

**CARROLLTON TOWNSHIP BOARD  
DEPARTMENTAL MEETING  
Monday, February 13, 2017**

<b><u>Roll Call:</u></b>	Supervisor Abney	Present
	Clerk Fritz	Present
	Treasurer Petrowski	Present
	Trustee Douglas	Present
	Trustee Westphal	Present

There being a full board, Supervisor Abney 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.

**Pending Business:**

Much discussion was held on the performance evaluation process for the Township Director. Fritz explained the process that was used in the past and Abney suggested that once the evaluation was filled out by all board members, the entire board should review it with Oatten instead of just the Personnel Committee (Clerk and Supervisor). This would have to be done in an open meeting; however, Oatten may request a closed session for his review. More discussion followed. It was board consensus to complete the performance evaluation for Oatten and have ready for the March 13 board meeting.

Weaver offered options on the customer service survey including an electronic version that could be completed by residents via their smartphone or other device. She stated that a paper version of the survey would be available as well. Discussion followed. Weaver would bring further information to the board meeting on February 27.

**New Business:**

Oatten presented the proposed agreement for services with Saginaw Future (copy attached). The fee would remain at \$1,800 for the year. Discussion followed. It was moved by Douglas and supported by Fritz to approve the 2017 Agreement for Services with Saginaw Future, Inc. (Treasurer Petrowski requested to abstain from voting as she had a working relationship with Saginaw Future causing a conflict of interest). There being 4 ayes and 1 abstain, the motion carried.

Oatten presented the tabulation of bids for the Carla Dr. Water Main Replacement Phase II Project. A total of four bids were received with Eric Construction having the low bid at \$286,585 plus \$20,000 for construction administration. Discussion followed regarding the bid specifics. Oatten explained to the board that the project would commence after school dismissed for the

summer in June and would be completed before the 2017-2018 school year began. An open-cut method would be used and all sidewalks would be replaced that meet ADA standards and the student crosswalk would be realigned at a 90 degree angle. Oatten also pointed out the Division B section of the bid that would include a 10" valve and box replacement on Shattuck Rd. for an additional \$19,741 bringing the total bid from Eric Construction to \$326,326.

It was moved by Abney and supported by Douglas to award the bid for the Carla Dr. Water Main Replacement Project Phase II and Shattuck Rd. valve and box replacement to Eric Construction for a total of \$326,326.00 (copy attached). Abney requested a roll call vote.

Roll call:	Petrowski	Yes
	Westphal	Yes
	Douglas	Yes
	Fritz	Yes
	Abney	Yes

There being all ayes, the motion carried.

Weaver presented the Township's ordinances pertaining to the utility billing cycles, due dates and penalty calculations. She also researched neighboring townships on whether they allowed for penalty waivers due to the U.S. Post Office's delay in delivering the mail. Most townships did offer the penalty to be waived only if the resident had never been assessed a penalty on their account in the past. Much discussion followed.

It was moved by Douglas and supported by Abney to waive the 10% penalty for all water/sewer billing accounts in Cycle 1 (due January 20, 2017) only if the account history did not have a penalty assessed within the past year. Trustee Westphal asked to abstain from voting due to her account being included in Cycle 1. There being 4 ayes and 1 abstain, the motion carried.

### **Public Comments:**

Tim Gnatkowski, 3546 Madison, stated that his membership for the Zoning Board of Appeals showed that it was expired on the Township's website listing. Weaver stated that she would correct the error.

### **Director Comments/Updates:**

Oatten informed the board that a Recreation Basketball participant had been injured and the mother of the child felt it was intentional. He reminded the board that every parent must sign a waiver on their child's registration form that states that the parent shall assume all risk and responsibility of any injury that occurs during the Recreation's sport activities.

### **Board Comments:**

Discussion was held on the fire at Schust View Apartments (1525 Schust) that occurred on the morning of February 6. There were still several residents that did not have a place to stay. Westphal stated that a resident had setup a bank account at Lake Huron Credit Union for donations to be made to help them out with clothing, household items and rent for hotel rooms

for those residents that did not have any family to stay with. Thankfully, no one was injured in the fire and the property owner had already conveyed to the Township that he was having the building restored. Building Inspector Mike Barnes had inspected the apartments after the fire and was not allowing any residents to move back in due to the damage. Discussion followed.

Westphal stated that the Recreation Basketball season was nearing the end with tournaments being held February 11 and 18.

Fritz commented on the new police patrol vehicle. He had received many positive comments. Fritz also asked if the vacant Code Enforcement Officer position could be added to the February 27 agenda. It was board consensus to do so.

Abney stated that he had attended the Recreation Committee's meeting on February 10. They had discussed the upcoming purchase of diamond dust and other items needed for the baseball fields before the 2017 season. It was moved by Abney and supported by Douglas to allow the Recreation Committee to purchase items for the baseball field maintenance for an amount not-to-exceed \$3,500. There being all ayes, the motion carried.

**Adjournment:**

It was moved by Petrowski and supported by Westphal to adjourn. There being all ayes, the meeting adjourned at 8:12 p.m.

Respectfully submitted,

Jerry W. Fritz, Clerk

Public in attendance:

Tim Gnatkowski      3546 Madison  
Rose King              3427 N. Michigan