

**MINUTES
ALPINE TOWNSHIP BOARD
SPECIAL MEETING
TUESDAY, MARCH 28, 2006
7:30 P.M.**

06-52 CALL TO ORDER AND APPROVAL OF AGENDA

The Alpine Township Board held a special meeting on Tuesday, March 28, 2006 at 7:30 p.m. in the Alpine Township Hall, 5255 Alpine Avenue, Comstock Park, Michigan. Board members present were Supervisor Marta Brechting, Clerk Jean Wahlfield, Treasurer Jan Brechting, and Trustees Ron Cordes, James May, and Sharon Steffens.

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

The Supervisor added Item E - Notice of Intent - SAD Bonding for the Alpine Avenue-Alpenhorn Intersection Improvements.

A motion was offered by May and supported by J. Brechting to approve the meeting agenda with the one addition noted. The motion carried 6-0

Trustee Wallace arrives at 7:40

06-53 BUDGET WORKSHOP AND DISCUSSION - FISCAL YEAR 2007

Supervisor Brechting handed out to Board members a revised 2006-2007 Budget Worksheet and explained that the amended budget amounts have been added. She commented on several items that will have an impact on the current budget one of which was the future hours for the Zoning Enforcement Officer. Currently Devereaux is working 16 hours per week. The Supervisor explained that Devereaux has resolved the 2004 and 2005 zoning complaints and noted that he is doing a good job. She explained that he is willing to help out in the Building Department and answer phone calls when needed. The Board discussed the zoning enforcement job noting that 16 hours per weeks is sufficient and areas of concern that are noticed in the Township should be forwarded to Devereaux.

The Supervisor stated that in her discussions with Building Official Mark Fleet that he has offered to do the sewer and water administrative work until July 1, 2006. This is her recommendation and this will allow further time to review job descriptions.

The Supervisor explained that in her conversations with representatives from Community Development, that they are requesting more payback payments be made on the McConnell house project. It was noted that \$45,000 of the approximate \$149,000 due to Community Development has been paid back. It was noted that in the past, Community Development had indicated that the timing and amount of pay backs were not a particular issue just that the amount was eventually paid back.

Board member discussed a Township clean up day in conjunction with Kent County providing a hazardous materials drop off day. It was noted that the CIP needs to be updated as it had not been addressed for two

years. On the subject of future land acquisition, May noted that the former site of the McConnell house could possibly be used as a future fire station. The purchase of the Metzgar property west of the current Township Center site was also discussed. Principal payments on the Township Center property will begin in October 2006.

Road improvements on Cordes Avenue were discussed and the total cost for the improvements from the proposed Henze intersection on Cordes to 4-Mile Road would be approximately \$250,000 with a 45% - 55% split between the Township and Road Commission. The potential for sidewalks in this area was also discussed and the K.C. Road Commission has stated that property owners would likely be allowed to have vehicle turnarounds in the road r-o-w easements. Survey work for the Henze and Cordes road improvements are underway.

The Supervisor provided an update on REGIS noting that a T-1 line is recommended. Currently the Township offices have a high-speed internet connection. J. Brechting will investigate the problems and check our current system settings with REGIS first to see if the usage problems could be solved in this manner before going to a T-1 line.

The Board discussed the Alpine Avenue-Alpenhorn Intersection SAD, the traffic light anticipated at Alpine Avenue and Menards Drive, requests for increased hours of bus service in the area of the York Creek Apartments, the slow progress of the Master Plan update, drain improvements, storm water ponds, and the NPDES implementation costs.

There is a potential for redevelopment on the northwest corner of Alpine Avenue and Four Mile. Steffens suggested the placement of a "Welcome to Alpine Township" sign in the event of future changes at this location. Steffens also noted that the current year budget has planned for painting the outside of Community Building as well as roof replacement.

In response to a question from Wallace, the Supervisor noted that the advertisement for the groundskeeper position had not yet been placed in the G.R. Press. The employment application is in the process of being reviewed and updated by the Township Attorney.

May explained the dates of July 29 and July 30 have been confirmed for the farm safety seminar to be held at his farm. Area fire department personnel and members of the community will be invited. Details are being worked out, one of which includes credit toward firefighter certification. Board members noted that compensation for Township firefighter per diem or hourly pay needs to be worked out ahead of time prior to attending the seminar.

Board members discussed road improvement projects and the Supervisor will obtain cost information about the re-surfacing of Stony Creek before the end of the Township's Fiscal Year 2006. The condition of Ten-Mile Road was also discussed and the Supervisor will discuss the potential for road improvements and associated with the K.C. Road Commission.

The Supervisor noted that she will be distributing budget packets to Department heads at the end of this week. She will request that the information be returned to her on April 7 and have budget information to Township Board members the week of April 10th.

The Board set a special meeting date of Monday, April 24th at 6:30 p.m. to continue work on the Fiscal Year Budget 2007.

06-54 REVIEW LAWNMOWER BIDS

Supervisor Brechting provided copies of two additional bids a lawnmower received from Sparta Farm and Lawn. The Board discussed the additional bids as well as those previously received.

May offered a motion, with support from Wallace to purchase the 30 HP Toro Lawnmower at the price of \$7,439 from Four Seasons Yard and Sport, Inc. There was no further discussion and the motion carried unanimously.

The Supervisor explained that the job opening will be in the Press on Friday, March 31. As noted, the Township employment application has been reviewed and updated by the Township Attorney and the revised copies were distributed to Board members for approval.

A motion was offered by J. Brechting, with support from Cordes to approve the revised Township employment application as presented. *A discussion ensued with Wallace noting that personal references should be included as part of the application. Board member also discussed requesting a resume. Supervisor Brechting stated that she will check with the Township Attorney to verify that this information can be requested.* **Brechtling amended her motion to include references on the employment application if allowed following the review of the Township Attorney and Cordes supported the change to the original motion. The motion carried 7-0.**

06-55 REVIEW SWPPI INFORMATION

Supervisor Brechting explained that the required Storm Water Pollution Prevention Initiative was briefly reviewed at the last board meeting. The draft includes attached tables which provide the various stages of the storm water prevention initiative in order to implement the desired goals and objections. The next step in the process is to submit the required document to the MDEQ and Federal NDPEs regulators.

A motion was offered by Steffens, with support from J. Brechting, to accept and submit the Storm Water Pollution Prevention Initiative (SWPPI) to the required state and federal agency. There was no further discussion and the motion carried 6-1 with Cordes dissenting.

06-56 REVIEW EMPLOYEE HANDBOOK

The Supervisor provided a copy of the handbook noting some sections have been updated by the Township Attorney. She provided a brief review noting that sections dealing with conflicts of interests, the open door policy which replaced the problem solving procedure section, work place violence, and a substance abuse policy are new to the handbook. Steffens noted that the Township has a policy on racism. Wahlfield stated that when the handbook has received it final update, that the completed version should be reviewed by the Township attorney before it is adopted by the Township Board. The Supervisor noted that work will continue on the handbook update.

06-57 REVIEW SEWER AND WATER ADMINISTRATIVE ISSUES

As noted in the budget discussion, Building Official Mark Fleet has offered to fill this position until July 1, 2006.

06-58 SUPERVISOR'S REPORT AND BOARD COMMENTS

The Supervisor discussed the Alpine Avenue-Alpenhorn intersection SAD noting that the time when property owners may petition the tax tribunal has passed.

A motion was offered by J. Brechting, supported by Steffens, to move forward with the Notice of Intent and direct the Township Attorney to draw up the necessary documents for the Alpine Avenue/Alpenhorn Intersection SAD to proceed. There was no further discussion and the motion carried 7-0.

Supervisor Brechting noted that individuals from the Building Department relayed to her a need for two more licenses for the Abode Acrobat software program. The cost is approximately \$449.00 for one package which would include the two needed licenses.

A motion was offered by Steffens, with support from Cordes, to purchase the Abode Acrobat software which would include two additional licences to use at the Township offices for a cost of \$449.00. There was no further discussion and the motion carried 7-0.

Following a question from Cordes, it was noted that the barn located at 4845 Baumhoff as well as the property were given to the Township by the Mrs. Nellie Jost. The Township retains ownership of this property and structure.

06-59 PUBLIC COMMENT AND ADJOURNMENT

No public comments were offered and this meeting was adjourned at 9:20 p.m.

Respectfully Submitted,

Jean Wahlfield, Clerk

Marta Brechting, Supervisor