

MINUTES

**CHARTER TOWNSHIP OF BRIGHTON
BOARD OF TRUSTEES
4363 BUNO ROAD
BRIGHTON, MI 48114**

**JANUARY 21, 2019
REGULAR MEETING
6:30 P.M.
(810) 229.0560**

Supervisor Michel called the meeting to order at 6:35 P.M. The Pledge of Allegiance was said.

Present: P. Michel, Supervisor; R. Drouillard, Treasurer; S. Combs, Trustee; M. Slaton, Trustee; S. Theis, Trustee

Absent: J. Riker, Clerk; L. Weaire, Trustee

Also Present: B. Vick, Township Manager; J. Harris, Township Attorney; Z. Dyba, Assistant to the Manager; K. Mathews, Township Planner

A. CALL TO ORDER

The meeting was called to order by Supervisor Michel at 6:35 p.m. Supervisor Michel took a moment of silence in recognition of Martin Luther King Jr. Day.

B. PLEDGE OF ALLEGIANCE

All rose for the Pledge of Allegiance.

C. ROLL CALL

Roll call by the Supervisor indicated the presence of a quorum.

D. CALL TO THE PUBLIC

Mike Palmer, E. Grand River – Astonished the Township does not recognize Martin Luther King Jr. day. Requested letter explaining why the Township does not celebrate MLK.

E. CONSENT AGENDA

R. Drouillard moved and S. Theis seconded to amend the January 7, 2019 Regular Budget Work Session Meeting minutes under Discussion – Roads 2019 to read: “...~~will be working on provided a quote for work on Maxfield for limestone resurfacing application (\$154,800). The same stretch of road going into Hartland Township will also be part of their project was also quoted to Hartland Township.~~” and also amending page two (2) adding P. Michel be added in the vote as “Aye” under the motion to approve the settlement release agreement in regard to Mann Investments LLC and authorize the attorney to sign the same agreement.

Motion carried.

F. BUSINESS

1. HEARING AND ADOPTION OF RESOLUTION ESTABLISHING THE DISTRICT/PREPARATION OF ASSESSMENT ROLL – DeMaria West Special Assessment District No. S-I-01-2019

Z. Dyba, Assistant to the Manager, introduced this Special Assessment District and the purpose of the project. Brief review of the details included petitions that were received had 68.68% support of the proposed district, estimated costs, and term is ten (10) years.

Public Hearing opened at 6:46 P.M.

Don McCormick, Cloverlawn – Entitled to a better breakdown of costs to 57 properties included.

Bruce Tucker, Cherrylawn – Supports SAD, now is the time for this project.

Written comments received:

Donald McCormick, Email dated January 10, 2019 at 2:37 A.M. – Objects to SAD.
 Donald McCormick, Email dated January 10, 2019 at 3:08 A.M. – Objects to SAD.
 Frank Schneeman, Email dated January 21, 2019 at 11:35 A.M. – Supports SAD.
 Stan Sargol, Email dated January 21, 2019 at 9:22 A.M. – Requesting the Township consider funding assistance for this project.

Public Hearing closed at 7:01 P.M.

Z. Dyba, Assistant to the Manager, clarified the estimated costs based on the current facts (future interest rates unknown).

R. Drouillard moved and S. Combs seconded **to adopt Resolution 19-001 establishing the DeMaria West SAD, Number S-I-01-2019, directing the preparation of the special assessment roll and setting the date as February 25, 2019 for the hearing on the assessment roll.**

Ayes: S. Theis, S. Combs, R. Drouillard, M. Slaton, P. Michel

Nays: None.

Motion carried.

Supervisor Michel announced himself as the acting Recording Secretary in the absence of Clerk Riker.

2. **ADOPTION OF RESOLUTION SCHEDULING A PUBLIC HEARING ON ACCEPTING PETITIONS AND THE ESTABLISHMENT OF THE SPECIAL ASSESSMENT DISTRICT – Aquatic Special Assessment District for School Lake (S-I-02-2019)**
 Z. Dyba, Assistant to the Manager, provided brief history and overview of the district.
 S. Combs moved and S. Theis seconded **to adopt Resolution 19-002 as presented accepting petitions and scheduling a public hearing for an aquatic special assessment district for School Lake SAD Number (S-I-02-2019).**
 Ayes: M. Slaton, S. Theis, S. Combs, R. Drouillard, P. Michel
 Nays: None
 Motion carried.

3. **ADOPTION OF BUDGET AMENDMENT #6, FY' 2018-19 – Property Taxes**
 Manager Vick presented this as housekeeping based on Township acquired property.
 R. Drouillard moved and S. Combs seconded **to adopt Resolution 19-003 approving the utilization of General Fund FundBalance to offset costs associated with 2018 tax bills for foreclosed property 4712.32.106.035 as Budget Amendment #6, for Fiscal Year 2018-19.**
 Ayes: R. Drouillard, S. Combs, S. Theis, M. Slaton, P. Michel
 Nays: None
 Motion carried.

4. **APPROVAL OF AGREEMENTS – Voice Communications System Agreement, I.T.I. Inc.; Clear Rate Services Agreement; and Phone System Design Agreement, Convergent Technology Partners (CTP)**
 Z. Dyba, Assistant to the Manager, presented this project and bid process. Eric Helsel, Convergent Technology Partners Representative, reviewed the bid process and the capabilities of the design and services. Discussion included the phones, projected completion date, no outage during installation, voicemail options, automated system, and cloud based vs. premise based.
 S. Theis moved and R. Drouillard seconded **to authorize the Township Supervisor and Clerk to sign the Voice Communications System Agreement with I.T.I., and to authorize the Township Supervisor to sign the Clear Rate Services Agreement, and to authorize CTP to perform project management services as described in Phone System Design Agreement with a total cost for I.T.I. services of \$22,862.66 with a 10% contingency allowed.**
 Ayes: R. Drouillard, S. Combs, S. Theis, M. Slaton, P. Michel

Nays: None.
Motion carried.

5. APPROVAL OF AGREEMENTS – 2019 Summer School Tax Collection for Howell Public Schools, LESA, Hartland Consolidated Schools, Brighton Area Schools and Huron Valley Schools
Treasurer Drouillard presented this item as housekeeping.
R. Drouillard moved and S. Combs seconded **to authorize the Clerk and Supervisor to sign School Board Agreements for the 2019 Summer Tax Collection with School Districts, including Livingston Educational Service Agency, Howell Public Schools, Hartland Consolidated Schools, and Brighton Area Schools.**
Ayes: S. Theis, S. Combs, R. Drouillard, P. Michel
Nays: ~~None~~ *M. Slaton*
~~Present: M. Slaton~~
Motion carried.
6. AUTHORIZATION OF CONTRACT EXTENSION – Building Cleaning Services, ServicePro
Z. Dyba, Assistant to the Manager, presented this extension as their third year cleaning the Township Hall, work and rate is satisfactory.
S. Combs moved and S. Theis and seconded **to authorize the Supervisor and Clerk to sign the contract extension commencing April 1, 2019 and terminating March 31, 2020 with ServicePro for Building Cleaning Services.**
Ayes: R. Drouillard, S. Combs, S. Theis, M. Slaton, P. Michel
Nays: None
Motion carried.
7. AUTHORIZATION OF APPLICATION SUBMISSION – Revenue Sharing – CVTRS Program
Manager Vick reviewed the application submission process and the financial breakdown the Township has an opportunity to receive. Discussion included dashboard options, benchmarking, reporting requirements, and supplemental payment must be used towards paying unfunded liabilities.
R. Drouillard moved and *S. Theis* seconded **that the Township Board authorize the Manager to proceed with the submission of the CVTRS application.**
Ayes: M. Slaton, S. Theis, S. Combs, R. Drouillard, P. Michel
Nays: None
Motion carried.
8. 2019 COMMITTEE APPOINTMENTS
Supervisor Michel reviewed his recommendations.
S. Theis moved and R. Drouillard seconded **to appoint the non-elected individuals recommended by the Supervisor to the various Charter Township of Brighton boards and committees as discussed and as follows: Cathy Doughty, Planning Commission expiring December 31, 2021; Daniel Schifko, Planning Commission expiring December 31, 2021; James McKeon, Zoning Board of Appeals expiring December 31, 2021; John Dorset, Zoning Board of Appeals expiring December 31, 2021; Chuck Moran, Zoning Board of Appeals Alternate expiring December 31, 2021; Cathy Doughty, Utilities Committee expiring December 31, 2020; John Dorset, Utilities Committee expiring December 31, 2020; Jim Panning, Utilities Committee expiring December 31, 2020; Art Balfe, FIB Joint Water Authority expiring December 31, 2021.**
Motion carried.
9. APPOINTMENT – Planning Commission Liaison to the ZBA
K. Mathews, Township Planner, presented this housekeeping item.
R. Drouillard moved and S. Theis seconded **to accept the recommendation of the Planning**

Commission and appoint Jeff Stinedurf as the Planning Commission liaison to the Zoning Board of Appeals for a term expiring December 31, 2019.

Motion carried.

10. SELECTION OF CONSULTANT – Master Plan Consulting Services

Manager Vick summarized the interview process of the Master Plan Consultants. Discussion included the top choices of Envision and ROWE, out-of-state vs. local company, fresh ideas from each consultant, BTBT's vision for the Master Plan related to each consultant and what they each bring to the table. K. Mathews, Township Planner, provided insight and the Planning Commission's involvement of the Master Plan process. Trustee Theis and Trustee Combs did not participate in the interview process to fully vet the consultants.

P. Michel moved and R. Drouillard seconded **to accept the request of Trustee Theis and Trustee Combs to recuse themselves based on their absence during the interview process to equally vet the candidates.**

Motion carried.

Discussion also included consultants leveraging grants, work load, data collection, focus group meetings, public hearings, and staff working with consultants throughout the process.

R. Drouillard moved and P. Michel seconded **to pursue the services of Envision consulting firm and that the Township Manager and Attorney begin discussions with Envision toward creation of a contract for the Board to take action on at a future meeting and subject to the review of their proposal.**

Ayes: M. Slaton, R. Drouillard, P. Michel

Nays: None

Recuse: S. Theis, S. Combs

Motion carried.

Manager Vick opened the bids for each consultant at the request of the Board. K. Mathews, Township Planner, clarified that until the proposals are looked at in detail it is hard to say which is the best proposal based on finances and services provided.

G. REPORTS AND CORRESPONDENCE

1. REPORTS

Planning Commission Regular Meeting Minutes – November 13, 2018

Planning Commission Regular Meeting Minutes – December 10, 2018

Brighton Area Fire Authority Regular Meeting Minutes – November 8, 2018

Brighton Area Fire Authority Regular Meeting Minutes – December 13, 2018

SELCRA Meeting Minutes – November 2018

S. Theis – Update on SELCRA.

R. Drouillard – LCWA elected new officers and adopted new schedule.

M. Slaton – PC elected new positions and reviewed Recreational Marihuana language.

K. Mathews touched base on the Recreational Marihuana language as it relates to the Zoning Ordinance and the process and discussions taking place.

Supervisor Michel read written comments provided by Trustee Weaire – BAFA update. Public is invited to the upcoming Award ceremony at Brighton High School and Soup Out hosted by BAFA on February 7 from 11:00 A.M. – 1:30 P.M. at the main fire station located at 615 W. Grand River.

2. DEPARTMENTS

Planning Commission Annual Report – 2018

Treasurer's Reports – October, November, December 2018

Brighton Area Fire Authority Firestat Reports – November and December 2018

Infrastructure Alternatives, Inc. Monthly Operating Reports – November and December 2018

SELCRA Director's Report – December 13, 2018

Hartland Senior Activity Center Annual Report – 2018

3. MANAGER

Reviewed the Hartland Senior Activity Center information provided. The Center will be part of the next budget discussion. Congratulations to Jill Campbell, recently appointed to Deputy Clerk and will be preparing for the upcoming May election.

CORRESPONDENCE

None.

H. CALL TO THE PUBLIC

Don McCormick, Cloverlawn – Who is responsible for SAD when home is being sold? (property owner is obligated to pay SAD.)


I. ADJOURNMENT

S. Theis moved and R. Drouillard seconded **to adjourn**. Motion carried.

The meeting adjourned at 8:25 P.M.

Respectfully submitted,



Joseph R. Riker, Clerk

Patrick V. Michel, Supervisor