

## APPROVED WORK SESSION MINUTES

June 24, 2014

The Grass Lake Charter Township Board met on Tuesday, June 24, 2014 for their monthly work session at the Township Conference Meeting Room. Meeting called to order at 8:30 am. by Stormont.

**Board members present:** Loveland, Zenz, Brennan, Stormont, Lesinski and Hart.

**Also present:** Assessor Deboe.

**Cemetery Tree Bids** – Johnny’s Tree Service has submitted bid for downed limb and deadwood in the West Cemetery. Zenz has phoned Ace Tree Service and left 2 messages but no response and Hudsons Tree Service has been contacted but no response. Stormont and Loveland will look into some other companies.

**Amendment to Sewer Ordinance** – letter was sent to Village, have until June 26 to respond, if no response from the Village we will proceed with adopting the amendment.

**Mt Hope Road Property** – Closing date has not been set, Township needs to do nothing about the current deed restrictions.

**Fire Barn Roof Extension** – received complete description of scope of work and estimate from Chris Payne Construction, LLC.

**Discussion on** need for establishing a fee to be paid to outside contractors that prepare cost estimates and bid packages for work that need to be done in the Township under the Boards approval. Also need to make changes in the Administrative Policies and Procedures Manual, Chapter 2.13, letter C Written Quotations and Sealed Bids, suggested raising purchase of goods or services from \$2,500.00 to \$7,500.00 or \$10,000.00. Zenz will make copies from manual and distribute at July Board Meeting for more discussion.

**Huhan Violations** – Loveland will be calling this afternoon to set up time for either June 25 or June 26 for site visit. Joe Smith will be included in this along with any board members that want to attend.

**Open Trustee Board position** – notice printed in The Grass Lake Times June 19 and 26 edition, posted on Township website, at Township and the Grass Lake Post Office. Position needs to filled by July 25.

**Grass Lake Joint Task Force Collaborative Meeting** – Meeting June 25 and 26 from 6 – 8 pm at the Elementary Library. Lesinski and Brennan will be attending from the Township.

**Fire Mileage Debt Payoff** – Loveland will prepare a spreadsheet as how the payoff and transfers would work and what the savings would be.

**Sherwood Masonry Bid** – bid was still good after the 30 days stated on bid, we will have Chris Payne follow up with start date of their work.

**Stolaruk Special Use Permit** – Home Based Business – Planning Commission has approved this request, need approval or disapproval from the Municipal Authority.

**Dillion Property, 2565 Wolf Lake Road** – need to check with MTA if public complaint form is legal and binding and if foiable. Should move forward with enforcing the Ordinance Violation.

**Letters have** been sent to 3 property owners in violation of blight and junk vehicles on their property and 1 letter to property owner with an Unsafe Structure.

**Grass Lake Summer** Youth Baseball and Softball League, Inc are in need of the Township passing a resolution recognizing their non-profit status.

**Jackson County** is applying for a grant thru Michigan Department of Treasury Competitive Grant Assistance Program to provide financial assistance to Townships and Villages while updating their assessing and tax systems to .NET. They are asking for a letter of support in hopes of success in receiving the grant.

**Joe Smith** will be on vacation June 28 thru July 10, Zenz will contact Kevin Decker, Insurance Agent to see if the Township would have liability coverage for a fill in inspector during his absence.

**Assessor DeBoe** explained an address issue discovered on the Cross Family Trust property on Willis Road. The driveway needs to be considered a private easement or drive and then the three (3) structures will have to be re-addressed. A land division approved in 2006 for Verner and Susan Campbell on Mt Hope Road has also created an address issue. Zenz will contact MTA to see if they can provide us with the direction to take.

**Warbritton Resolution** – Stormont will follow-up with Attorney's office as to the status of this.

**Assessor DeBoe** gave the board an update in assessing.

**Motion** by Lesinski to adjourn work session at 11:00 am, supported by Brennan. Motion carried.

Respectfully submitted,

Catherine Zenz, Clerk