

**CHARTER TOWNSHIP OF WILLIAMS  
BOARD OF TRUSTEES  
REGULAR MEETING – May 13, 2008**

The Board of Trustees of the Charter Township of Williams held a regular meeting on Tuesday May 13, 2008 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**

There was no public comment.

**IV. Changes to Agenda**

Jim Plant was recently awarded the Employee of the Month by Bay Regional Medical Center. Congratulations, Jim!

Tom Putt commented that a Michigan State Police post would be a great addition to our township and asked if a resolution of support could be passed and sent to our local legislators.

P. Wasek had several questions about the new hall thermostats.

T. Paige asked J. Plant about the Auburn/Williams Recreation Association meeting schedule. J. Plant was reminded that if meeting dates change, a notice needs to be posted in accordance with the Michigan Open Meetings Act.

**V. Consent Agenda**

1. Approve the April 8, 2008 Board of Trustee Minutes as presented.
2. Approve the April 24, 2008 Board of Trustee Minutes as presented.
3. Approve the payment of bills as submitted.
4. Receive the April 2008 Financial (cash) Report as presented.
5. Receive the April 2008 Revenue Report and April 2008 Expense Report as presented.
6. Receive the Supervisor's Update of Projects and Issues as presented.
7. Receive the List of Committee Reports, attached Exhibit C.
8. Approve the payment of expenses for appropriate township personnel to attend workshops within Michigan, listed in attached Exhibit D.

9. 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. Michigan State Police Post Relocation**

**05-08-026-M** A motion was made by Putt and seconded by Wasek to direct the township  
===== Supervisor to prepare a resolution supporting the relocation of the Bay City State Police Post to Williams Township.

7 Ayes 0 Nays Motion carried.

The resolution of support will be sent to State Senator Jim Barcia, State Representative Jeff Mayes and Governor Granholm.

**2. Site Agreement, Bay County Division on Aging**

Our township is a Senior Citizen Dining Center for the Bay County Division on Aging. The two year agreement with Bay County expired on December 31, 2007. Another two year agreement is being proposed by the county. The reimbursement rate for 2008 is \$471.00 per month. The rate for 2009 will be adjusted as determined by the consumer price index from June 30, 2007 through June 30, 2008.

The renewal agreement was reviewed by the township attorney and the township's insurance agent, and modifications were then incorporated into the agreement.

**05-08-027-A/B/W** A motion was made by Charney and seconded by Putt to approve  
===== and authorize the Supervisor to sign the 2008-2009 Site Agreement with Bay County Division on Aging.

7 Ayes 0 Nays Motion carried.

**3. Intergovernmental Advisory Committee Appointments**

The Auburn City Commission and Williams Township Board of Trustees have decided to form an Intergovernmental Advisory Committee to explore and study the feasibility of further intergovernmental cooperation between the city and township. An eight member advisory committee will consist of the Township Supervisor, Auburn Mayor, two additional elected officials, one each from the city and township, two residents from the township, and two residents from the city.

Due to an article appearing in the Bay City Times, the township has been contacted by four township residents to serve on the committee. T. Paige recommended that the township advertise the committee openings in the township's newsletter and make the at-large appointments at the June 10, 2008 Board Meeting.

**05-08-028-A/I** A motion was made by Putt and seconded by Charney to appoint  
===== Paul Wasek as a member of the Intergovernmental Advisory  
Committee and advertise for two at-large township resident positions in the Township  
Newsletter. Trustee Putt shall serve as an alternate member of the committee.  
7 Ayes 0 Nays Motion carried.

#### **4. Sanitary Sewer Information**

The West Bay County Wastewater Treatment Plant (WWTP) currently consists of the townships of Bangor, Monitor, Kawkawlin, Frankenlust, Williams, and the city of Auburn. Hampton Township has notified Bay County Department of Water & Sewer (BCDWS) that they would like to join the West Bay County Wastewater system as an owner.

The current capacity of the plant is 42,729 Residential Equivalent Units (REU'S). Currently only 16,249 REU's are being billed or utilized by all current owners. Williams Township owns 4,288 REU's and is currently billing 1,044 REU's.

The cost for Hampton Township to purchase 20% of the plant and capacity is \$819,844. The "buy-in" funds would be allocated to the units that sell their capacity, or REU's to Hampton Township.

It appears that adding Hampton Township into the WWTP makes sense. Wet-flow capacity during major rain events has been discussed and can likely be solved relatively easily by construction of an additional retention basin at the WWTP, similar to what the city of Midland has done. It remains to be determined which units may be interested in selling REU's, but it certainly appears that they are available.

No REU's have been committed from Williams Township at this time. We are currently utilizing about 25% of our capacity, and will need to carefully consider future growth potential before selling any REU's. Bay County DWS indicates that a typical restaurant like Lone Star or Applebees uses about 15 to 20 REU's. A big box like Wal-Mart or Meijers uses about 70 REU's, whereas a big box like Home Depot only uses about 20 REU's.

A contract will be written for approval by the current owners if a decision is made to move forward with Hampton Township buying into the WWTP.

#### **5. Township Hall and Office Building Roof**

It was reported at the January 16, 2008 board meeting that the roof on the township hall and offices had developed a slight leak in the Clerk's Office. The current Duro-Last roof was installed in January 1987 with a 15 year warranty, and is now 21 years old.

Roofing replacement quotes were requested from three roofing contractors; Buchinger Roofing, Inc. of Reese (Duro-Last authorized), Brandle Roofing & Sheet Metal Company of Midland (Duro-Last authorized), and Bri-Car Roofing of Williams Township.

Quotes were received as follows:

- |                                 |                |          |
|---------------------------------|----------------|----------|
| • Buchinger Roofing, Reese, MI  | Duro-Last Roof | \$23,175 |
| • Braendle Roofing, Midland, MI | Duro-Last Roof | \$25,550 |
| • Bri-Car Roofing, Auburn, MI   | Carlisle Roof  | \$31,555 |

J. Schrott and T. Paige met with representatives of Buchinger Roofing and Bri-Car Roofing to gather information regarding each type of roofing material.

Both Buchinger and Bri-Car were made aware of 5 old furnace chimneys and a ventilation fan that will need to be removed from the roof before the new roofing material is installed. In addition, the light pole on the southwest corner of the building will be removed and that corner of the roof “squared off” and the eave trough extended slightly. Both contractors indicated that they will hold their quote pricing until after the May 13<sup>th</sup> board meeting.

Information was provided by T. Paige from the meetings with Buchinger and Bri-Car.

**05-08-029-C/R/T** A motion was made by Schrott and seconded by Plant to approve  
===== the proposal of Buchinger Roofing for replacement of the township  
hall roof and authorize the Supervisor to execute the proposal.  
7 Ayes 0 Nays Motion carried.

#### **6. 2008 Road Improvement Projects**

Road improvement projects are budgeted at \$200,000 for 2008. Williams Township is currently committed to \$174,511 to the Bay County Road Commission (BCRC) for projects that are under construction from previous years.

Projects under construction in 2008 include:

- Apply the final, third chip seal to Kiesel Road (Flajole to Rockwell), and Wilder Road (Garfield to Carter).
- Apply a double chip seal to Wilder (8 Mile to Garfield).
- Townline Road Bridge (east of 9 Mile) abutment repair

Additionally, the BCRC will provide 350 tons of seal blend at no charge to the township with additional seal blend material to be billed at a rate of \$45 per ton. They applied 840 tons of seal blend in our township during 2007. Mike Russell, BCRC Foreman, and T. Paige estimate that the township ought to purchase 350 tons of seal blend at a cost of \$15,750 in addition to the 350 tons from the BCRC for a total of 700 tons for road repairs in 2008.

The township currently is on a 2 year rotation for road striping. The cost for striping local roads in 2008 based on the 2 year rotation will be about \$1,800.

Following are current costs for 2008 based on the above information:

Current agreements:	\$174,511
350 Ton Seal Blend:	\$ 15,750
<u>Road Striping:</u>	<u>\$ 1,800</u>
Total	\$ 192,061

The above costs are within budget and do not include any new projects, therefore not utilizing the \$20,000 BCRC Building Better Local Roads matching funds. Due to increasing material costs, the BCRC has discussed various options with the BCTOA's Roads Committee. One option is to delay the final, third chip seal by one year. The BCRC believes this is a viable option on Wilder Road (Garfield to Carter), but not on Kiesel Road due to higher traffic counts.

Following are two alternate proposals that would free up budgeted dollars by delaying the final, third chip seal on Wilder Road (Garfield to Carter) and would then allow the township to utilize the Building Better Local Roads funds.

Alternative A

- Delay third chip seal on Wilder Road (Garfield to Carter) until 2009.
- Begin reconstruction of Flajole Road from Salzburg to Hotchkiss (average daily traffic = 200 on 9/26/07): Crush & Shape, add 4" of aggregate, and dust control as needed.
- Alternative A costs in 2008 = \$212,822.43

Alternative B

- Delay third chip seal on Wilder Road (Garfield to Carter) until 2009.
- Begin reconstruction of Flajole Road from Wheeler to Wilder (average daily traffic = 565 on 9/24/07): Crush & Shape, add 2" of aggregate, and dust control as needed.
- Alternative B costs in 2008 = \$194,881.43

Both alternative A and B would allow the township to begin reconstruction of another mile of roadway in 2008 and utilize the \$20,000 BCRC BBLR matching funds. The difference in cost is that alternative A requires 4" of aggregate, while alternative B requires 2" of aggregate. Both estimates include \$9,000 for dust control in 2008, however, since the roads are crushed & shaped and aggregate added in the fall, we have usually been able to postpone the dust control until the following spring (2009 in this case). Also, a 10% contingency is built into the estimates.

The pros and cons were discussed for each of the proposed options, keeping in mind that the township does annually incur some cost for applying calcium chloride to Chip Road, Saunders Road, and Fisher Road (gravel roads).

**05-08-030-A/B/R** A motion was made by Wasek and seconded by Putt to approve  
===== Alternate Plan B with the Bay County Road Commission to begin reconstruction of Flajole Road between Wilder Road and Wheeler Road and authorize the township Supervisor and Clerk to sign the Agreement. This delays the third chip seal on Wilder Road (Garfield to Carter) until 2009.  
7 Ayes 0 Nays Motion carried.

**7. Recreation Plan Goals and Objectives**

Williams Township has joined the project to update the Bay County Recreation Plan that will include our own township goals and objectives. The target for completion and adoption of the plan is June 30, 2008. Following are important items regarding this recreation plan:

1. Partnering with Bay County for a multi jurisdictional recreation plan is a large benefit since the township can use the population of all of Bay County, not just Williams Township, which in turns makes a grant application more attractive.
2. The following question was brought up in the process. Will there be competition between the townships and Bay County if we all apply for the same grants? The answer is that is not the idea. You can apply for any grant at any time in our own township without having to go through Bay County for approval. Again, we are at an advantage because we can use the overall population of Bay County. Bay County is attractive to the DNR because a large percentage of the municipalities are on board with the Bay County update.
3. Williams Township is incorporated into Bay County's overall plan. Bay County will have its goals and desires, while each municipality will have their own goals and desires. This means that each entity will determine their own goals and objectives, can pursue their own grants, and can pursue as many as they like.
4. For the nominal fee of \$250, Williams Township is included as a part of the larger Bay County plan. Spicer Group of Saginaw has been retained by Bay County to complete the plan.

The Board of Trustees needs to approve goals and objectives for our section of the recreation plan. Spicer has stressed that goals need to be as broad as possible to prevent having to amend the plan in the future.

T. Paige compiled a draft list of "Goals and Objectives" by reviewing the township's previous Recreation Plan, by reviewing input from the County's public input sessions, by reviewing Bay County's draft goals and objectives, by reviewing Auburn's draft goals and objectives, and by reviewing a list of example goals and objectives from Spicer.

T. Paige asked for suggested changes, revisions, or clarifications to the "Goals and Objectives" that follow.

**1. Continue to improve and upgrade Williams Township's recreational and support facilities in order to offer parks and recreational activities the community can be proud of.**

Objective- Retain and maintain the existing Williams Township Park and acquire new public lands to fulfill the recreational needs of the township and local community.

Objective- Preserve and protect open space for recreational activities and programs.

Objective- Provide adequate maintenance of the Williams Township Park and recreational facilities.

**2. Provide quality recreational opportunities to improve health and fitness with extra emphasis placed on organized youth activities.**

Objective- Provide organized programs and activities for a variety of ages with an emphasis on youth programs through the Auburn-Williams Recreation Association.

Objective- Continue to partner with existing recreational partners to provide recreation programs, events, and leagues.

Objective- Identify new recreational partners to meet the township's current and future recreational needs, goals, and objectives.

**3. Provide safe, community based recreation opportunities that improve the quality of life for all Williams Township and Auburn Area residents.**

Objective- Continue to add features to Williams Township Park as identified by public input and need, the Auburn-Williams Recreation Association, and the Township Board of Trustees.

Objective- Continue to maintain and provide recreational opportunities for people with disabilities.

Objective- Insure that improvements and upgrades to the Williams Township Park are handicap accessible.

**4. Provide access to trails and multi-use recreational paths.**

Objective- Cooperate and participate in intergovernmental efforts to establish a non-motorized greenway and trail system connecting Midland County to Bay County.

Objective- Coordinate possible routes, methods, and funding to connect non-motorized greenway and trail systems in Bay and Midland Counties to Williams Township Park.

Objective- Identify possible non-motorized routes, methods, and funding to connect Williams Township Park with the Auburn City Park.

**5. Develop a recreation system that will be responsive to and effective in meeting the present and future needs of residents.**

Objective- Update the recreation plan as needed and entirely review the plan every five years.

Objective- Develop a section on the township web site to communicate with and seek community input regarding park and recreation activities.

Objective- Use the township newsletter to identify what's happening, what's available, who to talk to, and to seek community input.

Objective- Use the local newspaper to highlight recreation news whenever possible.

**05-08-031-B/R**            A motion was made by Plant and seconded by Hoverman to  
=====            approve and adopt the Williams Township "Goals and Objectives"  
and include them in the Bay County Recreation Plan.  
7 Ayes 0 Nays    Motion carried.

**8.        Ordinance No. 164**

The Ordinance was drafted by Bill Darbee and dissolves the township DDA. It was introduced on April 8<sup>th</sup> and subsequently published in the Bay City Democrat.

The Township Board created the Downtown Development Authority with the adoption of Ordinance No.131 on April 10, 2000. The designated DDA area includes all of sections 28, 29, 30, and 31, and parts of sections 19, 23, and 33. Bay County opted out of the Tax Increment Financing Agreement that was proposed by the township, which essentially negates the financing mechanism for infrastructure improvements that were proposed in the DDA area, in particular the Flajole Road /Salzburg Road area.

Since late 2000 when the county opted out, the DDA has essentially not been functional, has not captured any tax revenue, and the DDA Board has not met.

**05-08-032-D/O**            A motion was made by Wasek and seconded by Plant to waive  
=====            reading, adopt, and authorize publication of proposed Ordinance  
No. 164, an Ordinance to dissolve the township DDA.  
Ayes: Paige, Plant, Hoverman, Charney, Wasek, Putt, and Schrott.  
Nays: None. Motion carried.

**9.                            Bay County Sheriff Department**  
**05-08-033- B/R**            A motion was made by Plant and seconded by Hoverman to  
=====            authorize the Supervisor to send correspondence to Sheriff John  
Miller indicating the township needs the Fire Investigator to remain on the day shift. The  
Sheriff will also be asked to update our agreement to include Williams Township in the  
selection process of deputies assigned to work in our township.  
7 Ayes 0 Nays    Motion carried.

**VII.    Unfinished Business**  
There was no unfinished business.

**VIII.   New Business**  
P. Wasek provided an update on the Planning Commission meeting held on May 5<sup>th</sup> and  
the Zoning Board of Appeals meeting held on May 8<sup>th</sup>.

**IX.    Adjournment**  
A motion was made by Hoverman and seconded by Plant to adjourn the meeting at 9:15  
p.m.  
7 Ayes 0 Nays    Motion carried.

**Williams Charter Township**

Amy Charney, Clerk

Tom Paige, Supervisor