

**MINUTES SILVER CREEK TOWNSHIP
PUBLIC HEARING AND
REGULAR BOARD MEETING HELD ON MARCH 12, 2014**

The Public Hearing was called to order by Supervisor Bill Saunders at 7:00 p.m. on Wednesday, March 12, 2014. The Pledge of Allegiance to the Flag of the United States of America was led by Supervisor Saunders.

MEMBERS PRESENT: Supervisor Bill Saunders, Treasurer Maureen Kuriata, Clerk Barbara Runyon, and Trustee Mike Glynn.

MEMBERS ABSENT: Trustee Joel Moore

OTHERS PRESENT: Attorney John Magyar.

CALL FOR PUBLIC COMMENT

Supervisor Saunders called for public comment on the Proposed 2014/2015 Fiscal Year General Fund Budget, Public Safety Budget, Indian Lake Sewer Budget, Building Department Budget and Parks and Recreation Budget. There was no public comment.

DISCUSSION

Clerk Runyon went over the five proposed budgets and explained each line item account which involved significant changes from the prior fiscal year. Proposed revenue and expenditures were reviewed as follows:

<u>Proposed 2014/2015</u>	<u>Revenue</u>	<u>Expenditures</u>
General Fund	\$524,636.00	\$514,932.60
Indian Lake Sewer	\$144,200.00	\$119,440.00
Public Safety Fund	\$218,100.00	\$214,351.00
Building Department	\$72,275.00	\$72,273.00
Parks & Recreation	\$55,700.00	\$76,400.00

There was no further discussion.

ADJOURNMENT OF BUDGET HEARING

Supervisor Saunders adjourned the Public Hearing at 7:16 p.m.

REGULAR BOARD MEETING

Supervisor Saunders called the regular board meeting to order at 7:16 p.m.

APPROVAL OF AGENDA

Treasurer Kuriata moved, seconded by Clerk Runyon, to approve the March 12, 2014 Silver Creek Township Agenda. Motion carried by voice vote.

PUBLIC COMMENT

Adam Mensinger from Senator John Proos office gave us an update on what's happening in Lansing.

Silver Creek Township Police Chief Mike Grice introduced Patrolman Kenneth Richcreek who began working as a Silver Creek Township Police Officer on February 1, 2014. Officer Richcreek thanked the Board and gave a brief history of his connections to Silver Creek Township and his employment record.

Walt Lehmann commended the Clerk for the budget preparation, and also expressed his disagreement with the township obtaining a credit card.

APPROVAL OF MINUTES

Trustee Glynn moved, seconded by Supervisor Saunders, to approve the Minutes of the Regular Meeting held on February 12, 2014 and the Special Meeting held on February 22, 2014. Motion carried by voice vote.

APPROVAL OF BILLS AND CLAIMS

Treasurer Kuriata reported the bills and claims for March 12, 2014. Clerk Runyon moved, seconded by Trustee Glynn, to approve the following bills and claims in the total amount of \$117,127.04 as follows:

FROM THE GENERAL FUND	\$25,775.91
FROM THE INDIAN LAKE SEWER FUND	\$ 44,931.67
FROM THE PUBLIC SAFETY FUND	\$ 38,053.25
FROM THE BUILDING DEPARTMENT FUND	\$ 6,328.89
FROM THE INDIAN LAKE WEED CONTROL FUND	\$ 2,037.32
 GRAND TOTAL OF DISBURSEMENTS:	 \$117,127.04

The Supervisor requested the Clerk to take roll:

Yes (4) Supervisor Saunders, Clerk Runyon, Treasurer Kuriata and Trustee Glynn.

No (0): None.

Absent (0): Trustee Moore.

Motion carried by roll call vote.

READING OF COMMUNICATION

Clerk Runyon read communication received from Wightman & Associates indicating Silver Creek Township did not receive the SAW Grant for Indian Lake Sewer.

POLICE REPORT

Chief Grice reported as follows: 32 complaints, 5 warnings, 3 tickets issued, 4 accidents policed, 9 assisted other policy agency, and 5 assist motorist and pedestrians.

HEALTH & SERVICE REPORTS

Indian Lake Fire Department: No report.

Sister Lakes Fire Department: 6 calls, with 2 in Silver Creek Township.

Pride Care Ambulance Report: February - 4 calls with an average response time of 6:00 minutes.

TOWNSHIP ATTORNEY'S REPORT

Attorney John Magyar reported he is still waiting for a hearing date with the Court of Appeals on the O'Connor case, and no new lawsuits have been filed.

BUILDING & ZONING INSPECTOR'S REPORT

Todd Herter reported 2 building permits with an estimated cost of \$17,500.00.

ZONING AND BLIGHT ADMINISTRATOR'S REPORT

Ed Wainwright reported he has had a number of verbal inquiries, and one zoning compliance permit. There is a ZBA hearing scheduled on April 2nd at 7:00 p.m.

APPEALS BOARD REPORT

Bruce Nevins reported that there will be a Zoning Board of Appeals hearing on April 2, 2014 at 7:00 p.m.

PLANNING/ZONING COMMISSION REPORT

Tom Lehrer provided the Planning Commission Report, reporting that at the February 26th Planning Commission meeting they reviewed the Silver Creek Township Master Plan and there will be a Public Hearing on April 23, 2014 regarding the Master Plan.

He also reported that the commission had reviewed the consultant proposals for the waterfront zoning ordinance, and had interviewed Steve Czadeck from Lakeshore Environmental. The Planning Commission is recommending the Board to hire Lakeshore Environmental.

STANDING INSPECTORS REPORT

Electrical Inspector: 3 permits
Plumbing Inspector: 0 permits.
Mechanical Inspector: 3 permits.
Liquor Inspector: 5 inspections, no violations.

TREASURER'S REPORT

Treasurer Kuriata reported fund balances as follows:

General Fund	\$365,288.50
Indian Lake Sewer Maintenance Fund	\$213,689.75

OPERATIONAL REPORTS

Indian Lake Sewer: Treasurer Kuriata reported that the generator in lift station #1 has been delivered and is being installed. She also reported that lift station 7 was repaired this month.

Sister Lakes Area Sewer: Treasurer Kuriata reported that they're waiting for the weather to break to install the new A1 lift station building.

Parks & Recreation Committee Report: Supervisor Saunders read a report provided by Trustee Moore stating that a public meeting was scheduled for March 4, 2014 to discuss the Proposed Update to the Parks and Recreation Plan. There was not a quorum, and the meeting is rescheduled for March 25th at 7:00 p.m. Russom Parks Board will meet on March 18th at 6:00 p.m. at Silver Creek Township.

Public Safety Committee: Public Safety Committee will meet on April 15, 2014 at 7:00 p.m. at the Township Hall.

UNFINISHED BUSINESS

Update on Planning Commission Member

Clerk Runyon read correspondence she had sent to Planning Commission Member Jerry Donley regarding meeting attendance and also read Mr. Donley's response. Discussion was held and the following motion was made.

MOTION RE. PLANNING COMMISSION ATTENDANCE

Clerk Runyon moved, seconded by Treasurer Kuriata, to allow Planning Commission Members to Skype or attend meetings via computer internet, and to be compensated for said meeting. Motion carried by voice vote.

Clerk Runyon was directed to notify Mr. Donley.

Update on Kitchen Renovation Bids

Clerk Runyon reported that on March 4th an invitation to bid had gone out to 17 contractors; bid opening will be April 3rd at 11:00 a.m.

Update on Township Sign

Trustee Glynn reported that he and Tom Lehrer had taken a "road trip" to check out signs, and that Jennifer Stockwell had provided information on signs. The ad hoc committee will meet next week to review the township zoning ordinance regarding signs and to put specs together.

NEW BUSINESS

MOTION FOR SPECIAL MEETING

Supervisor Saunders moved, seconded by Clerk Runyon, to schedule a Special Meeting on March 20, 2014 at 7:00 pm. to approve the 2014/2015 Fiscal Year Budgets. Motion carried by voice vote.

**MOTION TO AWARD BIDS FOR PLAYGROUND EQUIPMENT
FOR RUSSOM PARK**

Clerk Runyon moved, seconded by Treasurer Kuriata, to award the playground

equipment bids for Russom Park to Miracle Play Ground Equipment in the amount of \$47,985.00 for playground equipment and installation, and to award the cement and earthwork bid to Lounsbury Excavating of Paw Paw in the amount of \$17,150.00, these funds to be paid out of the Parks and Recreation Fund. Discussion followed.

The Supervisor requested the Clerk to take roll:

Yes (3) Supervisor Saunders, Clerk Runyon and Treasurer Kuriata.

No (1): Trustee Glynn.

Absent (1): Trustee Moore.

Motion carried by roll call vote.

RESOLUTION R14-01
TO ADOPT PURCHASING POLICY

Trustee Glynn moved, seconded by Clerk Runyon, to adopt a Silver Creek Township Purchasing Policy. Discussion was held.

TOWNSHIP OF SILVER CREEK
COUNTY OF CASS
STATE OF MICHIGAN
RESOLUTION NO. 14-01
PURCHASING POLICY

WHEREAS, the Silver Creek Township Board deems it is in the best interest of the township to establish a Purchasing and Bid Policy, now

THEREFORE BE IT RESOLVED, that the following Purchasing and Bid Policy be adopted:

SILVER CREEK TOWNSHIP
PURCHASING AND BID POLICY

PURPOSE: The policy controls the expenditure of funds for supplies, parts, repairs, services, training and equipment for the normal and routine operation of Silver Creek Township, including all contracted outside services.

Routine Purchases

1. The Township Supervisor is the purchasing agent for Silver Creek Township ("the Township"). He/She may make or authorize routine purchases of \$2,000 or less with the consent of one board member.
2. Every reasonable attempt must be made to ensure that purchases are being made in a manner to ensure that the Township is receiving the best value for the money being expended.
3. Township credit cards may be used to make purchases from vendors where credit terms are not available (such as travel) as well as for one time non routine items. Purchases made on credit cards are subject to transaction and credit limits established for each individual card. A minimum transaction of ten dollars (\$10) is required for all credit card transactions.
4. In emergencies, when necessary to protect the health, welfare, safety and well being of the community, the Supervisor may make or authorize an expenditure higher than \$2,000, after receiving the consent of the Clerk and Treasurer. If the Supervisor, Clerk and/or Treasurer are not available, consent must be obtained from two Trustees for a total of three Township Board of members.
5. All purchases for recurring services, must abide by the bid policy as set forth below.
6. All purchases of goods and services in an amount higher than \$2,000 (except as noted in paragraph 4 above), and all contracts for recurring services must be approved by the Township Board.
7. Bids for goods and services must be solicited and requests for proposals prepared under the following circumstances:
 - a. \$2,001-\$5,000: A request for proposals must be prepared and three bids must be obtained, however, these bids may be solicited from an approved Vendor List, to be maintained by the Township. Publication of a Notice to Bidders is not required. The bids must be sealed. E-mails or faxed bids will not be accepted.
 - b. \$5,001 and above: A request for proposals must be prepared and three bids must be obtained. A Notice to Bidders is required to be published in the Township's newspaper of record, and should also be sent to all relevant vendors on the approved Vendor List. The bids must be sealed. E-mails or faxed bids will not be accepted.
8. Bids for recurring services must be solicited and requests for proposals prepared for all contracted services, including professional services, with the following requirements:

- a. All contracts must cover a specified period and include costs in increments reflecting Township calendar year of the contract.
 - b. If the term of the service contract is expected to be less than three years, then the contract would cover the expected term.
 - c. All contracts must contain the clause that the Township may terminate the contract with or without cause at any time, upon written thirty (30) day notice, and that the contractor must turn over any files and information in their possession to the Township Supervisor at the end of that thirty day period.
 - d. The contract may also contain the clause that the contractor may terminate the contract with or without cause at any time, upon written sixty (60) day notice, under the same conditions as made in paragraph 8c above.
9. Bids will be opened on the date specified in the request for proposals at the Silver Creek Township Hall, in the meeting room, by the Supervisor and Clerk, or in their absence, by another designated elected official.
 10. The Township Board will award the bid a scheduled township board meeting and will use a roll call vote when awarding the bid.
 11. The Township Board is not required to accept the lowest bid, and every effort will be made to award bids to local bidders.
 12. In recognition that certain products and services are clearly superior and/or compatible with township operations, the township board may determine that a specific product or vendor be the sole source of purchasing for the Township. In doing so, the items will be purchased without a formal bidding process. Examples of sole source purchasing include engineering, information technology, and auditing services.
 13. If the Township Board decides that the bid process is not practical in a given situation, they may waive the requirements of this policy on a majority, roll call vote. A majority shall consist of three or more affirmative votes.
 14. This policy be in effect upon adoption by the Township Board and will remain in effect until rescinded by the Township Board. Revisions or amendments must be approved by the Township Board, and must be recorded in writing and maintained with this original policy by the Township Clerk. This policy, and all subsequent amendments, will be provided by the Clerk to all Township Board members and all department heads.

The Supervisor requested the Clerk to take roll:

Yes (4) Trustee Glynn, Supervisor Saunders, Clerk Runyon and Kuriata.

No (0): None.

Absent (0): Trustee Moore.

Resolution R14-01 carried by roll call vote.

MOTION FOR TOWNSHIP CREDIT CARD

Treasurer Kuriata moved, seconded by Clerk Runyon, to obtain a township credit card with a limit of \$3,500. Discussion was held.

The Supervisor requested the Clerk to take roll:

Yes (3) Treasurer Kuriata, Supervisor Saunders and Clerk Runyon.

No (1): Trustee Glynn.

Absent (1): Trustee Moore.

Motion carried by roll call vote.

RESOLUTION R14-02
CREDIT CARD POLICY

Supervisor Saunders moved, seconded by Clerk Runyon, to adopt a Silver Creek Township Credit Card Policy as set forth. Discussion followed.

WHEREAS, Public Act 266 of 1995 authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the Silver Creek Township Board deems that it is in the best interest of its township to make certain township financial transactions by using a credit card as described in the Act, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of township credit cards:

- (a) The Clerk will obtain a credit card with a \$3,500 credit limit.
- (b) The Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

- (c) The Clerk is responsible for keeping the credit card in a secure location and providing it to the official or employee when deemed necessary. It is the responsibility of the official or employee to return the credit card to the Clerk in a timely manner.
- (d) Township credit card may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township.
- (e) Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the clerk. If no credit card slip was obtained that described the transaction, the official or employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction and the official business that required the transaction. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.
- (f) An official or employee who is using the credit card is responsible for its protection and custody. If a credit card is lost or stolen, the clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
- (g) The Clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.
- (h) The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.
- (i) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.
- (j) Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination of employment, reimbursement to the township for unauthorized expenditures, legal action or criminal liability.

The Supervisor requested the Clerk to take roll:

Yes (4) Supervisor Saunders, Clerk Runyon, Treasurer Kuriata and Trustee Glynn.

No (0): None.

Absent (0): Trustee Moore.

Resolution R14-02 carried by roll call vote.

MOTION FOR LINE-ITEM ADJUSTMENTS

Clerk Runyon moved, seconded by Treasurer Kuriata, to approve the following General Fund Line Item Adjustments:

<u>Transfer from</u>	<u>Transfer to</u>
\$157.00 from 805-880 Consultant Serv.	805-875 Plan. Comm. Clerical
\$43.00 from 101-850 Telephone/Internet	101-958 Membership/Dues
\$255.00 from 101-850 Telephone/Internet	265-702 Townhall Maintenance
\$10.00 from 191-740 Election Postage	191-727 Election Supplies

Discussion followed.

The Supervisor requested the Clerk to take roll:

Yes (4) Clerk Runyon, Treasurer Kuriata, Trustee Glynn and Supervisor Saunders.

No (0): None.

Absent (0): Trustee Moore.

Motion carried by roll call vote.

MOTION TO HIRE CONSULTANT

Trustee Glynn moved, seconded by Supervisor Saunders, to hire Steve Czadzeck of Lakeshore Environmental as a consultant to review and make recommendations on the Silver Creek Township Zoning Ordinance Waterfront District Regulations. Trustee Glynn discussed the Planning Commission interview with Mr. Czadzeck. Discussion followed.

Motion to Amend

Clerk Runyon moved, seconded by Treasurer Kuriata, to amend the motion as follows: to hire Steve Czadzeck of Lakeshore Environmental as a consultant to review and make recommendations on the Silver Creek Township Zoning Ordinance Waterfront District Regulations in the amount of \$7,425.50.

Motion to amend carried by voice vote.

The Supervisor requested the Clerk to take roll on the motion as amended:

Yes (4) Treasurer Kuriata, Trustee Glynn, Supervisor Saunders and Clerk Runyon.

No (0): None.

Absent (1): Trustee Moore.

Motion carried by roll call vote.

RESOLUTION R14-03
SCHEDULING TOWNSHIP MEETING DATES

Treasurer Kuriata moved, seconded by Clerk Runyon, to adopt the following resolution:

RESOLUTION R14-03
TOWNSHIP MEETING DATES

WHEREAS, the board is required by resolution to provide the date, time and location of their board meetings;

FURTHER, the meetings must be posted within 10 days after the townships fiscal year beginning April 1, 2014;

NOW, THEREFORE, BE IT RESOLVED, that the Township Board of Silver Creek, Cass County, Michigan does hereby establish that there shall be one regular board meeting each month as follows:

a. All regular meetings shall be held on the 2nd Wednesday of each month and shall commence promptly at 7:00 p.m.

b. All regular meetings shall be held at the Silver Creek Township Hall located at 32764 Dixon Street, Dowagiac, Michigan 49047.

c. Dates of said meetings shall be:

April 9th, May 14th, June 11th, July 9th, August 13th, September 10th,
October 8th, November 12th and December 10, 2014; and January 14th,
February 11th and March 11th, 2015.

The Supervisor requested the Clerk to take roll on the motion as amended:

Yes (4) Trustee Glynn, Supervisor Saunders, Clerk Runyon and Treasurer Kuriata.

No (0): None.

Absent (1): Trustee Moore.

Resolution carried by roll call vote.

OTHER BUSINESS

None.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

The meeting was adjourned at 8:30 p.m. at the call of the Supervisor.

Date _____
Minutes to be approved
4-9-14

Barbara Runyon, Clerk