

**CHARTER TOWNSHIP OF FENTON BOARD OF TRUSTEES
MINUTES FOR REGULAR MEETING OF APRIL 15, 2002**

**FENTON TOWNSHIP CIVIC COMMUNITY CENTER
12060 MANTAWAUKA DRIVE, FENTON, MICHIGAN**

Supervisor Gabrielson called the meeting to order at 7:30 p.m.

Present: Gabrielson, Garfield, Krug, McKenna, Rowe, Office Manager Broecker
and Attorney Cooley

Absent: Mueller, Mathis

PLEDGE OF ALLEGIANCE:

Supervisor Gabrielson led the pledge of allegiance to the flag.

APPROVAL OF AGENDA:

Motion to approve the 4/15/02 Fenton Township Board Meeting agenda as presented.

Motion by: McKenna

Seconded: Krug

Ayes: All Present

Nays: None

Absent: Mueller, Mathis

Motion carried. The agenda is approved.

PRESENTATIONS:

Lawrence Engineering – Sewer Inventory Project Quarterly Update

Allen Lawrence of Lawrence Engineering provided an update on the Sewer Inventory Project. Over 1,400 manholes and pump stations have been completed to date. There are approximately 400 manholes that have some time of problem related to them, (covered, buried, unable to locate, in need of repairs, etc.). Additionally, approximately 800 plastic bladders have been installed inside manholes to prevent inflows from rain and stormwater. Mr. Lawrence also circulated a map of GPS points representing all identified structures.

North Arrow Technologies – GIS Project Quarterly Update

Jason Taylor of North Arrow Technologies presented an update on the progress of the Geographic Information System project. He highlighted the various tasks completed so far this year, including:

Sewer System

- ❑ Established 9 GPS geodetic control points throughout the Township
- ❑ GPS located 258 of the Township's sanitary point features
- ❑ Developed a database for the integration of the Cityworks software
- ❑ Created 1,421 sanitary sewer manholes for Cityworks development
- ❑ Created 59 sewer pump stations for Cityworks development
- ❑ Created 525 sanitary sewer service requests for Cityworks development
- ❑ Copied entire infrastructure as-built set from Genesee County WWS
- ❑ Developed sewer unit mapping for replacement of North Road sewer line
- ❑ Developed preliminary mapping and GPS work for proposed sewer line to service the new Lake Fenton High School

General GIS

- ❑ Completed tract dimensioning layer – 6,371 dimensions

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- ❑ Completed subdivision dimensioning layer – 21,642 dimensions
- ❑ Completed GIS road layer, including private vs. public roads
- ❑ Produced final revisions to 2002 Zoning Map
- ❑ Re-defined boundaries and created preliminary legal descriptions for 2002 voting precinct changes
- ❑ Converted all Arcview projects to the New Arcview 8.1 environment
- ❑ Converted primary GIS data sets to tie in with newest software
- ❑ Restructured GIS data configuration for ease of use for end-user, including creation of symbolized GIS layers

Supervisor Gabrielson noted that both projects are progressing very well and thanked Mr. Lawrence and Mr. Taylor for their presentations.

MEETING MINUTES:

The minutes of the 4/1/02 regular meeting and the 4/6/02 workshop meeting stand approved as presented.

EXPENDITURES:

Motion to approve invoices for payment as presented.

Motion by: Rowe

Seconded: McKenna

Ayes: Gabrielson, Garfield, Krug, McKenna, Rowe

Nays: None

Absent: Mueller, Mathis

Motion carried.

PUBLIC HEARINGS:

None

REPORTS:

Ordinance Enforcement Quarterly Update

Supervisor Gabrielson briefly reviewed the quarterly report from Ordinance Enforcement Officer Adair Rowe. He added that the enforcement process is working well and, with valuable assistance from Attorney Cooley, we are correcting a significant number of violations.

COMMUNICATIONS:

Household Hazardous Waste Collection Day

Supervisor Gabrielson noted that the next Household Hazardous Waste Collection Day is Saturday May 4th. There are two locations for the spring collection day – the Flint East Water Service Center on Court Street and the Grand Blanc Middle School.

South Lakes Community Arts Council

Supervisor Gabrielson briefly reviewed a memo from the South Lakes Community Arts Council regarding proposed uses of the Lake Fenton High School facility after the new high school is built.

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UNFINISHED BUSINESS-ADOPTION OF ORDINANCES:

None

UNFINISHED BUSINESS-OTHER:

None

NEW BUSINESS:

Proposed Sanitary Sewer Impact Study

Supervisor Gabrielson reviewed a letter from the Genesee County Drain Commissioner's office regarding capacity in the District #3 Sewage Treatment Plan. The County is suggesting that, due to our accelerated rate of connections, the Township should consider conducting a study to determine the current and future needs for sewer services. As a result of that letter, the Township Engineer was asked to prepare a proposal to conduct a sewer impact study. Bill Winiarski of Rowe Incorporated explained that the proposed study would determine the current use, current capacity and future needs of each sewer arm in the system. The study would also provide a more accurate assessment of overall sewer capacity needs throughout the township. The estimated cost of the study is \$34,700.00. Supervisor Gabrielson stressed that the results of this study will help the board determine the future direction of the Township's development. Sewer services must be provided for properties already approved or zoned for development, as well as the Thompson Road Corridor. Beyond that, it will be up to the Township Board to determine how much further sewer services will be extended. This information will also be vital for the Planning Commission as they review the Land Use Plan for possible amendments. Trustee McKenna requested that, as a part of the sewer impact study process, Rowe Incorporated meet with the Planning Commission to discuss the various development scenarios. Supervisor Gabrielson also reviewed a memo from Clerk Mueller, recommending a moratorium on rezoning applications until the sewer impact study has been completed and a direction determined. The board agreed that this would be an appropriate action, given the importance of the issue.

Motion to authorize Rowe Incorporated to complete a sanitary sewer impact study as presented, with the requirement that Rowe Incorporated shall meet with the Planning Commission during the course of the study to review future development issues.

Motion by: McKenna

Seconded: Krug

Ayes: Gabrielson, Garfield, Krug, McKenna, Rowe

Nays: None

Absent: Mueller, Mathis

Motion carried.

Motion to place a moratorium on rezoning applications in Fenton Township for a period of six months, in order to prevent the over-commitment of sanitary sewer capacity in the District #3 Treatment Plant. Said moratorium shall not apply to parcels of land that are 10 acres or less in size and being rezoned for individual building sites.

Motion by: Rowe

Seconded: Krug

Ayes: Gabrielson, Garfield, Krug, McKenna, Rowe

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Nays: None
Absent: Mueller, Mathis

Motion carried.

Proposed Board Meeting Administration Policy

Supervisor Gabrielson reported that, as a result of a letter from resident Patrick Carmody, the Township Board reviewed the board meeting agenda format at their 4/6/02 workshop meeting. Mr. Carmody had requested that public comment be allowed before agenda items are acted on. The board determined that the current agenda format, which allows public comment during items of unfinished and new business at the discretion of the Chairperson, as well as at the end of the meeting, is adequate. The board reviewed a formal *Board Meeting Administration* policy, which incorporates the agenda format.

Motion to adopt the *Board Meeting Administration* policy as presented.

Motion by: Rowe
Seconded: McKenna
Ayes: Gabrielson, Garfield, Krug, McKenna, Rowe
Nays: None
Absent: Mueller, Mathis

Motion carried. The policy is adopted.

Proposed Purchasing Policy

Also discussed at the 4/6/02 workshop meeting was the need for consistent procedure for purchasing goods and services. The board reviewed a formal purchasing policy, which is a part of a larger policy regarding expenditure control. The proposed policy requires three quotes for any purchase over \$5,000.00, sealed bids over \$10,000.00 and board-approved bid specifications over \$50,000.00. Treasurer Garfield stated that she had contacted other municipalities and she feels that the Township Board should approve all larger purchases. Supervisor Gabrielson clarified that no purchase would be made unless it is in the approved budget. It was also pointed out that the board does approve all such expenditures before payments are made. Trustee Rowe stated that the procedure is appropriate. To require "pre-approval" of virtually all expenditures by the Township Board would be very inefficient. He is not aware of any expenditure control problems that have occurred and the board should rely on the Township's administration to maintain proper controls. Trustee McKenna agreed with Trustee Rowe.

Motion to adopt the *Expenditure Control* policy as presented.

Motion by: McKenna
Seconded: Rowe
Ayes: Gabrielson, Krug, McKenna, Rowe
Nays: Garfield
Absent: Mueller, Mathis

Motion carried. The policy is adopted.

Proposed Lease for Temporary Office Facility

Supervisor Gabrielson reviewed the lease for the office building at 3061 Thompson Road. This facility will serve as the temporary Fenton Township Office during the

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construction of the building renovation project. The two changes discussed at the 4/6/02 workshop meeting, (grounds maintenance and pro-rated rent for a partial month), have been made and agreed to by the owner.

Motion to approved the *Commercial Lease* agreement between the Charter Township of Fenton and Robert and Kristina Perani, as presented.

Motion by: Rowe

Seconded: McKenna

Ayes: Gabrielson, Garfield, Krug, McKenna, Rowe

Nays: None

Absent: Mueller, Mathis

Motion carried. Supervisor Gabrielson stated that our projected move date is Friday April 26th. The office will be closed that day and normal office hours will resume at the Thompson Road location on Monday April 29th.

Proposed Revisions to 2002 Meeting Schedules

Office Manager Broecker reviewed proposed revisions to the meeting schedules for the Fenton Township Board, Planning Commission and Zoning Board of Appeals. During the building renovation project, all meetings will be held at Lake Fenton High School. Some meeting dates have been changed to avoid conflict with scheduled meetings at Lake Fenton. The proposed schedule for May through November is as follows:

Township Board (7:30 p.m.)

Monday May 6 th	Tuesday May 21 st
Tuesday June 4 th	Monday June 17 th
Monday July 1 st	Monday July 22 nd
Monday August 5 th	Monday August 19 th
Tuesday September 3 rd	Monday September 16 th
Monday October 7 th	Monday October 21 st
Monday November 4 th	Monday November 18 th

Planning Commission (7:00 p.m.)

Tuesday May 14th
Tuesday June 11th
Tuesday July 9th
Tuesday August 13th
Tuesday September 10th
Tuesday October 15th
Tuesday November 12th

Zoning Board of Appeals (7:00 p.m.)

Tuesday May 28th
Tuesday June 25th
Tuesday July 30th
Tuesday August 27th
Tuesday September 24th
Tuesday October 29th
Tuesday November 26th

Motion to adopt revisions to the 2002 Fenton Township Meeting Schedule as presented:

Motion by: McKenna

Seconded: Krug

Ayes: Gabrielson, Garfield, Krug, McKenna, Rowe

Nays: None

Absent: Mueller, Mathis

Motion carried.

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Exterior Color Selection – Building Renovation Project

Supervisor Gabrielson reported that the exterior color scheme for the building renovation project needs to be determined as soon as possible so the concrete blocks can be ordered. Architect Ted Hu reviewed two proposed color schemes, one featuring two shades of beige with a dark brown roof and the other featuring two shades of gray with a gray/black roof. Most of the board preferred the light gray/dark gray combination. Treasurer Garfield asked if she could show the options to Trustee Mathis before a final decision is made. The board agreed.

Motion to authorize the Township Supervisor to finalize the exterior color selections for the Fenton Township Civic Community Center renovation project, based on input from all Township Board members.

Motion by: Krug
Seconded: McKenna
Ayes: All Present
Nays: None
Absent: Mueller, Mathis

Motion carried.

PUBLIC COMMENT - AGENDA OR NON-AGENDA ITEMS:

Patrick Carmody, 16245 Silvershore Drive

Mr. Carmody asked that the Township Board consider taking measures to increase public awareness and understanding of township issues. He stated that the use of “town hall” informational meetings and an informational column in the local newspaper may help accomplish this goal.

ADJOURN: Meeting adjourned at 9:15 p.m.

Carl Gabrielson, Supervisor

Thomas Broecker, Deputy Clerk

Minutes Posted 4/16/02