

**WILLIAMS CHARTER TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting – August 9, 2016**

The Board of Trustees of Williams Charter Township held a regular meeting on Tuesday August 9, 2016 at the Township Hall. The agenda is attached Exhibit A.

I. Call to Order & Roll Call

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

Absent: Gower (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

Abel Torres, township resident, introduced himself as a candidate for 3rd District Bay County Commissioner.

Vaughn Begick, 3rd District Bay County Commissioner, provided Bay County updates. Bay 3 TV now has an office in the Bay County building and is able to do public service announcements for local municipalities.

Millage questions for Mosquito Control, Emerald Ash Borer, and Division on Aging will be voted on November 8th.

Others in attendance did not address the Board.

IV. Changes to Agenda

The Township sign will again be discussed as agenda item no. 6.

V. Consent Agenda

1. Approve the July 12, 2016 Board of Trustee Minutes as presented.
2. Approve the payment of bills as submitted and to authorize payment of monthly health insurance bill.
3. Receive the July 2016 Financial (cash) Report as presented.
4. Receive the July 2016 Revenue Expenditure Report as presented.
5. Receive the Supervisor's Update of Projects and Issues as presented.
6. Receive the List of Committee Reports, attached Exhibit E.
7. Approve the payment of expenses for appropriate township personnel to attend workshops within Michigan, listed in attached Exhibit F.

8. Receive the Miscellaneous Correspondence and Communication List, attached Exhibits G and H, respectively.

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

6 Ayes 0 Nays Absent: Gower. Motion carried.

VI. Regular Agenda

1. Schmidt P.A. 116 Approval Resolution

An application was received from Chris and Debra Schmidt for enrollment of a parcel of land into P.A. 116, the State of Michigan's Farmland and Open Space Preservation Program. The parcel is located in section 16 of the township and is 40.25 acres. Approval of the application is consistent with the current Williams Township General Development Plan.

An approval letter was received from the city of Auburn. The Bay County Soil Conservation District did not respond. Review agencies have 30 days to return comments. Upon approval by the township, the application and supporting documentation will be sent to Laura Ogar, Bay County Planning Department for review and comments. The final application then is forwarded to Lansing for State approval.

08-16-038-F/P

===== A motion was made by Paige and seconded by Plant to approve the P.A. 116 application of Chris and Debra Schmidt for enrollment of land into the State of Michigan's Farmland and Open Space Preservation Program. The resolution is attached Exhibit C.

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

Nays: None.

Absent: Gower.

Motion carried.

2. 2016 Property Tax Resolution

A township millage rate of 4.40 mills was levied in 2015. It is the same millage rate that has been levied for numerous years.

A brief discussion followed with board consensus that the rate should remain at 4.40 for 2016. With the reduction in property tax revenue, a future millage may be required for local road improvements or public safety.

08-16-039-B/M/P/T

===== A motion was made by Plant and seconded by Paige to adopt the resolution to levy a 2016 township property tax rate of 4.40 mills, attached Exhibit D.

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

Nays: None. Absent: Gower. Motion carried.

3. Briarwood Subdivision Retention

Briarwood Subdivision was constructed in 2000 with retention areas placed along the west side and east side edges of rear yards. Over the years the retention area has filled in due to sediment and further construction of the subdivision.

An area on the east side of Briarwood Court was cleaned near Midland Road in 2012 by R.B. Satkowiak City sewer Cleaners, Inc. Funding for retention maintenance comes from the Subdivision special assessment collected on the winter property tax billing. The current balance in the Briarwood Retention fund is \$5,759.50.

The west side of Briarwood Court now needs to be cleaned. P. Wasek contacted three companies and asked for bids to complete the sedimentation removal, including two trees.

- A.F. Gushow & Sons chose not to bid as they are currently too busy.
- Billy's Contracting, \$4,750.00 to clean the northern most 540 feet. If hydro seeding is added, the total bid is \$7,250.00.
- R.B. Satkowiak, total fee based on an hourly rate, not to exceed \$5,000.00, to clean the entire west side, approximately 860 feet.

Both contractors shot a grade, prior to submitting their bid.

A short discussion followed. P. Wasek was asked to have John Billette, Township Engineer, shoot a grade to determine the proper elevation.

The agenda item will again be discussed at a future meeting.

4. Hall Rental Contract Revision

Jim Hammond, Township Attorney, recently was asked to review the township hall rental agreement, hall use regulations, and park picnic shelter rental agreement.

Recommended changes to the hall rental agreement clarify that a deposit will be refunded if the township revokes the agreement before the scheduled event; and, provide that a licensee must present evidence of homeowner's or renter's liability insurance for B.Y.O.B. events.

Recommended changes to the hall use regulations requires supervision for minors; to prohibit disorderly behavior; to prohibit coolers in the hall; and, to provide that violators may be asked to leave the township hall.

C. Hoverman also recommended that the fee be increased from \$25.00 per hour to \$40.00 per hour to pay for additional security if a Licensee does not vacate the premises by 1:00 a.m. The additional fee is deducted from the security deposit.

08-16-040-A/H A motion was made by Charney and seconded by Putt to accept
===== and approve the changes to the Williams Township Hall License
Agreement and Hall Regulations and Closing Procedures as recommended by Jim
Hammond, Township Attorney, for persons renting the township hall.
6 Ayes 0 Nays Absent: Gower. Motion carried.

5. Picnic Shelter Reservation Form Revision

Recommended changes to the shelter rental agreement provide that minors must be supervised at all times; that disorderly conduct is prohibited; and, that violators may be asked to leave the township park.

C. Hoverman also asked that no confetti shall be used for decorating under and around the pavilion.

08-16-041-A/P A motion was made by Plant and seconded by Charney to accept
===== and approve the changes to the Williams Township Picnic Shelter
Reservation Form as recommended by Jim Hammond, Township Attorney, for persons
renting the township park pavilion.
6 Ayes 0 Nays Absent: Gower. Motion carried.

6. Township Sign and Logo Update

Updating the township sign has been discussed at previous township board meetings. Estimates have been received to update the sign frame with an updated logo and replace the bulbs with LED double sided stiks.

Estimates were received from Klender Design and Applied Graphics.

Klender Design	Logo area replacement	\$2,075.00
	LED technology bulbs	<u>\$1,470.00</u>
	Total price	\$3,545.00
Applied Graphics	Logo area replacement	\$1,910.00
	LED technology bulbs	<u>\$1,620.00</u>
	Total price	\$3,530.00

Discussion followed. After a lengthy discussion on the proposed logo and type of township sign, it was agreed that the Board should invite Ashley LeVasseur to our September 13th meeting to further discuss an updated logo design or to incorporate additional items in her current design. The workshop will begin at 6:00 p.m. and will be posted in accordance with The Open Meetings Act, if A. LeVasseur is able to attend.

VII. Unfinished Business

P. Wasek stated all township job descriptions should be reviewed and updated, if necessary. They can then be provided to the Board for review and approval.

T. Paige reported that a pre bid meeting was held for demolition of the former Bay City Water Treatment Plant. Three to five bids are expected.

Two blight cases that have favorable township consent judgments are in violation again. Both have two more days in which to comply. Jim Hammond, Township Attorney, will be contacted to enforce the current consent judgments if the owners of the properties do nothing.

The Carter Road water line installation is progressing slowly, as right of way easements are in the process of being prepared and recorded.

Additional information on the two township bridge replacements has not yet been received. The intersection of Carter Road and N. Union Road is still open. Pricing for the Eleven Mile Road tube is expected within a week or so.

VIII. New Business

There was no new business.

IX. Other Committee Reports

J. Plant indicated that attendance was great for the Summer Recreation Program.

T. Putt stated that Brian Raab is now the Treasurer of the Auburn Williams Fire District Administrative Board.

X. Adjournment

A motion was made by Hoverman and seconded by Plant to adjourn the meeting at 8:35 p.m.

6 Ayes 0 Nays Absent: Gower. Motion carried.

Williams Charter Township

Amy Charney, Clerk

Paul Wasek, Supervisor