

**CARROLLTON TOWNSHIP BOARD  
DEPARTMENTAL MEETING  
Monday, December 9, 2013**

<b><u>Roll Call:</u></b>	Supervisor Kozara	Present
	Clerk Fritz	Present
	Treasurer Riley	Present
	Trustee Dudek	Present
	Trustee Loperena	Present

There being a full board, Supervisor Kozara called the meeting to order at 5:30 p.m. Also in attendance: Director Craig Oatten and Office Manager Megan Weaver.

**Acceptance of Agenda:**

It was board consensus to accept the agenda as presented.

**Public Comments:** None.

**New Business:**

It was moved by Dudek and supported by Fritz to accept the letter (copy attached) from Rose King stating that she was stepping down as chairperson of the Recreation Committee and remaining a regular committee member. There being all ayes, the motion carried.

It was noted that the Recreation Committee appointed Matt Tetloff as acting chairperson until the full committee could be present at a meeting to vote for the new chairperson.

Loperena asked if Matt would be receiving the keys to the school and township municipal building as Rose was not available to open the school for practices the previous week. Discussion followed. Oatten stated that he would check with the school and make a decision on who should possess the keys.

Weaver presented an ordinance amendment that would change the text for the rental housing business licenses to read “non-owner occupied housing business license”. The remaining text in the ordinance would be left unchanged. Discussion followed.

It was moved by Riley and supported by Dudek to adopt Ordinance No. 2013-06 amending Chapter 14, Buildings and Building Regulations, Article V, Rental Housing Business License, Sec. 14-115 and Sec. 14-118 thru 14-126 of the Carrollton Township Code of Ordinances to be renamed as Non-Owner Occupied Housing Business License (copy attached).

Roll call:	Kozara	Yes
	Riley	Yes
	Dudek	Yes
	Loperena	Yes
	Fritz	Yes

There being all ayes, the ordinance was declared adopted.

Oatten presented information to the board on a proposed redesign of the municipal front office. Included were price estimates on construction of a new lobby/waiting area along with new office furniture and cubicles for the staff. It was noted that all existing file cabinets and overhead storage units would not be replaced, only moved to different locations in the new design. All carpet and workstation partitions would be replaced. It was noted that the office furniture quote would include a substantial discount if ordered by the end of the year.

Weaver stated that her main concern was to increase the safety of her staff by only allowing residents who need the assistance of a police officer or who need to talk with herself or Oatten back into the office area by buzzing them through a secured locked door. Price estimates were also reviewed on replacing the aged light fixtures and ceiling tiles throughout the first floor of the municipal building. Discussion followed. It was board consensus to look over the information and have Weaver verify the date when the office furniture needed to be ordered to receive the discount.

**Public Comments:** None.

**Director Comments:**

Oatten stated that the Township's application for the SAW grant had been submitted.

Oatten informed the board that OHM Advisors would be providing a second draft of the master plan for the Planning Commission's meeting on December 16.

**Board Comments:**

Loperena commented on the Recreation basketball season getting off to a great start on Saturday, December 7.

Fritz stated that the Saginaw County Township Officers' Association holiday meeting held on December 4 was a successful event.

Kozara reminded the board that the 150<sup>th</sup> anniversary of the Township would be coming up in 2016. He suggested that they start coming up with ideas for the celebration and possibly form a citizen committee to start the planning process. Discussion followed.

Fritz informed the board that past Township Clerk Richard Gaertner had passed away on December 2. Thoughts and prayers are with his family.

**Adjournment:**

It was moved by Fritz and supported by Riley to adjourn. There being all ayes, the meeting adjourned at 6:24 p.m.

Respectfully submitted,

Jerry W. Fritz, Clerk

Public in attendance:

Rose King                      3427 N. Michigan