

**Special Meeting of the Burt Township Board
August 5, 2006 – 6:00 p.m.**

Attendance: Kay Wampler, James Seibert, Gordon Kniss, Lois Leavenworth – **Citizens:** approx 90-100

Approval of the Agenda: **Motion** by Gordon Kniss, second by James Seibert to approve the agenda with addition - 4 ayes.

Agenda and Actions Taken: **A) Recommendation re: Kirk Grace from Mike Beek** – Mike Beek recommended the termination of Kirk Grace’s employment for engaging in unauthorized conduct ~ **Motion** by James Seibert, second by Lois Leavenworth to adopt Resolution 2006-06 considering termination at an upcoming meeting/hearing per analysis by the township attorney and Kirk Grace will remain suspended pending further decision by the board. – 4 ayes. **B) Contracts for assessor and attorney:** John Underhill made an offer to be retained as Burt Township attorney for \$1.00 until November 1, 2006 and all matters/issues thought to even remotely involve legal consequences shall be brought to the attention of John H. Underhill, P.C. in writing or by phone call whichever is appropriate under the circumstances. **Motion** by Lois Leavenworth, second by Gordon Kniss to accept resolution 2006-05 as submitted – 4 ayes ~ **Motion** by Lois Leavenworth, second by James Seibert to adopt resolution 2006-07 that the contract between the new assessor, Mike Foust, and Burt Township shall be, and hereby is, approved. – 4 ayes. **C) Update by Mike Pond and Tony Schomin of STS Engineering on Grant Projects/commitments:** STS presented their report on the following Projects: Well #3, Transmission and Controls, Boat Launch, Dock Up-Grade, Harbor Master Building and Septic System, Well Head Protection, Coastal Zone Application, Future Water and Sewer needs. The well is almost done and will be on-line by fall. Current Application for payment due is \$29,829.92, additional payment requests to follow with a total balance on the contract of \$116,658.65. The Marina Upgrade Projects include contracts with the DNR for Dock Upgrades that were completed in 2004 but invoices need to be submitted for outstanding \$19000 reimbursement due Burt Township. Boat Launch project is expected to cost around \$58,000 with a 75/25 match, they need 30 to 90 days to rework and resubmit the permits that are now expired – earliest date to complete the project is spring or early summer 2007. Harbor Master Building, Restrooms, and Septic all need to be resubmitted for the 50/50 grant (possibly 75/25 matching grant). Plans are held up in Lansing and were not approved. STS suggests reworking a package for the entire area with plans for the DPW, Fire, Ambulance, Marina and Chamber office (with their input) to increase funding options and resubmit as appropriate. Total commitment/contract agreements with the MDNR indicate that Burt Township is obligated to provide at least \$69,003 under the current grant agreements. The township has an outstanding offer from STS to provide engineering and project management services on the Boat Launch extension project for \$5,000.00. (Needs to be decided by the board.) **D) Attorney update on pending investigation, possible board restructuring, process changes, and recommendations of a new Auditor:** Attorney, John Underhill presented several resolutions as follows: to ensure proper handling of resolutions (#2006-08, adopted on motion by Seibert/Leavenworth – 4 ayes), to handle records and papers by Board Members (#2006-09, adopted on motion by Leavenworth/Kniss – 4 ayes), set out procedures for the upcoming investigative special meeting of the Burt Township board on August 19, 2006 at 10:00 a.m. (#2006-10, adopted on motion by Leavenworth/Seibert – 4 ayes), abolishment of reimbursement for medical/health insurance policies for all officers of the Township (#2006-11, adopted on motion by Kniss/Leavenworth – 3 ayes, 1 abstain), creation of the position of “Township Manager” (#2006-12, adopted on motion by Kniss/Seibert – 4 ayes), Anderson, Tackman “attestation” letter and 2006 fiscal year audit (#2006-13, adopted on motion by Seibert/Kniss – 4 ayes), hiring Bruce Dewar of Schneider, Larche, Haapala & Co., PLLC to conduct a financial audit of Burt Township financial records from July 1, 2000 through the present and to conduct the normal audit of Burt Township for the fiscal year ended March 31, 2006 (#2006-14, adopted on motion by Leavenworth/Kniss – 4 ayes). **E) Update on loans, budgets, insurance/bonds, financial state of the Township, and options:** John Underhill reiterated the use of a special meeting of the electors to approve a loan by the township to pay off the illegal loans, indicated that the current budgets are not appropriate to the needs and are overstated, that the bonds on the officers has not been updated and will not pay off on the failure to file or pay employee taxes, the funds are very low and other options need to be explored; i.e. grants and other sources of revenue. **F) Special Meeting of the Electors:** Resolution to order a special meeting of the Qualified Electors of Burt Township to be held on August 22nd at 7:00 p.m. (#2006-15, adopted on motion by Seibert/Leavenworth – 4 ayes). **G) Approve Hiring of 2 people to sort and file records in the archives and clerk’s office for the investigation:** Resolution #2006-16 on motion by Seibert/Leavenworth – 3 ayes, 1 abstain. **H) Review/Appoint Supervisor:** Resolution #2006-17 approved on motion by Leavenworth/Kniss to appoint Karen Brzys as Township Supervisor to fulfill the remaining term of past Supervisor, Lee Durrwachter – Roll Call vote: Leavenworth – aye, Kniss – aye, Seibert – aye, Wampler – aye. **I) FOIA Policy:** Underhill read a letter from the State Tax Commission regarding use of FOIA requests for access to tax rolls and public records, that process is to be stopped immediately. Attorney Underhill will prepare a revised FOIA policy that mirrors the state’s. **J) Assessor, Mike Foust, note on reappraisal:** Mr Foust introduced himself and commented on the process of reassessment and it’s impact on individual taxes. A copy of his statement is on file in the Clerks office.

Public Comment:

Adjournment: Motion by Lois Leavenworth and seconded by James Seibert to adjourn the meeting at 9:16 p.m. – 4 ayes

Respectfully submitted: August 9, 2006,

Kay L. Wampler, Township Clerk

Approved: August 15, 2006 on Motion by Lois Leavenworth, seconded by James Seibert ~ 5 ayes, 0 nay’s

The full text of the Resolutions contained herein shall be and are hereby provided as an addendum to these minutes.

An official copy of all resolutions passed at this meeting are on file in the Clerk’s office at the Burt Township Hall and are available for inspection/review by appointment.