

**Bertrand Township Board  
Regular Meeting  
And  
General Fund Budget Hearing (7:15 p.m.)  
And  
Fire Assessment District Budget Hearing (7:45 p.m.)  
Thursday, February 8, 2018**

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, Payton, Vite, Zelmer

Special Guests: Brian Timmer and Jim Hnilo with the Ted Hartleb Agency

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

**Motion** made by Kuhn supported by Vite to approve Consent Agenda as presented:

- Township Board Meeting Minutes from January 11, 2018 (correction was made to the vote count on Unfinished Business #1 – MAI with Zelmer abstaining).
- Township Budget Planning Session Minutes from January 20, 2018
- Accounts Payable for the period 01/12-02/12 presented:

Total General Fund Expenses	\$53,015.21
Total Fire Dept. Fund Expenses	\$13,986.48
Total WRT Fund Expenses	\$109.66
<b>Total Expenses</b>	<b><u>\$67,111.35</u></b>

- Treasurer’s Report as of January 31:

General Fund	\$1,360,245.80
Total Fire Dept. Fund	\$268,509.20
Total WRT Fund	\$2,773.58
<b>Total Fund Current Assets</b>	<b><u>\$1,685,960.35</u></b>

**Discussion:** Treasurer Kuhn noted he has not received monthly statements from United Federal Credit Union nor Edgewater to reconcile. He also stressed attentiveness to spending limits in the current budget as we near fiscal year end and approach our budgeted amounts on some accounts.

Roll call vote: **Ayes: Kuhn, Payton, Vite, Hicks**

**Nays: None**

**Abstain: Zelmer (absent from 1/20 mtg)**

**Passed: 4-0**

**Reports** *(see attachments)*

**Sheriff’s Department**

Deputy Brandon Crosby submitted the monthly report. There wasn’t any extraordinary activity in the township last month.

**Fire Department**

Chief Knisely submitted the February, 2018, monthly Fire Department report. Nothing extraordinary to report. Chief received confirmation from the state that Training Officer Tyler

Knisely has been appropriately logging all safety trainings for purposes of an audit from MIOSHA and there is no necessary additional oversight from them.

### SMCAS

No report due to Chief Knisely's unavoidable absence.

### SE Berrien County Landfill

Trustees Zelmer and Kuhn reported. Highlights included:

- Work is underway on the new treatment plant
- The GM had a baby

### Bertrand Township General Fund Budget Hearing

Supervisor Hicks called the budget hearing to order at 7:15 p.m.

Supervisor Hicks presented the tentative 2018/2019 General Fund budget. The revenues and expenditures are as follows:

- General Fund: \$690,480.00
- West River Terrace: \$1,059.00
- SMCAS \$27,460.00

State Revenue Sharing is projected to be \$215,000. Road construction expenses are budgeted at \$156,000.

Treasurer Kuhn warned that at the current rate of \$12.50/parcel in the West River Terrace Fund, the lighting expenses are more than the township is receiving in. Therefore, there will be a resolution to increase this to \$14.00/parcel for the new fiscal year to defray increased electric costs of the street lights.

Township Meeting (eg, BOR, ZBA, etc) pay will increase to \$75/meeting for attendance.

Administrative assistant wage will increase \$0.75/hr to \$13.75/hr and Zoning Administrator salary will increase to \$12,500. *The assessor was given a 2% cost-of-living increase for a new salary of \$19,278.* All other salaries remain unchanged.

With no questions from the public, the hearing was closed at 7:29 p.m.

### VFIS Accident & Sickness Insurance Proposal (under New Business #1)

Treasurer Kuhn and Clerk Vite recently met with Jim Hnilo from the Ted Hartleb Agency, the Township's casualty and liability insurance agent, to receive a proposal that would replace our current Provident Accidental Death and 24 Hr policy for the board members and firefighters. We invited Jim and the agency's VFIS expert, Brian Timmer, to present to the board a modified proposal Jim presented to us. Brian made the presentation and answered questions from the board. At 7:46 we took a break to enter into the Fire Assessment District Budget Hearing.

### Fire Assessment District Budget Hearing

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

In the Chief Knisely's absence due to a fire call, Supervisor Hicks presented the tentative 2018/2019 budget at \$197,200.00. Millage for general operations will be 1.526 mills.

Fire Call hourly rate also increases slightly for certified firefighters as follows:

- \$15.50 – Fire Calls
- \$13.50 – Work Detail
- \$14.50 – Training
- \$15.00 – Meetings
- Candidate pay remains at \$10 across the board

Other bucket list items include new or refurbished filling stations for SCBA bottles; tires for fire trucks; vent saw purchase; asphalt patch job for Station #2 lot.

With no questions from the public, the hearing was closed at 7:49 p.m.

### **Public Comments**

A resident asked the board for an update on the blight properties on Haas and Bakertown roads and urged the board to continue pressing the situation.

### **Unfinished Business**

None.

### **New Business**

#### 2. LMC Summer Tax Collection

**Motion** made by Vite, supported by Payton to permit Treasurer Kuhn to collect Lake Michigan College’s summer tax for a fee of \$2.50/parcel.

Voice vote: **Motion carried unanimously**

#### 3. Farm Land Rental – (Four individuals submitted sealed bids)

**Motion** made by Payton, supported by Vite to accept Mike Jesswein’s sealed bid of \$150/acre to farm the Hein property at 1880 Redbud Trail for 2018.

**Discussion:** Ensure that Jesswein has a Certificate of Liability on file at the office

Roll Call vote: **Motion carried unanimously**

#### 4. Banking Resolutions

**Motion** made by Vite, supported by Zelmer to adopt Resolution 180208A – .

Roll call vote: **Motion carried unanimously**

**Motion** made by Vite, supported by Payton to adopt Resolution 180208B – .

Roll call vote: **Motion carried unanimously**

**Motion** made by Zelmer, supported by Vite to adopt Resolution 180208C – .

Roll call vote: **Motion carried unanimously**

**Motion** made by Zelmer, supported by Vite to adopt Resolution 180208D – .

Roll call vote: **Motion carried unanimously**

#### 5. Resolution 180208E West River Terrace Assessment

**Motion** made by Hicks, supported by Zelmer to adopt Resolution 180208E “Resolution for West River Terrace Subdivision Special Lighting District Special Assessment” to increase

the special assessment currently levied on property owners in the lighting district to \$14.00 per parcel, taking effect with the July 1, 2018 tax bill.

**Discussion:** As mentioned during the General Fund Budget Hearing above, the current amount of \$12.00 per parcel isn't enough to offset the increasing electric charges for the district and, therefore, account funds are gradually depleting.

Roll Call Vote: **Motion carried unanimously**

**Public Comments**

Former Fire Chief Richard Kuntz commented as to how many former Bertrand Township Firefighters are now working full time in other local municipalities as chiefs and officers.

**Board Member Comments**

None

**Communications**

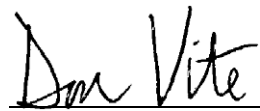
- The Board of Review meets the following dates and times:
  - March 7<sup>th</sup> – Organizational Meeting at 4:00 p.m.
  - March 15<sup>th</sup> – Appeal Hearings from 2:00 p.m.–5:00 p.m. and 6:00 p.m. –9:00 p.m.

**Miscellaneous / Announcements / Schedule**

- The next township board meeting will be Thursday, March 8, 2018, at 7:00 p.m.

**Motion** made by Hicks to adjourn at 8:53 p.m.

Respectfully submitted,



Don Vite

Bertrand Township Clerk

February 14, 2018

Dated