

**CHARTER TOWNSHIP OF WILLIAMS
BOARD OF TRUSTEES
REGULAR MEETING – April 11, 2006**

The Board of Trustees of the Charter Township of Williams held a regular meeting on Tuesday April 11, 2006 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.

II. Pledge of Allegiance

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

III. Open to the Public

Norm Adams commented that Elmer's Contracting employees are beginning to work at the previous Area Painting site and it is often pretty noisy.

Rich Putt inquired if there is a committee that reviews drainage projects and local road projects.

IV. Changes to Agenda

T. Paige asked to move item No. 9, Waterline Extensions, 2006 and Future to No. 6, before discussion on the 5 Year Road Improvement Plan.

P. Wasek had questions on several of the correspondence items.

V. Consent Agenda

1. Approve the March 14, 2005 Board of Trustee Minutes as presented.
2. Approve the payment of bills as submitted.
3. Receive the March 2006 Financial (cash) Report as presented.
4. Receive the March 2006 Revenue Report and 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.
8. Receive the Miscellaneous Correspondence and Communication List, attached Exhibits H and I, respectively.

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

7 Ayes 0 Nays Motion carried.

VI. Regular Agenda
Ordinance No. 54-C

This ordinance repeals existing Ordinance No. 54, 54-A and 54-B, the Wastewater System Use Ordinance, as amended and enacts a new ordinance regulating connection to and use of the Bay County West Side Regional Sewage Disposal System and is titled 2006 Bay County West Side Regional Sewage Disposal System Use Ordinance for Williams Charter Township. The purpose and objectives of the Ordinance are:

- To establish standards, rules and regulations with respect to the use of the West Bay County Regional Wastewater System (“POTW” or Publicly Owned Treatment Works);
- To prevent the discharge of pollutants into the POTW that do not meet applicable pretreatment standards and requirements; that would interfere with the operation of the POTW; that would pass through the POTW into the receiving waters or atmosphere; that would inhibit or disrupt the POTW’s processing, use, or disposal of sludge; that would cause health or safety problems for any person working on the POTW; or that would result in a violation of the POTW’s NPDES permit or of other applicable laws and regulations;
- To improve and maximize the opportunity to recycle and reclaim wastewaters and sludges from the system;
- To regulate the discharge of wastewater to the POTW and to enforce the requirements of this Ordinance through the issuance of permits and through other means as provided by this Ordinance;
- To authorize and require all inspection, monitoring, reporting and enforcement activities as necessary to insure compliance with applicable pretreatment standards and requirements and other applicable laws and regulations; and
- To provide for equitable distribution of the costs of wastewater system within the Local Unit.

The proposed Ordinance was introduced on March 14, 2006, and subsequently posted on the township web site and in the Clerk’s office. A notice was then published in The Bay City Democrat within seven days of the posting indicating that the Ordinance would be considered for adoption on this date.

04-06-024-B/O/S A motion was made by Plant and seconded by Putt to waive
===== reading, adopt and authorize publication of Ordinance No. 54-C,
the township Sewer Use Ordinance.

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

Nays: None.

Motion carried.

2. Interjurisdictional Sewer Use Agreement

The Agreement allows Bay County DWS to enforce the Ordinance on behalf of the local units. They will advise the township of any enforcement issues.

04-06-025-A/B/S A motion was made by Putt and seconded by Wasek to adopt the
===== Interjurisdictional Sewer Use Agreement with the Board of County
Road Commissioners of the County of Bay.
Ayes: Plant, Hoverman, Charney, Wasek, Putt, Schrott and Paige.
Nays: None.
Motion carried.

3. Revised Investment Policy

GASB 40 requires that the township Investment Policy contain language addressing credit risk and interest rate risk as it applies to safety of capital. The township's Investment Policy was revised to include the suggested language.

04-06-026-I/T A motion was made by Plant and seconded by Charney to adopt
===== the revised Investment Policy as proposed by the township
Treasurer, attached Exhibit C.
7 Ayes 0 Nays Motion carried.

4. 2006 Food Service License Renewal

The Bay County Health Department has sent an application for the township's license to operate a food service establishment in the township hall. This is an annually renewed license and is fee exempt.

04-06-027-H/L A motion was made by Putt and seconded by Plant to authorize the
===== township Supervisor to execute the 2006 Food Service License
Renewal Application.
7 Ayes 0 Nays Motion carried.

5. Cable Franchising Resolution

Legislation has been introduced by the State House of Representatives to strip away cable/franchising authority administered by townships, cities and villages, and give control to the State of Michigan (secretary of state). The Senate has introduced the same legislation. Franchising allows local governments to negotiate service areas on behalf of local businesses, residents and area identified for future economic development. MTA is asking townships to consider adopting a resolution opposing HB 5895 and SB 1157.

04-06-028-C A motion was made by Schrott and seconded by Wasek to adopt the
===== resolution to retain local control of cable franchising, attached Exhibit D.
7 Ayes 0 Nays Motion carried.

6. Waterline Extensions, 2006 and Future

The Township Board currently appropriates about 1 mill of the township's 4.40 tax levy toward waterline extensions. This allocation began in 1988 by resolution of the Board with the intention of continuing it for 20 years. The allocation will need to continue for 2 more years, 2007 and 2008, to complete the 20 years.

Information was provided for consideration in determining waterline extension projects for 2006 and the future. Spreadsheets were prepared by T. Paige detailing various projects debt payments and estimated revenues through 2020. \$92,664 is reserved as a base in 2006 (\$75,000 reserved for Townline Road from Eleven Mile Road to Carter Road, and \$17,664 remains payable to Keyes Contracting for current projects).

The Bay County Department of Water and Sewer is encouraging the connection of the Garfield Road waterlines that currently dead end on each side of US-10. This loop would substantially improve the system's integrity. Civil Engineering Consultant's current estimate for the Garfield Road connecting loop is \$137,000. In addition to serving more customers, a loop on Wheeler Road, from Flajole to the Bay-Mid County Line, would improve the integrity of the waterline network much like the Garfield Road loop. The Wheeler Road loop was estimated at \$141,400 in 2003.

In addition, 10 fire hydrants were suspected of leaking during flushing activities last fall. Eight of these hydrants still accumulate water in the barrel to near ground level. Bay County DWS believes water is entering the barrels of these hydrants through drain holes located near the bottom of the barrel. Until a few years ago, all hydrants had drain holes in them designed to let the barrel self-drain after use. However, ground water can also enter and fill the barrel, and possibly freeze during cold weather. The 8 suspect Traverse City brand hydrants are some of the original hydrants installed during the early 1970's. The DWS does not believe it wise to dig up the hydrant to plug the drain hole and reuse the same hydrant due to their type and age. They believe the best resolution is to replace these hydrants. Estimated cost is \$2,000 to \$2,500 to replace each hydrant. New hydrants no longer have drain holes due to current DEQ specifications and concerns about contamination.

T. Paige recommended constructing the connector waterline on Garfield Road under US-10 and replacing the 8 hydrants identified on Salzburg Road in 2006. The Wheeler Road extension could be installed in 2006 or 2007 as determined by the Board.

Surveys were sent to homeowners and property owners in the following identified areas of the township without waterlines:

- Wheeler Road, from Flajole to Bay-Mid County Line Road (4 existing potential connections) (old estimate \$141,400).
- North Union Road, west 800' from Garfield.
- Flajole Road, from Wheeler to Wilder (12 existing potential connections) (old estimate \$132,800).
- Carter Road, from Wheeler to Wilder (6 existing potential connections).
- Carter Road, from Wilder to North Union (4 existing potential connections).

Many persons who received the surveys did not take the time to respond.

A lengthy discussion followed regarding the 1 mill currently being used for waterline extensions and potential projects for 2006.

04-06-029-B/E/W A motion was made by Putt and seconded by Plant to authorize
===== Civil Engineering Consultants to complete the design engineering
for the following waterline extension projects: Garfield Road under US 10, N. Union
Road, west of Garfield Road approximately 800 feet and Wheeler Road from Flajole Road
to Rockwell Road. Bids will be advertised for installation of a waterline on Garfield Road
under US 10, replacement of eight fire hydrants and bidders to provide alternate bids for
completion of N. Union Road and Wheeler Road.
7 Ayes 0 Nays Motion carried.

7. 5 Year Road Improvement Plan

The Bay County Road Commission requests that each township prepare a Five-Year Road Plan and update it as changes are made. The plan was last updated in 2004. The plan is attached as Exhibit E and shows potential road improvement projects through 2010. Projects for 2006 through 2008 remain the same and new projects have been added for 2009 and 2010.

Funds to add gravel to Saunders Road and Chip Road have been added for 2006. If approved, the plan will be submitted to the BCRC as Williams Township's Five-Year Road Plan.

The following are factors that were considered in developing this plan:

- Estimates are plugged in to 2006 for adding gravel to Chip Road, between Flajole and Bay-Mid Co. Line, and Saunders Road, south from Salzburg Road. These gravel roads have deteriorated and need gravel added now.
- Chip seal projects are estimated at \$75,000 per mile (formerly \$70,000) where no previous estimate has been requested.
- Previous asphalt estimates are increased by 25%.
- Asphalt projects are estimated at \$150,000 per mile where no previous estimate has been requested.
- It is assumed that the BCRC Building Better Roads will continue to provide \$20,000 per year.
- It is assumed that the township will continue to allocate at least one mill of property tax levy per year for road improvement projects.
- Maintenance seals should be applied to chip seal roads to extend their life and will need to be added to the plan as needed; approximately \$9,000 per mile.
- Crack sealing should be done to extend the life of roads that have been asphalted in the last few years.
- Eleven Mile Road, between Wheeler Road and Wilder Road, will need to be monitored and the plan may need to be modified if warranted due to higher traffic volumes on Eleven Mile Road than other proposed chip seal roads.

This is not a commitment to the BCRC that Williams Township will complete the projects as listed as many factors can affect this list including available funding.

The Board must also approve any and all project agreements. It is a working document that can and should be amended as conditions change.

04-06-030-B/R A motion was made by Plant and seconded by Charney to approve
===== the proposed five year road plan for submittal by the Supervisor to
the Bay County Road Commission.
7 Ayes 0 Nays Motion carried.

8. Bay County Road Commission Agreement for Myra Lee

An agreement was received from the Bay County Road Commission for resurfacing Myra-Lee Street. The work to be done includes cold milling the existing surface 3” deep and 27’ wide, and paving with a bituminous surface (1-1/2” leveling course and 1-1/2” wearing course).

The BCRC estimate is \$40,638.00 for this work. If the 2006 Building Better Local Roads funding of \$20,000 is applied to this project, a balance of \$20,638.00 will remain to be paid December 15, 2006.

This project has been included in the township’s 5-year Road Improvement Plan for several years. The best price will be obtained for the project if the agreement is executed at this time. It will then be included in the Road Commission’s Countywide Paving Bid request and should receive the most favorable pricing from contractors.

04-06-031-A/B/R A motion was made by Putt and seconded by Hoverman to
===== authorize the Supervisor and Clerk to sign the Agreement as
prepared by the Bay County Road Commission to bituminous pave Myra Lee from
Midland Road north to the end in 2006.
7 Ayes 0 Nays Motion carried.

9. Brush Chipping Policy and Fees

Williams Township has provided a chipping service to residents since the late 1980’s as a solution to more restrictive open burning regulations. A chipping policy and fee was adopted by the Board in 1990 that provided the first half hour of chipping for free, with a charge for time spent over ½ hour. The current chipping fee is \$50.00 per hour.

Over the past 5 years, T. Paige admitted he has been very lenient regarding this fee since the township had the services of a Michigan Department of Corrections Public Works Crew, and did not want to encourage open burning violations by not chipping brush as requested. The township no longer has a MDOC Public Works Crew, and the DPW has limited time for chipping.

Discussion followed regarding the current situation (no MDOC Work Crew and limited DPW time for chipping). It was agreed that the chipping policy needs to be followed with a slight clarification on how to apply the ½ hour limitation but will be lengthened or suspended after severe storms like the recent ice storm.

04-06-032-C/F/S A motion was made by Wasek and seconded by Schrott to amend
===== item no. 1 of Resolution No. 06-90-150-C/F/S to read as follows:
Homeowners/property owners shall be entitled to 30 minutes of free brush chipping/per
address each month of the year.
7 Ayes 0 Nays Motion carried.

10. QVF Equipment

The Help America Vote Act (HAVA) and election consolidation have placed new demands on the Qualified Voter File (QVF). In order to utilize the new features, it is necessary for the voluntary sites to upgrade the current hardware required to run the database. The approximate cost of the new servers, monitors and anti virus software is \$1600 and must be purchased using state contracts. The new equipment signifies the beginning of the state's effort to transfer digitized signatures from the Department of State's Drivers License File to the QVF database. Each system includes a 19 inch flat screen monitor to more conveniently accommodate additional QVF fields and to easily display the digitized signatures.

04-06-033-E/P/Q A motion was made by Putt and seconded by Hoverman to
===== authorize the Clerk to upgrade the QVF server, monitor and anti
virus software through the existing state contract.
7 Ayes 0 Nays Motion carried.

11. Special Consideration, Hall

A request to rent the township hall at a reduced rate was received from Eleanor West, Director of Camp Quality for a reunion/get together. The date they have chosen is Saturday November 4, 2006. The camp is located in Boyne City and provides a wide variety of support programs for children with cancer serving ages from 1 to 18 and their families.

A brief discussion followed regarding special consideration fees and rental fees that other organizations have been charged.

A five minute recess was taken at 9:10 p.m.

04-06-034-H A motion was made by Charney and seconded by Schrott to rent the hall
===== to Eleanor West, Director of Camp Quality, on November 4, 2006 for the
regular rental fee of \$700 and a breakage deposit of \$100.
7 Ayes 0 Nays Motion carried.

12. Insurance Zoning Coverage

The township liability insurance premiums only increased \$117 for the 2006/2007 time period; however, the current zoning related lawsuit coverages have a limit of \$100,000 per occurrence with a deductible of \$1,000.

The township received a price quotation from Norm Bamberger to increase the zoning coverage limit. The deductible would then be \$2,500 for a zoning lawsuit.

<u>Coverage</u>	<u>Additional Yearly Premium</u>
\$250,000	\$500
\$500,000	\$1,000
\$750,000	\$1,500
\$1,000,000	\$2,000

04-06-035-I A motion was made by Plant and seconded by Putt to increase the zoning
===== limits on the township liability insurance to \$500,000 of coverage.
7 Ayes 0 Nays Motion carried.

13. Summer/Seasonal Park Employment

As recommended by Jerry Schrott, Sandy Krieger was hired by the Supervisor, Clerk and Treasurer to maintain the flower beds in the township park and around the office building. She was informed at the time of employment the position is seasonal and the rate of pay was established at \$8.50/hour.

04-06-036-P/P A motion was made by Putt and seconded by Plant to hire Sandy
===== Krieger for seasonal summer employment to maintain the flower
beds in the township park and around the township offices at a rate of pay as discussed.
7 Ayes 0 Nays Motion carried.

14. Cemetery Lawnmower

T. Paige was recently contacted by Don Dzurka, Pine Grove Cemetery Sexton, requesting a new riding lawnmower to be used for maintaining Pine Grove Cemetery. The current John Deere mower was purchased as a used mower and is not large enough for mowing the field adjacent to the current burial area.

Discussion followed regarding the proper size for not only maneuvering around the grave markers but also for mowing the field area. A front mount versus a middle mount mower deck was also discussed. It was agreed that the Supervisor will obtain information and then consult with D. Dzurka on possible choices.

VII. Unfinished Business

There was no unfinished business.

VIII. New Business

P. Wasek provided members of the Board with an update on the April Planning Commission meeting.

T. Paige emailed Ric Nava information about the leaning street light in Carter Ridge Subdivision.

J. Schrott updated everyone on the Fire Department Advisory Committee meetings.

T. Paige reminded everyone about the special joint meeting scheduled with the township planning commission on Wednesday April 12th at 6:00 p.m.

IX. Adjournment

A motion was made by Hoverman and seconded by Schrott to adjourn the meeting at 9:45 p.m.

7 Ayes 0 Nays Motion carried.

Williams Charter Township

Amy Charney, Clerk

Tom Paige, Supervisor