

**CHARTER TOWNSHIP OF FENTON BOARD OF TRUSTEES
MINUTES FOR REGULAR MEETING OF DECEMBER 2, 2019**

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

Clerk Krug called the meeting to order at 7:30 p.m.

Present: Krug, Goupil, Kesler, Reid, Attorney Belzer and Operations Manager Broecker.

Absent: Mathis, Tucker, Lorraine

OPENING PRAYER / PLEDGE OF ALLEGIANCE:

Trustee Goupil offered the opening prayer. Clerk Krug led the pledge of allegiance to the flag.

APPOINTMENT OF TEMPORARY CHAIRMAN

Clerk Krug stated that the absence of the Supervisor requires the appointment of a temporary chairperson.

Motion to appoint Clerk Krug as temporary chairman.

Motion by: Goupil

Seconded: Kesler

Ayes: Krug, Goupil, Kesler, Reid

Nays: None

Absent: Mathis, Tucker, Lorraine

Motion carried.

APPROVAL OF AGENDA:

Chairman Krug requested that the scheduling of special meeting be added to the agenda.

Motion to approve the 12/2/19 Fenton Township Board Meeting agenda as amended.

Motion by: Goupil

Seconded: Reid

Ayes: Krug, Goupil, Kesler, Reid

Nays: None

Absent: Mathis, Tucker, Lorraine

Motion carried. The agenda is approved.

MEETING MINUTES:

The minutes for the 11/18/19 regular meeting stand approved as presented.

EXPENDITURES:

Motion to approve invoices and expenditures for all funds totaling \$24,276.47 for payment as presented.

Motion by: Goupil

Seconded: Reid

Ayes: Krug, Goupil, Kesler, Reid

Nays: None

Absent: Mathis, Tucker, Lorraine

Motion carried.

PUBLIC HEARINGS:

Proposed 2020 Fenton Township Budget

Chairman Krug noted that the proposed 2020 Fenton Township budget was distributed to the board approximately two weeks ago and it has been on file at the Township office

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since that time. Operations Manager Broecker briefly reviewed the entire budget. It was noted that the proposed budgets for the General Fund and Fire Fund include a modest surplus for the year. The Solid Waste Management Fund also shows a surplus for 2020, as this is the second year of a 4-year contract. The Mosquito Control fund budget projects a deficit as the assessment was reduced to use up excess fund balance. The Sewer Fund projection includes a surplus for the year, resulting in an increase to cash reserves.

There was no public comment. Chairman Krug closed the public hearing.

Operations Manager Broecker presented the following resolution:

RESOLUTION NO. 2019-51

The Township Board of the Charter Township of Fenton resolves:

Section 1: Title

This resolution shall be known as the 2020 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 in a newspaper of local circulation, and a public hearing on the proposed budget was held on December 2, 2019.

Section 5: Estimated Revenues

Estimated township General Fund revenues for fiscal year 2020, including an operating millage of .6758 mills, and various miscellaneous revenues shall total \$3,372,400.

Estimated township Fire Fund revenues for fiscal year 2020 shall total \$644,100.

Estimated township Dog Park Fund revenues for fiscal year 2020 shall total \$20,000.

Estimated township Solid Waste Management Fund revenues for fiscal year 2020 shall total \$1,116,800.

Estimated township Mosquito Control Fund revenues for fiscal year 2020 shall total \$136,600.

Estimated township Sewer Fund revenues for fiscal year 2020 shall total \$7,143,300.

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 .6758 mills for general township operations.

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Section 7: Estimated Expenditures

Estimated township General Fund expenditures for fiscal year 2020 for the various township cost centers are as follows:

101-Township Board	\$ 106,000
171-Supervisor	42,700
215-Clerk & General Administration	622,800
247-Board of Review	5,100
253-Treasurer	32,300
257-Assessor	200,500
262-Elections	38,000
265-Building & Grounds	144,100
301-Law Enforcement	738,500
371-Inspection/Ordinance Enforcement	134,100
445-Drains at Large	45,100
446-Highways, Roads & Bridges	587,000
567-Cemetery	5,800
701-Planning & Zoning Admin	40,800
702-Zoning Board of Appeals	12,800
801-PEG Programming	116,000
804-Museums	8,200
805-Auditorium - Civic Center	14,700
865-Insurance	<u>348,200</u>
TOTAL	\$ 3,242,700

Estimated township Fire Fund expenditures for fiscal year 2020 for the various township cost centers are as follows:

265-Building & Grounds	\$ 68,700
336-Fire Dept. Operations	445,800
865-Insurance	<u>93,000</u>
TOTAL	\$ 607,500

Estimated township Dog Park Fund expenditures for fiscal year 2020 shall total \$20,000.

Estimated township Solid Waste Management Fund expenditures for fiscal year 2020 shall total \$1,075,300.

Estimated township Mosquito Control Fund expenditures for fiscal year 2020 shall total \$151,500.

Estimated township Sewer Fund expenditures, excluding capital improvements, for fiscal year 2020 for the various township cost centers are as follows:

000-County Services/Debt	\$ 2,978,300
265-Building & Grounds	18,200
536-Sewer Operations	1,279,000
865-Insurance	<u>65,000</u>
TOTAL	\$ 4,340,500

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Section 8: Adoption of Budget by Reference

The General Fund, Fire Fund, Dog Park Fund, Solid Waste Management Fund, Mosquito Control Fund and Sewer 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 2020 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

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

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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 of 1978.

Section 16: Board Adoption

Motion to adopt Resolution No. 2019-51 as presented.

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

Motion carried. Resolution declared adopted.

REPORTS:

None

COMMUNICATIONS:

Proposed Genesee County ORV Ordinance

The board briefly reviewed a proposed countywide ordinance allowing off-road vehicles to be driven on county roads. A public hearing on the proposed ordinance is scheduled for 1/15/20 at 9:00 a.m. in the Harris Auditorium at the Genesee County Administration Building. Attorney Belzer clarified that, even if the proposed ordinance is adopted for all of Genesee County, individual communities can opt out of the ordinance if they so choose.

ADOPTION OF ORDINANCES:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Resolution No. 2019-53, Honoring Leeandra “Andy” Badgley

Chairman Krug noted that Andy Badgley, who worked for Fenton Township from 2002 until this past week, has retired as of November 30th. Andy has been a valuable member of the township staff and she will be missed. A resolution has been prepared to honor Andy for her years of service. Operations Manager Broecker presented the following resolution:

RESOLUTION NO. 2019-52

WHEREAS, Leeandra “Andy” Badgley retired from employment with Fenton Township as of November 30, 2019, and

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WHEREAS, Ms. Badgley was employed by Fenton Township for more than seventeen years, during which time she contributed greatly to the growth and improvement of township operations and services, working as a front desk receptionist and serving in the capacity of Election Coordinator, and

WHEREAS, as a member of the front desk team, Ms. Badgley was a true “face of the Township”, providing consistently courteous and efficient customer service to Township residents throughout her years of employment, and

WHEREAS, as Election Coordinator, Ms. Badgley contributed greatly to the quality of election operations by overseeing the election inspector roster and managing the issuance of absent voter ballots for every election, both vitally important for the success of Fenton Township elections, and

WHEREAS, Ms. Badgley served loyally and faithfully as a valued member of the Fenton Township staff from 2002 to 2019, demonstrating the qualities of dedication, and professionalism, as well as a true commitment to public service, throughout her 17 years of employment;

NOW, THEREFORE, BE IT RESOLVED, that the Township Board of the Charter Township of Fenton hereby recognizes Andy Badgley 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. Badgley.

Motion to adopt Resolution No. 2019-52 as presented.

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

Motion carried. Resolution declared adopted.

**Proposed Extension of Existing License Agreement for Linden Road Park Property
- Genesee County Parks & Recreation Commission**
**Proposed Extension of Existing Sub-License Agreement for Linden Road Park
Property - AYSO Region 417**

Operations Manager Broecker reported that, as discussed during the public comment portion of the 10/21/19 board meeting, the Township approached the Genesee County Parks & Recreation Commission (GCPR) regarding a potential extension of the existing license agreement for park property on Linden Road, more commonly known as the Deer Run Soccer Complex. GCPR was favorable to the idea and a formal request letter was sent from the Township to GCPR.

GCPR approved a 4-month extension of the existing license agreement at their most recent meeting. A copy of the extension amendment is presented herewith for Township Board consideration. If the board approves this amendment, a similar extension

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amendment for the existing sub-license agreement between the Township and AYSO is also presented for board consideration.

If both amendments are approved, the existing license and sub-license agreements would be extended through June 30, 2020. This would allow AYSO to proceed with their spring 2020 season as planned, and provide additional time to develop a long-term direction for management of the property.

Motion to approve the *Amendment to Fenton Township Lease Agreement* between Fenton Township and the Genesee County Parks & Recreation Commission as presented.

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

Motion carried.

Motion to approve the *Amendment to AYSO Sub-License Agreement* between Fenton Township and Region 417 American Youth Soccer Organization as presented.

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

Motion carried.

Special Meeting

After a brief discussion, the board scheduled a special meeting for Monday 12/9/19 at 6:00 p.m. Tentative agenda items include holiday office hours, special assessment calculation methods and compensation for exempt employees.

BOARD COMMENT:

None

PUBLIC COMMENT – AGENDA OR NON-AGENDA ITEMS:

Tom Wilttrout, AYSO Section 8 Assistant Director

Mr. Wilttrout asked to have a township board member involved in the facilitation of the direction for the soccer complex, even if that direction is with Southern Lakes Park & Recreation. Chairman Krug agreed that a township official can and should be involved, also noting that Trustees Reid and Kesler are members of the Southern Lakes Parks & Recreation board.

ADJOURN: Meeting adjourned at 7:58 p.m.

Robert Krug, Chairman Pro-Tem

Thomas Broecker, Deputy Clerk

Minutes Posted 12/3/19