

3-13-2018 UNAPPROVED

REGULAR MARCH 13, 2018 MEETING OF THE GREEN CHARTER TOWNSHIP BOARD WAS CALLED TO ORDER AT 7:00 P.M.

THE SUPERVISOR LEAD THE BOARD IN THE PLEDGE OF ALLEGIANCE TO THE FLAG.

THE FOLLOWING BOARD MEMBERS WERE PRESENT, ROLL CALL.

JAMES CHAPMAN	SUPERVISOR
JANET CLARK	CLERK
DENISE MACFARLANE	TREASURER
NANCY STEPHAN	TRUSTEE
GARY TODD	TRUSTEE
JAMES T. PEEK	TRUSTEE
KELLY CUSHWAY	TRUSTEE

MINUTES

The clerk presented the minutes of the 2-13-2018 regular board meeting.

MOTION was made by J. Peek and supported by D. MacFarlane to accept the minutes of the 2-13-2018 regular board meeting with the following 2 corrections.

Page 1 - Flow reading in approximately 6,000 gallons higher per day.*

Page 7 - IT evaluation has been received and stored in the records room, available for township board review only.*

MOTION CARRIED. 7 yes

The supervisor presented the minutes of the Board of Review for 3-06-2018.

MOTION was made by J. Peek and supported by G. Todd to accept the minutes of the 3-06-2018 Board of Review meeting as presented. **MOTION CARRIED. 7 yes**

TREASURERS REPORT

The treasurer presented the treasurers report:

3-08-2018 General fund balance \$674,158.83

3-08-2018 Sewer fund balance \$522,813.90

3-08-2018 Cherry Meadows Special Assessment fund \$3662.07

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

CHERRY MEADOWS ACCOUNT BALANCE

3-08-2018 CMSA cash account balance \$3,662.07

MOTION was made by D. MacFarlane and supported by N. Stephan to accept the Cherry Meadows account balance as presented. **MOTION CARRIED. 7 YES**

IT EVALUATION FILE

Discussed the following regarding bank account numbers, passwords and personal ID numbers:

- Bank account and ID numbers are not in IT Evaluation file.
- ID numbers are secure.
- ID and password sheet was placed in the file after book was completed.
- Computer and email passwords should be changed often.
- Have passwords been changed since the file was viewed by board members?

SEWER REPORT

Green Charter Township sewer report as follows: by Troy McDonald

2/1/2018 - 3/1/2018 29 days

k.w.h.d MTD 673 - YTD 2084

Reading	203721250
Total Flow	1142792
Average daily flow	39406

T. McDonald reported and discussed the following:

Rain storm that pumped a large amount of additional water through the township's sewer system. He has been checking and has not yet found the problem of where the water is entering the sewer line system.

Found no silt/sand deposit's

Preventative procedures:

Manholes have been inspected for issues.

Begin camera inspection starting on Northland Drive, try co-ordinate with Big Rapids City.

Post cards were sent out to sewer customers requesting possible flooding/ increased flow information.

Recommended continue checking the manholes.

Several manhole covers are below ground level and need maintenance repair work to bring them up to proper level.

PUBLIC COMMENTS

Citizen reported after attending a Zoning Board of appeals meeting that in Big Rapids Township another hotel/conference center and a Bell Tire is going in B.R. township. He asked how and if Green Twp. should be marketing Green Township's 19 Mile Road corridor.

There was a discussion that this is a good point for discussion, explaining the key issue is infrastructure especially sewer. Stating the expansion would be costly, requiring lift stations and grants would be essential.

OLD BUSINESS

At the February board meeting it was asked about the township board "Public comment policy. The question was whether the 1995 policy of Green Township was legal in the policy sentence that reads "Public Comments will be held to a total of twenty minutes".

The public must be allowed to speak and limiting public comments to twenty minutes could limit the number of speakers allowed to speak if time is set at 20 minutes.

Legally cannot deny public to speak, must allow anyone to speak.

Options:

1. Delete the "Public Comments will be held to a total of twenty minutes"
2. Modify the current Public comment policy
3. Leave as is yet not deny anyone the right to speak
4. Sample MTA policy

Discussion to table/wait until a later date, giving the board time to review the number of minutes allowable.

STREET LIGHTS – CONSUMERS ENERGY

Information has been received from Consumers Energy the Conceptual Costs for replacing Cobra Head fixtures with LED. Estimated cost \$30,181.00, estimated monthly savings \$115. Payback period 14 years Independent contractor was suggested.

- Township does not own the street lights,
- Just pays for the electric usage of the street lights.
- Open for grants if they become available

No action taken.

STONE HATCHERY PORTA-JOHN

The supervisor reported a notice seeking a contractor to provide Porta John service at the Stone Hatchery Park was published; deadline for submission is March 31, 2018. No response has been received as of today's date. Also Letters have been sent to eleven surrounding Porta-John contractors regarding the need of service.

There was a discussion:

1. Big Rapids City cannot take this raw septic waste because it requires additional treatment capabilities.
2. There are only limited facilities setup to accept septic waste-Muskegon location
3. Should township look at an above ground pump system option?
4. Problem having pumped every week because of every weekend weddings
5. May need to consider increasing rental rates
6. As this meeting there already twelve rentals booked.
7. Should township put out for bids for restroom facility based on a park facility usage
8. First proceed with ground water level test and see if a facility is possible in that area, contacting the Mecosta County Health Department for an above ground drain field
9. Expand search parameters
10. Check local contractors for assistance until board action.
11. Public relations were an issue with last year's contractor.
12. Check price of purchasing porta-johns and the cost of pumping
13. Cleaning

ROADS

SPRUCE BRIDGE

Cliff Youngs was present and communicated/reviewed with the board the previous situation on the Spruce Bridge project. Continued discussion with MDOT revealed that the plans for Spruce Bridge have changed.

1. Mecosta County Road Commission is responsible for roads and maintaining the culvert/bridge structure
2. Permit modification/plan change
3. Conventional culvert

4. County Road Commission solicited bids and low bid was \$145,000.

5. Now County has come back to low bid with culvert/sheeting and guardrail
6. New design cost estimate thinner sheeting \$105,000 total estimate \$75,000 Township cost share and \$30,000 Mecosta County cost share.
7. Review by DOT estimate time frame per Holly at MDOT, 30 days.
8. Architect estimate one week to change drawings
9. Culvert simplifies the cost and meets the HS3 load requirement.
10. Youngs Consulting did the soil boring and hydraulic testing
11. Temporary coffer dams for the stream may be an additional cost.
12. Squash conventional Culvert meets load requirements - little maintenance
13. Still looking at guardrail required, yet do not meet MDOT standards
14. This project started out proposing a culvert.
15. Need to complete this simplified culvert/bridge project in late spring and move on to the Round Lake Road project.

MOTION was made by J. Peek and supported by G. Todd to support the Spruce culvert project estimate increase of \$10,000 additional maximum amount of \$75,000, the total project cost of \$105,000.

MOTION CARRIED. 6 YES Stephan, Peek, Clark, Chapman, MacFarlane, Todd,

1 NO – Cushway

Discussion:

Too much money being spent on a road that will benefit a few people.

FIRE CONTRACT

The three year Fire Contract for Green Charter with the City of Big Rapids has been approved and signed by entities period of 4-1-2018 to 3-31-2021

PROPERTY EXEMPTION GUIDELINES

MOTION was made by N. Stephan and supported by J. Peek to set the Federal Fiscal Year (FFY) at 100% for 2018.

MOTION CARRIED. 7 YES Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

CHERRY MEADOWS SPECIAL ASSESSMENT RESOLUTION AND MULTIPLE YEAR DEFICIT ELIMINATION PLAN

RESOLUTION AND MULTIPLE YEAR DEFICIT ELIMINATION PLAN

WHEREAS Charter Township of Green Cherry Meadows Road Special Assessment Fund has a \$31,871.00 **deficit** fund balance on March 31, 2018 and

WHEREAS, PA 140 1971 requires that a Deficit Elimination Plan be formulated by the local unit of Government and filed with the Michigan Department of Treasury;

NOW THEREFORE, IT IS RESOLVED that the Charter Township of Green’s legislative body adopts the following as the Charter Township of Green’s Cherry Meadows Road Special Assessment Fund Deficit Elimination Plan:

BE IT FURTHER RESOLVED that the Charter Township of Green Cherry Meadows Road Special Assessment Fund submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

	2017	2018	2019	2020	2021
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March 13, 2018

Unassigned Fund Balance (Deficit) April 1	(40,774)	(31,871)	(22,968)	(14,065)	(5,162)
Revenue					
Special Assessments	7,680	7910	8148	8392	8644
Interest Income	1,223	993	755	511	259
Total Revenue	8,903	8,903	8,903	8,903	8,903
Total Expenditures	0	0	0	0	0
Unassigned Fund Balance (Deficit) March 31	(31,871)	(22,968)	(14,065)	(5,162)	3,741

All resolutions or portions thereof inconsistent with the provisions of this resolution are hereby rescinded.

Moved by J. Peek and supported by D. MacFarlane

7 YEAS: Members: N. Stephan, J. Peek, J. Clark, J. Chapman G. Todd, K. Cushway

0 NAYS: Members:

RESOLUTION DECLARED ADOPTED.

Janet Clark, Clerk
Charter Township of Green

STATE OF MICHIGAN)

) ss.

SECURITY CAMERAS

It was proposed to install a security camera inside the main front hall of the township building. This would interface with the current cameras security system with recording live view, mic, normal light and infrared.

There was a discussion of options:

1. Received price estimate from ISI
2. No additional camera?
3. Install immediately with the current bid received?
4. Put this proposed project out for cost bids/estimates?

Continued discussion:

1. Why do we need a security system?
2. Front door entry alarm
3. Parking lot viewing mirror
4. Apprehension when employees are alone in facility, sign of the times.

5. Questions regarding current alarm system, that's no longer working to full expectations.
6. Recommend contacting alarm company and verify options in use and current cost.
7. Procure additional estimates for additional security alarm system.
8. Issues with customers and a matter of safety
9. Michigan Townships Association Connection, states other townships are uncomfortable and are also examining their security issues and needs.
10. Should township go beyond just one additional camera that can be monitored by all computers that are on?
11. This is an issue for safety of all people working and using the township facility.

MOTION was made by N. Stephan and supported by J. Peek

Seek bids for a total of five cameras for 2 inside and 3 outside of building.

Yes 6, NO 1

NEW BUSINESS

INTERNET EQUIPMENT

Trustee J. Peek presented a written request.

“Request for April Board meeting”

Internet Equipment belonging to Green Charter Township

1. Relating to township hall operations
2. Antenna & equipment in basement at township hall
3. Tower, building and equipment on Mecosta County property

Contract(s) at township hall & use of basement

Contract(s) at tower on Mecosta County Property

Both contracts to include all names & corporations having an interest in the contracts

*Intent is to separate township hall internet functions & all other functions

PUBLIC COMMENTS

Commented the security cameras need to be purchased.

Steel tariff prices may be going up and therefor the road projects do need to move forward.

Security and door modifications need to be done letting employees know who wishes to come in.

Prevent issues from happening and go beyond just cameras.

Can't afford not to have facility secure.

ASSESSING YEAR END REPORT

Assessor will be at the April meeting.

ISI – Steve Wright

“ Mr. Wright asked what is the problem with ISI service?”

He also was wondered why the board is asking for bids - his rates (not all others) have been fair and low.

All township issues have been taken care of timely fashion.

Trustee K. Cushway alluded to having an answer at the April meeting.

Treasurer thanked Mr. Wright for his timely service when there were computer issues during tax reconciling year end for the 2017 taxes.

The supervisor stated that before Bob Baldwin's untimely death, he took care of many computer problems.

2017-2018 FISCAL YEAR END BILLS

MOTION was made by N. Stephan and supported by J. Peek authorizing to payment of all fiscal year end 2017-2018 bills and budget amendments that may be needed.

MOTION CARRIED. 7 YES Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

**Green Charter Township
BUDGET AMENDMENTS**

MOTION was made by J. Peek and supported by G. Todd to approve the following budget amendment in the General Fund.

MOTION CARRIED. 7 YES Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

3-13-218	BUDGET YEAR 2017-2018 AMENDMENTS						
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED AMOUNT	NEW BUDGET	AMENDED BALANCE	
GENERAL FUND							
101-101-702	TWP. BD WAGES	\$ 9,277.44	\$ 9,277.32	\$ 0.12	\$ 9,277.44	\$ -	*
1 from					\$ -		
101-101-703	TWP. BD PER DIEM	\$ 902.50	\$ 1,100.00	\$ 0.12	\$ 1,099.88	\$ 197.38	*
					\$ -		
101-101-800	CONTRACTURAL SERVICES	\$ 2,975.00	\$ 2,950.00	\$ 25.00	\$ 2,975.00	\$ -	*
2 from					\$ -	\$ -	
101-101-801	COPY MACHINE CONTRACTURAL SEI	\$ 685.82	\$ 2,500.00	\$ 25.00	\$ 2,475.00	\$ 1,789.18	*
101-101-870	MILEAGE	\$ 2,602.99	\$ 2,600.00	\$ 2.99	\$ 2,602.99	\$ -	
3 from					\$ -	\$ -	
101-101-958	MEMBERSHIP & DUES	\$ 2,139.32	\$ 2,500.00	\$ 2.99	\$ 2,497.01	\$ 357.69	
4 101-191-703	ELECTION TRAINING	\$ 335.00	\$ 300.00	\$ 35.00	\$ 335.00	\$ -	*
from					\$ -		
101-191-818	ELECTION CONTRACTUAL SERV.	\$ -	\$ 500.00	\$ 35.00	\$ 465.00	\$ 465.00	*
5 201-215-702	CLERK WAGES	\$ 29,945.52	\$ 29,945.49	\$ 0.03	\$ 29,945.52	\$ -	*
from					\$ -	\$ -	
101-215-956	CLERK MISC.	\$ 36.00	\$ 100.00	\$ 0.03	\$ 99.97	\$ 63.97	*
6 101-253-702	TREASURER WAGES	\$ 17,639.40	\$ 17,639.32	\$ 0.08	\$ 17,639.40	\$ -	
from					\$ -	\$ -	
101-253-956	TREASURER MISC.	\$ 96.00	\$ 100.00	\$ 0.08	\$ 99.92	\$ 3.92	
7 101-265-922	HALL TRASH REMOVAL	\$ 1,932.98	\$ 1,900.00	\$ 32.98	\$ 1,932.98	\$ -	
from					\$ -	\$ -	
101-265-922	HALL ELECTRIC	\$ 3,426.98	\$ 5,000.00	\$ 32.98	\$ 4,967.02	\$ 1,540.04	
8 101-265-953	HALL PHONE	\$ 1,290.03	\$ 1,200.00	\$ 90.03	\$ 1,290.03	\$ -	
from					\$ -	\$ -	
101-265-970	HALL SMALL FIXED ASSETS	\$ 222.15	\$ 1,000.00	\$ 90.03	\$ 909.97	\$ 687.82	
9 101-209-702	ASSESSOR WAGES	\$ 7,490.79	\$ 7,390.79	\$ 100.00	\$ 7,490.79	\$ -	
from					\$ -	\$ -	
101-209-818	CONTRACTUAL SERVICES ASSESSIN	\$ 17,719.18	\$ 20,173.03	\$ 100.00	\$ 20,073.03	\$ 2,353.85	

MOTION was made by J. Peek and supported by G. Todd to approve the following budget amendment in the Sewer Fund.

MOTION CARRIED. 7 YES Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

3/13/2018 Budget Year 2017-2018 Admendments						
SEWER FUND				AMENDED	NEW	AMENDED
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMOUNT	BUDGET	BALANCE
590-000-818	Contracted services	\$ 974.32	\$ 600.00	\$ 375.00	\$ 975.00	\$ 0.68
from						
590-000-930	Repairs	\$ 395.00	\$ 3,000.00	\$ 375.00	\$ 2,625.00	\$ 2,230.00
590-000-920	Electric	\$ 1,124.13	\$ 1,000.00	\$ 125.00	\$ 1,125.00	\$ 0.87
from						
590-000-727	Postage	\$ 93.10	\$ 300.00	\$ 125.00	\$ 175.00	\$ 81.90

AUTHORIZE PAYMENT OF BILLS

MOTION was made by G. Todd supported by J. Peek to approve payment of the following bills: MOTION CARRIED. 7 YES Stephan, Peek, Chapman, Clark, MacFarlane, Todd, Cushway

GENERAL FUND 2/15/2018–3/13/2018 #13278 # 13316 \$17,894.52

SEWER FUND 2/22/2018- 3/13/2018 CK #3633 - # 3643 \$2,923.90

Janet Clark, Township Clerk 2/13/2018 – 9:28 P.M. meeting adjourned

*correction