

MEMBERS PRESENT: BALDWIN, REYNOLDS, CRAWFORD, BRADLEY, KISH, BRUCKNER AND KELLY  
 MEMBERS ABSENT: NONE  
 ALSO PRESENT: PAT SMITH, FIRE CHIEF  
 BOB CRAWFORD, PARKS DIRECTOR  
 BILL SHAGENA, ORDINANCE ENFORCEMENT OFFICER & LISA SHAGENA, ASSISTANT ASSESSOR

7:00 O'CLOCK P.M. - Supervisor opens Bardamar Drive Lighting Assessment District Public Hearing to review Special Assessment Roll for the construction of two (2) lights at each side of the entrance of Bardamar Drive, and continued with the Regular Agenda.

Motion by Bradley, seconded by Kish, to approve the Minutes of the SPECIAL MEETING and the REGULAR MEETING of December 18<sup>th</sup>, 2013, as printed and posted. Vote, Unanimous. MOTION PASSED.

CITIZENS WISHING TO ADDRESS THE BOARD: \* NONE

**APPROVAL OF AGENDA:**

Motion by Baldwin, seconded by Brad, to approve the Agenda, with the addition of Item #14, NEW BUSINESS: Assessor's request to send Colleen Cargo and Lisa Shagena to MTA's 2014 Board of Review Training. Vote, Unanimous. MOTION PASSED.

**TREASURER'S REPORT:**

GENERAL FUND	\$	<u>1,249,277.46</u>
UTILITY RECEIVING FUND	\$	<u>1,837,278.67</u>
CEMETERY FUND	\$	<u>10,665.46</u>
FIRE DEPARTMENT FUND	\$	<u>339,765.56</u>
BUILDING DEPARTMENT FUND	\$	<u>30,084.43</u>
POLICE PROTECTION FUND	\$	<u>469,419.17</u>
TRASH FUND	\$	<u>241,147.90</u>
TOTAL	\$	<u>4,177,638.65</u>
MISCELLANEOUS PROJECTS	\$	<u>2,977,445.35</u>
GENERAL INVESTMENTS	\$	<u>2,201,422.70</u>
UTILITY RECEIVING INVESTMENTS	\$	<u>171,869.06</u>
UTILITY BOND INVESTMENTS	\$	<u>42,753.47</u>
GRAND TOTAL	\$	<u>9,571,129.23</u>

Motion by Kelly, seconded by Bruckner, to receive the Treasurer's Report, as given. Roll Call Vote, 7/0. MOTION PASSED. TOTAL TREASURER'S REPORT APPROVED IN THE AMOUNT OF \$ 9,571,129.23.

**BILLS PRESENTED FOR APPROVAL:**

GENERAL FUND	\$	<u>212,874.87</u>
UTILITY RECEIVING FUND	\$	<u>208,698.48</u>
CEMETERY FUND	\$	<u>58.15</u>
FIRE DEPARTMENT FUND	\$	<u>38,944.08</u>
BUILDING DEPARTMENT FUND	\$	<u>50.00</u>
POLICE PROTECTION FUND	\$	<u>124.26</u>
TRASH FUND	\$	<u>43,037.03</u>
TOTAL	\$	<u>503,786.87</u>

Motion by Kelly, seconded by Bradley, to pay bills, as presented. Roll Call Vote, 7/0. MOTION PASSED. BILLS APPROVED IN THE AMOUNT OF \$ 503,786.87.

\* According to Section 6 of the Charter Township of Fort Gratiot By-Laws adopted 02/20/2003.

**SHERIFF DEPARTMENT REPORT:** Given by representative of Sheriff Department: Captain, R. Muxlow  
 Total Calls for Service for the month of December, 2014, (397). Number of Patrol Hours, (992.5). 6 Animal Complaint; 2 Assault & Battery; 21 Assist Other Depts.; 44 Assist Public; 1 B&E/Building; 29 B&E/Alarm; 5 Disorderly Persons; 11 Domestic Assault; 9 Fraud; 6 Harassment & Threats; 2 Juvenile; 10 Larceny; 2 MDOP; 7 PI Traffic Crash; 47 PD Traffic Crash; 11 Retail Fraud; 35 Suspicious Incidents; 1 Trespasser; 143 Misc. Warrant Arrests/Follow-up/BOL, 911 Hangups, etc...; 127 Traffic Stops; 141 Tickets Issued; 45 Township Tickets Issued.

**FIRE DEPARTMENT REPORT:** Total runs for the month of December, 2013, (95). Fort Gratiot Township: 66 Medical Emergencies; 4 Alarm/Fire; 2 Fire/Misc.; 2 Fire/Structure; 8 Personal Injury Accidents; 2 Mutual Aid. Clyde Township: 7 Medical Emergencies; 1 Fire/Misc.; 2 Fire/Structure; 1 Personal Injury Accidents. Total Personnel, 892. Total Cost, \$ 17,692.50.

**PLUMBING/MECHANICAL INSPECTOR'S REPORT:** Total permits issued for the month of December, 2013, (13). 12 Mechanical; 1 Plumbing. Total Fees, \$ 2,267.00.

**BUILDING DEPARTMENT REPORT:** Total permits issued for the month of December, 2013, (11). 4 Residential Addition/Alteration/Repair (Val. \$24,737); 1 Residential Accessory Structures (Val. \$10,000); 1 Residential Demolition; 2 Commercial Addition/Alteration/Repair (Val. \$290,000); 3 Signs (Val. \$37,500). Total Valuation, \$ 362,237.00. Total Fees, \$ 3,149.00.

**ELECTRICAL DEPARTMENT REPORT:** Total permits issued for the month of December, 2013, (9). Total Fees, \$ 1,785.00.

**ORDINANCE ENFORCEMENT OFFICER REPORT:** 1 Blight; 12 Snow Removal; 1 Unlicensed Vehicle; 2 Misc. Ord. Violations.

A brief discussion was held regarding the donation boxes located throughout the Township Commercial District.

**CORRESPONDENCE:**

1. St. Clair County Board of Public Works and Board of County Road Commissioner's Meeting Minutes of December 3, 2013.
2. Upcoming Meetings / Seminars / Workshops / Events:
  - MTA's 2014 Board of Review Training at various Michigan locations during the month of February, 2014.
  - Michigan Association of Planning, in partnership with Michigan Safe Routes to School - *Transportation Bonanza 5*, on February 15, 2014 in Lansing.

Motion by Crawford, seconded by Kelly, to accept report(s) and correspondence, as given. Vote, Unanimous.  
**MOTION PASSED.**

**PUBLIC HEARING, CONTINUED:**

1. CONTINUED BARDAMAR DRIVE LIGHTING ASSESSMENT DISTRICT AMENDMENT, SPECIAL ASSESSMENT ROLL REVIEW FOR THE CONSTRUCTION OF TWO (2) LIGHTS AT EACH SIDE OF THE ENTRANCE OF BARDAMAR DRIVE:

ESTIMATED COST OF CONSTRUCTION (RECEIVED 11/04/2013):  
 TWO (2) UNDERGROUND FED 100 WATT HPS STREETLIGHT FIXTURES ..... \$ 7,570.20  
 THREE (3) YEAR ASSESSMENT TO PAY BACK CONSTRUCTION COSTS DIVIDED AMONG 14 LOTS:

	01/2014	02/2015	03/2016
UNPAID RAI ANCF PRINCIPAL	540.75	360.50	180.25
INTEREST (5%)	180.25	180.25	180.25
TOTAL PAYMENT DUE	27.04	18.03	9.01
	207.29	198.28	189.26

**BILLED ON DECEMBER (WINTER) TAX BILL IN ADDITION TO ANNUAL OPERATING COSTS**  
**NO INTEREST WILL BE CHARGED IF PAID IN FULL BEFORE 10/15/2014**  
 THIS IS FOR CONSTRUCTION ONLY - ANNUAL LIGHTING FEE WILL BE CHARGED IN ADDITION TO THIS COST, CURRENTLY ESTIMATED TO BE \$165.06. FIGURES WILL BE PROVIDED BY DTE AROUND SEPTEMBER, 2014.

Supervisor Baldwin asked for citizen comments, questions and/or objections at this time. Not one was heard.

Motion by Crawford, seconded by Kelly, to close the Public Hearing to review the Special Assessment Roll for the Construction of two (2) lights on each side of the entrance to Bardamar Drive. Time, 7:19 o'clock p.m.  
 Vote, Unanimous. **MOTION PASSED. PUBLIC HEARING CLOSED.**

**BOARD DISCUSSION:** \* Bardamar Drive is an existing Lighting Assessment District; will be amended to include +2 lights

Motion by Kelly seconded by Baldwin, to approve the Special Assessment Roll for the construction of two (2) lights at each side of the entrance of Bardamar Drive; and to adopt Resolution No. 5, RESOLUTION CONFIRMING SPECIAL ASSESSMENT ROLL. Roll Call Vote, 7/0C. **MOTION PASSED.**

**UNFINISHED BUSINESS:** NONE

**NEW BUSINESS:**

1. Motion by Bradley, seconded by Reynolds, to approve the Fire Chief's request to attend the *School of Fire Staff and Command*, February 17<sup>th</sup> thru October 24<sup>th</sup>, 2014, in Ypsilanti, at a cost of \$3,000.00, plus related expenses.

POINTS OF DISCUSSION: \* Eastern Michigan University classes held one (1) week per month. 350 Training Hours.  
\* Possible reimbursement through Michigan Municipal Risk Management Authority Grant.

Roll Call Vote, 7/0. **MOTION PASSED.**

2. Motion by Kish, seconded by Bradley, to approve the Fire Chiefs request to allow Larry Johnson, Jr., to attend the *Michigan First Responder (MFR) Certification Class* offered by Tri-Hospital at the Grant Township Fire Department, (2 nights per week for approximately four months) at a cost of \$450.00. Roll Call Vote, 7/0. **MOTION PASSED.**

3. Motion by Kish, seconded by Reynolds, to approve the Fire Chiefs request to send up to ten (10) Members to the *Michigan Arson Prevention Regional Training Seminar* at the Port Huron Municipal Center on Saturday, January 18<sup>th</sup>, 2014, at a cost of \$10.00 per person. Roll Call Vote, 7/0. **MOTION PASSED.**

4. REQUEST TO PURCHASE 55 WATT, 15 LIGHT LED ARROWBOARD, FROM CONTRACTORS CONNECTION INC., OF SHELBY TOWNSHIP, AT A COST OF \$4,435.00:

POINTS OF DISCUSSION: \* Contractors Connection, Inc., 2644 Auburn Road, Shelby MI 48317 ----- \$ 4,435.00  
Jones Equipment Rental, 4600 24<sup>th</sup> Ave., Fort Gratiot MI 48059 ----- \$ 4,700.00  
Traffic Road sign for use by Department of Public Works (DPW)  
Service and Parts Replacement

Motion by Kish, seconded by Bradley, to approve the purchase of a 55 Watt, 15 Light LED Arrow Board, at a cost of \$4,435.00. Roll Call Vote, 7/0. **MOTION PASSED.**

5. Motion by Bradley, seconded by Bruckner, to adopt the *Township Investment and Depository Designation Resolution*, as presented. Roll Call Vote, 7/0. **MOTION PASSED.**

6. Motion by Reynolds, seconded by Kelly, to approve the Southeastern Michigan Council of Governments (SEMCOG) 2014 Membership Dues, in the amount of \$1,565.00 (01/15/2014 - 01/15/2015). Roll Call Vote, 7/0. **MOTION PASSED.**

7. Motion by Bradley, seconded by Kelly, to approve the Clerks request to attend the Michigan Association of Municipal Clerks (MAMC) *Master Academy*, March 18<sup>th</sup> - 20<sup>th</sup>, 2014, at a cost of \$450.00, plus expenses. Roll Call Vote, 7/0. **MOTION PASSED.**

8. PROPOSED POND AND LAKE MAINTENANCE PROGRAM WITH THE PONDGUY (SERVICE AGREEMENT #293742), FOR TREATMENT EVERY 2-4 WEEKS FROM APRIL THROUGH OCTOBER (10 TREATMENTS), AT A COST OF \$4,495.00. (IF PAID BEFORE 01/31/2014 THE TOTAL COST WILL BE \$4,360.00 WITH A 3% SAVINGS):

POINTS OF DISCUSSION: \* This also includes the required DEQ Permit Application

Motion by Kish, seconded by Bruckner, to approve the Pond & Lake Maintenance Program (SERV. AGREEMENT #293742) with the **Pondguy** for treatment every 2-4 weeks from April thru October (10 Treatments), at a cost of \$4,495.00; or \$4,360.00 if paid by 01/31/2014. Roll Call Vote, 7/0. **MOTION PASSED.**

9. Motion by Kish, seconded by Kelly, to approve the IRS 2014 Standard Mileage Rate of .56 cents per mile, effective January 1, 2014. Roll Call Vote, 7/0. **MOTION PASSED.**

**NEW BUSINESS, CONTINUED:**

10. PROPOSED TOWNSHIP GROUNDS MAINTENANCE FOREMAN JOB DESCRIPTION:

- POINTS OF DISCUSSION: \* Hours will be flexible, based on the season and the need for service  
\* Administrative oversight

Motion by Bradley, seconded by Kelly, to approve the *Township Grounds Maintenance Foreman Job Description*, as submitted. Roll Call Vote, 7/0. **MOTION PASSED.**

11. Motion by Kish, seconded by Bradley, to approve the *Township Parks Maintenance Employee Job Description*, as presented; and to post both positions (Township Grounds Maintenance Foreman & Township Parks Maintenance Employee).  
Vote, Unanimous. **MOTION PASSED.**

12. Motion by Reynolds, seconded by Baldwin, to approve the DPW request to register Jeff Parent, Ryan Radigan and Tyler Peters, to attend the Michigan Section American Water Works Association (AWWA) *Basic Cross Connection Seminar*, February 27<sup>th</sup>, 2014, in Lansing, at a cost of \$125.00 per person, plus expenses.

- POINTS OF DISCUSSION: \* State requires Cross Connection Inspections on Commercial and Residential properties.

Roll Call Vote, 7/0. **MOTION PASSED.**

13. ST. CLAIR COUNTY ROAD COMMISSION'S 2014 ANNUAL MEETINGS SCHEDULED FOR WEDNESDAY, FEBRUARY 26, 2014 AT THE CENTRAL SERVICE CENTER:

- POINTS OF DISCUSSION: \* Sessions offered: 1:00 p.m. - 3:00 p.m.; 3:30 p.m. - 5:30 p.m.; or 6:30 p.m. - 8:30 p.m.

Motion by Baldwin, seconded by Kelly, to approve the 1:00 p.m. - 3:00 p.m. session, with the St. Clair County Road Commission, for their Annual Meeting of February 26, 2014. Vote, Unanimous. **MOTION PASSED.**

14. Motion by Kish, seconded by Bradley, to approve 2014 Board of Review Training for Lisa Shagena, Assistant Assessor; and Colleen Cargo, Assessing Dept. Assistant, on February 5, 2014 in Frankenmuth, Michigan, at a cost of \$ 110.50 per person, (\$221.00 for both) plus related expenses. Roll Call Vote, 7/0. **MOTION PASSED.**

**CITIZENS WISHING TO ADDRESS THE BOARD:** NONE

**BOARD DISCUSSION:**

- DPW - Greg Randall passed S2 Certification test; Ryan Radigan passed S4 Certification.
- DPW Union Contract has been agreed upon and awaiting final signatures.
- Discussed filling position of DPW Superintendent by promoting from within; and updating Job Description.
- Planning Commission approved Site Plan for new Township Hall/Fire Department 01/14/2014.
- Status of Easements needed for construction of Sanitary Sewer for new Township Hall/Fire Department.

Motion by Kish, seconded by Bradley, to adjourn. Time, 8:15 o'clock p.m. Vote, Unanimous. **MOTION PASSED.**  
**MEETING ADJOURNED.**

  
ROBERT C. CRAWFORD, CLERK  
CHARTER TOWNSHIP OF FORT GRATIOT