

**CHARTER TOWNSHIP OF WILLIAMS
BOARD OF TRUSTEES
REGULAR MEETING – September 11, 2007**

The Board of Trustees of the Charter Township of Williams held a regular meeting on Tuesday September 11, 2007 at the Township Hall. The agenda is attached Exhibit A.

I. Call to Order & Roll Call

The meeting was called to order by Tom Paige, Supervisor at 7:00 p.m. Present: Paige (Supervisor), Hoverman (Treasurer), Charney (Clerk), Plant (Trustee), Putt (Trustee), Schrott (Trustee) and Wasek (Trustee).

Others present are indicated on the sign in sheet, attached Exhibit B.

A moment of silence was observed in memory of those who lost their lives six years ago today on September 11, 2001.

II. Pledge of Allegiance

The Pledge of Allegiance to the flag was said in unison.

III. Open to the Public

A protest was filed with the probate court over the Bis Drain Extension Project. Judge Tighe has 10-15 days to appoint a three member panel to determine the legitimacy of the claim. It is expected that the project will move forward.

A brief discussion followed regarding the township water system rates and fees, and the retail water rate charged by the city of Bay City to Bay County DWS customers.

IV. Changes to Agenda

There were no changes to the agenda.

V. Consent Agenda

1. Approve the August 14, 2007 Board of Trustee Minutes as presented.
2. Approve the payment of bills as submitted.
3. Receive the August 2007 Financial (cash) Report as presented.
4. Receive the August 2007 Revenue Report and August 2007 Expense Report as presented.
5. Receive the Supervisor's Update of Projects and Issues as presented.
6. Receive the List of Committee Reports, attached Exhibit C.
7. Approve the payment of expenses for appropriate township personnel to attend workshops within Michigan, listed in attached Exhibit D.
8. Receive the Miscellaneous Correspondence and Communication List, attached Exhibits E and F, respectively.

A motion was made by Plant and seconded by Wasek to approve all items as listed on the Consent Agenda.

7 Ayes 0 Nays Motion carried.

VI. Regular Agenda

1. Parking Lot Sealing & Striping

A *Request for Proposals* (RFP) for front parking lot crack filling, seal coating, and striping was advertised, picked up, and mailed to area contractors with a bid submittal deadline of August 30, 2007. Seven RFP's were mailed with only one company submitting a proposal.

"I'll Do It" Sealcoating submitted a bid with an option of two methods for crack sealing the front parking lot. The RFP called for routing, cleaning, and filling the cracks which was bid at \$1,200.00. Darrell Belt of "I'll Do It" Sealcoating also proposed an option without routing at a bid of \$650.00. The cracks would still be thoroughly cleaned prior to filling. He believes that cleaning and filling is the best option since routing can remove more material by cutting the asphalt deeper than an existing crack.

"I'll Do It" Sealcoating's proposal is as follows:

	with routing	without routing
Crack sealing with routing	\$1,200.00	\$ 650.00
Sealcoating	\$1,536.00	\$1,536.00
Striping	<u>\$ 375.00</u>	<u>\$ 375.00</u>
Total Cost	\$3,111.00	\$2,561.00

Also included in their proposal was an optional bid that includes cleaning and filling cracks in the front parking lot, filling potholes in the back parking lot, and two coats of sealcoating and striping on the entire parking lot (front, side, and rear) for the total cost of \$5,240.00.

Darrell Belt and his partner Randy Bebee were present to discuss the sealcoating proposals and answer questions from members of the board. All cracks are cleaned with wire brooms and debris is blown out prior to the application of two coats of sealer. The normal expected life of the sealer is 3-5 years and application must be done when the weather will be at 55° for 8 hours.

09-07-049-B/C/P

A motion was made by Plant and seconded by Charney to accept and award the bid to clean and fill cracks in the front parking lot, fill potholes in the back parking lot, apply two coats of sealcoat and stripe the entire parking lot to "I'll Do It Sealcoating" for a total bid amount of \$5,240.00. Certificates of Liability and Workers Compensation Insurance shall be provided to the township prior to the commencement of any work.

6 Ayes 1 Nay Motion carried.

2. Park Pavilion & Restroom Building Roof Replacement

A *Request For Proposals* (RFP) for Park Pavilion and Restroom Building Roof Replacement was advertised, picked up, and mailed to interested contractors with a submittal due date of August 30, 2007. Five proposals were submitted with a low proposal of \$5,925.00 and a high proposal of \$7,726.00.

RFP Submitted By	City	Phone	Amount
Feinauer Builders	Freeland	989-626-6403	\$ 5,925.00
Hoffman Builders	Bay City	989-686-8971	\$ 5,950.00
Thomas Brown & Son	Bay City	989-892-2560	\$ 7,726.00
DCM Construction	Midland	989-496-9300	\$ 6,454.00
Bri-Car Roofing	Auburn	989-662-4532	\$ 6,890.00

09-07-050-B/P/R
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 A motion was made by Plant and seconded by Hoverman to accept and award the bid for roof replacement of the park pavilion and restroom building to Feinauer Builders, Inc. for the amount of \$5,925.00. Certificates of Liability and Workers Compensation Insurance shall be provided to the township prior to the commencement of any work.
 7 Ayes 0 Nays Motion carried.

3. AWFD Mutual Aid Agreement with MI DNR

Correspondence was received from the Auburn Williams Fire Department Administrative Board requesting township authorization to enter into a mutual aid agreement with the Michigan Department of Natural Resources.

The agreement requires the AWFD to dispatch a crew with equipment to any fire within their protection area (Auburn and Williams Township), when available. In return, the AWFD will be eligible to make purchases using the federal government General Services Agreement (GSA) plan, which is supposed to offer excellent pricing.

09-07-051-A/M/M
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 A motion was made by Putt and seconded by Schrott to authorize the Auburn Williams Fire District Administrative Board to enter into the proposed mutual aid agreement with the Michigan Department of Natural Resources.
 7 Ayes 0 Nays Motion carried.

4. Pine Grove Cemetery Grave Opening Fees

Don Dzurka, Cemetery Sexton, is requesting that Pine Grove Cemetery grave opening fees be adjusted to the rate he is currently paid for burials at other nearby cemeteries. The current and proposed fees are as follows:

	<u>Current Fee</u>	<u>Proposed Fee</u>
Adult Burial	\$325.00	\$375.00
Infant Burial	\$ 50.00	\$ 75.00
Cremaains	\$ 75.00	\$ 90.00

The following fees are to remain the same:

Concrete monument foundation	\$.35 per square inch	
Sunday Burials	Additional \$500.00	
Holiday Burials	Additional \$650.00	The designated holidays are

New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas.

09-07-052-F/P/S A motion was made by Putt and seconded by Plant to
===== adopt the proposed burial fees as requested by the cemetery sexton,
effective immediately.
7 Ayes 0 Nays Motion carried.

5. WHS Student Council Bonfire Request

Western High School has held their Homecoming Bonfire at the Williams Township Park for the past several years. Cameron Learman and Tom Calvo, Student Council Representatives, sent correspondence regarding this year's Homecoming Bonfire with an additional request to hold a second bonfire before the Western-Central game. The Homecoming game is scheduled for Friday, October 12, 2007, the bonfire will occur on Thursday, October 11, 2007. The Western-Central game is Friday, October 19, 2007 (at Central), the bonfire will occur on Thursday, October 18, 2007.

They are requesting use of the ballfield and park on both dates from 6:30 p.m. to 10:30 p.m. The bonfires occur from 8:00 pm until 10:00 pm. Cleanup is started that evening, and finished on Friday morning by the student council. Western High School needs to provide a Certificate of Insurance to Williams Township, arrange for the Auburn/Williams Fire Department to be on standby, and to assure the bonfire is completely extinguished when done.

09-07-053-A/P/W A motion was made by Plant and seconded Putt to allow
===== Western High School use of the township park and a softball diamond on Thursday October 11, 2007 for their homecoming bonfire. They can also use the park and a softball diamond on Thursday October 18, 2007 for a bonfire prior to the Western/Central football game. Adult supervision shall be provided, and a current certificate of insurance from the Bay City Public Schools naming the township as additional insured must be received from the school district prior to October 11th. The fire must be completely extinguished immediately following both events and no vehicles shall be allowed in the park. The school district shall be charged if the park and/or restrooms are not left in satisfactory condition.
7 Ayes 0 Nays Motion carried.

VII. Unfinished Business

Fred Hollister, Bay Future, Inc., met with Tom Webb to obtain cost estimates for a feasibility study with Wade-Trim.

VIII. New Business

The B.C.T.O.A. Quarterly meeting is Wednesday October 17th. Payment and reservations are due October 9th.

The proposed Noxious Weed Ordinance was discussed by the Planning Commission on September 10th. After discussing the pertinent details, it was agreed that the township board should proceed with introduction. Introduction of the Ordinance will occur during the October 9th meeting of the township board.

IX. Adjournment

A motion was made by Hoverman and seconded by Plant to adjourn the meeting at 8:05 p.m.

7 Ayes 0 Nays Motion carried.

Williams Charter Township

Amy Charney, Clerk

Tom Paige, Supervisor