

2-13-2018 - approved

REGULAR MEETING OF THE GREEN CHARTER TOWNSHIP BOARD WAS CALLED TO ORDER AT 7:00 P.M.
THE SUPERVISOR LED 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 1-09-2018 regular board meeting.

MOTION was made by J. Peek and supported by G. Todd to accept the minutes of the 1-09-2018 regular board meeting.

MOTION CARRIED. 7 yes

The clerk presented the minutes of the 1-09-2018 budget hearing.

MOTION was made by G. Todd and supported by N. Stephan to accept the minutes of the 1-09-2018 budget hearing with the correction of the supervisor name to James Chapman, not Bob Baldwin.

MOTION CARRIED. 7 yes

TREASURERS REPORT

The treasurer presented the treasurers report:

2-09-2018 General fund balance \$607,554.38

2-08-2018 Sewer fund balance \$523,626.31

2-08-2018 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

SEWER REPORT

Green Charter Township sewer report as follows: by Troy McDonald

1/1/2018 - 1/31/2018 30 days

Reading 202578460

Total Flow 1080910

Average daily flow 36030

T. McDonald reported and discussed the following:

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

Smith Instruments was called in to check the flow meter.

An adjustment will be in the annual flow meter schedule to continue the annual calibration.

Calibration meter was checked and it is working correctly

He will continue checking for reason for the increase of flow.

McDonald & Vandawater did a visual check in the Ross Pkwy manhole and it did appear to be a heavier flow than normal.

The flow meter report graph was changed to weekly from monthly, to show flow changes.

PUBLIC COMMENTS

County Commissioner reported:

- Mecosta Co. Morgue has two more additional counties partnering with Mecosta Co.
- Mecosta County Parks Superintendent informational meeting for Mecosta Co. Park Thursday Feb. 15, 2018 3:30 p.m.

Citizens commented on items listed below:

- Pleased with the way Supervisor addressed the township's fire contract, saving the township dollars on fire protection.
- Expressed concern/question of ISI electric use and meter in the township hall basement and their liability insurance.
- Citizen questioned why his name wasn't mentioned in the minutes.
- Questioned bidding IT survey
- Question about bidding for electrical work
- The notice at the bottom of the agenda, "The Public comments section during this board meeting shall be limited to twenty minutes unless extended by the Board. Each speaker will be limited to two minutes to speak unless extended by the chairperson – Green Charter Twp. Policy Nov. 14, 1995", suggesting that information is not currently legal. Supervisor will review that policy and it may need to be revisited.

OLD BUSINESS

FIRE CONTRACT

IT WAS MOVED by J. Peek and supported by D. MacFarlane to approve the following Mutual Fire Protection Contract Charter Township of Green.

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

The discussion indicated the township is satisfied with the fire protection the township has received from the City of Big Rapids.

This contract reflects that the City of Big Rapids knows the township has a limited amount levied of 1.25 millage.

MUTUAL FIRE PROTECTION CONTRACT **CHARTER TOWNSHIP OF GREEN**

THIS AGREEMENT is made this 13 day of February 2018, for the period of April 1, 2018 through March 31, 2021, by and between the city of Big Rapids, a municipal corporation, of Big Rapids, Michigan, hereinafter referred to as the CITY, and the Charter Township of Green, Mecosta County, Michigan, hereinafter referred to as the TOWNSHIP.

WITNESSETH

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. For firefighting service provided by the City, the Township shall pay to the City annual service charges for the period of April 1, 2018 through March 31, 2021, as follows:
 - A. The first annual payment of 83,612 is due on April 1, 2018.
 - B. Subsequent payments due on April 1 of each following year equal to the amount raised by 1 mil of taxable value in the TOWNSHIP.

- C. The TOWNSHIP shall also pay an additional fee of \$5,000 annually toward the cost of capital improvements for the CITY Fire Division.
 - D. Either party to the contract may re-open it if there are any changes in the current Michigan property tax law.
 - E. The City will provide an annual report of the activity in the TOWNSHIP, and a representative of the Big Rapids Department of Public Safety will present the report to the Green Charter Township Board, with a general description of the number and type of runs provided to the TOWNSHIP, and the TOWNSHIP shall have the opportunity to make suggestions for improved services.
 - F. The contract will be for 3 years with each party having the right to re-open the contract after 1 year.
2. It is further agreed by and between parties that the City shall assume all legal liability for any personal injury or injuries or property damage which may be incurred in responding to calls for service in the Township.
 3. It is understood that the City shall not be responsible for performing fire inspection and related activities within the Township. The Township shall hold the City harmless for liability arising from acts of fire inspection and related activities
 4. The City will provide the Township with Medical First Responder Services equivalent to those provided to City residents by the Department of Public Safety Fire Division. It is understood that fire and rescue units will respond to Township calls from the City's public safety facility or from scenes of other fires or emergencies and that the location of that facility is solely the CITY's decision.

IN WITNESS WHEREOF, THE CITY OF BIG RAPIDS AND THE CHARTER TOWNSHIP OF GREEN officials have signed below.

CHARTER TOWNSHIP OF GREEN
Mecosta County, Michigan

CITY OF BIG RAPIDS

BY: _____
James Chapman
ITS SUPERVISOR

BY: _____
Tom Hogenson
ITS MAYOR

BY: _____
Janet Clark
ITS CLERK

BY: _____
Tammy Gillis
ITS CLERK

APPROVED AS TO FORM: _____
Eric D. Williams, City Attorney

WASTEWATER USER CHARGR REPORT 2018

Cost of Operation, Maintenance and Replacement (OM&R) of the Big Rapids Wastewater System and Inter-Governmental Cost Sharing

The WASTEWATER USER CHARGE REPORT 2018 was presented to the board. It had been prepared by the City of Big Rapids treasurer as the administrator of the Wastewater User Charge System, with figures submitted from all three governmental entities. The Wastewater User Charge

Report 2018 had been reviewed/confirmed by the Sewer Committee representatives from the City of Big Rapids, Big Rapids Charter Township and Green Charter Township.

MOTION WAS MADE by J. Peek and supported by D. MacFarlane to accept the WASTEWATER USER CHARGE REPORT 2018

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

There was continued discussion:

- This 2018 Wastewater User Charge is the most complete.
- Minor grammatical errors for correction at a later date
- Green Twp. is the smallest user 2.6%, yet could someday change.
- Green Twp. customers are billed quarterly.
- There is one main meter on Green Twp. system.
- Cost per day
- Green's sewer system was built in 1977-78 and not much infiltration into the system has ever been established.

BUDGET ADOPTION & SUPPORTING RESOLUTIONS 2018-2019

General Fund

GREEN CHARTER TWP. PROPOSED PAYROLL ATTACHMENT 2018-2019

1. **MOTION** was made by G. Todd and supported by J. Peek to approve the proposed line item salary for the 4 trustees \$9,463.08

MOTION CARRIED. 6 yes, 1 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd – no - Cushway

2. **MOTION** was made by J. Peek and supported by G. Todd to approve the proposed line item salary for the supervisor \$17,550.47, **MOTION CARRIED. 6 yes, 1 no** yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd – no - Cushway

3. **MOTION** was made by J. Peek and supported by G. Todd to approve the proposed line item salary for the clerk \$30,544.40,

MOTION CARRIED. 6 yes, 1 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd – no - Cushway

4. **MOTION** was made by G. Todd and supported by J. Peek to approve the proposed line item salary for the treasurer \$17,992.10 and treasurer summer tax collection \$8,203.32,

MOTION CARRIED. 6 yes, 1 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd – no - Cushway

5. **MOTION** was made by J. Peek and supported by G. Todd to approve the proposed line item salary for the deputy treasurer up to \$1,000.00 and treasurer summer tax collection \$425.00 @ \$12.75 per hour

MOTION CARRIED. 7 yes, 0 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

6. **MOTION** was made by G. Todd and supported by J. Peek to approve the proposed line item salary for per diem rate of \$35.00,

MOTION CARRIED. 7 yes, 0 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

7. **MOTION** was made by J. Peek and supported by G. Todd to approve the proposed line item salary for the deputy supervisor up to \$1,000.00 @ \$12.75 per hour

MOTION CARRIED. 7 yes, 0 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

8. **MOTION** was made by J. Peek and supported by G. Todd to approve the proposed line item salary for the deputy clerk up to \$2000.00 @ \$12.75 per hour

MOTION CARRIED. 7 yes, 0 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

9. **MOTION** was made by D. MacFarlane and supported by J. Peek to approve the proposed line item salary for board of review per diem rate of \$35.00, and/or @ \$12.75 per hour

MOTION CARRIED. 7 yes, 0 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

10. **MOTION** was made by G. Todd supported by J. Peek to approve the proposed line item salary for cemetery charges vault grave opening \$425.00, vault grave opening weekend \$550.00, Cremation burial \$110.00 cremation burial weekend \$160.00, infant burial \$100.00, infant weekend, \$150.00, winter additional charge \$175.00, snow plowing \$100.00, Additional repairs in winter \$100.00, additional hourly \$12.75 per hr.

Foundation installation .30 per sq. inch. Discussion: Asked why not being put out for bids, - reply – the township sets the rates.

MOTION CARRIED. 6 yes, 1 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd, - no Cushway

11. **MOTION** was made by J. Peek and supported by G. Todd to approve the proposed line item salary for the twp. grounds labor \$12.75 per hour, \$20.00 per hour heavy maintenance.

MOTION CARRIED. 7 yes, 0 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

12. **MOTION** was made by M. MacFarlane and supported by J. Peek to approve the proposed line item salary for the grounds supervisor \$342.26 annual

MOTION CARRIED. 6 yes, 1 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd – no - Cushway

13. **MOTION** was made by M. MacFarlane and supported by J. Peek to approve the proposed line item election salary \$12.75 per hour, 13.75 per hour chair.

MOTION CARRIED. 7 yes, 0 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

14. **MOTION** was made by J. Peek and supported by G. Todd to approve the proposed line item salary for the assessor contract \$14.00 per parcel (current # of parcels 2208) \$30,912.00 Final count based on parcel count on March 31st, 2018

MOTION CARRIED. 7 yes, 0 no

yes - Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

15. **MOTION** was made by J. Peek and supported by M. MacFarlane to approve the **April 1, 2018-March 31, 2019 General Fund budget.**

MOTION CARRIED. 6 yes, 1 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd – no – Cushway

Citizens commented on items listed below:

Questioned why township is not bidding for cemetery grave opening.

Informed the township sets the rates for the cemetery not the contractor.

Resident with loved ones in a township cemetery expressed total satisfaction with current cemetery contractor for grave openings.

Not many people will do grave openings.

Sewer Fund

GREEN CHARTER TWP. PROPOSED PAYROLL ATTACHMENT 2018-2019

1. **MOTION** was made by J. Clark and supported by G. Todd to approve the proposed line item salary for the supervisor in the sewer fund \$5,124.04

MOTION CARRIED. 6 yes, 1 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd, – no - Cushway

2. **MOTION** was made by M. MacFarlane and supported by J. Peek to approve the proposed line item salary for the clerk in the sewer fund \$4,500.23

MOTION CARRIED. 6 yes, 1 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd – no - Cushway

3. **MOTION** was made by J. Peek and supported by G. Todd to approve the proposed line item salary for the treasurer in the sewer fund \$8,314.83

MOTION CARRIED. 6 yes, 1 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd – no - Cushway

4. **MOTION** was made by J. Peek and supported by G. Todd to approve the proposed line item salary in the sewer fund per diem rate of \$35.00, and/or @ \$12.75 per hour

MOTION CARRIED. 7 yes, 0 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

5. **MOTION** was made by G. Peek and supported by M. MacFarlane to approve the proposed line item salary sewer operation & maintenance in the sewer \$3,147.71 annual fund per diem rate of \$35.00, and/or @ \$12.75 per hour

MOTION CARRIED. 7 yes, 0 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

6. **MOTION** was made by J. Peek and supported by D. MacFarlane to approve the proposed line item hourly rate of \$12.75 per hour

MOTION CARRIED. 7 yes, 0 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

7. **MOTION** was made by D. MacFarlane and supported by J. Peek to approve the April 1, 2018 - March 31, 2019 Sewer Fund budget

MOTION CARRIED. 6 yes, 1 no

yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd – no - Cushway

REMUS ELECTRIC PARKING LOT BID

An estimate from Remus Electric to replace existing 9 lights (on existing arms) include labor \$4955.00
Cheaper estimate (not sure lighting levels would be any better than existing). \$2495.00

No action taken.

Discussion:

Safety issue, LED, photo electric eye, Consumer Energy contractor lists

IT EVALUATION

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

Action recommendation was submitted to the board and is on file.

There was a discussion:

- Make a determination for internet server.
- Maintenance of said server
- Put up for bidding
- Check all references and credentials submitted
- How will the bids be procured
- Supervisor has a consultant/contact experienced in tailoring the bid documents for this type of project
- Cost estimate for consultant work
- Sealed bids to be opened at board meeting
- Separate operation needs
- 1. Computer and server maintenance
- 2. Operations with tower and equipment in the hall basement facility
- Concern regarding building access, background check and credibility
- Questioned credentials presented by ISI
- Suggested having the bid document ready for review at the March board meeting and take time to review and let out bid in April or May.

NEW BUSINESS

2018 MEETING DATES

2018-2019 MEETING DATES SCHEDULE

MOTION was made by J. Peek and supported G. Todd to approve the following list of regular monthly meeting dates.

Monthly meeting dates schedule of regular monthly board meetings
Second Tuesday of each month 7:00 P.M. for 2018-2019 budget year.

April 10, 2018 - *May 15, 2018 - June 12, 2018

July 10, 2018 - August 14, 2018 – September 11, 2018

October 9, 2018 - November 13, 2018 - December 11, 2018

January 8, 2019 - February 12, 2019 - March 12, 2019

MOTION CARRIED. 7 YES Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway 0- **NO**
***May 8, 2018 second Tuesday is the Big Rapids Public Schools election**

STONE HATCHERY PARK PORTA –JON

The bids have been advertised for the porta- jon pumping for the 2018 season.

Due in by March 1st.

M&M LAWCARE CONTRACT 2018

The proposed contract for the township lawn care for the 2018 season has been received and distributed to the township board for Crapo Cemetery, Parkhill Cemetery, West Cemetery, Charlie Brown Park, Stone Hatchery Park, Township hall, and 180th River Access Park.

There was a discussion:

- Increase of \$700.00 from last year explained due because the Stone Hatchery park was originally a monthly basis, not weekly and now are starting April 1st, not May 1st.
- Should the township lawn care be put out for bid because of the large amount?
- When these jobs were done in the past by employees, the cost was much higher.
- The grounds upkeep need consistency and last year's issues proved that less is not always best, cemetery grounds are very sensitive to those who have loved ones buried there.
- Suggested M&M be used this year and if the cost continues to increase, consider bidding.

MOTION was made by Peek and supported by MacFarlane to approve the 2018 Lawn Care Service with M&M Lawn Care & Snowplowing, LLC, in the amount of \$10,500.00 from April 1st thru Oct. 31, 2018 for the township properties of Crapo Cemetery, Parkhill Cemetery, West Cemetery, Charlie Brown Park, Stone Hatchery Park, Township hall, and 180th River Access Park.

MOTION CARRIED. 7 yes – Stephan, Peek, Clark, Chapman, MacFarlane, Todd –
1 no - Cushway

TOWNSHIP HALL SPACE ALLOCATION

Deputy Clerk presented the proposed space allocation for changing of the township officials offices, for more efficiency. A diagram was given to the board for review. Internet lines in the offices need updating.

MOTION was made by Peek and supported by Cushway to approve changing the township officials offices around.

MOTION CARRIED. 7 YES

TOWNSHIP ASSESSOR PAYMENT METHODOLOGY

MOTION was made by Peek and supported by MacFarlane to approve the following methodology for the township assessor.

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

Green Charter Township Assessing Information; A licensed assessor must sign the tax roll as an employee.

THEREFORE: Salary compensation for the employee, Seth Lattimore to sign the tax roll shall be \$100.00 annually.

All other record keeping, date entry, mapping, fieldwork, computer work and any other work on the assessment records of the township will be paid to Precise Tax Assessments LLC/Seth Lattimore as a contractor paid per parcel as per contract.

Seth Lattimore/Precise Tax Assessment LLC, as a sole proprietor, will carry his own liability insurance. As a sole proprietor he is unable to carry workers comp insurance on himself and has proof of “Notice of Exclusion” from the State of Michigan Department of Licensing and Regulatory Affairs Workers’ compensation agency.

Seth Lattimore, Assessor
Green Charter Township

Janet Clark, Clerk
Green Charter Township

James Chapman, Supervisor

Denise MacFarlane, Treasurer

GREEN CHARTER TOWNSHIP PENSION PLAN AMENDMENT

There was a discussion:

Should the amendment be reviewed by the township attorney?

Statement was that this amendment was sent to the township from Burnham & Flower Insurance, who handles the pension fund.

GREEN CHARTER TOWNSHIP PENSION PLAN AMENDMENT

A meeting of the Board of Trustees of Green Charter Township, organized and existing under and by virtue of the laws of the State of Michigan was held on February 13, 2018 pursuant to a consent to hold the meeting, such consent indicated by the signatures of all Trustees to these minutes.

Those present at the meeting the following Directors, constituting all of the Trustees of the Organization:

James Chapman, Janet Clark, Denise MacFarlane, Gary Todd, James Peek, Nancy Stephan, Kelly Cushway

The Chairman announced that the order of business was the consideration by the Board of an amendment to the organization’s existing 401 (a) Plan. After an explanation of the terms of the proposed change, a motion was made by J. Peek and, seconded by G. Todd:

RESOLVED, that the organization amend the 401 (a)plan as follows:

To remove the assessor as an eligible position for the 401a Pension Plan.

FURTHER RESOLVED, that the amendment above be effective **2-13-2018**

A motion was duly made, seconded and adopted.

Janet Clark, Township Clerk

The Board of Trustees: 5 yes

_____ James Peek
_____ Janet Clark
_____ James Chapman
_____ Denise MacFarlane
_____ Gary Todd

The Board of Trustees: 2 No

_____ Nancy Stephan
_____ Kelly Cushway

PUBLIC COMMENTS

Citizen commented on the following:

1. IT mapping township did not request any bid proposals.
2. How many companies are on the township 22 Mile tower?
3. What is being paid for use of the tower?
4. What revenue is being generated for the township?
5. Money allotted to ISI.
6. Township revenue in the contract would be a percentage from any new customers.
7. Public/private use of NOC (Network Operating Center)
8. Citizen of the township running for U.S. Representative 4th District and remarked cheapest bid is not always up to the quality of standard required.
9. Citizen has child buried in Parkhill Cemetery and less cost is not always best.
10. Question regarding treasurer salary total, - missed the summer tax collection payroll amount
Assessor pension - not included, because it is no longer applicable
Payroll FICA & Medicare - township expense contributions, are line items in the General and Sewer line item budgets.
11. Citizen reported another LP facility is coming into Green Twp.
12. Board member suggested the township check with MTA on allowed time limit at board meetings.
13. Convenience store re-opened in Paris.
14. A township meeting is not a debate or equal time situation for public or individual board members. Public has legal entitlement to express their opinions at a board meeting only during a public comment period or a specific public hearing.

Green Charter Township
BUDGET AMENDMENTS

Green Charter Township

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

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

2/13/2018 BUDGET YEAR 2017-2018 AMENDMENTS						
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED AMOUNT	NEW BUDGET	AMENDED BALANCE
GENERAL FUND						
101-101-956	MISC. EXPENSE	\$ 257.27	\$ 250.00	\$ 10.00	\$ 260.00	\$ 2.73
from					\$ -	
101-101-970	TWP. BD SMALL FIXED ASSETS	\$ 1,595.43	\$ 2,500.00	\$ 10.00	\$ 2,490.00	\$ 894.57
					\$ -	
101-265-800	TOWN HALL CONTRACTUAL SEVICES	\$ 6,388.20	\$ 5,500.00	\$ 2,900.00	\$ 8,400.00	\$ 2,011.80
from					\$ -	\$ -
101-265-972	TWP. HALL LARGE FIXED ASSETS	\$ -	\$ 11,800.00	\$ 2,900.00	\$ 8,900.00	\$ 8,900.00

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 1/15/2018–2/13/2018 #13243 # 13277 \$19,501.20

SEWER FUND 1/17/2018- 2/13/2018 CK #3622 - # 3632 \$18,332.69

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

*correction