PHONE LINE - MOTION was made by J. Peek and supported by G. Todd to cancel the extra phone **used previously for the internet. After changing to high speed it's not needed.** **MOTION CARRIED. 7 YES.**

MOTION was made by G. Todd and supported by J. Peek to adjourn.

MOTION CARRIED. 7 YES 9:25 p.m.

JANET CLARK, TOWNSHIP CLERK

BUDGET HEARING OF THE GREEN CHARTER TOWNSHIP BOARD WAS CALLED TO ORDER AT 7:00 P.M. JANUARY 10, 2006, THE FOLLOWING BOARD MEMBERS WERE PRESENT, ROLL CALL.

JOHN WELLNITZ,	SUPERVISOR
JANET CLARK,	CLERK
CAROLYN CHIPMAN,	TREASURER 7:15 arrived
A. DONALD GRANT,	TRUSTEE 7:20 arrived
BARBARA WALDRON	TRUSTEE
JAMES PEEK,	TRUSTEE
GARY TODD,	TRUSTEE

The supervisor opened the budget hearing with a pledge of allegiance to the flag. The proposed budgets for the Green Charter Township General fund - \$450,406.00 Green Sewer Fund \$98,932.00 for budget year 2006-2007. were presented.

The proposed budgets from the worksession were reviewed and discussed.

The attachment for the payroll for 2006-2007 was reviewed and corrected to reflect the figures from the budget work session.

The millage and mileage rates were discussed.

J. Peek moved to close the public hearing, supported by G. Todd.

The public hearing was closed at 7:20 p.m.

Janet Clark,
Township Clerk

BUDGET WORKSESSION JANUARY 4, 2006

Charter Township held their budget work session January 4, 2006 6:30 p.m. board members present were Carolyn Chipman, Janet Clark, James Peek, Gary Todd, John Wellnitz, B. Waldron, A. Donald Grant

The board worked on the propose budget for the fiscal budget year of 4/1/2006 - 3/31/07

Items discussed needing attention were:

1. Recording the park wages separate on the budget.
2. Leadership Mecosta education program.
3. Sending letters to the waste haulers who have not paid the annual fee.
4. Disconnection of phone line that was previously used for internet.

The meeting adjourned at 9:40 p.m.

Moved to adjourn.

A copy of the minutes may be obtained in the clerk's office.

Janet Clark, Clerk

21431 Northland Dr. P.O. 233

Paris Mi 49338