

## MINUTES

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

FEBRUARY 5, 2018  
 REGULAR BUDGET WORK SESSION MEETING  
 6:30 P.M.  
 (810) 229.0560

Supervisor P. Michel called the meeting to order at 6:30 P.M. The Pledge of Allegiance was said.

Present: P. Michel, Supervisor; A. Bollin, Clerk; R. Drouillard, Treasurer; S. Combs, Trustee; M. Slaton, Trustee; S. Theis, Trustee; L. Weaire, Trustee

Absent: None

## CALL TO THE PUBLIC

Jim Sarna, Woodland Shore Drive – Distributed handout referencing electrical hook-up for grinder pump/breakers; power outage in March 2017 and January 2018 – wants to hook grinder pump to generator; he has contacted DTE personnel; what is the proper way to hook up the grinder pump?

Mike Palmer, East Grand River – Allotted one minute of his time to Jim Sarna.

Jim Sarna, Woodland Shore Drive – Requested information from the township on the grinder pump for safe wiring, wants to have it done correctly so that when the power goes out they can hook up the grinder pump to a generator.

Mike Palmer, East Grand River – Referenced recent Utilities Committee meeting and Policy #209; he was not allowed to trade minutes; who runs the township? Stated he has brought forth budget matters in the past; does the Board listen?

## AGENDA

A. Bollin moved and S. Combs seconded **to approve the consent agenda as presented.**

Motion carried.

## 2018-2019 BUDGET PLANNING

## ANNUAL SEWER RATE DISCUSSION – SANITARY SEWER OPERATIONS &amp; MAINTENANCE FUND RATE STUDY AND SANITARY SEWER DEBT SERVICE FUND STUDY

Manager Vick and K. Palka, Pfeffer, Hanniford, and Palka, presented an overview of the rate study including cash flow projections and assumptions and summarized the Utilities Committee recommendation to maintain the current rate structure. Discussion included review of the assumptions and impact of the litigation settlement. Consensus was to add a note of clarification for Assumption #7 noting this is the projection for new grinder pumps for vacant lots within the original sewer district. Manager confirmed that the Capital Improvement Plan and Fiscal Analysis will be updated to incorporate the study and assumptions.

R. Drouillard moved and A. Bollin seconded **to accept the recommendation of the Utilities Committee that the User Charge remains at \$106 per REU per quarter and that the Debt Service Charge remains at \$80.50 per REU per quarter for Fiscal Year 2018-19.**

Ayes: L. Weaire, S. Theis, S. Combs, R. Drouillard, M. Slaton, A. Bollin, P. Michel

Nays: None.

Motion carried.

## ROADS 2018

Manager Vick summarized projects that the Township has participated in with the Livingston County Road Commission since 2014 including our financial commitment to the future Old US 23 project, reiterated the Township has no jurisdiction over public or private roads, Township has participated on joint road projects on primary and secondary roads because there is lack of available funds through the County and State, participation has been based on our adopted criteria, and referenced the balance of monies in the Future Road

Fund and anticipated transfer amount per the CIP. Discussion included potential projects based on the map that was provided, amount of monies available, pros/cons of each project, what meets the township's criteria, unique circumstances surrounding some of the potential projects including increased traffic impacts on some roads due to long term posted detours (Pleasant Valley Bridge and Pleasant Valley culvert) and the liquidity of funds. Due to unique circumstances including the road condition and impact of posted detours the Pleasant Valley road/culvert repair and Culver Road projects were identified as preferred potential projects for FY' 2018-19.

**Board recessed for five minutes at 7:55 P.M.**

Discussion continued with review of projects and need for more detailed information about the Pleasant Valley culvert project, level of LCRC's financial commitment to the project, and availability/cash flow of funds based on investments. Also discussed subdivision roads and lack of funding, reaching out to all subdivisions to determine level of need and interest, public v. private subdivision roads, establishing criteria for subdivision road projects (i.e. interest amount, maximum amount Township would consider advancing, impact on the Future Road and General Fund balance, etc.). Manager stated he would not recommend investing Township dollars into these roads until all of the Paser 2 rated primary and secondary roads are taken care of and this will be a future discussion. Consensus was to allocate \$1.5 million inclusive of the monies in the Future Road Fund for 2018-19 projects, to pursue participation in the Pavement Preservation Program, Manager will contact LCRC to clarify their intent and commitment to the potential projects as discussed (Pleasant Valley culvert and Culver), and a cash forecast summary will be developed to determine cash flow based on investment schedule and sewer litigation settlement for discussion at the March 5, 2018 Regular Work Session which will be a budget work session.

**REVIEW OF TOWNSHIP FEES**

Manager Vick presented a brief background on the fee schedule and what is included in the fees generally. Discussion included averaging staff time, no profit can be collected, engineering fees have gone down due to transition to new engineer, efforts in the past to develop more efficient and responsive processes for different site plan applications, impact of incomplete applications being forwarded to the Planning Commission increasing costs and frustrating developers, and benefits of conceptual planning meetings between staff and applicants to ensure submit applications are complete before moving forward in the review process. Manager stated it would be beneficial to have the applications compliant before moving through the process and the result of moving forward with incomplete applications results in higher costs for the applicant and increased demand on in-house staff and consultants whose responsibility it is to provide direction and review projects, not design them. Consensus was that an emphasis will be placed on the benefits of conceptual plan meetings and applications will move to the Planning Commission for review when the application meets the submittal and review requirements outlined in the Zoning Ordinance. Z. Dyba provided clarification on the fees being eliminated. Discussion ensued regarding why the address change fee had to be consistent with the county's fees, why the charge for duplicate tax bills was being increased and the addition of a fee for water/sewer REU appeal to cover the costs of an engineering review.

**OTHER**

Manager Vick summarized the recent report filing required for PA 202 of 2017 and how it differs from the MERS actuarial reporting noting it impacts the percentage level of funding for the MERS plans and recommended the budget include a lump sum payment to meet the Board's goal of limiting long term liabilities and working towards them being fully funded. Discussion included review of past policy directives to limit long-term liabilities and reduce expenses, summary of plan changes already implemented, revisiting the hybrid plans to stay ahead of the curve, and how changes at the state level, adding full-time staff and increased wages affect the plan's funding levels. Consensus was to have supplemental actuarial(s) done to review in more detail the framework and then to meet with MERS to review various hybrid plan scenarios that combine plans; Manager will contact MERS to move forward with the supplemental actuarial(s).

**CALL TO THE PUBLIC**

No response.

## ADJOURNMENT

R. Drouillard moved and A. Bollin seconded **to adjourn**. Motion carried.

The meeting adjourned at 8:55 P.M.

Respectfully submitted,

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Ann M. Bollin, CMC, CMMC, Clerk

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Patrick Michel, Supervisor