

**MINUTES
ALPINE TOWNSHIP BOARD
SPECIAL MEETING
MONDAY, OCTOBER 6, 2008**

08-161 SPECIAL MEETING

The Alpine Township Board met on Monday, October 6, 2008 at 7:30 p.m. at the Alpine Township Hall, 5255 Alpine Avenue, Comstock Park, Michigan. Board members present were Supervisor Marta Brechting, Clerk Jean Wahlfield, Treasurer Janice Brechting, Trustees Ron Cordes, Jim May, Sharon Steffens, and Ted Wallace. Notice of the special meeting has taken place as required.

Supervisor Brechting called the meeting to order at 7:30 p.m. with the Pledge of Allegiance.

J. Brechting offered a motion, supported by May, to approve the agenda as presented. Motion carried 7-0.

No public comment was offered.

**08-162 UPDATE AND DISCUSSION ON THE TOWNSHIP REAPPRAISAL PROJECT
(Tabled 09/15/08)**

A motion was offered by Steffens, with support from May, to remove the reappraisal project from the tabled. The motion carried 7-0.

Township Assessor Betty Keeling was present. As suggested by the Board, she has looked into other possibilities such as an individual assessor or a vendor to do the reappraisal of the commercial and industrial properties in Alpine Township. No one was willing to take on the project and she explained that the Township has to be very careful who is hired for the project.

The Supervisor noted that the proposed contract with Kent County for reappraisal services had been reviewed with no changes recommended by Township Attorney.

The Board discussed the project. ~~with~~ Wahlfield ~~askinged~~ the Assessor if a compromise could be reached with her doing either the commercial or industrial reappraisals in house to reduce the proposed \$48,645 cost. It was noted that the assessor will need time to complete the agricultural properties once the REGIS information is received. Also discussed was the amount of the time that the assessor would have available to do the reappraisals as well as the completing the regular duties in her office.

A motion was offered by May, with support from Wallace, to table the topic of the reappraisal project. There was no further discussion and the motion carried 7-0.

**08-163 UPDATE ON TOWNSHIP DRIVEWAY (AT 6-MILE ROAD) OPTIONS
(Tabled 09/15.08)**

Engineer Cheryl Scales of Progressive AE was present to provide information as a follow up to the discussion held at the regular meeting on the existing Township driveway at 6-Mile Road. She had been requested to review the possibilities of an improved driveway and re-location of a future driveway to accommodate a potential fire station structure.

As a follow up to a request for additional information, Ms Scales noted that at the current time, the Road Commission is not recommending that 6-Mile Road be widened for a new or improved Township driveway. Ms. Scales noted that "wetland banking" may be an option available and that no wetlands have been identified on DEQ maps. She recommends a full wetlands walk over of the Township property take place as well as the adjacent Metzgar property before a final determination can be made. The Progressive AE memorandum dated 09/15/08 states that a fee for a full site wetland determination and report is \$2,000.

Supervisor Brechting stated that reallocated McConnell CDBG funds have been designated by the Board for the purchase of the adjacent Metzgar property. She would like more information on potential wetlands concerns before driveway improvements or a property purchase is considered. Trustee May stated that the ability to maneuver trucks and site layout should be considered prior to a wetland determination. Board members discussed several topics regarding the wetlands determination, a potential purchase of the Metzgar property as well as potential property layout for a new fire station. It was noted that the Progressive AE study will include the undeveloped property at the Township Center. An in-house biologist at Progressive AE will be utilized to assist with the determination and report. .

A motion was offered by Steffens, supported by Wahlfield, to proceed with the full site wetlands determination of the Township property and adjacent Metzgar property as outlined in the Progressive AE Memorandum dated September 15, 2008 at a price of *not to exceed* \$2,000.

Board members discussed the motion with Steffens amending it to include that if eligible, CDBG funds will used to pay for the cost of the study otherwise the \$2,000 cost of the study will be taken out reserves designated for future site acquisitions. Wahlfield supported this change.

The motion carried 4-3 with Codes, May, and Wallace dissenting.

08-164 UPDATE ON COMSTOCK PARK DRIVE SAD

Township Attorney Jessica Wood and Kent County Road Commission representative Tom Byle were present. Trustee Ron Cordes moved to the audience as the project involves property which he owns.

Road Construction Agreement with Kent County Road Commission.

A motion was offered by May, with support from Steffens, to remove the Update on Comstock Park Drive SAD from the tabled. The motion carried 6-0.

Supervisor Brechting noted that the sale of bonds for the Comstock Park Drive SAD will be held on Thursday and directed Attorney Wood to review the proposed agreement between the Township and the K. C. Road Commission.

Attorney Wood provided an updated version of the Construction Management Service Agreement. She explained that the Road Commission will be over-seeing the actual road construction and the proposed agreement set-ups the responsibilities for each party in addition to other items such as the payment process. The Road Commission has to operate within the budget and is tied to the job documents. Wood explained that the Township cannot borrow money (the bond) without a debt commitment in place (the construction agreement). She reviewed the agreement and requested that the Board approve the services agreement in its substantial form with any changes as determined by the Board. Attorney Wood noted that the payments to the Road Commission have been based on the total construction bid price of \$944,173 and excludes contingencies, consultant's costs, and inspections.

Mr. Byle noted that the pre-con meeting for the road and utility construction is scheduled within the next 10 days with work planned to begin on October 24. He noted that all the utility work for sewer and water including the looped mains, grading and some gravel work is expected to be completed before the end of the current construction season.

Township Board members discussed the contract noting that this was the first time they had seen the actual payment plan. It was noted that a payment scheduled at 25% of the bid construction price would be preferred in Item 8.

Steffens offered a motion, with support from May, to approve the Construction Management Services Agreement for Rusche Drive and Comstock Park Drive Extension with the Board of Road Commissioners of the County of Kent with the modification to #8 – Payment to be 25% of the bid price deposited with equal installments and to include those changes as recommended by the Township Attorney. There was no further discussion and the motion carried 6-0, with Cordes abstaining.

Road Construction Agreement with Ron Codes

Supervisor Brechting stated that she has provided Board members with a drawing on the relocation of the road for the Comstock Park SAD. She directed the Township Attorney to provide information on this change.

Attorney Wood stated that Ron Codes and David Rusche have changed the design of the road project by moving the location of the road to the east. She explained that the requested change will not affect the apportionments and may decrease the overall price of the project. She provided draft copies of the proposed road construction agreements. The two property owners will be responsible for any increases associated with moving the road but preliminary figures indicate that that the costs may drop due to savings with sewer and water main construction costs.

She noted that the change in the location of the road does not affect the legality of the SAD and that Mr. Cordes and Mr. Rusche will be responsible for payment of their original apportionment amounts.

The Supervisor noted that the revised apportionment numbers will be ready later in the week and suggested that the Board review the agreements at the next regular meeting.

If was the consensus of the Board to table the final review of the road construction agreements with Ron Cordes and David Rusche to the next regular meeting.

08-165 UPDATE ON FIRE DEPARMENT REQUEST TO PARTHC/PATE IN K.C. HEALTH DEPARMENT FEMA FIRE PREVENTION GRANT (Tabled 09/15/08)

A motion was offered by Steffens, with supported from J. Brechting to remove from the table the Fire Department request to Participate in the FEMA Fire Prevention Grant Program. The motion carried 7-0

Supervisor Brechting stated that the proposed contract with Kent County has been reviewed by Township Attorney Sluggett.

A motion was offered by J. Brechting, with support from Wallace, to accept and approve the contract with the Kent County Health Department for Smoke and Carbon Monoxide Detector Installation for the period July 15, 2008 through March 27, 2009. There was no further discussion and the motioned carried 7-0.

08-166 CONSIDERATON OF RESOLUTION #08-35 AND AGREEMENT #08-21 – NKSA - ALGOMA TOWNSHIP SERVICE AREA EXPANSION

Supervisor Brechting stated that as part of the NKSA Master Agreement, any extension of the sewer service area outside the NKSA boundaries must be approved by each individual constituent municipality.

The area for consideration is the Butternut Bakery parcel on 10 Mile Road which is surrounded on three sides by the existing sewer service area and located in Algoma Township.

A motion was offered by May, with support from J. Brechting, to approve Resolution #08-35 and Agreement #08-21 to expand the service area located in Algoma Township for the Butternut Bakery parcel located on 10 Mile Road and described in Exhibit A. The motion carried 7-0.

08-167 SUPERVISOR'S REPORT AND BOARD COMMENTS

Treasurer Brechting noted that a Township Board Member is needed to help conduct interviews for the Township Representative to the KDL Library Board. It was suggested to recommend Treasurer Brechting for this position. Supervisor Marta Brechting will be among those interviewed for the position by the representatives from the City of Walker, Plainfield Charter Township and Alpine Township.

Trustee Steffens reminded those present that the Veteran Facility Grotto Park Dedication is scheduled for Friday, October 17 at 10:00 a.m.

Clerk Wahlfield noted that a response from the Department of State stating that another passport acceptance facility in the area is not warranted has been received with copies distributed to Board members.

In response to a question from Wallace, the Supervisor noted that the requests for snowplowing bids ~~have gone~~ were going out in the mail.

08-168 PUBLIC COMMENT

James Townsend, 5047 Montauk NW, provided several comments on the dates that neighboring municipalities became passport acceptance facilities and the loss of income due to the Township not offering the service.

This meeting was adjourned at 9:00 in a motion offered by May, with support from Wallace. The motion carried 7-0

Jean Wahlfield,
Clerk

Marta Brechting,
Supervisor