

**GRATTAN TOWNSHIP BOARD**  
**Regular Meeting of August 8, 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, and Trustee D. Heffron. Members absent: Trustee P. Knoerl (excused). Fire Chief Lou Kirkbride also attended the meeting.

**4. Approval of the Agenda**

F. Force removed item b (*rewire PS#14*) under sewer report and item 8, Round Lake public hearing and pump station # 12 repair as item e under sewer report. J. Fues added BS&A update under unfinished business, Adam Trapp and senior meals resolution under new business. S. Freeman added rescheduling Round Lake public hearing under Board communications.

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 S. Freeman seconded to approve the minutes of the July 11, 2011 regular meeting as presented. All ayes. The motion carried.

Board members reviewed the July 11, 2011 work session minutes. J. Fues said section 4 of the minutes should be removed. S. Freeman said the Kent County Drain Commissioner's name should be spelled Byl.

J. Fues moved and D. Heffron seconded to approve the minutes of the July 11, 2011 work session as amended. All ayes. The motion carried.

**Budget Amendments**

J. Fues said new BS&A software shows an over budget message when checks are entered. J. Fues said most proposed amendments were housekeeping. Board members reviewed proposed budget amendments and agreed to remove \$4817.00 (sewer legal).

Draft: 08/15/11

Approved: 09/12/11

J. Fues moved and S. Freeman seconded to approve the amended budget amendments. All ayes. The motion carried.

**Accounts Payable**

J. Fues moved and S. Freeman seconded to approve accounts payable in the amount of \$146,413.42 (checks 35648-35709 inclusive). All ayes. The motion carried.

**6. Consent Agenda**

**Payroll**

**Treasurer's Report (all funds)**

**Correspondence**

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

**7. Working Agenda**

**Hearing of Public**

Board members agreed to allow Kent District Library representatives and Adam Trapp to make their presentations at this time.

Kent District Representatives gave a brief presentation about services provided and use of libraries by Grattan residents.

Adam Trapp explained his proposal to replace fencing at the Grattan cemetery as his Eagle Scout project. He estimated costs for this project between \$1560.00 and \$2000.00 dependent upon the type of materials used. Board members discussed the proposal. J. Fues suggested that a survey be done due to disrepair of the existing fence to determine exactly where the fence should be located. Adam Trapp asked if fencing along the back could be moved in slightly to avoid trees. Board members said that would not be a problem.

D. Heffron moved and J. Fues seconded to approve Adam Trapp's proposal to replace fencing along the north, east and west sides of the Grattan cemetery with woven wire and 2 rail vinyl fence along the front side. All ayes. The motion carried.

**Department Reports**

**Fire Department**

Fire Chief Lou Kirkbride said there was 1 structure fire, 1 personal injury without extraction, 13 medical calls, 1 mutual aid given, 2 trainings and 2 training meetings in the month of July. He said the Fire Department will burn the old Mel Trotter building September 11,2011.

**Fire Administration and Safety Committee**

There was no meeting.

Draft: 08/15/11

Approved: 09/12/11

Zoning Officer Report

There are 6 complaints at this time.

Safety Board of Appeals

There was no meeting.

Sewer Report

J. Rydbeck, Infrastructure Alternatives gave a brief review of the July 2011 monthly report. He said lagoon levels at the Big Pine Island site remain 4.5-5 million gallons higher than last season. He said the wet summer has affected irrigation at the site. He said those higher levels will not affect this winter's storage, but could affect the 2012 irrigation season. Board members discussed the addition of the old orchard as additional irrigation land at that site. D. Heffron asked if trees have been removed. F. Force said the trees are in piles and will be burned by the fire department. After the trees are burned, Jim Ross and Haskens will check subsurface drains at the site.

J. Rydbeck explained his purchase order request for a magnetic locator, at a cost of \$958.41, to find buried manhole covers and isolation valves. He also recommended purchasing a separate device to locate force mains and buried electrical lines at a cost of \$3500.00. He said those devices would be kept on site and eliminate transportation costs and time to get Infrastructure's equipment. F. Force said the township receives notice from Miss Dig and is responsible for locating sewer lines. Board members discussed this proposal and agreed to consider this matter at the next meeting after J. Fues has checked costs for these items and looked at the budget.

F. Force said the DEQ requested that a hydrogeo study be done at the old orchard, to determine why nitrate levels at the site are high, be submitted by October 2010. A new test well located in the southern section of that site may be required. Board members discussed the matter. D. Heffron suggested pursuing discussions with Michigan State and the DEQ to see if a larger area of land can be used for irrigation. J. Fues said the budget will have to be reviewed to see if there are revenues available for project.

Board members reviewed a request to repair pump station #12 at a cost of \$1475.00. D. Heffron moved and J. Fues seconded to spend \$1475.00 to repair pump station #12. All ayes. The motion carried.

Planning Commission

There was no meeting.

Zoning Board of Appeals

There was no meeting.

Building Department

Draft: 08/15/11

Approved: 09/12/11

There was 1 new and 6 other building permits, 3 electrical permits and 1 mechanical permit in the month of July.

### **Unfinished Business**

#### **PDR Update**

D. Heffron said selection of farms will be made this month for the next application cycle.

#### **Budget Issues**

Board members reviewed the revenue and expenditure report for the period ending August 31, 2011.

#### **Marijuana Ordinance**

Board members discussed the proposed marijuana ordinance.

J. Fues moved and D. Heffron seconded to adopt ordinance 2011-002Z as presented. Roll call vote: Ayes: S. Freeman, D. Heffron, F. Force and J. Fues. Nays: none. The motion carried 4-0.

#### **Fee Schedule Resolution**

J. Fues explained the proposed resolution to update township charges and fees for sewer connections (capital improvement fee) from \$1200.00 to \$625.00 and to require a \$10,000 bond or irrevocable letter of credit from sewer contractors for each open permit.

J. Fues moved and S. Freeman seconded to adopt resolution 2011-023 as presented. Roll call vote: Ayes: D. Heffron, J. Fues, F. Force and S. Freeman. Nays: none. The motion carried 4-0.

#### **County Drains**

F. Force reviewed a report from the Kent County Drain Commissioner regarding costs for maintenance work on the Mason/Slayton, Flanagan and Mc Arthur drains in the township. He said the Mason/Slayton and Flanagan drains effect areas where road repairs will be done. He said the Board may want to consider waiting on the Mc Arthur drain to see if additional land will be added to the Big Pine Island irrigation site. There was a discussion about the township costs and residents costs for maintenance of those drains. It was agreed to have S. Freeman and J. Fues review the budget before making a decision.

#### **BS&A Update**

J. Fues said new BS&A software will be very worthwhile and cut down on paperwork between departments.

### **New Business**

#### **Kent District Library**

This matter was discussed earlier in the meeting.

Draft: 08/15/11

Approved: 09/12/11

#### Fund Balance Policy

J. Fues provided an example fund balance policy. Board members discussed and agreed to set targets of 50% for administration, 50% for fire operations (revenue is millage based), 50% for fire equipment (revenues is millage based) and 50% for lakes. Board members will consider what percentage to set a target for sewer at the next meeting.

#### Mileage Resolution

S. Freeman noted on minor correction in the proposed resolution.

J. Fues moved and S. Freeman seconded to approve resolution 2011-021 as amended. Roll call vote: Ayes: D. Heffron, F. Force, S. Freeman and J. Fues. Nays: none. The motion carried 4-0.

*(There was a 3 minute recess)*

#### Farm Leases

D. Heffron said he would be abstaining from discussion and voting on this matter.

F. Force read the 3 requirements for each bid. J. Fues said the township received 4 sealed bids and asked that audience members view and verify that the bids were sealed. Audience agreed that the bids were sealed.

J. Fues opened and read Heffron Farms' bid of \$6,210.00 for rental of irrigation land at the Grattan/Vergennes site. J. Fues said the bid complied with all requirements.

J. Fues opened and read Greg Smith's bid of \$6,510.00 for rental of irrigation land at the Grattan/Vergennes site. J. Fues said the bid complied with all requirements.

J. Fues opened and read Tony Poulias' bid of \$5,500.00 for rental of irrigation land at the Grattan/Vergennes site. J. Fues said the bid complied with all requirements.

J. Fues opened and read Nugent Farms' bid of \$6,200.00 for rental of irrigation land at the Grattan/Vergennes site. J. Fues said the bid complied with all requirements.

S. Freeman, F. Force and J. Fues discussed the bids.

J. Fues moved and S. Freeman seconded to award the contract to Greg Smith in the amount of \$6,510.00. Roll call vote: Ayes: J. Fues, S. Freeman and F. Force. Nays: none. Abstain: D. Heffron. The motion carried 3-0-1.

#### Adam Trapp

Draft: 08/15/11

Approved: 09/12/11

This matter was discussed earlier in the meeting.

Senior Meals Resolution

Board members discussed the proposed senior meals resolution. S. Freeman noted one minor correction.

J. Fues moved and S. Freeman seconded to approved resolution 2011-22 as amended. Roll call vote: Ayes: J. Fues, F. Force, S. Freeman and D. Heffron. Nays: none. The motion carried 4-0.

**8. Board Member Communications**

Meeting Dates

The second monthly meeting date is August 22, 2011 (as needed) at 7:00 p.m. The next regular Board meeting date is September 12, 2011 at 7:00 p.m. Sewer Advisory meeting August 16, 2011 at 6:00 p.m. Zoning Board of Appeals meeting August 17, 2011 at 7:00 p.m. Round Lake Public Hearing at the Regular Township Board meeting September 12, 2011.

**9. Adjournment**

There being no further business, F. Force declared the meeting adjourned at 9:25 p.m.

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Jim Fues, Township Clerk

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Date

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Franklin J. Force, Township Supervisor

\_\_\_\_\_  
Date

Diane Timmons  
Recording Secretary