

**CHARTER TOWNSHIP OF FENTON BOARD OF TRUSTEES  
MINUTES FOR REGULAR MEETING OF JUNE 17, 2013**

**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, Tucker, Kesler, Lorraine, Shumaker, Attorney Cooley and  
Operations Manager Broecker

Absent: Goupil

**PLEDGE OF ALLEGIANCE:**

Supervisor Mathis led the pledge of allegiance to the flag.

**APPROVAL OF AGENDA:**

Motion to approve the 6/17/13 Fenton Township Board Meeting agenda as presented.

Motion by: Tucker

Seconded: Kesler

Ayes: All Present

Nays: None

Absent: Goupil

Motion carried. The agenda is approved.

**Plante & Moran, PLLC – Financial Report for Fiscal Year Ended 12/31/12**

Supervisor Mathis introduced Tadd Harburn, Chrystal Simpson and Whitney Clark of Plante & Moran, PLLC. Mr. Harburn and Ms. Simpson reviewed several graphs outlining year-to-year changes in revenues and expenditures in both the General and Sewer Funds.

Areas highlighted included:

- ⇒ Total fund balance in the General Fund decreased by \$163,623 to a total of \$1,242,424. Unassigned fund balance totaled 944,580, which represents approximately 4.5 months of budgeted expenditures, which within the recommended range of 3-5 months.
- ⇒ General Fund revenues decreased \$60,539 from 2011, due primarily to a decrease in State revenue sharing and property tax chargebacks. It was pointed out that an adjustment for the 2010 Census made the 2011 State revenue sharing revenue greater than normal.
- ⇒ General Fund expenditures increased \$425,967 from 2011, as the board made the decision to utilize some of the fund balance for additional road projects.
- ⇒ All Special Revenue Funds, (Fire Protection, Solid Waste and Mosquito Control), are financially stable with adequate fund balances.
- ⇒ The Sewer Fund is generating sufficient revenues to meet the operating costs and debt payment obligations. Mr. Harburn pointed out that the Township is maintaining cash reserves in the Sewer Fund in the area of \$2 million. Because of the potential for large-scale emergencies, sewage spills and backups, and system failures, he does not believe this amount to be excessive. Based on current conditions, the Township will not be in a position to reduce the sewer use rates in the near future.

Mr. Harburn briefly reviewed Plante & Moran's formal report to the Township Board. He noted that several new reporting requirements have been implemented in recent years. As a result, many of their clients have had to address identified significant deficiencies

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and/or material weaknesses in their internal control and accounting procedures. Fenton Township had no such deficiencies or weaknesses or any other reportable conditions in its accounting policies and procedures. Additionally, the auditors did not have to make any adjustments to the financial statements. Mr. Harburn stated that, in his experience, it is rare for a municipal client to have no adjustments and no internal control problems.

The board thanked Mr. Harburn, Ms. Simpson and Ms. Clark for their report.

**MEETING MINUTES:**

The minutes for the 6/3/13 regular meeting stand approved as presented.

**EXPENDITURES:**

Motion to approve invoices and expenditures for all funds totaling \$386,079.12 for payment as presented.

Motion by: Tucker

Seconded: Lorraine

Ayes: Mathis, Krug, Tucker, Kesler, Lorraine, Shumaker

Nays: None

Absent: Goupil

Motion carried.

**PUBLIC HEARINGS:**

None

**REPORTS:**

None

**COMMUNICATIONS:**

None

**ADOPTION OF ORDINANCES:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**Resolution No. 2013-08, Honoring Beth Redmond**

Supervisor Mathis noted that Assessor Beth Redmond will be retiring at the end of June after 12 years of service. A resolution has been prepared to honor Ms. Redmond for her years of service. Clerk Krug presented the following resolution:

**RESOLUTION NO. 2013-08**

*WHEREAS, Beth A. Redmond is retiring from her position as Fenton Township Assessor as of June 30, 2013, and*

*WHEREAS, Ms. Redmond has been employed by Fenton Township for more than twelve years, during which time she has contributed greatly to the growth and evolution of the property assessment function in the township, including the*

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*implementation of a new, more advanced software program and making property records available through the township's website, and*

*WHEREAS, Ms. Redmond served loyally and faithfully as the Fenton Township Assessor from 2001 to 2013, exhibiting the qualities of dedication, leadership and professionalism throughout her term of employment;*

*NOW, THEREFORE, BE IT RESOLVED, that the Township Board of the Charter Township of Fenton hereby recognizes Beth A. Redmond for her valuable contributions to the development of the township's property assessment function, and to the Fenton Township community as a whole, and expresses sincere appreciation and gratitude for her dedicated service to the government and citizens of Fenton Township, and*

*BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting and a copy provided to Ms. Redmond.*

Motion to adopt Resolution No. 2013-08 as presented.

Motion by: Krug

Seconded: Tucker

Ayes: Mathis, Krug, Tucker, Kesler, Lorraine, Shumaker

Nays: None

Absent: Goupil

Motion carried. Resolution declared adopted.

**Resolution No. 2013-09, Honoring Penny Sharich**

Supervisor Mathis noted that long-time employee Penny Sharich will be retiring at the end of June after more than 20 years of service. A resolution has been prepared to honor Ms. Sharich for her years of service. Clerk Krug presented the following resolution:

**RESOLUTION NO. 2013-09**

*WHEREAS, Penelope J. Sharich is retiring from Fenton Township as of June 30, 2013, and*

*WHEREAS, Ms. Sharich has been employed by Fenton Township for more than twenty years, during which time she has contributed greatly to the growth and improvement of township operations and services, including:*

- *Serving as recording secretary to the Fenton Township Zoning Board of Appeals.*
- *Serving on the committee that developed the Fenton Township Future Land Use Plan.*
- *Serving on the committee that developed the Fenton Township Zoning Ordinance.*
- *Coordinating an extensive sanitary sewer rehabilitation project.*
- *Serving as an assistant to the Zoning Administrator.*

*and*

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*WHEREAS, Ms. Sharich served loyally and faithfully as a valued member of the Fenton Township staff from 1992 to 2013, exhibiting the qualities of dedication, leadership and professionalism throughout her term of employment;*

*NOW, THEREFORE, BE IT RESOLVED, that the Township Board of the Charter Township of Fenton hereby recognizes Penelope J. Sharich for her valuable contributions to the development of the township's services and overall operations, and to the Fenton Township community as a whole, and expresses sincere appreciation and gratitude for her dedicated service to the government and citizens of Fenton Township, and*

*BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting and a copy provided to Ms. Sharich.*

Motion to adopt Resolution No. 2013-09 as presented.

Motion by: Krug  
Seconded: Tucker  
Ayes: Mathis, Krug, Tucker, Kesler, Lorraine, Shumaker  
Nays: None  
Absent: Goupil

Motion carried. Resolution declared adopted.

**Proposed Employment Agreement - Assessor**

Supervisor Mathis reported that the Personnel Committee interviewed three applicants for the Assessor position. All three were very qualified and interviewed very well. After careful consideration the committee recommends the hiring of Julia Wilson to fill this position. Ms. Wilson worked in the Fenton Township Assessing Department for 15 years and was the Deputy Assessor when she accepted a new position in late 2012. She is very well qualified and knows Fenton Township very well.

The board reviewed the proposed employment agreement for the Assessor. The agreement is very much the same as the one currently in place for Beth Redmond. The proposed agreement includes a term of four years, with the first year being "at-will". The annual salary will be \$50,000 for the first year and \$52,000 for years 2-4.

Trustee Lorraine questioned the clause designating arbitration as the method to resolve disputes. He indicated that most employers are moving away from arbitration and suggested the board may want to consider this. After a brief discussion the board agreed to discuss the arbitration issue in Executive Session before acting on the proposed agreement. A motion was made by Trustee Lorraine and seconded by Treasurer Tucker to table the agreement.

**Sale of Tax Reverted Property**

Operations Manager Broecker reported that Fenton Township recently conducted a sealed bid auction for 41 vacant residential properties in the Lakeside Acres and Liberty Shores developments. A listing of properties and corresponding high bids is as follows:

<u>Parcel ID</u>	<u>Address</u>	<u>High Bid</u>	<u>High Bidder</u>
06-16-579-005	13484 Patrick Drive	6,121.00	Scott Lozon
06-16-579-009	13448 Patrick Drive	7,511.00	Irvin Ridenour
06-16-579-015	13396 Patrick Drive	7,287.00	Gerald Tata

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06-16-579-016	13388 Patrick Drive	6,121.00	Scott Lozon
06-16-579-017	13378 Patrick Drive	6,121.00	Scott Lozon
06-16-579-031	4207 Neal Court	12,007.00	Daniel Huhn
06-16-579-032	4215 Neal Court	8,242.94	Michael Fray
06-16-579-033	4223 Neal Court	6,121.00	Scott Lozon
06-16-579-035	4237 Neal Court	6,601.75	Gerald Tata
06-16-579-036	4245 Neal Court	6,121.00	Scott Lozon
06-16-579-037	13377 Patrick Drive	6,121.00	Scott Lozon
06-16-579-038	13387 Patrick Drive	6,121.00	Scott Lozon
06-16-579-039	13395 Patrick Drive	6,121.00	Scott Lozon
06-16-579-040	13405 Patrick Drive	7,112.00	Irvin Ridenour
06-16-579-041	13413 Patrick Drive	7,051.00	James Ridenour
06-16-579-042	13423 Patrick Drive	6,121.00	Scott Lozon
06-16-579-043	13431 Patrick Drive	6,121.00	Scott Lozon
06-16-579-044	13439 Patrick Drive	6,121.00	Scott Lozon
06-16-579-045	13445 Patrick Drive	6,121.00	Scott Lozon
06-16-579-046	4230 Judith Court	6,121.00	James Ridenour
06-16-579-057	4217 Judith Court	6,121.00	Scott Lozon
06-16-579-058	4227 Judith Court	6,121.00	Scott Lozon
06-16-579-059	13477 Patrick Drive	6,121.00	Scott Lozon
06-16-579-060	13485 Patrick Drive	6,121.00	Scott Lozon
06-16-579-062	13501 Patrick Drive	6,121.00	Scott Lozon
06-21-602-017	4410 Ford Avenue	6,121.00	Scott Lozon
06-21-602-031	14311 Wright Drive	7,585.00	Gerald Tata
06-21-602-036	4410 Ford Avenue	6,121.00	Scott Lozon
06-21-602-046	14247 Webster Drive	6,121.00	Scott Lozon
06-21-602-048	14245 Durant Street	6,121.00	Scott Lozon
06-21-602-052	4450 Edison Blvd	6,121.00	Scott Lozon
06-21-602-053	14238 Durant Street	6,121.00	Scott Lozon
06-21-602-055	14258 Durant Street	6,121.00	Scott Lozon
06-21-602-056	14268 Durant Street	6,121.00	Scott Lozon
06-21-602-057	4467 Edison Blvd	4,121.00	Scott Lozon
06-21-602-058	4457 Edison Blvd	4,121.00	Scott Lozon
06-21-602-059	4447 Edison Blvd	4,121.00	Scott Lozon
06-21-602-060	4437 Edison Blvd	4,121.00	Scott Lozon
06-21-602-061	4427 Edison Blvd	4,121.00	Scott Lozon
06-21-602-062	4417 Edison Blvd	4,121.00	Scott Lozon
06-21-602-063	4407 Edison Blvd	4,121.00	Scott Lozon

For all sales approved, the Township will be responsible for drafting and executing the quit claim deeds only. The grantees will be responsible for recording the deeds and all associated filings and costs. Treasurer Tucker stated that this is a real “coup” for the Township, as this sale will generate approximately \$250,000 in revenue for the General Fund.

Motion to approve the sale of tax-reverted properties as presented.

Motion by: Tucker  
 Seconded: Kesler  
 Ayes: Mathis, Krug, Tucker, Kesler, Lorraine, Shumaker  
 Nays: None  
 Absent: Goupil

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Motion carried.

**BOARD COMMENT:**

Supervisor Mathis noted that the vacant property next to the former Frank's Tavern property on Eastview Drive is in tax foreclosure. Area residents may bid on the property when Genesee County conducts its public auction. Treasurer Tucker clarified that the county will hold two auctions. The first requires a minimum bid equal to back taxes w/penalty & interest. If not sold then, the second auction has a nominal minimum bid.

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

None

**EXECUTIVE SESSION:**

Motion to recess the open meeting for the purpose of convening an executive session to discuss a proposed collective bargaining agreement and provisions in the proposed Assessor employment agreement.

Motion by: Tucker

Seconded: Lorraine

Ayes: Mathis, Krug, Tucker, Kesler, Lorraine, Shumaker

Nays: None

Absent: Goupil

Motion carried.

The regular meeting was recessed at 8:20 p.m.

**RECONVENE:**

The regular meeting was reconvened at 9:30 p.m.

**NEW BUSINESS (continued):**

**Proposed Employment Agreement - Assessor**

The board decided to leave the language regarding arbitration in the proposed agreement but will research the issue further for future contracts.

Motion to remove from the table the issue of the proposed Assessor employment agreement.

Motion by: Tucker

Seconded: Kesler

Ayes: All Present

Nays: None

Absent: Goupil

Motion carried.

Motion to approve the employment agreement between Fenton Township and Julia L. Wilson as presented.

Motion by: Tucker

Seconded: Kesler

Ayes: Mathis, Krug, Tucker, Kesler, Lorraine, Shumaker

Nays: None

Absent: Goupil

Motion carried.

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**Proposed Collective Bargaining Agreement - Charter Township of Fenton  
Employees Union**

Motion to approve the Collective Bargaining Agreement with the Charter Township of Fenton Employees Union, AFSCME Michigan Council #25, Local 1918.30, as presented.

Motion by: Krug

Seconded: Tucker

Ayes: Mathis, Krug, Tucker, Kesler, Lorraine, Shumaker

Nays: None

Absent: Goupil

Motion carried.

**ADJOURN:** Meeting adjourned at 9:35 p.m.

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Bonnie Mathis, Supervisor

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Robert Krug, Clerk

**Minutes Posted 6/19/13**