

**Bertrand Township Board
Regular Meeting
Thursday, December 10, 2015**

Bertrand Township Hall
3835 Buffalo Rd., Buchanan, MI 49107

Supervisor Hicks called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

Members Present: Hicks, Kuhn, LeClaire, Vite, Zelmer

Special Guests: None

Agenda Amendments

- Add item #9, Supervisor Update.

Consent Calendar *(see attachments)*

Motion made by Zelmer seconded by Kuhn to approve Consent Calendar as amended:

- Township Board Meeting Minutes from November 12, 2015
- Township Board Special Meeting Minutes from November 19, 2015
- Accounts Payable for the period 11/11-12/08 presented:

Total General Fund Expenses	\$25,400.19
Total Fire Dept. Fund Expenses	\$6,030.04
Total WRT Fund Expenses	\$84.73
Total Expenses	<u>\$31,514.96</u>

- Treasurer's Report

General Fund	\$1,318,567.84
Total Fire Dept. Fund	\$164,466.90
Total WRT Fund	\$3,221.10
Total Fund Current Assets	<u>\$1,486,255.84</u>

Treasurer Kuhn submitted 2016 revenue projections based on MI Dept. of Treasury revenue sharing amounts.

- Budget Amendments
 - Assign ZA Laptop purchase to 722.955.
 - Adjust 101.710 - Payroll Expenses-Board – to \$10,235 based on last year's figures. This line item is for Social Security and Medicare payments.
 - 265 Community Hall is over-budget because of the unexpected well failure replacement.
- Administrative Assistant job description to clarify Nancy's current role since she's performing more tasks than were on the original job description approved on 9/22/14.
- 2016 Meeting Date and Holiday Resolutions
 - 151210A – Resolution to Adopt 2016 Schedule of Regular Township Board Meetings
 - 151210B – Resolution to Adopt 2016 Schedule of Regular Township Planning Commission Meetings
 - 151210C – Resolution to Adopt 2016 Holiday Schedule

Roll call vote: **Motion carried unanimously**

Reports (*see attachments*)

Sheriff's Department

Deputy Bailey presented the Sheriff's report with October stats and November incidents. He gave residents safety pointers for helping protect themselves from robbery and their gifts from theft at the stores and at home over the Christmas holiday. He also acknowledged Chief Knisely and the pleasure it is working with him and the fire department.

Fire Department

Chief Knisely submitted the December, 2015, monthly business report. They set a record for the most training hours for a single year at 688 hours. They also had 16 calls for the month, the most in 10 years. He reminded residents that smoke detectors are available free of charge at the township hall, and firemen will help install them for anyone requesting assistance.

Cemetery

Sexton Wolf supervised the first burial of the year and of her new career as a Sexton. It was at Howe Cemetery, and she found a very professional grave digger in a company out of La Porte that Kanewski Funeral Home used. She also acknowledged former Sexton Kuntz and the invaluable help he has given her in learning her job, such as finding and marking the graves and working with the plot maps.

Public Comments

NONE

Unfinished Business

1. Cemetery Ordinance 66

Supervisor Hicks led a broad discussion of the ongoing issues we need to address with the cemeteries, including getting an ordinance in place we can refer back to, and addressing our current fees. Treasurer Kuhn suggested we need to look at adding items to our Chart of Accounts that will better serve us for using a portion of monies collected in plots for perpetual care. Discussion was tabled to allow board members time to review the Ordinance 66 text which some did not have in their packets.

New Business

1. 2016 Appointments

Motion made by Hicks, seconded by Vite to approve the following reappointments for 2016:

- **Zoning Board of Appeals**
 - Tom Wrasse (Current Chair) – Jan. 2016 to Dec. 2018
 - Stephen LeClaire – Jan. 2016 to Dec. 2018
- **Planning Commission**
 - Mary Duis – Jan. 2016 to Dec. 2016 (a single year to stagger rotation)
 - Lisa Marsh McCarty – Jan. 2016 to Dec. 2018
 - Rick Racht – Jan. 2016 to Dec. 2018
- **SMEGA**
 - Steve Hicks – Jan. 2016 to Nov. 2016

- **Board of Review – Alternate**

- Judith McDonald – Dec. 2015 to Dec. 2017

Discussion: Kuhn asked what pay is for alternates. Hicks said it is same pay as regular member if they attend meeting. Ms. McDonald was formerly on the Board of Review and the plan is for her to attend the meetings – typically someone doesn't show.

Voice vote: **Motion carried unanimously**

2. Brandywine School Board Request

Motion made by Kuhn, seconded by Zelmer to authorize Treasurer Kuhn to enter into agreement with the Brandywine School District to collect summer taxes at their behest with a fee of \$1.50 per parcel.

Voice vote: **Motion carried unanimously**

3. Planning Commission Resolution 151210D

Motion made by Kuhn, seconded by Zelmer to adopt Resolution #151210D – Resolution to Establish the Schedule of Fees for Administration of the Zoning Ordinance Adopted by the Township Board on December 10, 2009.

Discussion: Kuhn said other townships collect similar fees to help offset the costs incurred by the Zoning Administrator. We recently had a situation in the township where the ZA had numerous reviews and time spent on a new building project with no recourse for reimbursement of her time. The fees proposed are the same as Buchanan and Milton townships, the other two townships our ZA services. The new Site Plan review fees are:

- New House: \$75
- Addition/Renovation/Garage \$50
- Fence/Pool/Shed (200 ft² or less) \$25

Roll call vote: **Motion carried unanimously**

4. Planning Commission Resolution 151210E

Motion made by Hicks, seconded by Vite to adopt Resolution 151210E – Resolution to Amend the Bertrand Township Zoning Ordinance for Micro-Breweries and Small Distilleries Section Definitions for 8.02, 9.02, and 13.04.

Discussion: While this was voted on and approved in the November 12, 2015, it was not done so in the form of a resolution. This being in the form of a resolution provides better record-keeping for future reference in Zoning Master Plan updates.

Roll call vote:

Aye: Hicks, Kuhn, LeClaire, Vite **No:** Zelmer

Carried 4-1

Communications

Budget Planning Workshop this Saturday, December 12, 9:00am – noon at the Township Hall.

Public Comments

Resident Cathy Podell-Jones thanked Sexton Wolf and the board for their helpfulness during the recent passing and burial of her husband in Howe Cemetery.

Secretary Lentsch encouraged the board to consider having a Community Hall rental deposit. Recent renters left the hall with a mess that required extra time and work from the janitor.

Board Member Comments

Various members expressed thanks to the public and each other for a good year.

Trustees LeClaire and Zelmer thanked Nancy Lentsch and Ronni Redman for beautifying the township hall with Christmas decorations.

Supervisor Hicks gave a year in review of the many accomplishments of the township board, including:

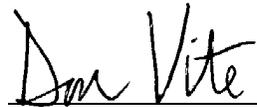
- A record \$170,000 spent on road repairs, upgrades, and maintenance.
- Repairing and restoring the township hall boiler to working order.
- The board and Planning Commission members attended an Effective Meetings Workshop presented by Julie Pioch.
- A new fire truck was purchased for the Fire Department with delivery expected in April, 2016.
- Resident Tom Wrasse supervised the planting of an American Chestnut Orchard behind the township hall.
- Asbestos concerns in the township hall were immediately addressed and problem areas were abated.
- Policies and Procedures were adopted and approved by the board.
- Sexton Wolf has done a wonderful job cleaning up our cemeteries and working with residents interested in purchasing plots. A cemetery ordinance is currently in the works.
- A new well was installed at the Community Hall.

Miscellaneous / Announcements / Schedule

The next township board meeting will be Thursday, January 14, 2015, at 8:17 p.m.

Motion made by Hicks, seconded by Kuhn to adjourn at 8:17 p.m.

Respectfully submitted,



Don Vite
Bertrand Township Clerk

December 11, 2015

Dated