

**CHARTER TOWNSHIP OF FENTON BOARD OF TRUSTEES
MINUTES FOR REGULAR MEETING OF DECEMBER 7, 2020**

**MEETING HELD ELECTRONICALLY VIA ZOOM
PER MICHIGAN PUBLIC ACT 228 OF 2020**

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

OPENING PRAYER:

Trustee Goupil offered the opening prayer.

ROLL CALL:

Clerk Krug called the roll.

Present: Lorraine, Krug, Tucker, Goupil, Katrak (arrived 7:57pm), Kesler, Reid

Absent: None

Also Present: Attorney Belzer, Operations Manager Broecker, Assessor Wilson, Fire Chief Volz, Township Engineer Allen Lawrence

APPROVAL OF AGENDA:

Supervisor Lorraine asked to have a letter of retirement from Township employee Barbara Ryan added to the *New Business* portion of the agenda. Motion to approve the 12/7/20 Fenton Township Board Meeting agenda as amended.

Motion by: Tucker

Seconded: Reid

Ayes: Lorraine, Krug, Tucker, Goupil, Kesler, Reid

Nays: None

Absent: Katrak

Motion carried. The agenda is approved.

MEETING MINUTES:

The minutes for the 11/23/20 regular meeting stand approved as presented.

EXPENDITURES:

Treasurer Tucker questioned the snow plowing bill for Four Lakes. Operations Manager Broecker explained that the neighborhood road committee contracted with a snow removal service on a seasonal basis, which pays a fixed monthly amount to the contractor, regardless of service levels. Motion to approve invoices and expenditures for all funds totaling \$296,714.10 for payment as presented.

Motion by: Tucker

Seconded: Kesler

Ayes: Lorraine, Krug, Tucker, Goupil, Kesler, Reid

Nays: None

Absent: Katrak

Motion carried.

PUBLIC HEARINGS:

Proposed 2021 Fenton Township Budget

Supervisor Lorraine noted that the proposed 2021 Fenton Township budget was distributed to the board approximately two weeks ago and it has been available on the Township's website since that time. Operations Manager Broecker briefly reviewed the entire budget. It was noted that the proposed budgets for the General Fund, Fire Fund and Mosquito Control Fund each project a surplus for the year. The Solid Waste Management Fund projects a relatively flat budget in 2021, as this is the third year of a 4-

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year contract. The Sewer Fund projection includes a surplus for the year, resulting in an increase to cash reserves.

There was no public comment. Supervisor Lorraine closed the public hearing.

Operations Manager Broecker presented the following resolution:

RESOLUTION NO. 2020-23

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

Section 1: Title

This resolution shall be known as the 2021 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 7, 2020.

Section 5: Estimated Revenues

Estimated township General Fund revenues for fiscal year 2021, including an operating millage of .6666 mills, and various miscellaneous revenues shall total \$3,259,700.

Estimated township Fire Fund revenues for fiscal year 2021 shall total \$635,100.

Estimated township Dog Park Fund revenues for fiscal year 2021 shall total \$20,000.

Estimated township Solid Waste Management Fund revenues for fiscal year 2021 shall total \$1,121,800.

Estimated township Mosquito Control Fund revenues for fiscal year 2021 shall total \$205,600.

Estimated township Sewer Fund revenues for fiscal year 2021 shall total \$7,243,300.

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 .6666 mills for general township operations.

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Section 7: Estimated Expenditures

Estimated township General Fund expenditures for fiscal year 2021 for the various township cost centers are as follows:

101-Township Board	\$ 106,000
171-Supervisor	42,700
215-Clerk & General Administration	639,800
247-Board of Review	5,100
253-Treasurer	32,000
257-Assessor	205,700
262-Elections	0
265-Building & Grounds	148,100
301-Law Enforcement	793,500
371-Inspection/Ordinance Enforcement	146,900
445-Drains at Large	45,100
446-Highways, Roads & Bridges	362,000
567-Cemetery	6,800
701-Planning & Zoning Admin	40,800
702-Zoning Board of Appeals	12,800
756-Parks & Recreation	10,000
801-PEG Programming	116,000
804-Museums	8,200
805-Auditorium - Civic Center	9,700
865-Insurance	339,000
965-Transfers Out	<u>2,000</u>
TOTAL	\$ <u>3,072,200</u>

Estimated township Fire Fund expenditures for fiscal year 2021 for the various township cost centers are as follows:

265-Building & Grounds	\$ 68,700
336-Fire Dept. Operations	445,800
865-Insurance	<u>94,500</u>
TOTAL	\$ <u>609,000</u>

Estimated township Dog Park Fund expenditures for fiscal year 2021 shall total \$20,000.

Estimated township Solid Waste Management Fund expenditures for fiscal year 2021 shall total \$1,120,300.

Estimated township Mosquito Control Fund expenditures for fiscal year 2021 shall total \$151,500.

Estimated township Sewer Fund expenditures, excluding capital improvements, for fiscal year 2021 for the various township cost centers are as follows:

000-County Services/Debt	\$ 3,008,300
265-Building & Grounds	18,200
536-Sewer Operations	1,319,000

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865-Insurance
TOTAL

65,000
\$ 4,410,500

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 Resolution.

Section 9: Adoption of Budget by Cost Center

The Township Board of the Charter Township of Fenton adopts the 2021 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;*

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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

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. 2020-23 as presented.

Motion by: Tucker

Seconded: Red

Ayes: Lorraine, Krug, Tucker, Goupil, Kesler, Reid

Nays: None

Absent: Katrak

Motion carried. Resolution declared adopted.

REPORTS:

None

COMMUNICATIONS:

None

ADOPTION OF ORDINANCES:

None

UNFINISHED BUSINESS:

Resolution No. 2020-21, Genesee County Interlocal Agreement - Designated Assessor

It was noted that Assessor Julia Wilson is having difficulty connecting to the Zoom meeting Supervisor Lorraine tabled the issue until later in the meeting.

Special Board Meeting/CDBG Public Needs Hearing - 12/14/20

Supervisor Lorraine advised the board that a special township board meeting has been scheduled for Monday 12/14/20, beginning at 7:00pm. The meeting will be held via Zoom and will include a community needs public hearing to identify potential projects for the 2022-24 Community Development Block Grant program.

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NEW BUSINESS:

Appointments to Fenton Township Board of Review

Supervisor Lorraine reported that the term of all three members of the Fenton Township Board of Review will expire on December 31, 2020. Bev McKenna, John Brancheau and Randy Laue have all done an outstanding job on the Board of Review and all three have expressed a desire to be re-appointed. Supervisor Lorraine recommends that all three be re-appointed to 2-year terms. Treasurer Tucker stated that Board of Review is a “thankless job” and the Township is fortunate to have three qualified and experienced members. There was no further discussion.

Motion to re-appoint Beverly J. McKenna to the Fenton Township Board of Review for the term ending December 31, 2022.

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

Motion carried.

Motion to re-appoint John A. Brancheau to the Fenton Township Board of Review for the term ending December 31, 2022.

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

Motion carried.

Motion to re-appoint Scott R. (“Randy”) Laue to the Fenton Township Board of Review for the term ending December 31, 2022.

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

Motion carried.

Letter of Retirement - Barbara Ryan

Operations Manager Broecker reported that Barbara Ryan has submitted a letter of retirement to the Township. The effective date of her retirement is 12/15/20.

Motion to accept the letter of retirement from Barbara Ryan, effective December 15, 2020.

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

Motion carried.

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UNFINISHED BUSINESS (continued):

Resolution No. 2020-21, Genesee County Interlocal Agreement - Designated Assessor

The board reviewed a proposed agreement with Genesee County to provide a "Designated Assessor" as a resource for local unit assessors, one of the requirements included in the assessing reforms enacted by the legislature in 2018, (specifically PA 660 of 2018). The proposed agreement would require the Township to pay a \$200 annual retainer fee to Genesee County and the Designated Assessor would be able to provide assistance to the Township's Assessor if and when needed and, in the case of significant deficiencies, step in to take corrective action.

Assessor Julia Wilson provided additional detail regarding the proposed agreement. She believes having a county-level assessor available for consultations would be preferable to relying on the State Tax Commission to provide such assistance. While she does not anticipate any significant need for the Designated Assessor's services, the agreement would provide an effective safety net if something unexpected were to occur.

Treasurer Tucker asked Assessor Wilson if she is in favor of the agreement. Assessor Wilson responded that, while she is not necessarily a fan of the assessing reforms in general, she does see benefit in the proposed Designated Assessor agreement, and supports its approval. Mr. Tucker agreed, equating the agreement to a "\$200 insurance policy".

Attorney Belzer pointed out that no single municipality is required to approve the agreement, as long as a majority of the local units in each county do so. When asked by Treasurer Tucker, Mr. Belzer confirmed his other municipal clients have approved or are planning to approve the agreement.

Trustee Reid pointed out that the appointment of the Designated Assessor is for a period of five years. Attorney Belzer noted that this is a requirement of the statute.

There was no further discussion. Clerk Krug presented the following resolution:

RESOLUTION NO. 2020-21

WHEREAS, MCL 211.10g establishes the requirement for a designated assessor in each county and that such designation should be made before December 31, 2020, and

WHEREAS, to meet the requirement of appointing a Designated Assessor for Genesee County, the assessing districts in Genesee County and the County of Genesee have agreed to designate Stacey Kaake as Designated Assessor, and

WHEREAS, the Interlocal Agreement naming the Designated Assessor shall be binding upon all assessing districts upon its approval by the County Board of Commissioners, Stacey Kaake, a majority of the assessing districts, and the State Tax Commission, and

WHEREAS, the Designated Assessor shall only act as the assessor of record for an assessing district when required to by the State Tax Commission pursuant to MCL 211.10g;

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NOW, THEREFORE, BE IT RESOLVED that the township board of the Charter Township of Fenton approves the Interlocal Agreement naming Stacey Kaake, an individual qualified and certified by the State Tax Commission as a Michigan Master Assessing Officer, to be the County Designated Assessor for Genesee County, and

BE IT FURTHER RESOLVED, that the Township Supervisor is authorized to sign the Interlocal Agreement.

Motion to adopt Resolution No. 2020-21 as presented.

Motion by: Tucker

Seconded: Krug

Ayes: Lorraine, Krug, Tucker, Goupil, Katrak, Kesler, Reid

Nays: None

Motion carried. Resolution declared adopted.

BOARD COMMENT:

Trustee Katrak asked the board members if anything can be done to help local restaurants that have been affected by the most recent statewide health orders. Treasurer Tucker noted that, as individuals, we can all help by continuing to patronize restaurants with takeout service. Additionally, there are discussions at the state level regarding additional financial assistance to vulnerable businesses such as restaurants. The board continued the discussion for several minutes. Ultimately, the Township has very little authority in this situation.

PUBLIC COMMENT – AGENDA OR NON-AGENDA ITEMS:

None

ADJOURN: Meeting adjourned at 8:22 p.m.

Vince Lorraine, Supervisor

Robert Krug, Clerk

Minutes Posted 12/8/20