

**CHARTER TOWNSHIP OF WILLIAMS  
BOARD OF TRUSTEES  
REGULAR MEETING – November 13, 2007**

The Board of Trustees of the Charter Township of Williams held a regular meeting on Tuesday November 13, 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), and Schrott (Trustee).

Excused: Wasek (Trustee).

**II. Pledge of Allegiance**

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

**III. Open to the Public**

No one was present other than members of the Board.

**IV. Changes to Agenda**

T. Putt commented on the great condition of Wilder Road even though it has been crushed and is gravel. Two coats of chip and seal will be applied next year.

The January 15<sup>th</sup> Presidential Preference Primary election was briefly discussed.

**V. Consent Agenda**

1. Approve the October 23, 2007 Board of Trustee Minutes as presented.
2. Approve the payment of bills as submitted.
3. Receive the October 2007 Financial (cash) Report as presented.
4. Receive the October 2007 Revenue Report and October 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 F.
7. Approve the payment of expenses for appropriate township personnel to attend workshops within Michigan, listed in attached Exhibit G.
  - a. B.C.T.O.A. Christmas Party, Wednesday December 5<sup>th</sup>.
8. Receive the Miscellaneous Correspondence and Communication List, attached Exhibits H and I, respectively.

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

6 Ayes 0 Nays Excused: Wasek Motion carried.

**VI. Regular Agenda**

**1. BS&A Software Internet Services**

Equalizer internet services were developed to assist in the dissemination of public data by allowing realtors, title companies, appraisers and local taxpayers the ability to view property and tax information online. The information is available on the Web 24 hours a day, 7 days a week, with either up to the minute accuracy, daily, monthly, or quarterly accuracy.

There are two available options for payment:

Option A: The municipality can use the Internet Services free of charge and BS&A Software will charge the users a \$2.00 convenience fee for accessing the assessing/equalization system, tax system, or comparable sales search-assessing records. BS&A sets up the system, configures the web site, and the users pay a per-hit fee using a credit card to view the daily updated or real-time data.

Option B: The municipality pays an annual service fee that covers the basic service, including general lookup of the Equalizer Data. The users of the web site pay nothing to view the available data. The yearly cost for our municipality, based on 2534 parcels is:

	<u>Real-Time/Daily</u>	<u>Monthly</u>	<u>Quarterly</u>
Assessing System Interfaces	\$3,000	\$2,000	\$1,500
Comparable Sales Search	\$1,500	\$1,000	\$ 750

Allows searches for comparable sale data based on query and Neighborhood filters

Real time versus monthly and quarterly updates were discussed as was what option of payment would be best for our township. C. Hoverman indicated that the city of Essexville offers the service and chose Option B. Frankenlust Township offers the service and chose Option A.

After a short discussion, it was decided to check with area municipalities that use the internet services before making a decision on what option best suits our residents and other potential users.

**2. 2008 Appropriations Resolution**

11-07-078-A/B A motion was made by Plant and seconded by Schrott  
===== to adopt the 2008 Appropriations Resolution, attached Exhibit C.

Ayes: Paige, Plant, Hoverman, Charney, Putt, and Schrott.

Nays: None.

Excused: Wasek. Motion carried.

**3. Appold PA 116 Application**

An application was received from David and Sandra Appold for enrollment of one parcel of land into PA 116, the State of Michigan's Farmland and Open Space Preservation Program. The parcel is located in section 35 of the township and is 57.82± acres.

Approval letters have been received from the Bay County Soil Conservation District and city of Auburn.

**11-07-079-F/P**  
===== A motion was made by Hoverman and seconded by Putt to accept the recommendation of the city of Auburn and the Bay County Soil Conservation District to approve the PA 116 application of David and Sandra Appold for enrollment of a parcel of land into the State of Michigan's Farmland and Open Space Preservation Program. The resolution is attached Exhibit D.  
6 Ayes 0 Nays Excused: Wasek Motion carried.

**4. Planning Commission Appointments**

Three appointments must be made by the township to the Planning Commission prior to December 31, 2007. All terms shall be for three years beginning January 1, 2008 and will end December 31, 2010.

T. Paige has contacted Doug Behmlander, Bethany Plant, and Doug Putt, the three members currently serving as township appointees, and all would like to be reappointed.

**11-07-080-A/P**  
===== A motion was made by Charney and seconded by Hoverman to accept the Supervisor's recommendation to appoint Doug Behmlander as a member of the township Planning Commission for a three year term beginning January 1, 2008 and ending December 31, 2010. All appointees shall serve at the pleasure of the township board.  
6 Ayes 0 Nays Excused: Wasek Motion carried.

**11-07-081-A/P**  
===== A motion was made by Putt and seconded by Plant to accept the Supervisor's recommendation to appoint Bethany Plant as a member of the township Planning Commission for a three year term beginning January 1, 2008 and ending December 31, 2010. All appointees shall serve at the pleasure of the township board.  
6 Ayes 0 Nays Excused: Wasek Motion carried.

**11-07-082-A/P**  
===== A motion was made by Plant and seconded by Schrott to accept the Supervisor's recommendation to appoint Doug Putt as a member of the township Planning Commission for a three year term beginning January 1, 2008 and ending December 31, 2010. All appointees shall serve at the pleasure of the township board.  
6 Ayes 0 Nays Excused: Wasek Motion carried.

**5. Water System Capital Improvement Plan**

At the October 23, 2007 regular board meeting, the Township Board discussed various options for water line extensions and cost estimates to develop a capital improvement plan (CIP) for water lines in Williams Township. The proposed water system capital improvement plan based on the discussions at that meeting is attached as Exhibit E.

A map is also attached that highlights the areas designated for potential future waterline extensions as listed in the CIP over the next 10 to 12 years. Just because a waterline is listed on the CIP does not guarantee that it will be installed; funding and demand will be major factors in determining which extensions are installed.

Several of the lines loop portions of the township's water system and will enhance system reliability. This Water System CIP was used to develop the connection fee schedule for the proposed Water Rate Ordinance amendment.

**11-07-083-B/C/W** A motion was made by Plant and seconded by Putt to adopt the  
===== Williams Township Water System Capital Improvement Plan.  
6 Ayes 0 Nays Excused: Wasek Motion carried.

**6. Water Fund Transfer**

This item is a follow up from the water rate and fee discussion at the October 23, 2007 Board Meeting. The balance in the 1987 Debt Fund held at the Bay County Department of Water and Sewer (BCDWS) was \$17,995.22 as of October 3, 2007. Since the 1987 bonds are now paid off, it is recommended that the Township Board formally authorize the BCDWS to close out the 1987 Bond Debt Fund and transfer the remaining balance to the Township's Capital Fund which is also held at the BCDWS. These funds can then be used to pay existing or new debt as well as any capital improvements.

**11-07-084-B/W** A motion was made by Plant and seconded by Schrott to authorize  
===== Bay County Department of Water and Sewer to close out the  
Williams Township 1987 Bond Debt fund and transfer the remaining balance to the  
Township's Capital Fund held by BCDWS.  
6 Ayes 0 Nays Excused: Wasek Motion carried.

**7. Water Rate Ordinance, No. 36-N**

Williams Township and the Bay County Department of Water and Sewer (BCDWS) have completed a comprehensive review of the current charges and fees in Williams Township Water Rate Ordinance No. 36, last amended as Ordinance No. 36-M in July 2005. Ken Miller, Director, BCDWS, met with the Township Board at the Board Meeting on October 23, 2007 to discuss and reach a consensus on proposed rate and fee changes.

Bill Darbee, Township Attorney prepared Ordinance No. 36-N for consideration and adoption by the Board. Mr. Darbee has restated all water rate ordinance provisions in Ordinance No. 36-N since there are numerous changes, particularly in section 5, to previous water rate ordinances. Therefore, Ordinance No. 36-N, if adopted, will become the complete Charter Township of Williams Potable Water System Supply Ordinance. The benefit is that a person will no longer have to look for the appropriate amendment depending on the water rate issue, all provisions will now be in the same ordinance.

Major changes from previous ordinances are:

- Quarterly Meter Service Charge changed from \$5.66 to \$9.89.
- Quarterly Capital Service Charges lowered slightly to reflect pay off of 1987 bond issue.
- Commodity charges for consumption changed to \$2.70 per 100 cubic feet (currently \$2.50/ccf).
- Provides a connection charge schedule based on meter size and the SmartRate methodology.
- Amends rates for the Hotchkiss Road Water District serviced by Tittabawassee Township.
- Permits parcels in the Hotchkiss Road Water District that also abut Eight Mile Road or Nine Mile Road to connect to the Williams Township (or Monitor Township on Eight Mile) water system.

These changes and updates are a result of a comprehensive review of charges and fees for the township's water system. It is anticipated that the structure in Ordinance No. 36-N will serve the township for several years with annual review and possible amendment to the commodity charges.

**11-07-085-B/O/W** A motion was made by Charney and seconded by Plant to waive reading, introduce, and authorize publication of proposed Ordinance No. 36-N, the Williams Township Potable Water System Supply Ordinance.  
Ayes: Plant, Hoverman, Charney, Putt, Schrott, and Paige.  
Nays: None.  
Excused: Wasek. Motion carried.

**VII. Unfinished Business**

There was no unfinished business.

**VIII. New Business**

A franchise agreement was received on this date from Charter Communications. T. Paige will review it and perhaps send it on to Jim Hammond, Township Attorney, for further review and comments.

The Michigan Emergency Management Assistance Compact (MEMAC) was briefly discussed. MEMAC is a voluntary program, created by the State, that supplements existing mutual aid agreements between nearby or adjacent localities and is primarily intended for catastrophic emergencies and disasters, not day to day mutual aid and does not replace or supersede the existing local agreements. In order to participate, the governing body must pass a resolution and execute an agreement provided by the State.

The Auburn/Williams Fire District Board requested that the township and city of Auburn further discuss the program and provide them with a resolution.

**IX. Adjournment**

A motion was made by Plant and seconded by Hoverman to adjourn the meeting at 8:10 p.m.

6 Ayes 0 Nays Excused: Wasek Motion carried.

**Williams Charter Township**

Amy Charney, Clerk

Tom Paige, Supervisor