

**KOCHVILLE TOWNSHIP BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Kochville Veteran's Hall  
3265 Kochville Road Saginaw, MI 48604  
MINUTES OF  
February 26, 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, Trustee Ferrell & Trustee Thon

ABSENT: Treasurer Brewster (excused)

ALSO PRESENT: Jeff Zittel, Township Manager; Alan Malesky, Fire Chief; Mike Comstock, DPW Manager; Kerri Malesky, Kochville Veteran's Hall Director; Jamie Uptmor, Deputy Clerk; Tyson McKinley, DDA Intern; Chris Jacobs, DDA Director; Gene Jolin, City of Zilwaukee Mayor; and two other interested parties/guests.

**Agenda Approval**

Motion by Clerk Machata and seconded by Trustee Thon to approve agenda as written. Motion carried

*Agenda for  
Kochville Township Board of Trustees  
Regular Monthly Meeting  
February 26, 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 Regular Meeting Minutes – January 22, 2018
  - Budget Workshop & Special Board of Trustees Meeting Minutes – February 7, 2018
  - Payment of regular bills
  - Next Board of Trustee Meeting – Kochville Veterans Hall, March 19, 2018, 7:00 pm
- 6) **Financial Report Ending** – January 31, 2017
- 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 – Tabled Item – DNR Grant Applications for Pathways & DNR Grant Application for Krossroads Park Pond Erosion
- 10) **New Business**
  - a) Discussion / Motion – Poverty Exemption Policy
  - b) Discussion / Motion – Resolution #18-02 – Poverty Exemption Policy
  - c) Discussion / Motion – Audit Services Proposals
  - d) Discussion / Motion – Township Manager Contract
  - e) Discussion / Motion – Township Website Proposals
- 12) **Manager Comments**
- 13) **Board Comments**
- 14) **Adjourn meeting**

**Public Comments - None**

John Leuenberger, 6765 Davis Road - presented a letter to the board in regards to Cardinal Retail Plaza being improperly charged for sewer connection fees. John read the letter out loud to the board.

Ken Bayne, 2466 Liberty Road – asked to reserve comment for 9a

**Consent Agenda**

Motion by Trustee Thon and seconded by Clerk Machata to approve consent agenda consisting of - Approval of Regular Board Meeting minutes of January 22, 2018, Budget Workshop & Special Board Meeting Minutes of February 7, 2018, Payment of the Regular Bills, and next Regular Kochville Township Board Meeting: Monday, March 19, 2018 at 7 pm. Motion carried.

**Financial Report Ending January 31, 2018**

In the absence of Treasurer Brewster, Trustee Thon read the balance for each of the following funds for month ending January 31, 2018.

a) General Fund	\$987,029.23
b) Fire Fund	\$381,002.90
c) Kochville Veterans Hall	\$13,968.68
d) Garbage and Rubbish Collection Fund	(\$3,080.55)
c) Building Department Fund	\$122,104.76
d) Debt Services Fund – Kochville Road	(\$49,079.00)
e) Debt Service Fund – Fashion Square Ext	(\$4,435.98)
f) Capital Improvement Fund – Krossroads	\$80,000.00
g) Capital Improvement Fund – Davis Road	\$250,000.00
h) Capital Improvement Fund – Fashion Square	\$119,975.15
i) Sewer Fund	\$876,919.01
j) Water Fund	\$1,111,734.02
k) Tax Collection Fund	\$19,262.56
Total of all Funds \$	\$3,905,400.77

**Communications/Information**

Davis Road Water Line Update – Supervisor Loiacano stated the Federal Government approved the money for the State for grants but the State of Michigan is apparently stating that Kochville has enough money in its water fund to pay for the project and does not need to apply for the grant. Supervisor Loiacano will be looking into the matter further.

**Department Reports** – reports read and filed

**Unfinished Business**

Tabled item - DNR Grant Applications for Pathways & DNR Grant Application for Krossroads Park Pond Erosion –

Motion by Supervisor Loiacano and seconded by Clerk Machata to un-table the item. Motion carried. Ken Bayne asked who was applying for the grant for the pathway. Chris Jacobs stated the DDA is applying for the grant through the township and would be contributing funds to the project if successful. Ken Bayne suggested the township getting a second legal opinion about the DDA being able to spend funds outside the DDA district. Further discussion took place and the township will be applying for both grants.

## **New Business**

### Poverty Exemption Policy

Supervisor Loiacano the State of Michigan is now requiring townships to have an actual written policy for Poverty Exemption instead of adopting a resolution annually. He worked with Dave Kern at Saginaw Township to come up with a policy. Supervisor Loiacano also stated the policy will be approved as part of Resolution #18-02 and the policy will be amended annually per the Federal Guidelines.

### Resolution #18-02 – Poverty Exemption Policy

Motion by Supervisor Loiacano and seconded by Clerk Machata to approve Resolution #18-02.  
Motion carried.

### Audit Services Proposal

Manager Zittel presented 3 proposals from firms to provide auditing services for Kochville Township. Manager Zittel recommended awarding the bid to Quest Janke for the next 3 years as he felt they would be best suited for the township.

Motion by Trustee Thon and seconded by Supervisor Loiacano to hire Quest Janke for the next 3 years to perform auditing services for Kochville Township. Motion carried.

#### ROLL CALL VOTE:

Ayes: Ferrell, Machata, Thon and Loiacano

Nays: None

Absent: Brewster

### Township Manager Contract

Supervisor Loiacano requested to renew the Township Manager Contract (Interlocal Agreement with City of Zilwaukee) for another year expiring March 31, 2018. Motion by Clerk Machata and seconded by Trustee Thon to renew the Township Manager Contract for Jeff Zittel for another year.  
Motion carried.

#### ROLL CALL VOTE:

Ayes: Ferrell, Machata, Thon and Loiacano

Nays: None

Absent: Brewster

### Township Website Proposals

Manager Zittel stated Tyson McKinley, DDA Intern had been working on getting the townships website update and turned the floor over to him. Tyson ~~McKinley~~ **McKinley**, DDA Intern spoke about the need to update the townships Website and that he solicited proposals from companies to update the website. Tyson recommended hiring the Company Revize to update the townships website at a cost of \$8,980.00 for the first year then at \$1,300.00 annually which will be for maintenance and updating. Tyson stated that Revize primarily deals with Government entities and is familiar with required updates that are needed. Tyson also stated that Saginaw Township uses Revize and they are very pleased with them. Further discussion took place. Manager Zittel suggested having Tyson help perform the routine maintenance on the website once things get up and running to help reduce future costs. Motion by Clerk Machata and seconded by Supervisor Loiacano to hire Revize at an initial cost of \$8,980.00 and then \$1,300.00 annually after the first year. Motion carried.

#### ROLL CALL VOTE:

Ayes: Ferrell, Machata, Thon and Loiacano

Nays: None

Absent: Brewster

**Manager Comments –**

Manager Zittel stated the Water Contract was approved by the City of Saginaw and sent to Lansing.

**Board Comments**

Trustee Thon

- Watch out for potholes

Clerk Machata

- There is a Special May Election for Bay City Schools Sinking fund. Kochville Townships, Bay City School Voters, will be consolidated with Frankenlust Township Voters and they will vote in Frankenlust Township. Notification will be sent to Bay City School Voters in Kochville Township.

Supervisor Loiacano –

Trustee Ferrell – Nothing

Treasurer Brewster – (absent)

**Adjournment**

Motion by Clerk Machata and seconded by Supervisor Loiacano to adjourn the meeting at 7:43 pm.  
Motion carried.

  
\_\_\_\_\_  
Kevin Machata, Clerk

3-25-18  
\_\_\_\_\_  
Date