

GRATTAN TOWNSHIP BOARD
Regular Meeting of March 14, 2011

1. Call to Order

Township Supervisor Frank Force called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

F. Force led the Pledge of Allegiance.

3. Roll Call

D. Timmons read the roll call. Members present: Supervisor F. Force, Treasurer S. Freeman, Clerk J. Fues, Trustee D. Heffron and Trustee P. Knoerl. Members absent: none. Fire Chief Lou Kirkbride also attended the meeting.

4. Approval of the Agenda

F. Force added submission of development grant as item 10 under new business. J. Fues moved and S. Freeman seconded to approve the amended agenda. All ayes. The motion carried.

5. Officers Report (Clerk's Report)

Approval of Minutes

J. Fues moved and P. Knoerl seconded to approve the minutes of the February 28, 2011 regular meeting as presented. All ayes. The motion carried.

Budget Amendments

J. Fues explained proposed budget amendments. He said the Sewer Advisory Committee previously recommended moving \$60,000 into sewer operations. D. Heffron said income from the \$25.00 quarterly capital improvement billing item should not be moved to secondary contractors. J. Fues moved and P. Knoerl seconded to approve budget amendments as presented. Ayes: J. Fues, S. Freeman, P. Knoerl and ~~S. Freeman~~ **F. FORCE**. Nays: D. Heffron. The motion carried 4-1.

Accounts Payable

J. Fues moved and S. Freeman seconded to approve accounts payable in the amount of \$68,392.49 (checks 35398-35430 inclusive). All ayes. The motion carried.

6. Consent Agenda

Payroll

Treasurer's Report (all funds)

Correspondence

Draft: 03/18/11

Approved: 4/11/11

P. Knoerl moved and J. Fues seconded to approve the consent agenda as presented. All ayes. The motion carried.

7. Working Agenda
Hearing of Public

Kean Kaliniak asked if road maintenance was on the agenda. F. Force said that matter would be discussed during the 2011/2012 budget review.

Department Reports

Fire Department

Fire Chief Lou Kirkbride said there was 1 vehicle fire, 1 structure fire, 10 medical calls, 3 mutual aid given, 2 trainings and 2 training meetings in the month of February for a total of 19.

He said the fire department is still waiting for approval of the new fire truck from the County. Until approval is received the new truck cannot be used.

Fire Administration and Safety Committee

F. Force gave a brief report on the last Fire Administration and Safety Committee meeting. Officers were elected at the meeting.

Zoning Officer Report

F. Force said there is currently one complaint. That complaint should be closed soon.

Safety Board of Appeals

There was no meeting.

Sewer Report

John Rydbeck reviewed Infrastructure Alternatives' February monthly report. There was discussion regarding rags in pump stations. F. Force sent letters to all residents using those pump stations.

F. Force moved and J. Fues seconded to approve the vactoring of ML#9 and BCL#14 pump stations to remove rags at a cost of approximately \$875.00. All ayes. The motion carried.

J. Fues asked if a basket could be placed at the inlet to stop debris from entering the pump station. J. Rydbeck said that method has been used, but it requires regular cleaning of the basket. J. Fues asked how often the cleaning would be required. J. Rydbeck said the baskets would probably need to be cleaned 3 times per week, but that will depend on the type of inflow. J. Fues said about \$40,000-\$50,000 has been spent repairing pump stations as a result of rags this year. He asked J. Rydbeck to look further into this matter and report back to the Board.

Planning Commission

Draft: 03/18/11

Approved: 4/11/11

There was no meeting.

Zoning Board of Appeals

There was no meeting.

Building Department

There were 3 other building permits, 1 electrical permit, 1 plumbing permit and 2 mechanical permits for a total of 7 permits in the month of February.

Unfinished Business

PDR Update

D. Heffron said applications are currently being accepted. He said there are 1-2 farms in Grattan that are in the final phase.

Budget Issues

There were no budget issues.

New Business

Public Hearing on Budget

F. Force moved and J. Fues seconded to open the 2011/2012 budget public hearing. All ayes. The motion carried.

F. Force read correspondence received from Cliff Bloom, Dan Durkee, Gretchen Goodenow, Gerry & Becky Gilinsky, Ellie Landheer, Tim Mittlestat, and Mary Douthett out loud. All expressed concerns about road conditions near their homes and asked the Board to consider road improvements in that area. Specific roads mentioned were Dunn Avenue, 7 Mile Road, 6 Mile Road, Corrigan Avenue, Farmbrook and Murray Lake Road near the sewer treatment facility.

Joe Kuhn, Dunn Avenue, asked how much money the township has appropriated for roads. J. Fues said \$65,000 is appropriated for the 2011/2012 fiscal year. He also said county matching funds would be about \$40,000. He said F. Force and D. Heffron drive around with Jerry Byrne from the Kent Count Road Commission each spring to evaluate road conditions in the township. He said they rely upon J. Byrne's input regarding potential road improvement projects.

D. Heffron said the base of the problem is the drainage system, not just the ditches on the sides of the roads. He said farm land drains need to be cleaned first before work is done on the roads. He said the County Drain Commissioner can do some cleaning of the drains, but any major work requires an assessment to land owners. He said tree removal along the sides of roads may also be required to improve road side ditches. D. Heffron said the first place to start is with the County Drain Commissioner. He said the Drain Commissioner is aware that the drains need to be cleaned. He said if an assessment is needed a public hearing will be held. He suggested having a meeting with the County Drain

Draft: 03/18/11

Approved: 4/11/11

Commissioner. Force said we will have to work with both the County Road Commission and Drain Commission.

Ellie Landheer said the ditches along Dunn Avenue were not all cleaned last year. An audience member said certain areas of the roads are always bad. He asked if those sections could be addressed. There was a discussion about road conditions on Ashley Avenue. Board members said Ashley Avenue is one of the worst roads in the township.

John Ogle asked who is responsible for the ditches along the sides of the road. J. Fues said generally the Road Commission is responsible for ditches along roadsides and the Drain Commissioner is responsible for farm land drains.

Tom Doran said something needs to be done about the Dunn Avenue. He said over the years the road has been cut down and it needs to be built back up.

D. Heffron said once the farm drains are cleaned out, the roads can be addressed. He said with the increased traffic on these roads over the years a better grade of road will be required. D. Heffron said he will support improvements in this area. F. Force will call the Drain Commissioner. He said the Drain Commissioner will probably come to a Board meeting. It was agreed to notify landowners when the Drain Commissioner plans to attend a meeting.

J. Fues moved and P. Knoerl seconded to close the 2011/2012 budget public hearing. All ayes. The motion carried.

Review and Approve 2011/2012 Budget

Board members reviewed the proposed 2011/2012 budget. S. Freeman said funds for the new fire truck should be included in the 2011/~~212~~ **2012** budget. It was assumed the fire truck would be purchased in this year's budget, but that probably will not happen. P. Knoerl asked about software upgrades. Board members discussed funding for road projects. It was agreed to include \$5000 currently under road construction for road projects. J. Fues said the Board could review the 2011/2012 budget June or July to see if further amendments can be made.

J. Fues moved and D. Heffron seconded to approve the 2011/2012 budget as amended to include General Administration expenditures in the amount of \$588,194, Fire Operation expenditures in the amount of \$233,800, Fire Equipment expenditures in the amount of \$75,243, Sewer Operation and Maintenance expenditures in the amount of \$311,373, Sewer ~~Capital~~ **Improvement RRCIF** expenditures in the amount of \$439,932, ~~Sewer RRCIF~~ **expenditures in the amount of \$237,450**, Sewer Capital Improvement (RRCIF) expenditures in the amount of \$237,450, Big Pine Island Weed Program expenditures in the amount of \$31,400, Big Crooked Lake Weed Program expenditures in the amount of \$26,000, Cowan Lake Weed Program expenditures in the amount of \$18,710 and Round Lake Weed Program expenditures in the

Draft: 03/18/11

Approved: 4/11/11

amount of \$4,500. Roll call: Ayes: D. Heffron, S. Freeman, P. Knoerl, J. Fues and F. Force. Nays: none. The motion carried 5-0.

General Appropriations Resolution

J. Fues moved and S. Freeman seconded to adopt resolution 2011-009 to adopt the General Appropriations Act for Grattan Township. Roll call: Ayes: J. Fues, S. Freeman, F. Force, D. Heffron and P. Knoerl. Nays: none. The motion carried 5-0.

Road Closing Resolution

J. Fues moved and D. Heffron seconded to adopt resolution 2011-002 to request that the Kent Count Road Commission approve the closing of Old Belding Road on Memorial Day, May 30, 2011 from 10:30 a.m. to 12:30 p.m. Roll call: Ayes: F. Force, J. Fues, S. Freeman, D. Heffron and P. Knoerl. Nays: none. The motion carried. 5-0.

St. Patrick's Request for Special License

J. Fues provided information regarding St. Patrick's request for a special license for the sale of beer and wine on March 26, 2011 and June 24-26, 2011. He said the Board previously authorized any officer to approve this request.

Firefighter Job Description

Board members reviewed the proposed firefighter job description. S. Freeman noted minor corrections. P. Knoerl moved and D. Heffron seconded to approve the firefighter job description as amended. All ayes. The motion carried.

Performance Evaluation for Fire Department

Board members reviewed the proposed Fire Department performance evaluation form. L. Kirkbride said the Fire Department may want to revise this form over time. J. Fues said changes to the form should be posted at the Fire Station so Firefighters are aware of those changes. It was agreed that a motion was not necessary to approve this document.

Excavator's Licensing and Letter of Credit-Sewer System

Board members reviewed a letter from Township Attorney Mark Nettleton regarding State requirements for licensing excavators. There was discussion about revising the sewer contractor registration form to require both plumbers and excavators to be State licensed and to increase the amount of the cash bond or irrevocable letter of credit required when registering with the township.

F. Force supported increasing the bond or letter of credit requirement from \$5000 to \$10,000, but did not support the requirement for State licensing. He said if the township approves the State licensing requirement local excavators will not be able to work on the sewer system.

Draft: 03/18/11
Approved: 4/11/11

D. Heffron said according to State law excavators must be licensed if work or material costs exceed \$600. He said this requirement would protect the township. J. Fues said he would like to find out if this is in fact a State requirement. He supported increasing the bond/letter of credit requirement to \$10,000 and suggested requiring a separate bond for each sewer hookup completed by the excavator.

Board members agreed to continue discussion of this matter at the next meeting.

Employee Handbook

F. Force read Steve Christians letter regarding an at will acknowledgement form out loud. Board member reviewed the amended employee handbook and agreed to make those changes. J. Fues moved and D. Heffron seconded to approve the Grattan Township Employee Handbook as amended with revision # 6. All ayes. The motion carried.

Motion to Permit Submission of Development Grant to the State

F. Force moved and D. Heffron seconded to have the Parks & Recreation Committee submit a development and improvement grant to the State of Michigan for Seeley Creek Park. All ayes. The motion carried.

8. Board Member Communications

Meeting Dates

The second monthly Board meeting date (as needed) is March 28, 2011 at 7:00 p.m. The next regular Board meeting date is April 11, 2011 at 7:00 p.m. The next Sewer Advisory meeting is April 19, 2011 at 6:00 p.m.

9. Adjournment

There being no further business, F. Force declared the meeting adjourned at 9:26 p.m.

Jim Fues, Township Clerk

Date

Franklin J. Force, Township Supervisor

Date

Diane Timmons
Recording Secretary