

**CHARTER TOWNSHIP OF FENTON BOARD OF TRUSTEES  
MINUTES FOR REGULAR MEETING OF DECEMBER 22, 2008**

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

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

Present: Mathis, Krug, Brown, Goupil, Hill, Kesler and Attorney Cooley

Absent: Tucker

**PLEDGE OF ALLEGIANCE:**

Supervisor Mathis led the pledge of allegiance to the flag.

Supervisor Mathis advised the audience that this meeting was being recorded for telecast on local public access television.

**APPROVAL OF AGENDA:**

Motion to approve the 12/22/08 Fenton Township Board Meeting agenda as presented.

Motion by: Hill

Seconded: Brown

Ayes: All Present

Nays: None

Absent: Tucker

Motion carried. The agenda is approved.

**MEETING MINUTES:**

The minutes for the 12/8/08 regular meeting stand approved as presented.

**EXPENDITURES:**

Motion to approve expenditures for payment as presented.

Motion by: Brown

Seconded: Hill

Ayes: Mathis, Krug, Brown, Goupil, Hill, Kesler

Nays: None

Absent: Tucker

Motion carried.

**NEW BUSINESS:**

**Resolution No. 2008-25, Howard Schrock, Brent Venable & Glen Venable - Lake Rescue**

Supervisor Mathis relayed a story that was recently reported in a local newspaper. Fenton Township residents Howard Schrock and Brent Venable and former resident Glen Venable came to the rescue of Joe Runci, another Township resident, whose boat had capsized on Lake Ponemah while duck hunting. All four gentlemen were present at the meeting and gave a brief recount of the incident. After Brent Venable jumped into the freezing water to unmoor their boat, Mr. Schrock and Glen Venable were able to reach Mr. Runci, pull him from the freezing water and transport him home. A resolution has been drafted to honor all three individuals for their heroic efforts. Clerk Krug presented the following resolution:

**RESOLUTION NO. 2008-25**

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*WHEREAS, in the early morning hours of November 30, 2008, the boat of Fenton Township resident Joe Runci capsized while duck hunting, plunging Mr. Runci into the icy waters of Lake Ponemah, and*

*WHEREAS, while hunting on a nearby island, Fenton Township residents Howard Schrock and Brent Venable, and former Township resident Glen Venable, realized that the boat had capsized and that someone was in desperate need of assistance, and*

*WHEREAS, after Brent Venable jumped into the freezing water to unhook their own boat, Mr. Schrock and Glen Venable headed the boat toward Mr. Runci, and*

*WHEREAS, upon reaching Mr. Runci, Mr. Schrock and Mr. Venable pulled him to safety and transported him home, a heroic effort that likely saved Mr. Runci's life;*

*THEREFORE BE IT RESOLVED, that the Fenton Township Board of Trustees hereby honors Howard Schrock, Brent Venable and Glen Venable for their brave actions in the rescue of a person from a freezing lake, and expresses its gratitude and appreciation for their courageous efforts, and*

*BE IT FINALLY RESOLVED, that a copy of this resolution be spread upon the minutes of this meeting and a copy presented to Mr. Howard Schrock, Mr. Brent Venable and Mr. Glen Venable.*

Motion to adopt resolution No. 2008-25 as presented:

Motion by: Mathis  
Seconded: Brown  
Ayes: Mathis, Krug, Brown, Goupil, Hill, Kesler  
Nays: None  
Absent: Tucker

Motion carried. Resolution declared adopted.

**PUBLIC HEARINGS:**

None

**REPORTS:**

**Genesee County Metro Alliance**

Trustee Hill reported that he and Trustee Kesler attended a recent meeting of the Genesee County Metropolitan Alliance. Issues discussed included the use of federal stimulus funds and the concept of shrinking some 4-lane roads down to 3 lanes. Neither of these issues appears to affect Fenton Township directly.

**COMMUNICATIONS:**

**Merger Notification Letter – Allied Waste Services**

Supervisor Mathis reviewed a letter from Allied Waste Services notifying the Township of their recent merger with Republic Waste Services. This merger will not affect our existing contract and the Township will be working with the same people.

**ADOPTION OF ORDINANCES:**

None

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**UNFINISHED BUSINESS:**

**Resolution No. 2008-24. General Appropriations Act to Adopt 2009 Budget**

Supervisor Mathis, noting that the board had conducted a public hearing on the proposed 2009 budget at the 12/8/08 meeting, stated that a resolution has been prepared to formally adopt the budget.

Public Comment:

Ed Collins, 13056 Harbor Landings Drive

Mr. Collins expressed concern that the audio for the audit presentation at the last meeting was poor. Supervisor Mathis acknowledged that Operation Manager Broecker's microphone was not working properly at the last meeting. We will continue to try to improve the overall quality of the meeting recordings. Detailed budget information is available to any interested individuals.

Clerk Krug presented the following resolution:

**RESOLUTION NO. 2008-24  
GENERAL APPROPRIATIONS ACT**

*The Board of Trustees of the Charter Township of Fenton resolves:*

**Section 1: Title**

*This resolution shall be known as the Fenton Township General Appropriations Act.*

**Section 2: Chief Administrative Officer**

*The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.*

**Section 3: Fiscal Officer**

*The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.*

**Section 4: Public Hearings on the Budget**

*Pursuant to MCLA 42.26, notice of a public hearing on the proposed budget was published on the Township's website and posted at the office of the Township Clerk, and a public hearing on the proposed budget was held on December 8, 2008.*

**Section 5: Estimated Revenues**

*Estimated township General Fund revenues for fiscal year 2009, including an operating millage of .7122 mills, and various miscellaneous revenues shall total \$2,291,100.*

*Estimated township Fire Fund revenues for fiscal year 2009 shall total \$636,500.*

*Estimated township Sewer Fund revenues for fiscal year 2009 shall total \$6,357,500.*

*Estimated township Mosquito Control Fund revenues for fiscal year 2009 shall total \$152,500.*

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*Estimated township Solid Waste Management Fund revenues for fiscal year 2009 shall total \$707,500.*

**Section 6: Millage Levy**

*The Fenton Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to .7122 mills for general township operations.*

**Section 7: Estimated Expenditures**

*Estimated township General Fund expenditures for fiscal year 2009 for the various township cost centers are as follows:*

101-Township Board	\$ 91,300
171-Supervisor	43,100
191-Elections	2,000
209-Assessor	164,100
215-Clerk & General Administration	569,200
247-Board of Review	2,300
253-Treasurer	33,000
265-Building & Grounds	186,200
276-Cemeteries	7,800
301-Law Enforcement	626,000
371-Inspection/Ordinance Enforcement	75,200
401-Planning & Zoning	55,200
445-Drains At Large	32,500
446-Highways, Roads & Bridges	177,900
805-Auditorium - Civic Center	7,700
815-Zoning Board of Appeals	8,800
865-Insurance	<u>208,800</u>
TOTAL	\$ 2,291,100

*Estimated township Fire Fund expenditures for fiscal year 2009 for the various township cost centers are as follows:*

265-Building & Grounds	\$ 81,800
336-Fire Dept. Operations	491,500
865-Insurance	<u>63,200</u>
TOTAL	\$ 636,500

*Estimated township Sewer Fund expenditures, excluding capital improvements, for fiscal year 2009 for the various township cost centers are as follows:*

000-County Services/Debt	\$ 3,159,000
536-Sewer Operations	1,096,500
865-Insurance	<u>93,000</u>
TOTAL	\$ 4,348,500

*Estimated township Mosquito Control Fund expenditures for fiscal year 2009 shall total \$160,000.*

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*Estimated township Solid Waste Management Fund expenditures for fiscal year 2009 shall total \$712,000.*

**Section 8: Adoption of Budget by Reference**

*The General Fund, Sewer Fund, Fire Fund, Mosquito Control Fund and Solid Waste Management Fund budgets of the Charter Township of Fenton are hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.*

**Section 9: Adoption of Budget by Cost Center**

*The Board of Trustees of the Charter Township of Fenton adopts the 2009 fiscal year General Fund and Fire Fund Budgets and the Sewer Fund Financial Projections by cost center. Township officials responsible for the expenditures authorized in the budget are authorized to expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and to make transfers among the various line items contained in the cost center appropriation.*

**Section 10: Appropriation not a Mandate to Spend**

*Appropriations shall be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations.*

**Section 11: Transfer Authority**

*The Chief Administrative Officer shall have the authority to make transfers among the various cost centers without prior board approval, if the amount to be transferred does not exceed \$10,000 or 10% of the appropriation item from which the transfer is to be made, whichever is less. The Board shall be notified at its next meeting of any such transfer made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total General Fund budget be changed without prior board approval.*

**Section 12: Periodic Fiscal Reports**

*The fiscal officer shall transmit to the board within 30 days of the end of each quarter, a report of financial operations, including, but not limited to:*

- a. *a summary statement showing the receipts and expenditures and encumbrances for the previous month, and for the current fiscal year to the end of the previous month.*
- b. *a detailed list of:*
  - i. *expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year; and the balance of estimated revenues to be collected in the then current fiscal year.*
  - ii. *for each cost center: the amount appropriated; the year-to-date amount charged to each appropriation in the previous quarter for the current fiscal year; and the unencumbered balance of appropriations;*

**Section 13: Limit on Obligations and Payments**

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*No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.*

**Section 14: Budget Monitoring**

*Whenever it appears to the Chief Administrative Officer or Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that the expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.*

**Section 15: Violations of This Act**

*Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978).*

**Section 16: Board Adoption**

Motion to adopt Resolution No. 2008-24 as presented.

Motion by: Krug  
Seconded: Brown  
Ayes: Mathis, Krug, Brown, Goupil, Hill, Kesler  
Nays: None  
Absent: Tucker

Motion carried. Resolution declared adopted.

**Proposed 2009 GIS Services Agreement – North Arrow Technologies**

Clerk Krug reviewed the proposed GIS services agreement with North Arrow Technologies, which was postponed at the 12/8/08 meeting. Two companies were identified within 50 miles that offer GIS services comparable to North Arrow Technologies. Wade-Trim, an engineering firm with an office in Flint, charges approximately \$80 per hour for GIS services. Midwestern Consulting of Ann Arbor charges \$75-90 per hour for GIS services. The hourly rate in the proposed agreement with North Arrow Technologies is \$70. It was also noted that North Arrow has not increased their hourly rate since the inception of the contract several years ago.

Motion to approve the 2009 GIS Services agreement between the Charter Township of Fenton and North Arrow Technologies, Inc. as presented.

Motion by: Brown  
Seconded: Hill  
Ayes: Mathis, Krug, Brown, Goupil, Hill, Kesler  
Nays: None  
Absent: Tucker

Motion carried.

**NEW BUSINESS:**

**Resolution No. 2008-26, Appointment of Representatives – GCWWS Advisory Committee**

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Supervisor Mathis reported that, with the changes brought about by the November election, Genesee County Water & Waste Services has asked all communities to appoint or re-appoint representatives on the WWS Advisory Committee. A resolution has been prepared to formalize the appointments. Clerk Krug presented the following resolution:

**RESOLUTION NO. 2008-26**

*WHEREAS, the Charter Township of Fenton is an active member of the Genesee County Water and Waste Services Advisory Committee, and*

*WHEREAS, due to changes in the governing bodies of local communities throughout Genesee County brought about by the results of the November 4, 2008 General Election, Genesee County has requested that all communities appoint or reaffirm the appointment of their representative(s) on this committee;*

*THEREFORE BE IT RESOLVED, that the Township Board of the Charter Township of Fenton hereby reaffirms the appointment of Supervisor Bonnie Mathis as Fenton Township's representative on the Genesee County Water and Waste Services Advisory Committee, and*

*BE IT FURTHER RESOLVED, that the Township Board of the Charter Township of Fenton hereby reaffirms the appointment of Operations Manager Thomas Broecker as Fenton Township's alternate representative on the Genesee County Water and Waste Services Advisory Committee.*

Motion to adopt resolution No. 2008-26 as presented:

Motion by: Krug  
Seconded: Hill  
Ayes: Mathis, Krug, Brown, Goupil, Hill, Kesler  
Nays: None  
Absent: Tucker

Motion carried. Resolution declared adopted.

**Resolution No. 2008-27, Sewer Bond Payment Obligations for 2009**

Clerk Krug reviewed a letter from Genesee County Water & Waste Services requesting a resolution identifying the source of funds for payment of 2009 sewer bond debt obligations. He presented the following resolution:

**RESOLUTION NO. 2008-27**

*WHEREAS, the Charter Township of Fenton has a need to pay to the County of Genesee the sum of \$2,034,291.09 to meet the bond principal and interest requirements on all bond obligations for sewer facilities in 2009; and*

*WHEREAS, there are several means by which the funds can be secured to meet this payment requirement; and*

*WHEREAS, all various means of securing these funds have been reviewed and considered;*

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*NOW THEREFORE BE IT RESOLVED, by the Charter Township of Fenton, that the monies to meet the principal and interest requirements on all bond obligations for sewer facilities in 2009 will be secured from the following funds.*

<i>Funds Already Available</i>	\$ _____
<i>Tap-In Fees to be Collected</i>	\$ <u>150,000.00</u>
<i>Funds from Monthly Rates for Services</i>	\$ <u>1,884,291.09</u>
<i>General Fund</i>	\$ _____
<i>Ad-Valorem Levy</i>	\$ _____
<i>Other</i>	\$ _____
<b>Grand Total:</b>	<b>\$ <u>2,034,291.09</u></b>

*BE IT FURTHER RESOLVED, that the Township Clerk is hereby directed to forward one (1) copy of this Resolution to the County Agency, and retain one (1) copy for the Fenton Township records.*

Motion to adopt Resolution No. 2008-27 as presented.

Motion by: Krug  
 Seconded: Goupil  
 Ayes: Mathis, Krug, Brown, Goupil, Hill, Kesler  
 Nays: None  
 Absent: Tucker

Motion carried. Resolution declared adopted.

**Proposed Employment Agreement – Fire Chief**

Supervisor Mathis reviewed a proposed 3-year employment agreement for Fire Chief John Moulton. The Personnel Committee has reviewed the proposed contract and is recommending approval. It was also noted that the salary for 2009 is the same as 2008. There was no further discussion.

Motion to approve a 3-year employment agreement for Fire Chief John Moulton as presented.

Motion by: Hill  
 Seconded: Goupil  
 Ayes: Mathis, Krug, Brown, Goupil, Hill, Kesler  
 Nays: None  
 Absent: Tucker

Motion carried.

**Proposed Employment Agreement – Assessor**

Supervisor Mathis reviewed a proposed 3-year employment agreement for Assessor Beth Redmond. The Personnel Committee has reviewed the proposed contract and is recommending approval. It was also noted that the salary for 2009 is the same as 2008. Clerk Krug noted that the term of the contract is actually three years plus four months due to the timing requirements of the property assessment roll. There was no further discussion.

Motion to approve a 3-year employment agreement for Assessor Beth Redmond as presented.

Motion by: Krug

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Seconded: Goupil  
Ayes: Mathis, Krug, Brown, Goupil, Hill, Kesler  
Nays: None  
Absent: Tucker

Motion carried.

**Cleaning & Janitorial Services Agreement – Proposed 2-year extension**

Operations Manager Broecker reviewed a proposed 2-year contract with JW Cleaning. JW received a one-year contract after proposals were solicited last year. The proposed agreement includes a 3% increase in costs for the first year and no increase for the second year. The total projected annual cost, even with the 3% increase, will still be well below the second lowest bidder. It was also noted that the quality of JW's cleaning services has been exceptional.

Motion to approve the Cleaning & Janitorial Services Agreement with JW Cleaning as presented.

Motion by: Brown  
Seconded: Krug  
Ayes: Mathis, Krug, Brown, Goupil, Hill, Kesler  
Nays: None  
Absent: Tucker

Motion carried.

**Genesee County 2009 Pictometry & Orthoimagery Project Intergovernmental Agreement**

Supervisor Mathis reviewed a proposed agreement to participate with other Genesee County communities in the cost of updated aerial photos, pictometry and orthoimagery to be utilized in the GIS system. The Township's share of the cost is \$5,146.00.

Motion to approve the Genesee County 2009 Pictometry and Orthoimagery Project Intergovernmental Agreement as presented.

Motion by: Brown  
Seconded: Hill  
Ayes: Mathis, Krug, Brown, Goupil, Hill, Kesler  
Nays: None  
Absent: Tucker

Motion carried.

**Proposed Amendments to 2008 Fenton Township Budget**

Operations Manager Broecker reviewed proposed amendments to the 2008 Fenton Township Budget. Most of the proposed changes are relatively minor. Both the General Fund and Fire Fund budgets remain balanced, (i.e. net change to fund balance = 0). The Sewer Fund is projecting a modest increase to cash reserves.

Motion to adopt amendments to the 2008 Fenton Township Budget as presented.

Motion by: Hill  
Seconded: Goupil  
Ayes: Mathis, Krug, Brown, Goupil, Hill, Kesler  
Nays: None  
Absent: Tucker

Motion carried.

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**BOARD COMMENT:**

**Southern Lakes Parks & Recreation Update**

Trustee Hill asked if the information requested from Southern Lakes Parks & Recreation has been received. Trustee Brown confirmed that the information has been received and the Township Parks committee will be reviewing the information.

**PUBLIC COMMENT - AGENDA OR NON-AGENDA ITEMS:**

None

**ADJOURN:** Meeting adjourned at 8:20 p.m.

\_\_\_\_\_  
Bonnie Mathis, Supervisor

\_\_\_\_\_  
Robert Krug, Clerk

**Minutes Posted 12/23/08**