

Regular Meeting  
Charleston Township Board  
March 24, 2020

CALL TO ORDER:

The meeting was called to order at 4:00 p.m. by the Supervisor who led those present in the pledge of allegiance to the flag.

ROLL CALL OF OFFICERS:

Roll was called and members present were: VanderRoest, Moravek, Schug, Balkema and Kramer. Also present were Jeff Kidney and Alex Phelan.

ADOPTION OF PROPOSED AGENDA AND MINUTES:

Balkema/Schug moved to approve the agenda as presented. CARRIED

PUBLIC COMMENT:

None

CONSENT AGENDA:

Schug/Balkema moved to approve the consent agenda as submitted (with the addition of the Fire Report) consisting of:

- a. February 25, 2020 Regular Meeting Minutes,
- b. March 3, 2020 Budget Meeting
- c. Zoning Director's Report/Building Permits
- d. Communications
- e. Treasurer's Report
- f. Attorney's Report
- g. Planning Commission Report
- h. Gull Lake Sewer Authority Agenda/ Minutes
- i. CT/GLSWA Chronological Action Plan
- j. Library Minutes & Report
- k. Sheriff's Dept Report

CARRIED

PUBLIC HEARING: 4:15 P.M. Special Exception Use Request – Barn Theatre

Balkema/Moravek moved to suspend the regular meeting and open the Public Hearing at 4:12 p.m. Roll Call Vote: Moravek – Y; Schug – Y; Vander Roest – Y; Balkema -Y and Kramer – Y. CARRIED Under a Special Exception Use permit for a Summer Stock Theatre, Alex Phelan described what the Barn Theatre wanted to add to the property – storage buildings, expanded food and beverage service, and leisure and recreational structures. The Board asked a few questions. There being no further comment, Balkema/Schug moved to close the Public Hearing and return to the regular meeting at 4:20 p.m. CARRIED

The Township Board reviewed the requirements for a Special Exception Use under Section 23.7.25 “Summer Stock Theatre” and the evidence provided by the Barn Theatre. Regarding the question of adversely affecting the general plan for the township, the Board decided it did not adversely affect it. Compatibility with the uses of the surrounding area remains. Compatibility with the natural environment of the area remains. The use will not adversely affect traffic and the roads. The lot will accommodate all off-street parking. The use will not adversely affect adjacent properties or the general neighborhood. The use will not adversely affect the public health, safety or general welfare of the community. The use will

be in accordance with the character and adaptability of the land at issue. The general standards required for the allowance of an SEU can and will, in the Board's judgment, be met at all times by the applicant. The specific standards applicable to particular uses can and will, in the Board's judgment, be complied with at all times. The Board decided that all the conditions of the SEU for "Summer Stock Theatre" – food and beverages, onsite parking, storage buildings, leisure, recreational structures, and outdoor performances (not requested) – were met. Balkema/Moravek moved to approve the Special Exception Use permit for Summer Stock Theatre for the Barn Theatre. CARRIED

#### PUBLIC HEARING 4:45 P.M. 2020/2021 TOWNSHIP BUDGET

Balkema/Samson moved to suspend the regular meeting and open the Public Hearing at 4:45 p.m. Roll Call Vote: Moravek – Y; Schug – Y; Vander Roest – Y; Kramer – Y; and Balkema – Y. CARRIED  
Jerry reviewed the proposed budget. Linda reviewed the 2020/2021 General Appropriations Act. No comments or questions were offered so Balkema/Moravek moved to close the Public Hearing and return to the regular meeting at 4:57 p.m. CARRIED

#### OLD BUSINESS:

- a. Jerry presented a draft letter to Beacon Home, 11218 Miller Drive concerning the 215 filed police complaints or service calls from the Kalamazoo County Sheriff's Department during the past four years and the 18 Fire Department calls in 2019. The letter says that the Township expects that 17 of the calls will be reimbursed and the money distributed to the Fire Department.
- b. Jerry addressed a draft letter to Shane Jones, 11530 E. Michigan Ave concerning the keeping of farm animals in a Commercial District as well as animal waste running into an established floodplain or wetland area. The letter requires corrective action.
- c. The Board reviewed the draft agreement with Augusta concerning the force main sewer line that runs from Augusta down M-96 to the area of N 37<sup>th</sup> Street. The Board agreed to the suggestions of Engineer Tom Wheat, Jerry's suggestion of ordinance/code, option 3, and sending an approved agreement to Augusta. **Balkema/Vander Roest moved to authorize the attorney to prepare the draft Consent/Franchise Agreement with the Village of Augusta with the approved changes, option 3a, and sending the agreement directly to the Village.** CARRIED

#### NEW BUSINESS:

- a. Balkema/Vander Roest **moved to authorize the Supervisor to sign the road contracts with RCKC.** CARRIED Linda asked if the fog seal on L Ave. was necessary at a cost of \$10,000. Jerry said he would consult with RCKC about it.
- b. Jerry provided repair charges for sewer pipe along E. Michigan Ave that is 20 feet down. The two repairs will cost \$20,000. The cost of the meter at the Climax Drive lift station will be \$56,874.01. Plummer's Environmental will be completing the manhole lining repair work next week at S. 40<sup>th</sup> Street and L Avenue.
- c. Balkema/Schug **moved to adopt the 2020/2021 General Appropriations Act Resolution.** Roll Call Vote: Balkema – Y; Kramer – Y; Vander Roest – Y; Schug – Y; and Moravek -Y. CARRIED
- d. Schug/Balkema **moved to adopt the 2020/2021 List of Contract and Service Providers with the noted changes.** Roll Call Vote: Balkema – Y; Kramer – Y; Vander Roest – Y; Schug – Y; and Moravek – Y. CARRIED
- e. Balkema/Moravek **moved to adopt the 2020/2021 Meeting Schedule.** Roll Call Vote: Balkema – Y; Kramer – Y; VanderRoest – Y; Schug – Y; and Moravek – Y. CARRIED
- f. Linda listed the budget items that needed to be adjusted. Deputy Clerk \$336, Election Salaries (\$1904), Election Publishing & Supplies (\$149.45), Utilities (\$560), Computers/Support (\$664), Pension (\$783), Office Supplies (\$1199), Mileage (\$1103), Printing & Publishing (\$410), Wren Lighting District (\$111), Household Hazardous Waste (\$61), and GIS (\$146). Balkema/Moravek

**moved to approve the necessary adjustments to twelve General Fund accounts in the amount of \$7,427 deducted from the Office Administration and Education and Training accounts to balance the 2019/2020 annual budget. CARRIED**

- g. Balkema/Vander Roest moved to amend the Resolution to Permit Kalamazoo County Access to Existing GIS Data to sign on behalf of the Township, the Michigan Statewide Authoritative Imagery & Lidar Program (MiSail) with the State of Michigan. The Supervisor and Clerk are authorized to sign the agreement. CARRIED**
- h. Balkema/Schug moved to adopt the Resolution to Set the Salary and Other Compensation for Officers Composing the Township Board. Roll Call Vote: Moravek – Y; Schug – Y; VanderRoest – Y; Kramer – Y; and Balkema – Y. CARRIED**
- i. Schug/Balkema moved to approve the 2020/2021 Sewer & Water Budget. Roll Call Vote: Balkema – Y; Moravek – Y; Schug -Y; Vander Roest – Y; and Kramer – Y. CARRIED**
- j. Balkema/Vander Roest moved to approve the 2020/2021 Public Safety Budget. Roll Call Vote: Schug – Y; Vander Roest -Y; Kramer – Y; Moravek – Y; Balkema -Y. CARRIED**
- k. Schug/Balkema moved to approve the 2020/2021 Road Fund Budget. Roll Call Vote: Balkema -Y; Kramer – Y; Schug – Y; Moravek – Y; and Vander Roest – Y. CARRIED.**

**READING & DISPOSITION BILLS:**

Balkema/Schug moved that the bills be allowed and that warrants be drawn on the treasury for their respective amounts. CARRIED

**CITIZEN TIME:**

No comments.

**MEMBERS TIME:**

Brian explained what he had learned about teleconferences in anticipation of needing to use that medium for future township board meetings until the Covid-19 pandemic has ended. Don said that the audit for the Fire Board would be finished soon. Brenda announced that she will be coming into the township office on Fridays because of the State-wide shutdown due to the Corona virus.

**MOTION TO ADJOURN:**

Balkema/Moravek moved to adjourn at 6:08 p.m. CARRIED

Linda Kramer, Clerk

## **CHARLESTON TOWNSHIP 2020/2021 GENERAL APPROPRIATIONS ACT**

The Charleston Township Board resolves:

### **SECTION 1: Title**

This resolution shall be known as the Charleston Township 2020/2021 General Appropriations Act.

### **SECTION 2: Public Hearing on the Budget**

Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 13, 2020, and a public hearing on the proposed budget was held on March 24, 2020.

### **SECTION 3: Millage Levy**

With the 2019 millage rate of 0.9668, the Charleston Township Board shall cause to be levied and collected the maximum allowable millage rate for the general property tax on all real and personal property within the Township upon the current tax roll for township operations; and Township Board authorized special assessment of 1.0 mill for public safety operating.

### **SECTION 4: Adoption of budget by Line Item**

The Board of Trustees of Charleston Township adopts the 2020/2021 fiscal year general fund budget by line item. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each line item. No transfers of line item appropriations shall be made without prior board approval by budget amendment.

### **SECTION 5: Payment of Bills**

Pursuant to MCLA 41.75, all claims (bills) against the Township shall be approved by the Charleston Township Board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties, service charges and interest (primarily utilities) and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. The Township Board shall receive a list of claims (bills) paid prior to approval for approval at the next Board meeting.

### **SECTION 6: Authorized Salary, Hourly and Per Diem Rates**

Included in the various line items are amounts of the salary, hourly and per diem rates for the officials of the Township as follows:

Supervisor  
Clerk  
Treasurer

Planning Commission Members  
Zoning Board of Appeals Members  
Board of Review Members

**SECTION 7: Estimated Revenues and Expenditures**

Estimated total revenues and expenditures for the various funds of Charleston Township are:

<u>FUND</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>
General	418,100	418,100
Public Safety	89,000	89,000
Sewer & Water	107,200	107,200
Road Fund	151,700	151,700

**SECTION 8: Periodic Financial Reports**

The Township Clerk shall provide the Township Board at the Board meeting immediately following the end of each fiscal quarter and at the final Board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the Township.

**SECTION 9: Budget Monitoring**

Whenever it appears to the Township Supervisor or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures will exceed an appropriation, the Township Supervisor shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

**SECTION 10: Board Adoption**

Motion made by Balkema, seconded by Schug to adopt the foregoing resolution and General Appropriations Act. Upon roll call vote, the following voted aye:

Balkema      Moravek      VanderRoest      Schug      Kramer

The following voted nay: None

The Supervisor declared the motion carried and the resolution adopted on the 24th day of March, 2020.

Linda Kramer, Township Clerk

A motion was made by Schug/Balkema to approve the following contract services for 2020/2021. Roll Call Vote: Moravek – Y; Schug – Y; VanderRoest – Y; Kramer – Y, Balkema –Y. CARRIED

**CONTRACT SERVICES FOR 2020/2021**

- |     |                     |   |
|-----|---------------------|---|
| 1.  | Lawn Care           | Ben Holtz – B & C Lawn Care   |
| 2.  | Cemetery Sexton     | Ben Holtz – B & C Lawn Care   |
| 3.  | Assessor            | Appraisals Plus Group, Inc. - Ben Brousseau   |
| 4.  | Accountant          | Siegfried Crandall PC   |
| 5.  | Attorney            | Craig A. Rolfe PLLC   |
| 6.  | Website Services    | Personal Technology Mentor LLC, Patricia Costello   |
| 7.  | Technical Services  | Dave Lance – HTSE, Inc  |
| 8.  | Pension             | Burnham & Flower  |
| 9.  | Engineering         | Prein & Newhof  |
| 10. | Zoning, Building    | Associated Government Services (AGS)  |
| 11. | Banking             | PNC Bank, Mercantile Bank, Chemical Bank, Sturgis Bank & Trust, 1 <sup>st</sup> National Bank, Southern Michigan Bank & Trust, Kellogg Community Credit Union |
| 12. | Insurance           | EMC/Ted Hartleb Agency  |
| 13. | Water               | Village of Augusta  |
| 14. | Sewer               | Gull Lake Sewer & Water Authority, Village of Augusta   |
| 15. | Planning Consultant | Jodi Stefforia  |