

**Bertrand Township Board**  
**Regular Meeting**  
 And  
**IFT Revocation Hearing (7:05 p.m.)**  
 And  
**General Fund Budget Hearing (7:15 p.m.)**  
 And  
**Fire Assessment District Budget Hearing (7:45 p.m.)**  
**Thursday, February 11, 2016**

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: Mr. Matt Bauer representing Bauer Better Water Systems

**Consent Agenda** *(see attachments)*

**Motion** made by Zelmer supported by LeClaire to approve Consent Agenda as presented:

- Township Board Meeting Minutes from January 14, 2016
- Township Board Special Meeting Minutes from January 30, 2016
- Accounts Payable as amended for the period 01/15-02/11 presented:

Total General Fund Expenses	\$40,219.17
Total Fire Dept. Fund Expenses	\$8,378.88
Total WRT Fund Expenses	\$87.88
<b>Total Expenses</b>	<b><u>\$48,685.93</u></b>

- Treasurer's Report

General Fund	\$1,401,698.24
Total Fire Dept. Fund	\$233,959.34
Total WRT Fund	\$3,480.96
<b>Total Fund Current Assets</b>	<b><u>\$1,639,138.54</u></b>

**IFT Revocation Hearing**

Supervisor Hicks called the hearing to order at 7:05 p.m.

Treasurer Kuhn presented the fact that the township board gave Bauer Better Water a six-month grace period at the May 14, 2015, Special Hearing to revoke their IFT exemption after they assured the board that they would pay their delinquent taxes. The delinquent taxes have remained unpaid, and the bill total is currently just under \$20,000.

Mr. Matt Bauer, representing Bauer Better Water, came before the board and indicated he was just approved for loans that will get him the funds to pay the back taxes plus interest "within the next couple of days". He asked the board to please withhold from a revocation to allow him to pay up in full and continue operations in Bertrand Township.

Mr. Kuhn proposed and the rest of the board agreed that a couple of weeks' grace period in the scope of things is reasonable – so long as they follow through with their promise.

The hearing was closed at 7:19 p.m.

### **Bertrand Township General Fund Budget Hearing**

Supervisor Hicks called the budget hearing to order at 7:19 p.m.

Supervisor Hicks presented the tentative 2016/2017 General Fund budget. It is \$582,803. Roads are the biggest line item at \$172K. This is about five miles worth of roadway, and the following four roads are targeted for repair:

- Mayflower
- Weaver
- Orange
- Olive Branch

Supervisor Hicks stated he would pursue compensation from Enbridge for their involvement in damaging certain roadways from their heavy equipment use in laying the pipeline.

The good news is another five or more miles will be repaired at no expense to the township.

The capital outlay (970) of \$20K is earmarked for use to repave the Station #1 parking lot.

Salaries remain unchanged from the previous year.

In public comments, the question was raised about the priority of getting an electric message sign. This is a “wish list” item that will cost north of \$15K, and will be reevaluated next budget cycle.

The hearing was closed at 7:36 p.m.

### **Reports** (*see attachments*)

#### **Sheriff's Department**

Officer Pifer submitted the monthly report. She indicated the perpetrators of the area break-ins mentioned last month have all been arrested and jailed.

#### **Fire Department**

Chief Knisely submitted the February, 2016, monthly Fire Department report. Last month's animal vaccination clinic doubled in the number of pets vaccinated to 218 from last year, and said it is great PR for Bertrand Twp. The FD Annual Awards Banquet will be March 19 at the Community Building and all are invited to attend. Social time is 5:30 p.m., and the meeting begins at 6:00 p.m. Finally, he gave the sobering and urgent reminder of the dangers firefighters face with traffic and motorists who don't pay attention to emergency lights, cones, etc. Asst. Chief Remmo was grazed today by a side-door mirror of a negligent motorist passing through the scene of an accident he was assisting with.

#### **SMCAS**

Chief Knisely submitted the monthly report.

### **Public Comments**

NONE

## **Fire Assessment District Budget Hearing**

Supervisor Hicks called the budget hearing to order at 7:46 p.m.

The significant features of this budget are the following:

- Acct “728-2 Class A Foam Purchase” was added. Chief said it costs \$500 per 5 gallon bucket of foam. He pursues every reimbursement he can get from the insurance companies, who tend to pay for 2-3 gallons; the Fire Department has to eat the remaining cost.
- Acct “676 – Received Grants” – The FD received a grant from Trans-Canada pipeline for \$7,000.
- Acct “853-1 Composite SCBA Bottle Purchase” was added, which allows the FD to buy the necessary bottles without board approval.
- Change 971 – Capital Outlay Apparatus Replacement to \$17,000 from \$0.
- Change 971-1 Apparatus Refurbishing to \$23,000 from \$40,000 (note: balance here went to 971). This account is setup to account for the funds needed for the Tanker truck’s refurbishment.

The refurbished tanker’s life will be extended 10-15 years. Because it has less moving parts, it will not have to go through the more stringent MI-OSHA inspection certification as well.

The hearing was closed at 7:54 p.m.

## **Unfinished Business**

NONE

## **New Business**

### 1. IFT Revocation

Supervisor Hicks informed the board they may take action and vote on the prepared Resolution 160211B. It was the pleasure of the board to discard this resolution for the following motion:

**Motion** made by Hicks, supported by Kuhn to give Bauer Better Water Systems a grace period up until February 29, 2016, to pay in full their back taxes plus penalties totaling at least \$19,379.17, and if not paid in full by this date as they promised, to proceed with the IFT Revocation hearing at the March meeting with no further allowances.

**Discussion:** Vite wondered if we should prepare a response now for the possibility the township faces the same situation again in the next tax cycle with Bauer. Kuhn reminded the board of the importance of following the letter of the law for IFTs for the sake of the township’s reputation and any future extensions for Bauer shouldn’t be permitted.

Roll call vote:

**Aye:** Hicks, Kuhn, LeClaire, Vite

**No:** Zelmer

**Carried 4-1**

### 2. 2016-2017 Ground Maintenance

**Motion** made by Hicks, supported by Vite to award FlatTop Lawn Care their 2016 mowing estimate of \$9,375 for the Township properties.

**Discussion:** Their estimate also listed hourly rates for additional grounds cleanup as directed by the board. Kuhn suggested the sexton roughly identify and mark cemetery property lines so they can clean up to the boundaries if we request it.

Roll call vote: **Motion carried unanimously**

3. Cleaning Specification

**Motion** made by Hicks, supported by Zelmer to seek sealed bids due Monday, March 7, 2016, for the Facilities Cleaning Specifications as listed but also to include the option of annual carpet cleaning.

**Discussion:** Kuhn asked that an annual carpet cleaning would also be included in the bid spec with a notation to indicate whether or not they clean carpets. Advertising will be through: website, South Bend Tribune, and Supervisor Hicks personally contacting companies. Clerk Vite and Administrative Assistant Lentsch will open the bids.

Roll call vote: **Motion carried unanimously**

4. LMC Summer Tax Collection

**Motion** made by Kuhn, supported by Zelmer to allow Kuhn to respond by letter to LMCs Summer Tax Collection request in a letter dated January 15, 2016, informing them a fee of \$1.50/parcel will be charged to LMC if they elect to have Treasurer Kuhn collect summer taxes on their behalf.

**Discussion:** This response to LMC will be the same response as Brandywine School District's annual request for summer tax collection. It will be at the pleasure of LMC to decide whether they wish to proceed with the services of the treasurer, but the township will stand to receive additional unplanned revenue if they proceed.

Voice vote: **Motion carried unanimously**

5. Resolution 1602111A – Deputy Clerk Compensation for Election Day Activities

**Motion** made by Vite, supported by Kuhn, to adopt resolution 160211A – To Establish Deputy Clerk Compensation for Election Day Activities.

**Discussion:** The Deputy Clerk will play significant roles in the August and November elections since the Clerk will be on the ballot. The meal allowance is standard for each election worker.

Roll call vote: **Motion carried unanimously.**

**Public Comments**

Matt Remmo wondered if the litter-bug at US12 and Redbud Trail has been caught yet? No.

Alice Kring clarified Workmen's Compensation requirements from our discussion on sending out cleaning bids. She suggested we get Workmen's Compensation.

**Board Member Comments**

Treasurer Kuhn expressed gratitude on behalf of the Swartz family for the outpouring of support and goodwill at Margaret Swartz's passing.

Trustee LeClaire wished to thank Mr. Richard Wilcox for his invaluable insight into the procedures of the ZBA at a walk-through meeting they conducted in January.

### **Communications**

- The Board of Review meets the following dates and times:
  - March 8<sup>th</sup> – Organizational Meeting at 4:00 p.m.
  - March 14<sup>th</sup> – Appeal Hearings from 9 a.m.–Noon and 1:00 p.m.–4:00 p.m.
  - March 16<sup>th</sup> – Appeal Hearings from 3:00 p.m.–5:00 p.m. and 6:00 p.m. –9:00 p.m.
- The PAR Plan has approved a \$3,254.85 grant for the installation of a new security system.
- Clerk Vite submitted the names of 10 individuals who have agreed to be election inspectors for the 2016 election season as necessary.
- The ZBA met for a walk-through as they had not met in over two years.
- Treasurer Kuhn said the Planning Commission hired LSL to do a technical review of the Master Plan. In addition to some wordsmithing changes, they suggested the PC begin considering the following:
  - Drones
  - Backyard chickens
  - Legal marijuana dispensaries (the township can opt out)
  - Tiny houses – highest priority
  - Homeowner rentals of their homes for short-term events such as ND football games.

### **Miscellaneous / Announcements / Schedule**

- A Public Accuracy Test of the voting tabulating equipment will be conducted on Tuesday, February 23, 2016, at 6 p.m. at the township hall.
- The Presidential Primary election is 7 a.m. – 8:00 p.m. on Tuesday, March 8, 2016.
- The next township board meeting will be Thursday, March 10, 2016, at 7:00 p.m.

**Motion** made by Hicks to adjourn at 8:44 p.m.

Respectfully submitted,



Don Vite

Bertrand Township Clerk

February 12, 2016

Dated