

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

March 20, 2017
REGULAR MEETING
7:00 P.M.
(810) 229.0560

Supervisor Michel called the meeting to order at 7:00 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

Bob Potocki, Woodland Shore Drive – Distributed handout: ignoring public safety, conflict of interest appearance, no technical analysis, and requested portions of the agenda be delayed until they can be reviewed.

Jim Sarna, Woodland Shore Drive – Distributed handout on Open Meetings Act and reference to allowing public comment; attended PC meeting; Policy Nos. 209 and 807, and referenced document from neighbor reserving REU's, no reserving of capacity.

Mike Palmer, East Grand River Avenue – Distributed handout highlighting five (5) areas; requested public hearing be tabled because there were a lot of materials and the budget was not on the website until Friday. Objects to First Amendment rights being muzzled by BTBT and agenda items should be spread over two agendas. Handout referenced tabling of the public hearing, stop part time elected officials pensions, millage rollback, put part time officials on 1099, and no raises for elected officials or manager.

Cheryl Guard, Pointe Drive – Q&A from 03-03-16 BTBT meeting which referenced FAQ's from previous years, older documents, lack of references to current policy; as a vacant lot owner in original district she believes her vacant parcel is exempt from Policy #807, She is exempt from Policy #807. Referenced statement regarding General Funds being reserved for litigation purposes - what reserves are being set aside for the potential sewer litigation?

Doug Taylor, Oak Knoll – Commends BTBT for paying attention tonight; public has valuable input to give. 700 page board packet is too much to process in one weekend. Supervisor resides in township, manager does not. Who is calling the shots?

AGENDA

L. Weaire moved and R. Drouillard seconded to **adopt the agenda as presented.**

Motion carried.

PUBLIC HEARING – FY' 2017-18 Budget

Supervisor Michel opened the public hearing.

Public Hearing opened at 7:20 P.M.

Mike Palmer, East Grand River Avenue – Commented on limited time for public comment. Utilities Committee recommended to not pass sewer fee increase. No time to review Budget. Encore Development REU costs – should not receive a price break.

Doug Taylor, Oak Knoll – Draft documents have clerical errors; General Fund revenue is less than expenses; Future Road Improvement Fund – transfers are put under sole control of the Manager; available dollars for loans; Trustee wages have percentage going into pension – is this in addition to the salary? Priorities are sewer and water; SELCRA dollars – why no financial support for BARC (Brighton Area Recreation); Woodland Shores infrastructure; need time for additions to budget – no dollars are included for sheriff lake patrols or public landing at MDNR launch; no monies for Road Commission for review of road runoff; leaf burning; yard

debris fires; no more yard waste collection. Provided his additional written draft comments at the request of the Clerk for distribution and filing.

Jim Sarna, Woodland Shore Drive – Wages should not be increased more than .3% - like social security. Public has the right to pass minutes to other speakers.

Clerk Bollin confirmed no additional written comments were received.

Manager Vick clarified budget timeline including five budget work sessions, posting requirements had been met; and drafts and proposed budget had been posted to the website and in township hall.

Public Hearing closed at 7:35 P.M.

FIRST READING – Conditional Rezoning, Encore Village

K. Mathews, Township Planner, provided background and summarized the recent market studies, applicant's responses to Board's questions from previous meeting, updated CZA language and where the applicant is in the process. Brent Levanway, Boss Engineering, introduced the Encore Project team and presented the project highlights including market studies, project phasing, and project amenities. Discussion included ordinance variances, all ordinance variances be cited, confirmation that REU calculations would be based on current ordinances not 2000 policies as previously referenced by Applicant, density, HUD financing (applicant explained that it was for purpose of insurance to the lender not for purposes of bringing in a HUD development, FIB approval, water availability, and approval process. Discussion also included conditional zoning ordinance requirements, underlying zoning, definition of open space, and noting of all variances from existing ordinances/policies including the payment of REU's and initiation of quarterly charges in the CZA. Manager Vick clarified the CZA calls for payment of the sewer REU's as the phases are initiated and quarterly fees at the issuance of land use permits; discussion included incorporation of the proposed REU's per phase be included in the CZA.

S. Theis moved and R. Drouillard seconded **to accept the recommendations of the Planning Commission and Livingston County Planning Commission and schedule a second reading/public hearing on the rezoning from OS (Office Service) to RM-1 (Residential Multiple Family) Conditional for Encore Village upon revision and clarification on the REU's being made to the Conditional Zoning Agreement.**

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

Nays: None.

Motion carried.

ADOPTION OF RESOLUTION – FY' 2017-18 General Appropriations

Manager provided summary of budget planning process, availability of budget planning documents throughout the process, required public hearing and public notices, and explained transfers, saving for large ticket items and reserves over a period of time before the expenditure is made. Discussion included clarification on line items in the Sewer Fund and adding a note regarding SELCRA funding shortfall and the expected revision to their Articles of Incorporation by end of June revising the funding formula for member financial participation.

A. Bollin moved and L. Weaire seconded **to adopt Resolution No. 17-003, FY' 2017-18 General Appropriations, upon making revisions including adding \$4,000 in funding under Recreation and Parks for Hartland Senior Center and reducing General Fund, Legislative Township Board, line items 958.700 and 958.750 by \$2,000 each, upon incorporating the Manager's budget letter and appropriate charts, and upon updating the budget notes including adding the reference to SELCRA funding shortfall to allow for the expected revision to their Articles of Incorporation.**

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

Nays: M. Slaton

Motion carried.

ADOPTION OF RESOLUTIONS FOR WAGES / SALARIES – FY' 2017-2018

Manager Vick reviewed the wages/salary resolutions and stated they are consistent with current wages and are regular business during the annual budget process.

SUPERVISOR

A. Bollin moved and L. Weaire seconded to adopt Resolution No. 17-004 setting the wages and benefits for the Township Supervisor for FY' 2017-18.

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

Nays: S. Combs, P. Michel

Motion carried.

CLERK

L. Weaire moved and R. Drouillard seconded to adopt Resolution No. 17-005 setting the wages and benefits for the Township Clerk for FY' 2017-18.

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

Nays: None

Motion carried.

TREASURER

S. Theis moved and L. Weaire seconded to adopt Resolution No. 17-006 setting the wages and benefits for the Township Treasurer for FY' 2017-18.

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

Nays: None

Motion carried.

TRUSTEES

L. Weaire moved and S. Theis seconded to adopt Resolution No. 17-007 setting the wages and benefits for the Township Trustees for FY' 2017-18.

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

Nays: None

Motion carried.

MANAGER

A. Bollin moved and P. Michel seconded to adopt Resolution No. 17-008 setting the wages and benefits for the Township Manager for FY' 2017-18.

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

Nays: None

Motion carried.

ADOPTION OF BUDGET AMENDMENT # 8, FY' 2016-17 – SELCRA

A. Bollin moved and P. Michel seconded to adopt Resolution No. 17-009, Budget Amendment # 8, FY' 2016-17 upon receipt of a corrected invoice noting the payment of \$63,000 is for the purpose of helping SELCRA meet their budget shortfall in their current fiscal year and that a hand check be issued in the amount of the shortfall in the Township's current fiscal year.

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

Nays: S. Combs, M. Slaton

Motion carried.

ADOPTION OF BUDGET AMENDMENT # 9, FY' 2016-17 – Year End Adjustments

Manager presented this as a housekeeping item and noted that it reflects actions taken by Board previously and all departments are within budget.

L. Weaire moved and S. Combs seconded to adopt Resolution No. 17-010, Budget Amendment # 9, FY' 2016-17, approving the transfer of dollars within the recommended funds as part of the year-end adjustments for Fiscal Year 2016-17.

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

Nays: M. Slaton

Motion carried.

ADOPTION OF SUPPORT EMERGENCY OPERATIONS PLAN

Manager Vick provided background on the Emergency Operations Plan; plan has been approved at the County and State level; Plan will be distributed through Manager's office upon execution.

S. Combs moved and R. Drouillard seconded **to adopt the Support Emergency Operations Plan and authorize the Township Supervisor to sign the adopted document upon making the revisions to Page 16 specifically amending the Deputy Chief name to Michael Evans.**

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

Nays: M. Slaton

Motion carried.

AUTHORIZATION TO SIGN SANITARY SEWER CONNECTION FEE ESCROW AGREEMENT – 8321 Hilton Road

Manager Vick summarized the background on the escrow agreement. Clarification was made that this agreement was intended for this property only at this time.

R. Drouillard moved and S. Combs seconded **to accept the recommendation of the Township Attorney and authorize the Supervisor to sign the Sanitary Sewer Connection Fee Escrow Agreement between Brighton Township and the Rushak's.**

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

Nays: M. Slaton

Motion carried.

APPROVAL OF CONTRACT FOR SANITARY SEWER SYSTEM OPERATIONS AND MAINTENANCE – Infrastructure Alternatives, Inc.

Z. Dyba, Assistant to the Manager, provided an overview of the proposed contract including the "Tom High" clause which allows the Township to terminate the contract early if we are not notified of the staffing change, final contract will be formatted and the RFP included as an exhibit.

P. Michel moved and A. Bollin seconded **that upon receipt and incorporation of the RFP response as an exhibit to the contract to authorize the Township Supervisor and Clerk to sign and execute the three-year contract with Infrastructure Alternatives.**

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

Nays: None.

Motion carried.

ASSIGNMENT OF MUNICIPAL WATER EXTENSION AGREEMENT – Shores of Woodland Lake to Enrico Soave

Manager Vick provided the historical background of the water extension agreement and introduced Enrico Soave who was present to answer questions and clarified he is doing his due diligence prior to purchasing the property and the assignment of the agreement is one factor.

L. Weaire moved and S. Theis seconded **to assign the municipal water extension agreement for Shores of Woodland Lake to Enrico Soave.**

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

Nays: None.

Motion carried.

ACCEPTANCE OF BUILDING CLEANING SERVICES PROPOSAL – ServicePro

Z. Dyba, Assistant to the Manager, briefly reviewed the proposal and recommendation to contract with ServicePro. Discussion included minor changes to the Request for Proposal (RFP) based on utilization of Green Oak Township's DPW for light maintenance work, RFP addendum # 1, the Township's payables schedule, all cordoned off offices and storage areas need to be cleaned in accordance with the regular schedule or at a minimum they should be cleaned quarterly, and confirmation that references were checked.

A. Bollin moved and L. Weaire seconded **to accept the proposal for Building Cleaning Services and award the contract to ServicePro for the cleaning of the Township Hall at a rate of \$575 per month including revision to the exhibit to include the cleaning of all cordoned off areas at least quarterly, incorporating the RFP response as an exhibit to the contract and adding the supply list as referenced.**

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

Nays: None.
Motion carried.

REPORTS AND CORRESPONDENCE

REPORTS

L. Weaire – BAFA update including the annual report, successful Soup-Out and insurance plan changes. BAFA hired an outside consultant to do an Emergency Services Master Plan which will help determine future needs and desires and fire station locations.

S. Theis – SELCRA update including new proposed financial model moving forward. Jason Spiller, SELCRA Director, provided brief update on the changes to the Skate Park and provided open skate times; Daddy Daughter Dance saw increased attendance.

R. Drouillard – Settled Winter Tax Collection with the County; met with Level One Bank Representative regarding increased interest rates; LCWA update including new officers were elected and recent emergency meeting necessary to authorize a repair.

A. Bollin – Absent Voter Applications have been mailed out for voters in the Hartland School District; MOVE ballot deadlines met; and new voting equipment update including selection process, local clerk priorities for selection, and county pricing and proposed grant agreement are not available yet.

M. Slaton – Planning Commission meeting update.

Manager – Reminded public of the Notify Me link on the website (www.brightontwp.com) to be kept up to date on important Township related news which is posted to the website.

DEPARTMENTS

Planning Commission Special Meeting Minutes – February 21, 2017

Treasurer's Reports – December 2016, January and February 2017

Revenue & Expenditure Report – Third Quarter, FY' 2016-2017

Brighton Area Fire Authority Annual Report – 2016

MANAGER – Confidential Attorney Client Communication, specifically BT/Clearwater, dated March 6, 2017

CORRESPONDENCE - None

CALL TO THE PUBLIC

Frank Grapentien, Hideaway Beach Drive – Reference to substantial check points made earlier - Does this allow user to not pay continuing capital charge. Confused by this and Policy #807. Asked if this should be an agenda item at a meeting or a FOIA?

Manager Vick will respond accordingly to F. Grapentien.

ADJOURNMENT

S. Theis moved and A. Bollin seconded **to adjourn**. Motion carried.

The meeting adjourned at 10:45 P.M.

Respectfully submitted,

Ann M. Bollin, CMC, CMMC, Clerk

Patrick Michel, Supervisor