

**MINUTES SILVER CREEK TOWNSHIP  
REGULAR BOARD MEETING HELD ON FEBRUARY 12, 2014**

The meeting was called to order by Supervisor Bill Saunders at 7:00 p.m. on Wednesday, February 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, Trustee Joel Moore and Trustee Mike Glynn.

OTHERS PRESENT: Attorney John Magyar.

**APPROVAL OF AGENDA**

Clerk Runyon moved, seconded by Supervisor Saunders, to approve the February 12, 2014 Silver Creek Township Agenda with the addition of a motion to expend monies to purchase and install equipment for the new squad car. Motion carried by voice vote.

**PUBLIC COMMENT**

Cass County Road Commissioner Pete Fournier gave an update on the Cass County Road Commission.

Ryan Russom addressed his concerns over the Russom Park parking lot and his property which is located next door. Trustee Moore will meet with him to see what can be done.

**APPROVAL OF MINUTES**

Trustee Glynn moved, seconded by Treasurer Kuriata, to approve the Minutes of the Regular Meeting held on January 8, 2014. Motion carried by voice vote.

**APPROVAL OF BILLS AND CLAIMS**

Treasurer Kuriata reported the bills and claims for February 12, 2014. Trustee Moore moved, seconded by Clerk Runyon, to approve the following bills and claims in the total amount of \$45,858.27 as follows:

FROM THE GENERAL FUND	\$23,930.93
FROM THE INDIAN LAKE SEWER FUND	\$ 6,487.43
FROM THE PUBLIC SAFETY FUND	\$ 3,276.17
FROM THE BUILDING DEPARTMENT FUND	\$ 5,559.48
FROM THE INDIAN LAKE WEED CONTROL FUND	\$ 37.66

FROM THE MAGICIAN LAKE WEED CONTROL FUND	\$ 1,994.00
FROM THE PARKS & RECREATION FUND	\$ 1,325.00
FROM DEWEY LAKE WEED CONTROL FUND	\$ 3,247.60
 GRAND TOTAL OF DISBURSEMENTS:	 \$45,858.27

Questions followed. The Supervisor requested the Clerk to take roll:

Yes (5) Supervisor Saunders, Clerk Runyon, Treasurer Kuriata, Trustee Glynn and Trustee Moore.

No (0): None.

Absent (0): None.

Motion carried by roll call vote.

**READING OF COMMUNICATION**

Clerk Runyon reported on an e-mail received from the County Commissioners regarding a Cass County Historic Courthouse Project Questionnaire, and encouraged the board members and meeting attendees to complete the questionnaire and get the word out to the public.

Clerk Runyon read a letter received from Dowagiac Library Director Jacob Munford. Mr. Munford will be furnishing the township with a monthly calendar of their events to display in the township lobby.

**POLICE REPORT**

Chief Grice reported as follows: 12 complaints, 7 warnings, 2 tickets issued; 5 accidents policed, 3 assisted other policy agency, 1 assist fire and ambulance, and 10 assist motorist and pedestrians. Questions followed.

**MOTION TO PURCHASE POLICE CAR EQUIPMENT**

Clerk Runyon moved, seconded by Treasurer Kuriata, to expend up to \$6,817.49 from the Public Safety Fund for the purchase and installation of equipment for the new police car. Discussion followed.

Clerk Runyon moved, seconded by Treasurer Kuriata, to amend the motion as follows: to expend up to \$9,500.00 from the Public Safety Fund for the purchase and installation of equipment for the new police car. Motion to amend carried by voice vote

Supervisor Saunders requested a roll call vote on the motion as amended.

Yes (5) Clerk Runyon, Treasurer Kuriata, Trustee Glynn, Trustee Moore and Supervisor Saunders.

No (0): None.

Absent (0): None.

Motion carried by roll call vote.

### **HEALTH & SERVICE REPORTS**

**Indian Lake Fire Department:** 5 calls.

**Sister Lakes Fire Department:** Ashley Lazada reported 14 calls, 7 in Silver Creek Township.

**Pride Care Ambulance Report:** January - 10 calls with an average response time of 9:42 minutes.

### **TOWNSHIP ATTORNEY'S REPORT**

Attorney John Magyar provided the report.

### **BUILDING & ZONING INSPECTOR'S REPORT**

Todd Herter reported no building permits were issued in January. He also reported that he and Mr. Coffey have reached an agreement on zoning compliance for his pole barn; he will pour a new floor.

### **ZONING AND BLIGHT ADMINISTRATOR'S REPORT**

Supervisor Saunders introduced new Zoning, FEMA and Blight Administrator Ed Wainwright. Ed reported no zoning permits were issued in January.

### **APPEALS BOARD REPORT**

No report.

### **PLANNING/ZONING COMMISSION REPORT**

Walt Lehman provided the Planning Commission Report, updating the board on the consultant search, and advising the board that a motion to 2014 distribute draft master plan copies was approved by the Planning Commission. He also reported that an ad hoc

committee consisting of Trustee Glynn, Tom Lehrer and Terry Harris had been formed to design a Capital Improvement Plan.

He lastly reported that a Planning Commission member had missed three consecutive meetings and that the By-Laws stated that the secretary was to inform the board. Discussion followed. The Supervisor directed the Clerk to write a letter to Mr. Donnelly.

### **STANDING INSPECTORS REPORT**

**Electrical Inspector:** 5 permits

**Plumbing Inspector:** 1 permits.

**Mechanical Inspector:** 4 permits.

**Liquor Inspector:** No report.

### **TREASURER'S REPORT**

Treasurer Kuriata reported fund balances as follows:

General Fund	\$349,227.80
Indian Lake Sewer Maintenance Fund	\$201,863.09

She also provided the board with a quarterly CD and Savings Report.

### **OPERATIONAL REPORTS**

**Indian Lake Sewer:** Treasurer Kuriata reported that for the first time Indian Lake Sewer received a \$613.41 refund from the wastewater treatment audit. She attributed Ed Wainwright sewer inspections for the decrease. Discussion and questions followed, with Ed answering questions.

**Sister Lakes Area Sewer:** Treasurer Kuriata reported that after the wastewater treatment audit, SLAUA had to pay an additional amount, but much lower than normal.

**Parks & Recreation Committee Report:** Trustee Moore the Parks and Recreation Plan is complete and a public hearing will be held. Russom Parks Board will meet on February 17<sup>th</sup> at 6:00 p.m. at the City Hall.

**Public Safety Committee:** Trustee Moore reported a Public Safety Meeting was held on January 17<sup>th</sup>.

### **SALARY COMMITTEE REPORT**

Salary Committee Chairperson Ed Miller provided the Supervisor with a written report of the salary committee which will be discussed at the budget workshop.

## **UNFINISHED BUSINESS**

### **KITCHEN RENOVATION BIDS**

Supervisor Saunders excused himself from the discussion and turned the meeting over to Deputy Supervisor Joel Moore. Clerk Runyon advised that the bid advertisement was placed in the local newspapers and on the website. Trustee Moore and Clerk Runyon reported that two bids were received and opened on February 4<sup>th</sup>. They suggested soliciting invitations to bid to get at least three bids. Discussion followed.

### **MOTION TO TABLE BID OPENINGS**

Trustee Moore moved, seconded by Treasurer Kuriata, to table awarding the Kitchen Renovation Bids for two months to solicit invitations to bid. Discussion followed. Motion carried by voice vote.

Supervisor Saunders returned to Chair the meeting. Discussion was held regarding preparation of a purchasing policy. Trustee Glynn and Clerk Runyon volunteered to prepare a purchasing policy to bring to the board.

### **UPDATE ON TOWNSHIP SIGN**

Supervisor Saunders reported on his research of an electric sign for the township. Discussion was held. Trustee Glynn questioned whether a sign would be beneficial to all residents and suggested putting a sign at Russom Park. Further discussion was held.

Supervisor Saunders appointed an ad hoc committee consisting of Trustee Glynn, Tom Lehrer and Jennifer Stockwell to research electric signs and put a proposal and specs together for board review.

### **UPDATE ON POLICE AND FIRE MILLAGE**

Clerk Runyon recommended placing the Public Safety Renewal Millage on the November 2014 ballot; if it does not pass at that time, place it in May of 2015. She explained that the millage expires in 2014 and is included on the 2014 winter tax bill, and would give the township time for renewal. Clerk Runyon and Attorney Magyar are working together on putting the ballot language together. Discussion followed.

## **NEW BUSINESS**

Trustee Glynn moved, seconded by Clerk Runyon, to adopt the following ordinance:

**ORDINANCE 14-01  
AMENDING SILVER CREEK TOWNSHIP ZONING ORDINANCE 04-07**

The Township of Silver Creek Ordains to Amend Ordinance 04-07, Silver Creek Township Zoning Ordinance, to-wit:

**AMENDS CHAPTER 10  
C-COMMERCIAL DISTRICT**

**Section 10.03 – SPECIAL LAND USES**

Add P. *Body Shops*

**AMENDS CHAPTER 5  
A-R – AGRICULTURAL/RURAL RESIDENTIAL DISTRICT**

**Section 5.03 – SPECIAL LAND USES**

**Delete B. *"Commercial greenhouses and nurseries, when operated primarily as a wholesaling operation and limited retail sales."***

Discussion followed.

The Supervisor requested the Clerk to take roll:

Yes (5)        Treasurer Kuriata, Trustee Glynn, Trustee Moore, Supervisor Saunders and Clerk Runyon.

No (0):        None.

Absent (0):    None.

Motion carried by roll call vote.

**MOTION TO APPROVE DISTRIBUTION OF DRAFT MASTER PLAN**

Supervisor Saunders moved, seconded by Trustee Glynn, to approve the distribution of the January 2014 Draft Cass County Master Plan, as the official master plan for the Township of Silver Creek and according to Sec. 41 of the Planning Enabling Act. This approval shall not preclude minor non-substantive revisions to such draft, such as revisions regarding factual information and the correction of typographical errors, which may be incorporated within by the Cass County Planning Commission or Landplan Inc.

The Supervisor requested the Clerk to take roll:

Yes (5) Trustee Glynn, Trustee Moore, Supervisor Saunders, Clerk Runyon and Kuriata.

No (0): None.

Absent (0): None.

Motion carried by roll call vote.

**MOTION TO HIRE JODI NESTICH TO REDESIGN WEBSITE**

Clerk Runyon moved, seconded by Treasurer Kuriata, to hire Jodi Nestich to redesign and upgrade the Silver Creek Township website. Discussion followed. Motion carried by voice vote.

**MOTION TO PAY WEBSITE OUT OF PUBLIC IMPROVEMENT FUND**

Treasurer Kuriata moved, seconded by Trustee Glynn, to pay \$670 out of the Public Improvement Fund for the Silver Creek Township website.

The Supervisor requested the Clerk to take roll:

Yes (5) Trustee Moore, Supervisor Saunders, Clerk Runyon, Treasurer Kuriata and Trustee Glynn.

No (0): None.

Absent (0): None.

Motion carried by roll call vote

**OTHER BUSINESS**

Clerk Runyon read a note she received from the township cleaning lady addressing some of the extra cleaning that needed to be performed in the township that she was not able to do, suggesting getting someone else for the extras.

Clerk Runyon reminded everyone of the Budget Workshop scheduled on Saturday, February 22<sup>nd</sup>.

Chief Mike Grice advised that he has hired two new officers and will bring them to the next board meeting for introductions.

**ADJOURNMENT**

The meeting was adjourned at 8:58 p.m. at the call of the Supervisor.

Date \_\_\_\_\_  
Minutes to be approved  
3-12-14

\_\_\_\_\_  
Barbara Runyon, Clerk