

**KOCHVILLE TOWNSHIP BOARD OF TRUSTEES
BOARD MEETING
Kochville Veterans Hall
3265 Kochville Road, Saginaw, MI 48604
MINUTES OF
July 16, 2018**

Pledge of Allegiance/Roll Call

The Board Meeting was called to order at 7:00 pm by Supervisor Loiacano at Kochville Veterans Hall. The Pledge of Allegiance was recited.

Roll Call:

PRESENT: Supervisor Loiacano, Clerk Machata, Treasurer Brewster, Trustee Ferrell and Trustee Thon

ALSO PRESENT: Steve London, Township Manager; Alan Malesky, Fire Chief; Kerri Malesky, Kochville Veterans Hall Director; Jamie Uptmor, Deputy Clerk; Logan Zaun, Finance Coordinator; Chris Jacobs, DDA Director; Tyson McKinley, Assistant to the Manager; There were 4 other interested parties/guests.

Agenda Approval

Motion by Trustee Thon and seconded by Supervisor Loiacano to approve agenda with addition - Add 10 (f) Right of Way Certificate. Motion carried.

*Agenda for
Kochville Township Board of Trustees
Regular Monthly Meeting
July 16, 2018 7:00 p.m.
Kochville Veterans Hall, 3265 Kochville Road*

- 1) *Open Meeting/Pledge*
- 2) *Trustee Member – Roll Call*
- 3) *Agenda Approval*
- 4) *Public Comment: Open / Close*
- 5) *Consent Agenda Approval*
 - *Board of Trustees Public Hearing & Regular Meeting Minutes – June 18, 2018*
 - *Board of Trustees Special Meeting Minutes – July 5, 2018*
 - *Payment of regular bills*
 - *Next Board of Trustee Meeting – Kochville Veterans Hall, August 20, 2018, 7:00 pm*
- 6) *Financial Report Ending – June 30, 2018*
- 7) *Communications/Information*
 - a) *Davis Road Waterline USDA Financing – Jim*
- 8) *Committee Reports:*
 - A. *Fire Chief*
 - B. *Public Works*
 - C. *DDA*
 - D. *Veteran's Hall*
- 9) *Unfinished Business*
 - a) *Discussion / Motion –*
- 10) *New Business*
 - a) *Discussion / Motion – Auditors Presentation of Financial Audit for Fiscal Year 2017-18*
 - b) *Discussion / Motion – Employee manual updates*
 - c) *Discussion / Motion – Liver Life Walk @ Krossroads Park*
 - d) *Discussion / Motion – Special Assessment District for new sidewalk*
 - e) *Discussion / Motion – Fire Station HVAC replacement*
- 12) *Manager Comments*
- 13) *Board Comments*
- 14) *Adjourn meeting*

Public Comments

Beverly Yanca, 6730 Davis Road

- Asked if there was a burn ban – yes, no burn permits are being issued
- Asked when Phase 2 of the pierce road ditch would be publicized
- Complimented how quiet campus village apartments has been
- Asked to reserve comment under 7a

John Leuenberger, 6765 Davis Road

- Asked on the status of the refund checks for the Bay/Pierce Road Sewer Project (SE018) Assesment District. Jim Loiacano stated that there is an issue with the 2 parcels John Leuenberger owns and the assessor needs to resolve the issue before the checks can be issued.

Consent Agenda

Motion by Clerk Machata and seconded by Supervisor Loiacano to approve the consent agenda with changes consisting of Board of Trustees Regular Meeting Minutes of June 18, 2018; Special Board of Trustees Meeting Minutes of July 5, 2018; Payment of regular bills; Next Board of Trustee Meeting at Kochville Veterans Hall on August 20, 2018, 7:00 pm. Changes consisted of typographical errors to the June 18, 2018 Minutes. Motion carried.

Financial Report Ending June 30, 2018

Treasurer Brewster read the balance for each of the following funds for month ending June 30, 2018.

| | |
|--|----------------|
| a) General Fund | \$1,128,073.08 |
| b) Fire Fund | \$454,870.97 |
| c) Kochville Veterans Hall | \$14,882.61 |
| d) Garbage and Rubbish Collection Fund | \$45,633.09 |
| c) Building Department Fund | \$198,357.45 |
| d) Debt Services Fund – Kochville Road | (\$39,709.25) |
| e) Debt Service Fund – Fashion Square Ext | \$6,482.77 |
| f) Capital Improvement Fund – Krossroads | \$80,000.00 |
| g) Capital Improvement Fund – Davis Road | \$250,000.00 |
| h) Capital Improvement Fund – Fashion Square | \$108,790.46 |
| i) Sewer Fund | \$1,078,465.37 |
| j) Water Fund | \$1,345,337.39 |
| k) Tax Collection Fund | \$1,000.00 |
| Total of all Funds \$ | \$4,672,183.84 |

Communications/Information

Davis Road Water Line Update – Supervisor Loiacano stated all the easements have been signed for the Davis Road Waterline. Jim Klein is finishing up paperwork.

John Leuenberger asked if the special assessment will be setup by parcel or by the foot. It will be by parcel. John Leuenberger suggested to consult with Dave Meyer about how the special assessment is established. Brief discussion took place.

Department Reports – reports read and filed

Unfinished Business - None

New Business

Auditors presentation of Financial Audit for Fiscal Year 2017-18

Representatives from Quest Janke presented their summary of the 2017-18 Fiscal Year audit. They stated the Township is in very good financial condition and has enough in reserves to run for approximately 2 years. They thanked the township for the opportunity to perform the audit. They also praised everyone involved for their willingness to learn and promptly get materials needed when asked. No action taken.

Employee Manual Updates

Manager London said the employee manual suggested revisions from the July 5, 2018 special meeting were implemented in the manual. Manager London also stated that employee manuals will now be in a three ring binder. Each employee will be assigned a binder and if and when their employment with Kochville Township ends they will return the employee manual to the township. Future revisions to the manual will be done per section.

Motion by Treasurer Brewster and seconded by Supervisor Loiacano to accept the employee manual as presented and future changes be made by section. Motion carried.

ROLL CALL VOTE:

Ayes: Brewster, Ferrell, Machata, Thon and Loiacano

Nays: None

Liver Life Walk at Krossroads Park

Brief discussion took place about the walk.

Motion by Trustee Thon and seconded by Supervisor Loiacano to approve Liver Life Walk at Krossroads Park on September 22, 2018. Motion carried.

Special Assessment District for new sidewalk

Chris Jacobs presented a possible future sidewalk installation project consisting of West Side of Bay Road from Tittabawassee to just North of Temple Drive; Northwest Corner of Bay & Tittabawassee Roads West to Bueker Drive then North on Bueker Drive all the way to Bay Road. Chris stated the estimated cost would be approximately \$165,000.00 and the DDA has committed to contributing \$150,000.00 towards the project. Chris stated he would be coming to the board in the future asking for Board approval to establish the special assessment district. No action taken.

Fire Station HVAC replacement

Chief Malesky stated that the existing Furnace and Air conditioning units were installed new in 1994 and need to be replaced. The air conditioner unit has been freezing up and has been unable to adequately cool the areas needed. Chief Malesky also stated that he had heating and cooling contractors look at the system and they recommended not spending any more money on repairs.

Chief Malesky presented 3 quotes and recommended approving G&W Heating and Cooling at a cost of \$7,990.00 to replace the existing furnace and air conditioner unit. Chief Malesky stated he had the replacement of the HVAC system in the CIP for next year but could not wait. He stated he had \$5,000.00 budgeted to remodel the bathroom this fiscal year and would delay that project and use the \$5,000.00 for this project and stated he can find money in the Fire Budget for the remaining \$2,990.00.

Motion by Trustee Thon and seconded by Supervisor Loiacano to Fire Station HVAC replacement by G & W Heating and Cooling at cost of \$7990.00. Motion carried.

ROLL CALL VOTE:

Ayes: Brewster, Ferrell, Machata, Thon and Loiacano

Nays: None

