

**CHARTER TOWNSHIP OF FENTON BOARD OF TRUSTEES
MINUTES FOR REGULAR MEETING OF OCTOBER 7, 2002**

**LAKE FENTON HIGH SCHOOL
11425 TORREY ROAD, FENTON, MICHIGAN**

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

Present: Gabrielson, Mueller, Garfield, Brancheau, Krug, Mathis, McKenna, Office
Manager Broecker and Attorney Cooley

Absent: None

PLEDGE OF ALLEGIANCE:

Supervisor Gabrielson led the pledge of allegiance to the flag.

APPROVAL OF AGENDA:

Supervisor Gabrielson reported that the developer of the Lakeside Acres subdivision has again requested postponement of the final plat approval until the next meeting. Treasurer Garfield asked to have two items added to the agenda: the proposed hiring of an additional employee and Township Board Compensation. Motion to approve the 10/7/02 Fenton Township Board Meeting agenda as amended.

Motion by: Mathis

Seconded: Krug

Ayes: All

Nays: None

Motion carried. The agenda is approved.

PRESENTATIONS:

Rowe Incorporated – Update on Hydraulic Model Review

Bill Winiarski of Rowe Incorporated provided the Township Board with an update on the review of the sewer hydraulic model project. A work plan is being developed to submit to the MDEQ for their review. He recommended that, in addition to the two firms that submitted proposals for the project, Rowe be given authority to review the qualifications of other engineering firms with experience in hydraulic modeling. The board agreed with this approach. Mr. Winiarski will report back to the board within the next month.

Genesee County Sheriff Department – 2002 Marine Patrol Report

Sgt. Sondra Brady of the Genesee County Sheriff Department gave a report to the Township Board on 2002 Marine Patrol activities. There were a total of 456 contacts this year and a total of 41 tickets were issued. One patrol boat, known as “Old Blue”, has been taken out of service and is not worth repairing. Alternatives regarding an additional watercraft will be discussed at a future date.

MEETING MINUTES:

The minutes of the 9/16/02 regular meeting stand approved as presented.

EXPENDITURES:

Treasurer Garfield questioned an invoice for RDJ Specialties. The invoice, which was for the purchase of various specialty items for use in the Fire Prevention Program, also included a small CD player for no extra charge. Supervisor Gabrielson will research the issue further. Trustee

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Mathis questioned the large invoices paid over the past few months for sewer-related expenses. She asked if there is a total projected cost for these various projects. Supervisor Gabrielson and Clerk Mueller responded that many of the expenses are to repair or upgrade parts of the sanitary sewer system. These repairs and upgrades are a result of the findings of the Sewer Inventory Project. It is impossible to predict the number of problem areas that will be encountered throughout the system. Supervisor Gabrielson added that the total amount expended for sewer-related projects would likely exceed \$1.2 million. Motion to approve expenditures as presented.

Motion by: Krug

Seconded: Brancheau

Ayes: Gabrielson, Mueller, Garfield, Brancheau, Krug, Mathis, McKenna

Nays: None

Motion carried.

PUBLIC HEARINGS:

None

REPORTS:

Ordinance Enforcement Quarterly Report

Supervisor Gabrielson reviewed the 3rd quarter report from Ordinance Enforcement Officer Adair Rowe.

Advanced Pest Management Report

Supervisor Gabrielson noted that the most recent report from Advanced Pest Management was included in the packet.

Lake Fenton High School Site Plan

Supervisor Gabrielson reported that the site plan for the new Lake Fenton High School would be presented at the 10/15/02 Planning Commission meeting. Although school site plans are not subject to local regulation, Lake Fenton is eager to work with the Township to ensure that their project fits into the Master Plan.

COMMUNICATIONS:

Supervisor Gabrielson announced that the next Household Hazardous Waste Collection Day would be Saturday October 19, 2002 at Fenton High School. The collection period will last from 10:00 a.m. to 2:00 p.m. and provides an excellent opportunity to properly dispose of old pesticides, used oil, etc.

UNFINISHED BUSINESS-ADOPTION OF ORDINANCES:

Rezoning #R02-003, Fenton Twp. Airpark Dev. LLC, amendment to PUD zoning/2nd

Reading

Supervisor Gabrielson reviewed the proposed zoning amendment. The proposed changes to the plan, which primarily affect the number and size of the hangars, are to comply with State of Michigan and FAA requirements. There was no further discussion.

Motion to adopt Ordinance No. 598, an amendment to the PUD conditions for parcel 06-29-200-004 and part of parcel 06-29-200-003, as presented.

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

Motion carried. Ordinance declared adopted.

UNFINISHED BUSINESS-OTHER:

Furniture Proposal – SPACE, Inc.

Office Manager Broecker reviewed the proposal of SPACE, Inc., which was the low bidder on new furniture for the Fenton Township office. It was pointed out that most of the existing furniture was being reused and this initial order was primarily individual desks to replace the older modular systems. The total cost of the initial order is approximately \$17,400.00.

Motion to approve the furniture proposal of SPACE, Inc. in the amount of \$17,472.77, as presented.

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

Motion carried.

Sanitary Sewer Excavation Contractor

Supervisor Gabrielson reviewed the Township Board's authorization to hire Bostwick Excavating on an interim basis for sewer related excavation work. During this interim period Bostwick Excavating has done an outstanding job for Fenton Township. Mike Bostwick has become an integral part of the "team" that has been assembled to work on various components of the sewer project, and his company has completed all assigned jobs in a professional and efficient manner. He recommends that Bostwick Excavating be retained as the Township's designated excavation service provider.

Motion to designate Bostwick Excavating, Inc. as the excavation contractor for Fenton Township on an open-ended basis.

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

Motion carried.

Amendment to North Arrow Technologies Agreement

Supervisor Gabrielson reviewed the proposed revised Scope of Work for the sanitary sewer portion of the GIS services contract with North Arrow Technologies. As discussed at the July workshop meeting, the reduction in the original estimate of sewer manholes was offset by additional duties taken on by North Arrow with regard to coordination of the various components of the Sewer Inventory Project. It was initially hoped that these changes would result in no change to the budget. As outlined in the letter from North Arrow that was reviewed at the September workshop meeting, however, a budget increase of 8% (approximately \$16,000)

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will be necessary to continue work on the project through the end of the year. Treasurer Garfield and Trustee Mathis questioned the need to increase the budget when a contract already exists. Supervisor Gabrielson clarified that the sewer project has evolved in a manner that was not initially anticipated. The additional tasks taken on by North Arrow have improved the efficiency of the project significantly. If the revised Scope of Work and the budget increase are not approved, the entire project will be delayed for 30-40 days.

Motion to approve the revised *Scope of Work* for the GIS services agreement with North Arrow Technologies, LLC, as presented, and a corresponding 8% budget increase in the Sewer Fund.

Motion by: McKenna

Seconded: Mueller

Ayes: Gabrielson, Mueller, Brancheau, Krug, McKenna

Nays: Garfield, Mathis

Motion carried.

October Workshop Meeting

Supervisor Gabrielson reminded the board of the Special Meeting scheduled for Monday October 14, 2002 at 7:00 p.m. and asked the board if the scheduled October workshop meeting was still necessary. After a brief discussion the board agreed to hold the workshop meeting immediately after the special meeting on Monday 10/14/02. Both meetings will be held at the Fenton Township Temporary Office Facility.

NEW BUSINESS:

Proposed Sewer Franchise Agreement w/City of Linden

Attorney Cooley advised that the City of Linden's position on the proposed sewer franchise agreement is that the City of Linden retains all fees. Since the Township Board has indicated that it will require compensation for transferring one unit to Linden, this issue is not yet resolved. Trustee Krug suggested that rejecting the proposed agreement may expedite a resolution to the problem. He made a motion to that effect that did not receive a second. Trustee Brancheau suggested that there may be information from the early 1990's regarding the value of sewer units that may be helpful in resolving this issue. Attorney Cooley suggested that Office Manager Broecker contact the Linden City Manager to further discuss the matter. An attempt will be made to have a revised agreement for the 10/21/02 meeting.

Paving Proposal – Fenton Township Fire Station #1

Supervisor Gabrielson reviewed a proposal from Ace Asphalt & Paving, Inc. to pave the area behind Fire Station #1, per the recommendation of the Public Safety Committee. This area is used for storage and parking and the paved surface will be a significant improvement. Total cost for the project is \$14,190.00.

Motion to award a contract to Ace Asphalt & Paving Inc. for the paving project at Fenton Township Fire Station #1, as presented.

Motion by: McKenna

Seconded: Brancheau

Ayes: Gabrielson, Mueller, Garfield, Brancheau, Krug, Mathis, McKenna

Nays: None

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Motion carried.

Proposals for Exterior Site Work – Fenton Township Civic Community Center

Office Manager Broecker reviewed three proposals for exterior site work at the Fenton Township Civic Community Center. This project, which includes replacing the fence on the east side of the Township's property, additional handicapped parking spaces and landscaping, is proposed to be completed during construction rather than disturbing these areas again next year when the parking lot is redone. Trustee Mathis suggested only replacing the fence in the area near the building, rather than the entire length of the property. The board agreed with this idea. After further discussion it was suggested that, since the bids were so close, B&T General Contracting should be retained to complete the work. Supervisor Gabrielson can work out the details.

Motion to authorize Supervisor Gabrielson to negotiate, per the recommendations of the Township Board, changes to the site work bid submitted by B&T General Contracting, Inc., and to award the project to B& T General Contracting, Inc.

Motion by: Garfield

Seconded: Brancheau

Ayes: Gabrielson, Mueller, Garfield, Brancheau, Krug, Mathis, McKenna

Nays: None

Motion carried.

Janitorial Service Proposal – Fenton Township Civic Community Center

Office Manager Broecker reported that only one proposal for janitorial services was submitted to the Township, even though an advertisement was placed in the Tri-County Times and proposal packets were mailed to six companies. The proposal is from Manssur's Cleaning Service, a local company that has been in business since the 1940's. Office Manager Broecker stated that Manssur's has a good reputation and he recommended that they be hired to provide cleaning services at the Fenton Township Civic Community Center. Trustee Mathis stated that she spoke to some of the companies that were mailed a proposal and two of them claimed that the packet was never received. Office Manager Broecker responded that none of the six packets mailed were returned by the Post Office. It was also pointed out that the placement of the advertisement meets the requirement of the Township's policy. The mailing of request packets was an additional step taken in an attempt to generate more bids.

Motion to approve the hiring of Manssur's Cleaning Service to provide cleaning/janitorial services at the Fenton Township Civic Community Center, as presented.

Motion by: McKenna

Seconded: Brancheau

Ayes: Gabrielson, Mueller, Garfield, Brancheau, Krug, Mathis, McKenna

Nays: None

Motion carried.

Construction Change Order – Fenton Twp. Civic Community Center Renovations

Office Manager Broecker reviewed Change Order #3 for the Fenton Township Civic Community Center Renovation Project. As discussed at a previous meeting, the building's connection to the

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sanitary sewer was not done correctly in 1974. It took the contractor three days to correct this deficiency, including digging a 14-foot deep hole and replacing a substantial section of pipe. This is the only item included in this change order, which totals \$12,447.00.

Motion to approve Change Order #3 for the Fenton Township Civic Community Center Renovations Project, as presented.

Motion by: McKenna

Seconded: Brancheau

Ayes: Gabrielson, Mueller, Garfield, Brancheau, Krug, Mathis, McKenna

Nays: None

Motion carried.

Proposals for Sanitary Sewer Maintenance

Supervisor Gabrielson reported that two firms, Mid-Michigan Manufacturing & Maintenance, Inc. and S.O.S. Service Group, Inc., had submitted proposals for the sanitary sewer maintenance contract in Fenton Township. Clerk Mueller voiced concern over apparent differences in the way the proposals were prepared. Trustee Mathis stated that she would feel more comfortable if the Township Engineer reviewed the proposals before a contract is awarded. The board agreed with this approach.

Motion to postpone the award of a sanitary sewer maintenance contract, pending review by the Township Engineer.

Motion by: Mathis

Seconded: McKenna

Ayes: Gabrielson, Mueller, Garfield, Brancheau, Krug, Mathis, McKenna

Nays: None

Motion carried.

Motion to authorize the Township Supervisor to extend the contract of Mid-Michigan Manufacturing & Maintenance, Inc. for sanitary sewer maintenance, under the previous provisions, until a new contract is awarded.

Motion by: Mueller

Seconded: McKenna

Ayes: Gabrielson, Mueller, Garfield, Brancheau, Krug, Mathis, McKenna

Nays: None

Motion carried.

Appointment to Fenton Township Planning Commission

Supervisor Gabrielson reviewed the résumé of Phil Quasarano, who had indicated interest in serving on the Fenton Township Planning Commission. Supervisor Gabrielson is recommending appointment of Mr. Quasarano to fill the vacancy created by the recent resignation of Eve Avendt. He feels that Mr. Quasarano is well qualified for the position and will be a fine addition to the Planning Commission.

Motion to appoint Phillip L. Quasarano to the Fenton Township Planning Commission for the term ending May 31, 2005.

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Motion by: Gabrielson
Seconded: McKenna
Ayes: Gabrielson, Mueller, Garfield, Brancheau, Krug, Mathis, McKenna
Nays: None
Motion carried.

Recommendation to Hire Ordinance Enforcement Officer

Supervisor Gabrielson reported that the Township received 25 responses to our advertisement for an Ordinance Enforcement Officer. Seven candidates were interviewed and he is recommending the hiring of Robert Atkinson for the position. Mr. Atkinson is a Fenton Township resident, a veteran of the Flint Police Department and has had a wide variety of experience in the law enforcement field. Supervisor Gabrielson stated that he received only positive feedback from individuals he contacted that were familiar with Mr. Atkinson and his work. He believes Mr. Atkinson will be an excellent addition to the Township staff.

Motion to hire Robert Atkinson for the position of Ordinance Enforcement Officer.

Motion by: Gabrielson
Seconded: McKenna
Ayes: Gabrielson, Mueller, Garfield, Brancheau, Krug, Mathis, McKenna
Nays: None
Motion carried.

Resolution No. 2002-42, Honoring Former Trustee Donald Rowe

Supervisor Gabrielson reported that a resolution had been prepared to honor former Township Trustee Donald Rowe. Clerk Mueller read the following resolution:

RESOLUTION NO. 2002-42

WHEREAS, Donald G. Rowe has stepped down from his position as Fenton Township Trustee as of September 1, 2002, and

WHEREAS, Mr. Rowe has been a resident of Fenton Township for many years, during which time he has contributed greatly to the progress and welfare of the community, most notably as a member of the Fenton Township Board and the Fenton Township Zoning Board of Appeals, and

WHEREAS, Mr. Rowe served loyally and faithfully as a member of the Fenton Township Zoning Board of Appeals from May 1999 to November 2000 and in the position of Trustee on the Fenton Township Board from November 2000 to September 2002;

THEREFORE BE IT RESOLVED, that the Fenton Township Board of Trustees hereby recognizes Donald G. Rowe for his valuable contributions to our community and expresses appreciation and gratitude for his dedicated service to the government and citizens of Fenton Township, and

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BE IT FINALLY RESOLVED, that a copy of this resolution be spread upon the minutes of this meeting and a copy provided to Mr. Rowe.

Motion to adopt Resolution No. 2002-42 as presented.

Motion by: Mueller

Seconded: Garfield

Ayes: Gabrielson, Mueller, Garfield, Brancheau, Krug, Mathis, McKenna

Nays: None

Motion carried. Resolution declared adopted.

2003 Property Tax Levies

Office Manager Broecker presented the recommended levies and special assessments for the 2002 property tax roll. Proposed specific levies and special assessments are as follows:

Mosquito Control \$ 24.00
Solid Waste Collection 99.00 (subject to approval of 11/5/02 ballot proposal)

Private Road Maintenance			
		Hidden Ridge	20.00
Curtwood	120.00	Fenton Creek	14.00
Four Lakes	45.00	Eden Garden	38.00
McFarlan	40.00	Pinnacle Shores II	18.00
Woodhull	60.00	Fenton Orchards I	15.00
Latourette	50.00	Cussewago	8.00
Wenwood Pkwy	15.00	Landings at Crane's Cove	0.00
Malibu	50.00	Malibu	27.00
Darts	20.00	Silver Ridge	10.00
Skyline	50.00	Breeze Pointe	17.00
Wendell	30.00	Torrey Grove	25.00
Edgewater	0.00	West Silver Villa	26.00
Hicks Haven	50.00	Scenic View Dr.	50.00
Pinewood Trail	75.00	Linden Meadows	33.00
Wenwood Drive	30.00	Wyndham Estates I	22.00
Byram Lake Dr.	75.00	Wyndham Estates II	25.00
Woodhaven Drive	150.00	Lakeview Farms I	35.00
Street Light Operation		Audubon Meadows	10.00
Minnetonka	14.00	Crystal Cove Ct.	50.00
Darts	25.00	Pinnacle Shores I	35.00
Enid	16.00	River Oaks Hollow	25.00
Log Cabin	35.00	Bryson Estates	26.00
Margaret	28.00	Fentonwood Estates	20.00
Wenwood	20.00	Pine Lake Forest	25.00
Windsor Beach	45.00	North Shore Estates	40.00
Pomona	16.00	Pavilion on Pine Lake	35.00
Horrell	15.00	Loon Lake Highlands	30.00
Crooked Lake	28.00	Golden Pond #2	27.00
Golden Shores	33.00	Lakeview Farms II	45.00

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Golfview Pointe	38.00	Linden Crossings	32.00
Loon Harbor Preserve	16.00	McCully Lake Estates #1	28.00
Golfview Pointe #2	20.00		

It was noted that these numbers are base amounts. Properties in some assessment districts may be assessed a lower or higher amount due to property size and/or use.

Motion to approve 2002 tax roll levies for Mosquito Control, Solid Waste Collection and special assessment levies for Private Road Maintenance and Street Lighting as presented.

Motion by: Garfield

Seconded: Mueller

Ayes: Gabrielson, Mueller, Garfield, Brancheau, Krug, Mathis, McKenna

Nays: None

Motion carried.

Proposed Amendments to 2002 Fenton Township Budget

Office Manager Broecker reviewed the proposed 3rd quarter amendments to the 2002 Fenton Township budget. Trustee Garfield inquired about the proposed increase to the Contracted Services-Telecommunication line item in the Building Renovation department. Office Manager Broecker responded that the increase was for the card key access system and security alarm wiring approved by the board, as well as a reflection of the actual cost of wiring the building for telephones and computers. It was also noted that the contracted services line item in the Building Inspection department was increased to cover the cost of using temporary building inspectors during Dave Watson's medical leave.

Motion to approve amendments to the 2002 Fenton Township budget as presented.

Motion by: Mueller

Seconded: McKenna

Ayes: Gabrielson, Mueller, Garfield, Brancheau, Krug, Mathis, McKenna

Nays: None

Motion carried.

Scheduling of CDBG Needs Hearing – 10/21/02

Supervisor Gabrielson reported that, due to repayment of interlocal loans, Fenton Township will have approximately \$62,000.00 in CDBG funds available in 2003. A public needs hearing is necessary to determine what projects, if any, will be submitted for consideration. Office Manager Broecker reported that there are other communities interested in interlocal loans if we are unable to identify any eligible projects. It was also noted that, although Fenton Township has an approved project for barrier free improvements at the proposed park on the Foley property, the issue of access to the property has not been resolved. Although the City of Fenton indicated support for the park development, their proposed plans for a new water treatment plant do not leave any room for an access road to the park property. This issue will continue to be researched.

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Motion to schedule a Community Development Block Grant Needs Hearing for October 21, 2002.

Motion by: McKenna

Seconded: Krug

Ayes: Gabrielson, Mueller, Garfield, Brancheau, Krug, Mathis, McKenna

Nays: None

Motion carried.

Staffing Request – Township Treasurer

Treasurer Garfield requested that the Township Board authorize the hiring of a permanent part-time employee for the Treasurer's/Finance Department. The employee would work 20-25 hours per week and provide assistance to the Treasurer and Deputy Treasurer. A recent change to the law will require a summer tax collection beginning in 2003, which will increase the workload in her department. The State of Michigan will reimburse the Township \$2.50 per parcel for the summer collection. This would help offset the additional personnel cost. Supervisor Gabrielson and Clerk Mueller both stated that, while extra staff for tax collection may indeed be warranted, the issue requires additional examination, primarily due to union implications. Trustee Mathis noted that Treasurer Garfield has asked for additional staff on previous occasions and suggested that the request could be approved subject to working out the details later. Supervisor Gabrielson clarified that temporary employees have been hired, at the request of the Township Treasurer, during the tax collection period in each of the last two years. He believes the Personnel Committee should review the request and bring a recommendation to the board. The board agreed that the issue can be added to the agenda for the 10/14/02 Special Meeting.

Township Board Compensation

Treasurer Garfield stated that she believes the salaries of the Township Board should be reviewed. She asked if the Compensation Commission was still in place. Attorney Cooley stated that the ordinance establishing a Compensation Commission for Fenton Township was repealed several years ago. Changes to board member salaries can be accomplished by resolution of the Township Board. Attorney Cooley will research the Compensation Commission issue and report back to the board.

PUBLIC COMMENT - AGENDA OR NON-AGENDA ITEMS:

Thomas Lengauer, 2202 Bowles Street

Regarding the north end of Lake Fenton, Mr. Lengauer stated that he is glad to see that the property owner is willing to enforce his no trespassing signs. He also asked if the Township would be pursuing a no-anchoring ordinance as previously discussed. Supervisor Gabrielson stated that a resolution supporting the no-anchoring ordinance would be on the agenda for the 10/21/02 meeting and, if adopted, would be forwarded to the DNR to schedule a public hearing on the matter.

Lawrence Johnson, 2206 Bowles Street

Mr. Johnson read a letter from William Floyd, a Lake Fenton property owner of 20 years, supporting a no-anchoring ordinance for the north end of Lake Fenton.

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David Hawcroft, 3302 Ponemah Drive

Mr. Hawcroft asked about the status of the drainage repairs on Ponemah Drive. Supervisor Gabrielson responded that the plans have been completed and the project should be done before the end of this year. Mr. Hawcroft also reported that an area along Silver Lake road that appeared to be a wetland was being filled. Clerk Mueller stated that the area in question is in the City of Fenton.

ADJOURN: Meeting adjourned at 10:50 p.m.

Carl Gabrielson, Supervisor

Charles Mueller, Clerk

Minutes Posted 10/10/02