

MEMBERS PRESENT: BALDWIN, REYNOLDS, CRAWFORD, BRADLEY, KISH, BRUCKNER AND KELLY

MEMBERS ABSENT: NONE

ALSO PRESENT: DAVE JEWELL, AP/AR/GL CLERK
 PAT SMITH, FIRE CHIEF
 BILL SHAGENA, ORDINANCE ENFORCEMENT OFFICER & LISA SHAGENA, ASSISTANT ASSESSOR

7:00 O'CLOCK P.M. - Supervisor opens Public Hearings for the 2013 Fire Protection Special Assessment Review; and 2014 Budget Review. Continued with Regular Agenda, at this time.

Motion by Kish, seconded by Bradley, to approve the Minutes of the **SPECIAL BUDGET WORK SESSION** and **REGULAR MEETING** of October 16, 2013, as printed and posted. Vote, Unanimous. **MOTION PASSED.**

CITIZENS WISHING TO ADDRESS THE BOARD: * NONE

APPROVAL OF AGENDA:

Motion by Bradley, seconded by Bruckner, to approve the Agenda, with the addition of the following:

- ITEM #6, NEW BUSINESS: Set Public Hearing Date to review plans & cost estimates for Bardamar Drive Lighting Assessment Revision;
- ITEM #7, NEW BUSINESS: Request to purchase Payroll Application from BS&A Software; and
- ITEM #8, NEW BUSINESS: Fire Department request to send four (4) Members to Training.

Vote, Unanimous. **MOTION PASSED. AGENDA APPROVED, AS AMENDED.**

TREASURER'S REPORT:

GENERAL FUND	\$	1,145,975.71
UTILITY RECEIVING FUND	\$	<u>1,930,643.44</u>
CEMETERY FUND	\$	<u>9,877.33</u>
FIRE DEPARTMENT FUND	\$	<u>427,452.63</u>
BUILDING DEPARTMENT FUND	\$	<u>55,313.77</u>
POLICE PROTECTION FUND	\$	<u>398,385.83</u>
TRASH FUND	\$	<u>114,527.67</u>
TOTAL	\$	<u>4,082,176.38</u>
MISCELLANEOUS PROJECTS	\$	<u>3,080,778.96</u>
GENERAL INVESTMENTS	\$	<u>2,200,672.81</u>
UTILITY RECEIVING INVESTMENTS	\$	<u>171,811.63</u>
UTILITY BOND INVESTMENTS	\$	<u>42,749.90</u>
GRAND TOTAL	\$	<u>9,578,189.68</u>

Motion by Kelly, seconded by Bradley, to receive the Treasurer's Report, as given. Roll Call Vote, 7/0. **MOTION PASSED. TOTAL TREASURER'S REPORT APPROVED IN THE AMOUNT OF \$ 9,578,189.68.**

* According to Section 6 of the Charter Township of Fort Gratiot By-laws adopted 07/20/2003.

BILLS PRESENTED FOR APPROVAL:

GENERAL FUND	\$	37,141.65
UTILITY RECEIVING FUND	\$	<u>478,672.11</u>
CEMETERY FUND	\$	18.95
FIRE DEPARTMENT FUND	\$	<u>3,516.80</u>
BUILDING DEPARTMENT FUND	\$	<u>495.77</u>
POLICE PROTECTION FUND	\$	<u>54,194.16</u>
TRASH FUND	\$	<u>0.00</u>
TOTAL	\$	<u>574,039.44</u>
MISCELLANEOUS PROJECTS (UTIL. MAINT. & IMP.)	\$	<u>4,245.00</u>
GRAND TOTAL	\$	<u>578,284.44</u>

Motion by Kish, seconded by Reynolds, to pay bills, as presented. Roll Call Vote, 7/0. **MOTION PASSED.**
BILLS APPROVED IN THE AMOUNT OF \$ 578,284.44.

CORRESPONDENCE:

1. Letter from County of St. Clair regarding expiration of Membership with Township Roads & Bridges Advisory Committee.
2. St. Clair County Metropolitan Planning Commission's notification of St. Clair County Brownfield Authority - Grant Availability.
3. Upcoming Meetings / Seminars / Workshops:
 - MTA's *Policy Matters! Using Board & Administrative Policies to Manage Your Township* Workshop, at various Michigan locations on December 3rd, 4th or 5th.

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

PUBLIC HEARING(S), CONTINUED:

1. 2013 FIRE PROTECTION SPECIAL ASSESSMENT:

POINTS OF DISCUSSION: * 2013 requested rate = 1.8500 mills/\$1,000 TV on Real Property (generating \$ 696,663,047);
 2012 amount was set at 1.65 mills/\$1,000 TV on Real Property (generating \$ 606,498,123)
 Based on 2013 Taxable Value of \$ 376,574,620 for all Real Property only
 * Allowable ten (10%) Increase would be 1.815 mills/\$1,000 TV on Real Property only

Supervisor Baldwin asked for citizen comments, questions and/or objections, at this time:

Lowell Marlar, Wooded Twigs, re: ISO Rating.

Chief Smith explained the rating system is 1 - 10, and stated the Township is currently rated at a 5. The lower the number, the better. The Township would like to continue to purchase the equipment necessary to lower our ISO Rating.

Dave Norris, Brace Road, asked the Board to consider a higher Special Assessment and to install a traffic signal control for Fire Department emergency vehicles. He doesn't like to vote for higher taxes, but for something like this that will protect our men/women and equipment, he is in favor.

Chief Smith stated that the City of Marysville uses this type of system and Chief Konik is very pleased with it.

After hearing no further comments, questions and/or objections, a Motion was made by Bradley, seconded by Kish, to close the Public Hearing to review and hear comments, questions and/or objections to the proposed 2013 Fire Protection Special Assessment. Time, 7:08 o'clock p.m. Vote, Unanimous. **MOTION PASSED.**

PUBLIC HEARING CLOSED.

PUBLIC HEARING, ITEM #1, CONTINUED:

BOARD DISCUSSION: * Fallen property values have affected revenue from the Fire Protection Special Assessment.
 * Expenses involved in operation of a Fire Department

Motion by Kish, seconded by Kelly, to approve the 2013 Fire Protection Special Assessment at a rate of 1.815 mills / \$ 1,000 Taxable Value against all Real Property within the Township; and to adopt the 2013 Resolution Confirming the Special Assessment Roll for Fire Protection. Roll Call Vote, 7/0. MOTION PASSED.

2. PROPOSED 2014 BUDGET:

DEPARTMENT	PROPOSED 2014 BUDGET
GENERAL FUND (DEPT. 101-000)	\$ 134,591
TOWNSHIP BOARD (DEPT. 101-101)	\$ 33,052
SUPERVISOR (DEPT. 101-171)	\$ 74,273
CLERK (DEPT. 101-215)	\$ 242,492
BOARD OF REVIEW (DEPT.101- 247)	\$ 2,600
TREASURER (DEPT. 101-253)	\$ 152,383
ASSESSOR (DEPT. 101-257)	\$ 176,088
ELECTIONS (DEPT. 101-262)	\$ 21,480
GENERAL FUND OPERATIONS (DEPT. 101-265)	\$ 3,239,150
ORDINANCE ENFORCEMENT (DEPT. 282)	\$ 16,686
DRAINS AT LARGE (DEPT. 445)	\$ 57,123
GENERAL FUND STREET LIGHTING (DEPT. 101-448)	\$ 121,740
COMMUNITY PLANNING & ZONING DEPT (DEPT. 101-721)	\$ 51,251
ZONING BOARD OF APPEALS (DEPT. 101-722)	\$ 8,361
PLANNING COMMISSION (DEPT. 101-723)	\$ 19,521
PARKS & RECREATION (DEPT. 101-751)	\$ 26,538
TOWNSHIP GROUNDS MAINTENANCE (DEPT. 101-756)	\$ 231,867
COMMUNITY BUILDING (DEPT. 101-806)	\$ 6,400
WATERSHED PLAN (DEPT. 101-960)	\$ 15,000
FIRE DEPARTMENT FUND (DEPT. 206)	\$ 894,412
POLICE FUND (DEPT. 207)	\$ 774,718
PARKS MILLAGE FUND (DEPT. 208)	\$ 275,000
TRASH FUND (DEPT. 226)	\$ 534,218
BUILDING DEPARTMENT FUND (DEPT. 249)	\$ 148,591
BWATC FUND (DEPT. 250)	\$ 233,582
WATER / SEWER FUND (DEPT. 592)	\$ 3,648,374

*** Any figures noted are tentative until adoption of 2014 Budget ***

Supervisor Baldwin explained that the numbers presented currently are tentative, noting that the Township is still waiting for some figures, such as Insurance costs, before finalizing the Budget.

Supervisor Baldwin asked for citizen comments, questions and/or objections to the Proposed 2014 Budget, at this time. Not one was heard.

Trustee Kish asked if the Township is operating within the amounts being collected?

Treasurer Reynolds and Clerk Crawford explained some of the Fund Balances for costs associated with retirees and such. Treasurer Reynolds stated the Township is operating on Revenues and Fund Balances, without having to increase taxes.

Trustee Kelly asked about the cost of constructing the new Township Hall.

Clerk Crawford stated, construction costs with the new parking area, lighting, etc. and ready to move in, is probably going to be right around \$3,000,000 for both, the Municipal Office and the Fire Department. We've always said we have the funds to build a Municipal Office; now we are going further and building a Fire Station and still trying to maintain a good Budget Stabilization Fund for the future. It was noted that the DPW and Sheriff's Department Funds will be assessed for their portion of the new offices, as well.

PUBLIC HEARINGS, ITEM #2, CONTINUED:

Water and Sewer Fund is yet to be finalized, as well as reworking the Cemetery, Parks and Bike Path funds into one fund to be known as Township Grounds Maintenance Fund.

After hearing no further comments, questions and/or objections, a Motion was made by Kish, seconded by Kelly, to close the Public Hearing to review and hear comments, questions and/or objections to the proposed 2014 Budget. Time, 7:20 o'clock p.m. Vote, Unanimous. **MOTION PASSED. PUBLIC HEARING CLOSED.**

NO ACTION TAKEN on the adoption of the 2014 Budget Resolution of the Charter Township of Fort Gratiot.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

1. Motion by Crawford, seconded by Baldwin, to approve 2013 Budget Amendments, transferring \$1,500.00 from the Cemetery Use of Fund Balance (209-000-697-000) to the Cemetery Maintenance Fund (209-000-931-000); and transferring \$41,000.00 from Police Use of Fund Balance (207-000-697-000) to Police Contract Fund (207-000-806-000). Total 2013 Budget Amendment, \$42,500.00.

POINTS OF DISCUSSION: * Police Protection Fund Balance
* Police Protection Millage Renewal will be on August, 2014 Ballot. Current Contract valid through December 2014
* Charter requirements for law enforcement

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

2. Motion by Bruckner, seconded by Reynolds, to approve the Proposed Internet Technology Service Agreement for a period of one (1) year, from January 1, 2014 through December 31, 2014, between RESA and the Charter Township of Fort Gratiot, at a cost of \$10,800.00.

POINTS OF DISCUSSION: * Currently contract with RESA on an "as needed" rate. As of September, we've already paid out about \$6,000.00.
* Set-up of IT for new building.
* Costs for this Agreement will be assessed among individual Departments.

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

3. Motion by Kish, seconded by Kelly, to accept the Proposal from Huron Consultants for SAW Grant Application Assistance, at an estimated cost of \$5,250.00.

POINTS OF DISCUSSION: * Estimated Total of \$5,250.00 / Township's out-of-pocket expenses if awarded the Grant would be a maximum of \$525.00.
* Provide assistance in applying for a SAW Wastewater Asset Management Plan Grant.
* If we are successful in obtaining the Grant, it will provide GPS Mapping of the Township's Sewer System, Camera 20+ year old sewer lines.
* If the Township does not get awarded the Grant, the Township pays nothing.

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

4. REQUEST FROM JOHN SEYFRIED, 2595 WHITNEY PLACE, FOR RELIEF ON QUARTERLY WATER/SEWER BILL DUE TO HIGH USAGE AS (SECONDARY SUMP-PUMP) A RESULT OF THE FAIRWAY RIVE SEWER LIFT STATION FAILURE.

POINTS OF DISCUSSION: * Sump pump failed, causing secondary (back-up) sump-pump to kick on, due to a Lift Station failure on January 31, 2013.
* Mr. Seyfried was present to discuss his request and answer questions, noting the disputed amount that is being carried over is \$390.11
* Memo submitted indicated disputed amount from 4600 cf (\$28.00 x 4600 = \$128.80)

NEW BUSINESS, ITEM #4, CONTINUED:

- POINTS OF DISCUSSION, CONTINUED:
- * Sewer fee \$97.29 / Disputed water fee \$128.80
(\$390.11 - \$97.29 - \$128.80 = \$164.02)
Mr. Seyfried understood and agreed, requesting that his bill be adjusted to reflect that his usage bill for that quarter would be \$164.02
 - * City of Port Huron charges the Township 1½ times their rate for water

Motion by Kish, seconded by Kelly, to approve the request from John Seyfried, 2595 Whitney Place, to adjust the quarterly water bill by removing charges for Sewer (\$97.29) and Water (\$128.80), making the final bill to Mr. Seyfried \$ 164.02 after the adjustment.

- FURTHER DISCUSSION:
- * Failure happened on 01/31/13 and the secondary pump wasn't replaced until 02/28/2013
 - * Time involved to replace failed Lift Station and residual damages involved

Roll Call Vote, 5/2, Crawford and Reynolds voting no. **MOTION PASSED.**

5. REQUEST FROM MARY RIVERS, 4333 24TH AVENUE, LOT 145, FOR RELIEF ON QUARTERLY WATER/SEWER BILL DUE TO A BROKEN WATER METER TAIL STOCK THAT OCCURRED ON AUGUST 20TH, 2013:

- POINTS OF DISCUSSION:
- * Mrs. Rivers was present to discuss her request and answer questions, noting that on 08/19/2013, she had no water when she woke; it was all under her house. She doesn't feel these bills are her responsibility
 - * Offset sewer portion that didn't go through sewer system.
Total bill \$172.75 / Normal quarterly bill is \$83.75 (\$172.75 - \$83.75 = \$89.00)
\$63.60 of that \$89.00 is overtime pay for the DPW, leaving a difference of \$25.40.
 - * Jack Spring, Mrs. Rivers son-in-law, pointed out that the part that broke was on the Township's side of the meter. Therefore, it is his opinion that the Township should cover the \$250.00 deductible charged by the Insurance Company, the \$275.00 to the plumber and the overage on the water charges. If the Township's part hadn't failed, she wouldn't have had those expenses.
 - * Meter and Tail Stock was installed in 1999, by Marks Plumbing. The water service for a resident begins at the water shut-off valve. Anything between the water shut-off valve to the house is the residents' responsibility.
 - * The Township didn't charge for the part of a new Tail Stock. The independent Plumber hired by Mrs. Rivers charged \$275.00 to put the new part on.

Motion by Kish, seconded by Kelly, to approve the request from Mary Rivers, 4333 24th Avenue, Lot 145, and reimburse Mrs. Rivers for the Plumbers fee (\$275.00) and absorb the overtime charge, which includes the difference in water usage that was incurred (\$89.00), totalling \$364.00. Roll Call Vote, 5/2, Crawford and Reynolds voting no. **MOTION PASSED.**

6. Motion by Bradley, seconded by Kish, to set the Public Hearing date to review plans & cost estimates for the addition of two (2) streetlights at the entrance of Bardamar Drive, west of Lakeshore Road, on Wednesday, November 20, 2013, beginning at 7:00 p.m.; and to adopt Resolution No. 2, Resolution of Intent to Create/Amend Special Assessment District.

- POINTS OF DISCUSSION:
- * Existing Lighting Assessment District that will be amended to include two (2) additional lights at each side of the Bardamar Drive entrance
 - * Cost estimates were received from DTE on November 4, 2013.

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

NEW BUSINESS, ITEM #4, CONTINUED:

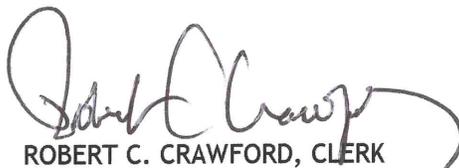
7. Motion by Crawford, seconded by Kish, to approve the purchase of the Payroll Application from BS&A Software, at a total cost of \$7,450.00, which includes the Applications, Project Management & Implementation Planning, Implementation & Training and Travel Expenses, and to also include any related costs that may be incurred for use of the software. Roll Call Vote, 7/0. **MOTION PASSED.**
8. Motion by Bradley, seconded by Bruckner, to approve the Fire Chief's request to reimburse approximately \$62.00 in mileage for four (4) Members to attend a "Hybrid Electric Vehicle First Responder Training" in Warren at the Macomb Community College. Roll Call Vote, 7/0. **MOTION PASSED.**

CITIZENS WISHING TO ADDRESS THE BOARD: NONE

BOARD DISCUSSION:

- * Progress of new Township Hall
- * Bike Path improvements & repairs

Motion by Bradley, seconded by Kish, to adjourn. Time, 8:27 o'clock p.m. Vote, Unanimous. **MOTION PASSED.**
MEETING ADJOURNED.


ROBERT C. CRAWFORD, CLERK
CHARTER TOWNSHIP OF FORT GRATIOT

RCC/JB/va

JORJA BALDWIN, SUPERVISOR
CHARTER TOWNSHIP OF FORT GRATIOT