

**CHARTER TOWNSHIP OF WILLIAMS
BOARD OF TRUSTEES
Regular Meeting – February 11, 2014**

The Board of Trustees of the Charter Township of Williams held a regular meeting on Tuesday February 11, 2014 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), and Plant (Trustee). Excused: Putt (Trustee) and Gower (Gower).

Trustee Gower arrived at 7:05 p.m. Trustee Putt arrived at 7:10 p.m.

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

Joan Brausch, Candidate for the 98th District State House of Representatives, was present to introduce herself.

Trustee Gower arrived at 7:05 p.m.

IV. Changes to Agenda

There were no changes to the agenda.

P. Wasek provided a brief update on township blight cases being handled by the Township Attorney/Bay County court system.

Trustee Putt arrived at 7:10 p.m.

V. Consent Agenda

1. Approve the January 14, 2014 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 December 2013 and January 2014 Financial (cash) Report as presented.
4. Receive the Supervisor's Update of Projects and Issues as presented.
5. Receive the List of Committee Reports, attached Exhibit E.
6. Approve the payment of expenses for appropriate township personnel to attend workshops within Michigan, listed in attached Exhibit F.

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

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

7 Ayes 0 Nays Motion carried.

VI. Regular Agenda

1. Bay County Recreation Plan

Bay County Board of Commissioners conducted a public hearing on January 21, 2014 to receive comments on the proposed 5 year Recreation Plan for Bay County which also includes 15 local jurisdictions. Each community now needs to adopt the plan using the sample resolution provided by Spicer Group.

02-14-005-B/R

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A motion was made by Paige and seconded by Plant to adopt the Bay County Recreation Plan, and to authorize the Clerk to complete the Resolution, attached Exhibit C, and all other paperwork as required by Spicer Group.

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

Nays: None. Motion carried.

2. Community Shred Day with Auburn

A price quotation was first received from Shred-It to hold a community shredding event with the city of Auburn on a Saturday, perhaps in April or May 2014. A price of \$250 per hour was quoted or \$1,000 for a four hour event.

Shred Experts were then contacted and they will hold a community shred event on a Saturday for \$150 per hour if a four hour minimum event is held. The city voted to approve the event for a five hour time frame. The company recommends that advertising should include a four box maximum in order to keep the line moving and also no businesses as they tend to take advantage of the service. The event will be held in the front parking lot of the township hall.

It was also suggested that a prescription drug drop off could be scheduled for the same time frame. Deputy Wolpert has agreed to help facilitate the medicine drop off and will provide a tentative date.

02-14-006-A/S

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A motion was made by Putt and seconded by Gower to share the cost with the city of Auburn to hold a five hour community shred event on a Saturday in April or May 2014 for homeowners in Auburn and Williams Township. A prescription drug drop off will be included on the same date, if possible. Cost to the township shall not exceed \$400.00.

7 Ayes 0 Nays Motion carried.

3. PA 116 Application, Section 5, Case No. 14-01-F

An application for enrollment of farmland into the State of Michigan Farmland and Open Space Preservation Program, PA116, was received from Rebecca and David Fick Sr. The parcel is located in Section 5 of the township and is 67.56 acres. The current General Development Plan designates the parcel as Agricultural.

The applicant is applying for the agreement to run for a time period of 10 years.

Positive comments were received from the Bay County Soil Conservation District. If approved by the township, all paperwork will be forwarded to Laura Ogar, Bay County Department of Environmental Affairs & Community Development for comments. The final step is to forward all comments and the application to Lansing.

02-14-007-F A motion was made by Putt and seconded by Paige to accept the ===== recommendation of the Bay County Soil Conservation District to approve the PA116 application of Rebecca and David Fick Sr. for enrollment of 67.56 acres of land in Section 5 into the State of Michigan's Farmland and Open Space Preservation Program, attached Exhibit D.

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

Nays: None. Motion carried.

4. Office Copier

The current office copier, a Sharp ARM350N, was purchased in March 2003. Brady Office Systems purchased Tri City Office Supply (the original vendor) and does all maintenance on the copier under a service agreement. Parts are becoming more and more difficult to obtain due to the age and it cannot communicate with office computers as all are now using Windows 7 or Windows 8 operating systems.

The printer in the Treasurer's office also needs to be replaced. It is a former Zoning Department printer and does not communicate well with office computers which operate with Windows 8. The Treasurer needs a reliable printer as all Tax Fund and Trust & Agency Fund checks are generated within their office.

Two vendors were contacted, Brady Office Systems and Ricoh (formerly Ikon Office Solutions). The Ricoh sales representative has quoted prices though the State of Michigan MI Deal program which costs approximately \$180 per year for membership. Membership dues will have to be paid for each year the copier is kept to obtain State pricing for the service and maintenance contract. The quote from Brady Office Systems is not through the MI Deal program.

Purchase and lease prices were obtained for all quotes received.

Options for consideration:

	<u>Purchase Price</u>	<u>60 mo Lease</u>
<u>Ricoh MP-3053 SP</u> 4 X 500 paper trays Fax option Stapler finisher 30 images per minute Includes Network scanning and printing, installation and training	\$4580.00	\$108.00
Optional 3 hole punch Service Agreement, black images @.008	\$370.00	\$9.00
<u>Ricoh MP-3353SP</u> Same exact features, except 33 images per minute Service Agreement, black images @.008	\$5025.00	\$118.00
<u>Ricoh MP-4002SP</u> Same exact features, except 40 images per minute Optional 3 hole punch Service Agreement, black images @.0075	\$6070.00 \$1140.00	\$142.00 \$27.00
<u>Ricoh MPC-3003</u> Color Copier Same exact features, except 30 images per minute black Service Agreement, black images @.009 color images @.073	\$6750.00	\$143.00
<u>Ricoh SP-4310N</u> Smallest printer with State Contract pricing No service Agreement Offered	\$397.00	\$10.00
<u>Canon imageRUNNER 2525</u> 25 pages per minute Other features are the same	\$6304.33	\$211.50 + tax 63 months

includes Kyocera Mita FS-1370DN
37 pages per minute for Treasurer
Service Agreement includes 4500
images per month \$80.37
Additional images @.01786

Canon imageRUNNER ADVANCE

<u>4235</u>	\$9116.83	\$261.00 + tax
35 pages per minute		63 months
Other features are the same		
includes same Kyocera printer for Treasurer		
Service Agreement includes 4500		
images per month \$71.37		
Additional images @.01586		

Discussion followed. All agreed that it is more cost effective to purchase the copiers rather than lease the copiers. The State of Michigan purchase appears to be the best option at this time. The service agreement which includes toner and service calls and parts is approximately 50% less with the MI Deal program.

The benefits of a color copier were then briefly discussed. There is an occasional need for color and the small zoning office copier is currently the only copier that has color capability. The three hole punch option is unnecessary and will not be included.

02-14-008-C/O/P A motion was made by Paige and seconded by Gower to purchase
===== a MPC-3003 RICOH copy machine through the State of Michigan
MI Deal Program with recommended options for a total cost of \$6750.00 including a
Service Agreement as proposed at \$.009 per copy for black and \$.073 for color (no
minimum number of copies required). A RICOH SP 4310N shall also be purchased for the
Treasurer's Office for the additional price of \$397.00 with no service agreement.
Payment will not be made until all installation is completed and the Township
Supervisor, Clerk and Treasurer are satisfied that both copiers are operating properly.
7 Ayes 0 Nays Motion carried.

It was suggested and agreed that the current copiers shall be sold with the Bay County auction after erasing all hard drives.

5. Road Millage Request

This topic has been discussed during previous township board meetings as local road funding continues to be a large financial burden not only in Williams Township, but throughout the State. The township 2014 budget allocates \$280,000.00 for local road improvements.

The estimate to improve Nine Mile Road between N. Union Road and Wheeler Road with asphalt is \$616,000.00.

The estimate to fully reconstruct Flajole Road between Fisher Road and Salzburg Road is \$728,000.00.

The 2013 township taxable value, real property only, is \$154,000,000.00.

Additional 1 mill will generate approximately \$154,000.00

Additional 1.5 mills will generate approximately \$231,000.00

Additional 2.0 mills will generate approximately \$308,000.00

The amount of additional tax per year on a home with a taxable value of \$100,000.00 will generate:

1 mill \$100.00

1.5 mills \$150.00

2.0 mills \$200.00

After a brief dialog, the consensus was to not proceed with a ballot initiative at this time. Further discussion will take place during the 2015 township budgeting cycle to perhaps increase the operating millage rate either by one tenth or two tenths to enable increased spending on local road repairs and maintenance.

VII. Unfinished Business

There was no unfinished business.

VIII. New Business

Congratulations to Steve Puvalowski, owner of Tri City Motor Speedway, as a 2014 RUBY (Recognizing the Upward, Bright and Young) Award winner for his outstanding professional accomplishments and contributions to the Great Lakes Bay Area.

The US 10/M 47 reconstruction is scheduled to begin in early June and should be complete by mid November.

IX. Other Committee Reports

T. Paige provided updates on the new Water Treatment Plant and the February Planning Commission meeting.

Champagne and Marx is progressing with excavation of the building site. The foundation fill cannot be completed until the outdoor temperatures increase.

A proposed Solar Panel Ordinance was first discussed on February 3rd by the Planning Commission. Commissioners still have many questions and revisions are being made. It is unclear at this time when or if the Ordinance will be forwarded to the Township Board.

J. Plant provided an update on pathway progress. A meeting was held with Rob Eggers, Spicer Group, and it was suggested that a title search be completed to obtain actual ownership of the pipeline.

J. Plant then contacted First American Title to obtain an estimate on the cost of a title search. He was told around \$1200.00. The pipeline property begins near Mackinaw Road and continues west through the city of Auburn and Williams Township adjacent to the railroad tracks. He attended a Monitor Township Board of Trustees meeting and obtained authorization to move forward with the title search and they will cost share with our township and the city of Auburn. He must yet attend the Auburn City Commission meeting.

02-14-008-A/M/P/S/T A motion was made by Gower and seconded by Putt to
===== accept the recommendation of Rob Eggers, Spicer Group,
to authorize First American Title to perform a title search on the pipeline property from
Mackinaw Road west to US 10. The title search shall not be completed until approval is
received from both Monitor Township and the city of Auburn. The Williams Township
share is approximately \$675.00.
7 Ayes 0 Nays Motion carried.

X. Adjournment
A motion was made by Hoverman and seconded by Plant to adjourn the meeting at 8:45
p.m.
7 Ayes 0 Nays Motion carried.

Williams Charter Township

Amy Charney, Clerk

Paul Wasek, Supervisor