

MINUTES OF THE FEBRUARY 16, 2006 REGULAR BOARD MEETING

Authority Board Meeting

1:00 p.m.

CALL TO ORDER/ ROLL CALL: Chairman Blanchard called the meeting to order at 1:07 p.m. Commissioners present were Mike Herzog, Richard Barnum, Jeff Bither and Dean Blanchard. None absent. Also present were Tom Wheat, Richard Pierson and Nancy Smith.

REVIEW AND SET THE AGENDA: A motion was made by Barnum and seconded by Herzog to set the agenda as presented. **Motion carried, all ayes.**

MINUTES OF THE JANUARY 19, 2006 REGULAR BOARD MEETING: A motion was made by Bither and seconded by Herzog to accept the minutes as mailed. **Motion carried, all ayes.**

HERE THOSE PRESENT: There were none to be heard.

CORRESPONDENCE:

Sherman Lake Letter Letter
Letter regarding Public Sewer Informational meeting to be held and many facts concerning possible sewer around Sherman Lake.

Sherman Lake Email
Letter of praise for team that ran the public meeting.

Jerry Love Mulholland/DeDoes
Letter regarding easement across Mulholland property for public sewer.

Al Forero 31st St. Water
Letter of appreciation for work done prior to New Years. Information was also included concerning updates and requests.

Dave McMorow 31st St. Water
Proposed land division in Comstock Township re: Myers Farmhouse at 8546 East G. Avenue.

Village of Augusta Hillcrest Update
To appraise them of next steps to give sewer service to Hillcrest property.

Deb Werner Y-Camp
Y-Camp public sewer proposal. She forwarded letter to MDEQ and we have not yet received a formal response from Deb.

Black Hawk Inn Notice of construction
Advising them of upcoming construction north of their property and disturbance of the front yard of their property. Also, recommend they call Balkema to give the Black Hawk Inn gravity sewer with no pumps while we do our work on their front yard.

PROJECT UPDATE

Hillcrest Waiting for them
We are in a holding pattern until we hear from them and receive money for next phase of water search. *A meeting is scheduled for 3/2/06 with Hillcrest.*

Crane's Pond Under Construction/Woolf/New lift station
First phase of project is to be approx. 40 single family homes.

Vineyard Academy Under Construction/Balkema/New lift station
Balkema is now digging.

Sherman Lake Y-camp contract/Petition process started/Financing update
If this project should be a pressure system, we will put \$400,000 of our money into project. If gravity petitions are successful, cost would be covered by assessment roll.

If pressure system, we first told people that we would not be able to finance connection fees but are now rethinking that. *Pierson to research financing packages that might be available through Hastings City Bank or other financial institutions.*

Proposed Grinder Connections-

We will pick three contractors for property owners to chose from for residential hookups and will use our electrician. Perhaps we need to do ½ of lake one year and 2nd part the next. Board suggested that we send out survey for how many plan to hook up as soon as available. *Pierson to follow up over next 2-3 months financing, Y-Camp contract and connection procedure.*

31st Street Water

City completed 7 of 8

City has finished their work on 7 of 8 water services. Brent Gould is working on others as he can. 2 wells have failed since project started. *We will do the remaining installations with Brent Gould and Mark Stafford in the spring.*

Fort Custer

Waiting for response from engineer

No news yet.

DeDoes Project

Estimate (handout)

Balkema has given us a estimate for work of \$34,315.00. Job could be done by directional drill for \$27,500. Pierson did not want the work to exceed \$30,000. *Will write to Balkema and investigate grinder pump option with homeowners.*

Tamarron (near Country Club)

Possible cost sharing/petition

Pierson outlined the “best” project option and asked if we would contribute approximately \$3,250 x 27 lots for Cotters Ridge share. Pierson thinks it is the right thing to do, but maybe not right time for us. A motion was made by Bither and seconded by Herzog for Gull Lake Sewer portion not to exceed \$87,750., subject to pump station in BC Avenue and if full project effort is initiated. A similar contribution by AVB will be required. **Motion carried, all ayes.** *Pierson to follow up on the commitment with Tamarron.*

NEW BUSINESS

Personnel Policy

Job description approval/code of Ethics

Pierson explained that unless new policy is adopted the 1994 Personnel Policy remains in effect. The new policy has new language and Code of Ethics. Job descriptions have been changed so that when the time comes for new hires, descriptions would accurately describe the needs of the job. Pierson stated that his job description includes things he feels lacking in such as accounting and statistic proficiency. Office manager will need more expertise in accrual accounting because of the volume of business and the intricacy of so many accounts. Maintenance Supervisor will need to have both water and sewer licenses over the long-term.

Blanchard stated upon review of the three job descriptions he felt that the first paragraph was overstated and asked for revision. Items could be listed as bullets instead of numbers or separate paragraphs, and perhaps physical limitations should be listed for field work as well as disabilities that would hamper proper performance of the job. Limitations of mileage for on call response should also be stated. *Pierson to rework and forward to Board before next meeting.*

Election of officers

A motion was made by Barnum to re-elect officers to their current positions and to install Herzog as secretary. Motion was seconded by Herzog. **Motion carried, all ayes.**

Draft Budget

The draft budget was reviewed by Pierson along with comments on present status of current budget. Revenues for current year and next year are in good shape. The expenditure side this year is high because of higher treatment charges and significant pump repair. The bottom line is, for the next year we should be able to put \$41,000 back into surplus cash account.

Connection fee Map

Pierson reviewed the connection fee map he had prepared proposing varied cost for each designated area based on historical costs and historical assessment districts. A motion was made by Bither and seconded by Barnum to direct Attorney Sparks to prepare a resolution for township adoption. **Motion carried, all ayes.**

OLD BUSINESS

Kreager affidavit

Affidavit for trees over pipe needs to be recorded. *Pierson to do.*

MMBJ review and response

Pierson is to review and research 201 program documents and meet with Jim White on both the 201 issue and on Sherman Lake financing.

Family Living, Inc.

This house is now being used as a foster care facility for the elderly and the grinder pump is giving us many alarms. We have asked them to install a separator tank prior to our pump at their expense and they have agreed. This has not been done however.

Augusta Settlement

Pierson stated that he has not yet recommended an amount due the Village of Augusta for infiltration. *Pierson will have recommendation next meeting.*

Galesburg Village Franchise

GLSWA services one house on the corner of 37th St. and M-96 that has now been annexed into Village. The user bills are delinquent and the Village has, to date, refused to add to their tax roll as we have no franchise with them. This needs to be taken care of or we need to discontinue service to that house. *Pierson to work on this.*

Credit card acceptance

We are awaiting final paperwork by Official Payment Corporation. *Nancy Smith to complete this process.*

Office expansion

This subject was touched on briefly, but needs to be addressed before driveway changes are made and more equipment is installed.

MSU easement

Easement needs to be obtained from MSU for future service of the Bird Sanctuary and/or the middle school. *Awaiting response from MSU.*

GIS cost for 2006-2007

Pierson will include \$30,000 for GIS in next years budget.

Boelman trees

Pierson said that the trees are to be planted in easement by Gildea within the next week if the weather cooperates..

FINANCIAL REVIEW/ PAY BILLS

Financial reports/approve standard bills paid and Prein & Newhof bills

Barnum made a motion to file the financial reports as presented and approve the payment of standard bills as well as Prein & Newhof bills. Motion was seconded by Herzog. **Motion carried, all ayes.**

CLOSING COMMENTS

Commissioners mentioned possibility of another developer interested in the Mountain View Plat are and the possibility of the State Highway Dept. putting in a Round About on M-89 & M-43 at Black Hawk corner. Also the need for a traffic light at the intersection of 34th St. and M-89 when new high school is up and running.

ADJOURN MEETING TO MARCH 16, 2006

Blanchard adjourned the meeting at 3:03 p.m.

Submitted for Approval

Michael Herzog – Secretary