

NEW BUFFALO TOWNSHIP BOARD
JANUARY 19, 2010
17425 RED ARROW HIGHWAY
NEW BUFFALO, MICHIGAN

Supervisor Dudiak called the meeting to order at 5:02 p.m.
Board Members Present: Dudiak, Oselka, Rahm, and Rogers
Heit was Absent.

Call to Order

Dudiak led the Pledge of Allegiance

PUBLIC COMMENTS ON AGENDA ITEMS

PRESENTATION

Kevin Radde, Schaffer & Layher gave a presentation on the 2009 Financial Report.

Bill McCollum, Architect, gave a presentation on the Memorial Park Pavilion Project.

REPORTS

Monthly departmental reports were received.

Reports

AGENDA ITEMS

Dudiak moved, Rahm seconded to approve items on the consent agenda:

Consent
Agenda

- Minutes of the December 21, 2009 Meeting
- Treasurer's Report
- Bills
 1. General \$58,196.14
 2. Building \$14,707.10
 3. Sewer \$57,291.18
 4. Water \$23,322.48
 5. Liquor \$395.62
 6. Ambulance \$8,869.67
 7. Park Millage \$58,721.32
 8. Local Revenue Sharing \$26,372.55
 9. Trust & Agency \$792.00

Dudiak	Yes
Heit	Absent
Oselka	Yes
Rahm	Yes
Rogers	Yes

Motion Carried

Rahm moved, Dudiak seconded to approve McCollum Architect’s design for the Memorial Park pavilion, hire them for Phase II of architectural services (contract documents, permits/bidding, observation/payouts) for \$11,000 and approve the Clerk sign the Agreement between Owner and Architect. Payments may be made according to task substantial completion as determined by the Clerk, Paul Oselka. Funding to come from the Park Millage Fund, Pokagon Fund grant for Memorial Park, Phase 2.

Park Pavilion
Architectural
Services

Dudiak Yes
Heit Absent
Oselka Yes
Rahm Yes
Rogers Yes

Motion Carried

Dudiak moved, Oselka seconded to accept The Planning Commission report for the year 2009.

Planning
Commission
2009 Report

Dudiak Yes
Heit Absent
Oselka Yes
Rahm Yes
Rogers Yes

Motion Carried

Oselka moved, Dudiak seconded to approve, as recommended by the Treasurer, the following financial transactions for consolidating funding for the Hoder/Maudlin Roads water and sewer project:

Hoder/Maudlin
Water/Sewer
Project Funding

Closing the following accounts and depositing the money in new water and sewer accounts for the project: (all approximate amounts, may have added interest)

591.000.021 (2007 Water Improvements) \$337,803.49 (water)
590.000.024 (Wilson Road) \$112,000.00 (water)
\$ 40,194.87 (sewer)
591.000.018 (M.City Water 2006) \$ 5,132.17 (water)
590.000.022 (Lubke Road bypass) \$ 14,832.93 (sewer)

Closing or withdrawing the following sums from C.D.’s:

590.000.003 (closing) \$ 82,532.76 (sewer)
590.000.010 (withdrawing) \$ 75,000.00 (sewer)
590.000.014 (withdrawing)* \$170,000 (sewer)
**(should be 590.000.011, typo mistake on motions) KB*

TOTAL: \$837,496.22 (\$454,935.66 water, \$382,560.56 sewer)

Also transfer \$100,000.00 from the sewer fund and \$100,000.00 from the LRSB discretionary fund to add to the new Hoder/Maudlin accounts, providing total monies of approximately \$1,037,496.22.

Dudiak Yes
Heit Absent
Oselka Yes
Rahm Yes
Rogers Yes

Motion Carried

Oselka moved, Rogers seconded to accept the bid from Kalin Construction for \$519,305.58 for the sanitary sewer on the Hoder/Maudlin project.

Hoder/Maudlin
Sewer Bid

Dudiak Yes
Heit Absent
Oselka Yes
Rahm Yes
Rogers Yes

Motion Carried

Oselka moved, Rogers seconded to accept the bid from Kamphuis Pipeline for \$359,808.75 for the water on the Hoder/Maudlin project.

Hoder/Maudlin
Water Bid

Dudiak Yes
Heit Absent
Oselka Yes
Rahm Yes
Rogers Yes

Motion Carried

Dudiak moved, Oselka seconded to, upon recommendation of the Treasurer, close the C.D. for Parks for approximately \$7,101.10 and pay down the Glassman Park water assessment.

Close Park
C.D. and Pay
Water Assessment

Motion Carried

Dudiak moved, Rahm seconded to change section 4.8 (a) of the Administrative Policies on Purchase Orders to say:

Purchase
Order
Limit Raised

*“All goods and services shall require the issuance of a purchase order number by the **Administrative Assistant or the Clerk’s office** prior to point of purchase, except for the following expenditures:*

1. *Utilities*
2. *Postage*
3. *Payroll*
4. *Publications*
5. *Intergovernmental Contracts*
6. *Insurance*
7. *Land Contracts*
8. *Dues or Tuition*
9. *Contractual Obligations*
10. *Professional Services Authorized by Board*
11. *Fuel Purchases (fire and **water departments**)*

The purchase order number, which is issued, should be documented on the sales receipt of the goods or services provided.

Purchase order limit without Board or Supervisor approval will be \$1,000.00.

Dudiak	Yes
Heit	Absent
Oselka	Yes
Rahm	Yes
Rogers	Yes

Motion Carried

Oselka moved, Rahm seconded to cancel the Special Land Use Permit issued To Village Home Builders, LLC at their request.

SLU for
Village Home
Builders
Cancelled

Motion Carried

PUBLIC COMMENTS – Public Comments were called for.

Rahm moved, Dudiak seconded to adjourn at 5:40 p.m.

Adjournment

Submitted,

Paul Oselka, Clerk