

**CHARTER TOWNSHIP OF FENTON, GENESEE COUNTY, MICHIGAN  
MINUTES FOR REGULAR TOWNSHIP BOARD MEETING  
DECEMBER 6, 2021**

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

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

**MOMENT OF SILENCE:**

The board and audience observed a moment of silence for the Oxford High School shooting victims and their families.

**PLEDGE OF ALLEGIANCE:**

Supervisor Lorraine led the pledge of allegiance to the flag.

**ROLL CALL:**

Clerk Krug called the roll.

Present: Lorraine, Krug, Tucker, Katrak, Kesler, Reid

Absent: Goupil

Also Present: Attorney Belzer, Operations Manager Broecker, Fire Chief Volz

Present via Zoom: Assessor Wilson

**APPROVAL OF AGENDA:**

Motion to approve the 12/6/21 Fenton Township Board Meeting agenda as presented.

Motion by: Tucker

Seconded: Kesler

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

Nays: None

Absent: Goupil

Motion carried. The agenda is approved.

**MEETING MINUTES:**

The minutes for the 11/15/21 regular meeting stand approved as presented.

**EXPENDITURES:**

Motion to approve invoices and expenditures for all funds totaling \$251,348.98 for payment as presented.

Motion by: Tucker

Seconded: Reid

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

Nays: None

Absent: Goupil

Motion carried.

**PUBLIC HEARINGS:**

**Proposed 2022 Fenton Township Budget**

Supervisor Lorraine noted that the proposed 2022 Fenton Township budget was distributed to the board approximately three weeks ago and it has been available for public inspection since that time. Operations Manager Broecker briefly reviewed the entire budget, noting the following:

- The General Fund projects a surplus for the year.
- The Fire Fund projects a deficit, as cash reserves are anticipated to be used to purchase a new tanker truck.

**CHARTER TOWNSHIP OF FENTON, GENESEE COUNTY, MICHIGAN  
MINUTES FOR REGULAR TOWNSHIP BOARD MEETING  
DECEMBER 6, 2021**

- The Solid Waste Management Fund projects a small deficit for the year, as 2022 will be the final year of a 4-year contract.
- The Mosquito Control Fund has no projected revenue for the year, as existing cash reserves will cover the 2022 contract.
- The Sewer Fund projection includes a modest surplus for the year, resulting in an increase to cash reserves.

There was no public comment or further discussion.

Operations Manager Broecker presented the following resolution:

**RESOLUTION NO. 2021-40**

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

**Section 1: Title**

*This resolution shall be known as the 2022 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 MCL 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 6, 2021.*

**Section 5: Estimated Revenues**

*Estimated township General Fund revenues for fiscal year 2022, including an operating millage of .6576 mills, and various miscellaneous revenues shall total \$3,506,400.*

*Estimated township Private Road Maintenance SAD Fund revenues for fiscal year 2022 shall total \$38,100.*

*Estimated township Fire Fund revenues for fiscal year 2022 shall total \$655,100.*

*Estimated township Dog Park Fund revenues for fiscal year 2022 shall total \$20,000.*

*Estimated township Street Lighting SAD Fund revenues for fiscal year 2022 shall total \$88,300.*

*Estimated township Lake Improvement SAD Fund revenues for fiscal year 2022 shall total \$230,800.*

**CHARTER TOWNSHIP OF FENTON, GENESEE COUNTY, MICHIGAN  
MINUTES FOR REGULAR TOWNSHIP BOARD MEETING  
DECEMBER 6, 2021**

*Estimated township Solid Waste Management Fund revenues for fiscal year 2022 shall total \$1,141,000.*

*Estimated township Mosquito Control Fund revenues for fiscal year 2022 shall total \$0.*

*Estimated township Sewer Fund revenues for fiscal year 2022 shall total \$7,390,400.*

**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 .6576 mills for general township operations.*

**Section 7: Estimated Expenditures**

*Estimated township General Fund expenditures for fiscal year 2022 for the various township cost centers are as follows:*

101-Township Board	\$ 107,000
171-Supervisor	45,500
215-Clerk & General Administration	670,700
247-Board of Review	6,300
253-Treasurer	32,500
257-Assessor	222,700
261-Benefits & Insurance	349,000
262-Elections	35,000
265-Building & Grounds	149,500
301-Law Enforcement	794,100
371-Inspection/Ordinance Enforcement	159,300
445-Drains at Large	33,100
446-Highways, Roads & Bridges	448,800
567-Cemetery	8,300
701-Planning & Zoning Admin	40,800
702-Zoning Board of Appeals	13,800
756-Parks & Recreation	10,000
801-PEG Programming	110,000
804-Museums	8,200
805-Auditorium - Civic Center	12,200
965-Transfers Out	<u>2,000</u>
TOTAL	\$ 3,258,800

*Estimated township Private Road SAD Fund expenditures for fiscal year 2022 shall total \$20,000.*

*Estimated township Fire Fund expenditures for fiscal year 2022 for the various township cost centers are as follows:*

261-Benefits & Insurance	\$ 94,500
265-Building & Grounds	68,700
336-Fire Dept. Operations	<u>845,800</u>
TOTAL	\$ 1,009,000

**CHARTER TOWNSHIP OF FENTON, GENESEE COUNTY, MICHIGAN  
MINUTES FOR REGULAR TOWNSHIP BOARD MEETING  
DECEMBER 6, 2021**

*Estimated township Dog Park Fund expenditures for fiscal year 2022 shall total \$20,000.*

*Estimated township Street Lighting SAD Fund expenditures for fiscal year 2022 shall total \$90,210.*

*Estimated township Lake Improvement SAD Fund expenditures for fiscal year 2022 shall total \$230,800.*

*Estimated township Solid Waste Management Fund expenditures for fiscal year 2022 shall total \$1,155,300.*

*Estimated township Mosquito Control Fund expenditures for fiscal year 2022 shall total \$151,500.*

*Estimated township Sewer Fund expenditures, excluding capital improvements, for fiscal year 2022 for the various township cost centers are as follows:*

000-County Services/Debt	\$ 3,409,500
261-Benefits & Insurance	65,000
265-Building & Grounds	18,200
536-Sewer Operations	<u>1,319,000</u>
TOTAL	\$ 4,811,700

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

*The General Fund, Private Road Maintenance SAD Fund, Fire Fund, Dog Park Fund, Street Lighting SAD Fund, Lake Improvement SAD 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 Department**

*The Township Board of the Charter Township of Fenton adopts the 2022 fiscal year General Fund and Fire Fund Budgets and the Sewer Fund Financial Projections by department/activity. 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 department, and to make transfers among the various line items contained in the department 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,*

**CHARTER TOWNSHIP OF FENTON, GENESEE COUNTY, MICHIGAN  
MINUTES FOR REGULAR TOWNSHIP BOARD MEETING  
DECEMBER 6, 2021**

*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**

*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. 2021-40 as presented.

Motion by: Krug

Seconded: Kesler

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

Nays: None

Absent: Goupil

Motion carried. Resolution declared adopted.

**CHARTER TOWNSHIP OF FENTON, GENESEE COUNTY, MICHIGAN  
MINUTES FOR REGULAR TOWNSHIP BOARD MEETING  
DECEMBER 6, 2021**

**REPORTS:**

None

**COMMUNICATIONS:**

None

**ADOPTION OF ORDINANCES:**

None

**UNFINISHED BUSINESS:**

**Proposed 2022 Fenton Township Meeting Schedule**

Operations Manager Broecker noted that, because the board revised the 2022 meeting schedule during the meeting, there was no time to review the impact of the changes to the overall schedule. A revised meeting schedule has been drafted that includes Township Board meetings on the 1st and 3rd Tuesday of each month, except for May and August, where the meetings will be held on the 2nd and 4th Tuesdays due to elections. Since the Zoning Board of Appeals normally meets on the 4th Tuesday, the ZBA meetings have been moved to the 5th Tuesday for May and August. Trustee Reid noted that the proposed schedule has both the Township Board and ZBA meeting on 12/20/22. The board agreed to move the ZBA meeting to Monday 12/19/22.

Motion to adopt the 2022 Fenton Township Meeting Schedule as revised.

Motion by: Tucker

Seconded: Kesler

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

Nays: None

Absent: Goupil

Motion carried.

**NEW BUSINESS:**

**Proposed 2022 GIS Services Agreement - North Arrow Technologies, Inc.**

Operations Manager Broecker reviewed a proposed GIS Services Agreement with North Arrow Technologies for 2022. The hourly rate for GIS work remains unchanged at \$80. The scope of work in the agreement is very similar to the 2021 agreement, except that the estimated hours for website updates has been reduced in anticipation of our website conversion. There was no further discussion.

Motion to approve the 2022 GIS Services agreement between the Charter Township of Fenton and North Arrow Technologies, Inc. as presented.

Motion by: Reid

Seconded: Tucker

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

Nays: None

Absent: Goupil

Motion carried.

**CHARTER TOWNSHIP OF FENTON, GENESEE COUNTY, MICHIGAN  
MINUTES FOR REGULAR TOWNSHIP BOARD MEETING  
DECEMBER 6, 2021**

**GCRC Local Road Agreement - Golden Shores Street Improvement Special Assessment**

Operations Manager Broecker reported that, with the recent adoption of the resolution to create the Golden Shores Street Improvement Special Assessment District, the next step in the process is the execution of an agreement with the Genesee County Road Commission (GCRC) for the project, which has been provided by GCRC. Once the agreement is approved, GCRC will complete the design phase of the engineering process and put the project out for bids. The special assessment roll will be based on the lowest qualified bid.

Motion to approve the local road agreement with the Genesee County Road Commission for the rehabilitation of Golden Shores Drive, Golden Circle and Golden Court, to be completed under a special assessment district, as presented.

Motion by: Tucker

Seconded: Kesler

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

Nays: None

Absent: Goupil

Motion carried.

**Water & Sewer Rate Study Proposals - Baker Tilly Municipal Advisors**

The board reviewed proposed water and sewer rate study proposal from Baker Tilly Municipal Advisors. The water rate study is necessary to develop the appropriate rate structure for residents and businesses that connect to the new municipal water system in the Township. The sewer rate study will update the rate structure for sewer users, including the establishment of rates for users that are on both water and sewer. The last sewer rate study was completed in 2006. The costs for the rates studies are \$20,000 for the water rate study and \$15,000 for the sewer rate study.

It was noted that Baker Tilly (including predecessor firms) has served as the Township municipal finance advisor for nearly 20 years.

Motion to approve the proposal of Baker Tilly Municipal Advisors, LLC for the completion of water and sewer rate studies, as presented.

Motion by: Reid

Seconded: Tucker

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

Nays: None

Absent: Goupil

Motion carried.

**Purchase Offer - Tax-Reverted Property**

The board reviewed a proposal from Coolhand Property Holdings LLC to purchase a 4-unit building site in the Fenton Orchards condominium development, (units 13-16). The offer price is \$60,000 (4 x \$15,000). The purchase offer also includes an 18-month option to purchase the remaining 24 units at the same price.

Treasurer Tucker stated that any sale of tax-reverted property should be done with Fenton Township's version of the form, which eliminates fees and commissions being charged to

**CHARTER TOWNSHIP OF FENTON, GENESEE COUNTY, MICHIGAN  
MINUTES FOR REGULAR TOWNSHIP BOARD MEETING  
DECEMBER 6, 2021**

the Township. He also is opposed to the proposed option on the remaining units. Attorney Belzer suggested that the property is worth more than the offer. Assessor Wilson clarified that the land values are affected by topographical issues in this development. Supervisor Lorraine stated that he is in favor of selling the property, but does not support an option on the remaining units. Attorney Belzer recommended that the board postpone action to allow time to further research property values and utilize the Township's version of the form. Treasurer Tucker concurred with Attorney Belzer's recommendation.

Motion to postpone to 12/20/21 action on the offer of Coolhand Property Holdings LLC to purchase Units 13-16 of the Fenton Orchards Condominium.

Motion by: Krug

Seconded: Tucker

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

Nays: None

Absent: Goupil

Motion carried.

**Assessing Department Staffing**

Operations Manager Broecker reported that Deputy Assessor Jenny Anderson has been on a leave of absence since July. According to the last doctor's note submitted, Jenny was scheduled to return to work on November 8, 2021.

Per Article 7 of the collective bargaining agreement between the Township and the Township Employees Union, Ms. Anderson's failure to return to work by November 15, 2021, (five working days from her scheduled return date), or provide evidence that she was unable to perform your job duties due to physical or mental illness, has resulted in a situation where she has voluntarily resigned. Ms. Anderson has been advised of this by letter sent via certified mail. Since all terminations are subject to Township Board approval, formal action is necessary to accept the voluntary resignation.

Trustee Katrak asked if the Township had received any response from Ms. Anderson. Operations Manager Broecker confirmed that he had spoken to her by phone and she was aware of and understood the circumstances.

Treasurer Tucker asked labor attorney Nancy Chinonis for her legal perspective. Attorney Chinonis confirmed that the Township's administration has been consulting her throughout the process, and that she agrees with the recommended course of action. Treasurer Tucker asked if the recommended action could result in the filing of a grievance. Attorney Chinonis stated that she believes any grievance would be settled in favor of the Township. The Township has followed proper procedures to the letter. She recommends that the board accept the voluntary resignation.

Motion to accept the voluntary resignation of Jenny Anderson, effective November 15, 2021.

Motion by: Tucker

Seconded: Reid

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

Nays: None

Absent: Goupil

Motion carried.



**CHARTER TOWNSHIP OF FENTON, GENESEE COUNTY, MICHIGAN  
MINUTES FOR REGULAR TOWNSHIP BOARD MEETING  
DECEMBER 6, 2021**

**Intergovernmental Agreement - Genesee County Aerial Imagery Project 2022-2028**

Operations Manager Broecker reviewed a proposed agreement to participate with the Genesee County GIS Department for new aerial photos and pictometry to be used in our in-house GIS. The plan calls for new photos in 2022 and again in 2028. The cost to Fenton Township would be \$15,097.62 spread over six years. Updated photos are essential for providing updated maps for the Zoning Board of Appeals, planning decisions, etc. The proposed agreement is a very cost effective way to keep our GIS up to date.

Trustee Katrak asked if the Township's cost could increase if some governmental units choose not to participate. Operations Manager Broecker stated that, while that is possible, he is not aware of any units opting out.

Motion to approve the Genesee County Aerial Imagery Project 2022-2028 Intergovernmental Agreement as presented.

Motion by: Krug

Seconded: Kesler

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

Nays: None

Absent: Goupil

Motion carried.

**BOARD COMMENT:**

Trustee Reid stated that she had heard the Lake Fenton Property Owners Association (LFPOA) is planning to take over the July 4<sup>th</sup> fireworks in 2022 and asked if the LFPOA had approached the Township on this issue. Supervisor Lorraine confirmed that the Township had already attended a preliminary meeting with LFPOA officials. The association is committed to following all proper laws and guidelines, including the appropriate state-level permits.

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

None

**ADJOURN:** Meeting adjourned at 8:17 p.m.

---

Vince Lorraine, Supervisor

---

Robert Krug, Clerk

Minutes Posted 12/7/21
------------------------