

**SPRING ARBOR TOWNSHIP BOARD MEETING  
AUGUST 9, 2010**

The regular meeting of the Spring Arbor Township Board was held Monday, August 9, 2010, at 7:00 p.m., with the following members present: Supervisor Marston Fortress, Clerk Julia Stonestreet, Treasurer Colleen Gibbs, Trustees Joel Freehling, Troy Ganton, Patricia Short and Brent Williams. The Pledge of Allegiance was led by Supervisor Fortress.

Guests: Julie Alexander, Earl Poleski, Russ Ratkiewicz, Janice Sweet-Fairley and Ken Wyatt.

**Public Comment:** Public comment opened at 7:03 p.m.

Julie Alexander, Republican candidate for County Commissioner, thanked the Township constituency for their support in the primary election. Janice Sweet-Fairley, Democratic candidate for County Commissioner, thanked the constituency for their support. Earl Poleski reported that the County Fair was open and encouraged all to attend. He also thanked the constituency for their support in his bid for State House of Representatives. Public comment closed at 7:10 p.m.

**Expenditures.** Motion was made by Ganton and seconded by Gibbs the following expenditures for July of the General Fund expenditures #49201-49298 totaling \$55,247.90; Fire Department Fund expenditures #49201-49297 totaling \$16,844.61; Street Light Fund expenditure #49268 totaling \$5,114.43; Building Inspection Fund expenditures #49201-49296 totaling \$4,174.42; Sewer Fund expenditures #49201-49297 totaling \$73,703.73; Water Fund expenditures #49201-49296 totaling \$63,590.76.; Trust and Agency expenditures #1971-1974 totaling \$966.00; Tax Fund #4602-4605 totaling \$253,362.01. Roll Call: 7 yes. Motion was made by Ganton and seconded by Freehling to pay outstanding invoices totaling \$79,470.28. Roll Call: 7 yes.

**Minutes:** Motion was made by Williams and seconded by Freehling to approve the minutes of the July 9, 2010 regular board meeting; unanimously approved.

**Consent Agenda.** Motion was made by Ganton and seconded by Williams to approve the following items under the consent agenda consisting of the financial reports for July 2010; the general ledger report of revenues and expenditures for July 2010; and the Park Committee Minutes of June 23, 2010. The financial report showed the following balances as of July 31, 2010:

General Fund Cash	\$ 1,011.59
Certificate of Deposit	365,299.18
Fire Operations Cash	7,933.41
Fire Operations CD	566,350.68
Street Light Fund Cash	0
Street Light Fund CD	(2,702.44)
Public Improvement Fund	0
P.I.F. Certificate of Deposit	59,546.94
Building Inspection Fund	8,428.41
Building Inspection Fund CD	41,196.04
Historical Endowment Fund	0.00
Historical Endowment Fund CD	28,754.98
Sewer Funds	806,361.92
Water Funds	347,978.02

Trust & Agency Funds	0
Current Taxes	175,450.40
Total	\$2,405,609.13;

Unanimously approved.

**REPORTS:**

**A. Police and Fire Reports.** Motion was made by Ganton and seconded by Williams to accept the police report: unanimously approved. A motion was made by Ganton and seconded by Freehling to accept the fire report; unanimously approved

**B. Zoning & Building Permit Reports.** The report of building permits issued during the month of July showed total of 41 permits issued. This is the highest number in one month for the last 3 years. Motion was made by Freehling and seconded by Ganton to accept the zoning and building report; unanimously approved.

**C. Supervisor’s Report.** Advised the board of: Energy savings through Volunteer Energy; the donation from Spring Arbor University to the Fire Department; and Flood Plains/Insurance.

**UNFINISHED BUSINESS:**

**A. None**

**NEW BUSINESS:**

**A. Property and Liability Insurance.** Fortress presented bids for the Property and Liability insurance coverage. A motion was made by Ganton to accept the bid of Burnham and Flower as our P&L Insurance carrier. It was supported by Stonestreet. After discussion a roll call vote was taken. Roll Call: 7 yes

**B. Resolution to support Jackson County’s Strategic Development Plan.** Fortress presented a resolution to support the Jackson County Strategic Development Plan for a unified effort for economic development in the County. The motion to support was made by Troy Ganton and Seconded by Joel Freehling. Roll Call: 7 yes.

**C. Resolution to Amend Cemetery Fees.** Fortress presented an analysis of the Cemetery Financial Condition and recommended a change in fees. A resolution was put forth to increase the fees based on this analysis. Ganton made a motion to accept the resolution and it was seconded by Freehling. Roll Call: 7 yes. Short and Gibbs moved that the Sexton’s rates for services be adjusted. Roll Call: 7 yes. Short made a motion to adopt the Sexton’s Job description as a part of our Administrative and Employee Policy Manual. This was seconded by Williams; unanimously approved.

**D. Post office Upgrade.** Fortress presented bids for the upgrade of the HVAC in the Post Office building. A motion was made by Williams seconded by Freehling that we accept the bid of Southern Michigan. Roll Call: 7 yes. It was also requested that the approval of no more than \$24,000 be expended for the upgrade of the HVAC and upgrade of the building exterior. It was moved by Ganton and seconded by Short that we approve the \$24,000 total for the Post Office project. Roll Call: 7yes

**E. Prior approval.** Stonestreet presented a request for prior approval of employee reimbursement of mileage, entertainment and expenses. Currently the request would have to wait until the board meeting for repayment or go through the petty cash. Prior approval would allow these expenses to be paid before the board meeting. Moved by Ganton seconded by Williams to allow employee reimbursement to be issued at the time of presentation with proper supervisory approval; unanimously approved.

**F. Website upgrade.** Gibbs presented bids for the upgrade and improvement of the Township website. On her recommendation a motion was made by Short and seconded by Williams to accept the bid of High Level Marketing. Roll Call: 6 yes Absent: Ganton

**CORRESPONDENCE:**

Municipal Law News

**PUBLIC/BOARD COMMENT:** Public comment opened at 7:50 p.m.

Fortress commended the work of all involved in the successful passage of the fire millage. Janice Sweet-Fairley was glad to see such passion and dedication in the board. Pat Short reported that the Recycling Task Force will be meeting on Monday August 16 in the board room.

**ADJOURNMENT:** Motion was made by Williams and seconded by Freehling to adjourn the meeting at 8:00 p.m.; unanimously approved.

Approved at the September 13, 2010 board meeting

Julia K. Stonestreet  
Township Clerk