

**ANN ARBOR CHARTER TOWNSHIP
BOARD OF TRUSTEES
MINUTES OF MEETING MONDAY, MAY 16, 2016**

I. CALL TO ORDER

The regular monthly meeting of the Ann Arbor Charter Township Board of Trustees was called to order by Supervisor Moran at 7:34 p.m.

Present: Supervisor Michael Moran, Treasurer Della DiPietro, Trustees John Allison and Ken Kohrs.

Absent: Clerk Rena Basch, Trustees Randolph Perry and Claudia Sedmak.

Also Present: Township Attorney Matt Rechten, Controller Colleen Coogan, Fire Chief Brian Thurston, and Utilities Director Rick Judkins.

II. CITIZEN PARTICIPATION - No citizen signed up for participation.

III. APPROVAL OF MINUTES

Corrections to 4/18/16 minutes: On page 2 under item B in the 4th line strike “addresses” and insert “regulates”; on page 3 under item L in the 3rd line strike “entering into” and insert “joining the” and strike “with” and insert “against”. **Allison moved approval of the April 18, 2016 meeting minutes as amended. DiPietro seconded the motion which was adopted unanimously.**

IV. FIRST QUARTER FINANCIAL REVIEW

Controller Colleen Coogan introduced her associate Becky Jakes who will be handling the day to day activities for the Township on her behalf. Coogan presented the first quarter revenue and expenditure highlights and noted there are no budget amendments for the first quarter. Coogan reported the Township Treasurer is managing \$23M dollars with \$15.5 of that in custodial accounts holding municipal and federal bond investments. Coogan reported the Fair Market Value of all investments increased by \$178,000 since December 2015 which is a 1.2% increase on the bond investment portfolio. Coogan reported the Public Safety Fund receives the entire millage revenue and then transfers a portion as needed to cover the Fire Department expenditures. Coogan requested Board approval to transfer up to \$1,220,000 from the Public Safety Fund to the Fire Fund. **DiPietro moved approval to transfer up to \$1,220,000 from the Public Safety Fund #205 to the Fire Fund #206. Kohrs seconded the motion which was adopted unanimously.** Coogan also reported based upon conversations with the auditor the Township will maintain a Grants Fund as a special revenue fund and will be requesting board approval for a grant fund budget next quarter. Coogan noted the Grant Fund will be used to track all the grant related expenditures that will be reimbursed to the Township through various grants.

V. ANNEXATIONS, ORDINANCES, CONDITIONAL USES, ZONING

A. Request for Release for Annexation

Moran reported this is a request by the owner of the property and the holder that has an option interest for release of the parcel for annexation into the City. Moran noted there have been a number of corrections to the application paperwork regarding the identification number of the parcel and proof of ownership. **Allison moved approval of the request for release for annexation AZ 1-16. Kohrs seconded the motion which was adopted unanimously.**

B. Barton Hills Country Club Special Event Permit

Moran reported the Barton Hills Country Club is requesting issuance of a permit to hold its annual fireworks display and party on June 24, 2016. Attorney Rechten requested Board approval be conditioned upon receipt of certificate of liability insurance from joint venture Colonial Fireworks naming the Township as additional insured. **Allison moved approval of the Special Events Permit Application for Barton Hills Country Club on June 24, 2016 from 5:00 p.m. to 11:30 p.m. subject to review and approval by the Township Fire Chief prior to ignition, issuance of a tent permit, and certificate of liability insurance identifying the Township as additional insured. Kohrs seconded the motion which was adopted unanimously.**

C. American Diabetes Association Special Event Permit

Moran reported this is the third year in a row that the association has failed to submit a timely and complete application. Rechten noted he received an updated certificate of liability insurance however the certificate was not properly marked naming the Township as additional insured. Allison noted the event is being held at WCC and requested their amplified sound adhere to the Township's noise ordinance. **Allison moved approval of the Special Events Permit Application for American Diabetes Association on June 11, 2016 from 6:00 a.m. to 4:00 p.m. contingent upon proof of certificate of liability insurance naming the Township as additional insured, and that they will operate consistent with the Township's noise ordinance. DiPietro seconded the motion which was adopted unanimously.**

D. Prime Health Care Services Special Event Permit

Moran reported Garden City Hospital requests issuance of a permit for a Corporate Family Picnic on June 25th. **DiPietro moved approval of the Special Events Permit Application for Prime Health Care Services for a Corporate Picnic on June 25, 2016 from 11:00 a.m. to 3:00 p.m. Kohrs seconded the motion which was adopted unanimously.**

V. APPOINTMENTS, RESOLUTIONS, REPORTS, DISCUSSIONS

A. Continued Discussion Regarding WCRC Road Projects

Moran reported the Township received a proposed agreement from the WCRC for road improvements to Earhart Road from M-14 to Warren Road at a cost of \$105, 300 and Township-wide limestone to include work on Stein Road. Allison requested the WCRC provide a tree removal plan for the Earhart Road project subject to Supervisor's approval. **Allison moved to**

approve the 2016 Ann Arbor Township Second Agreement contingent upon a tree removal plan subject to Supervisor's approval and Township-wide limestone to be applied subject to Supervisor's approval up to \$52,110 for a total of \$150,703.47. Kohrs seconded the motion which was adopted unanimously.

B. Reappointments to the Zoning Board of Appeals

Moran requested confirmation of reappointments of William Burlingame, Bud Collins and Lee Gorman to the ZBA. **Kohrs moved to accept the Supervisor's recommendation of reappointments of William Burlingame term ending June 30, 2018 and Bud Collins and Lee Gorman terms ending June 30, 2019 to the Zoning Board of Appeals. DiPietro seconded the motion which was adopted unanimously.**

C. Reappointments to Compensation Commission

Moran requested confirmation of reappointments of Len Felgner and Gene Ragland to the Compensation Commission. **DiPietro moved to accept the Supervisor's recommendation of reappointments of Len Felgner term ending December 31, 2020 and Gene Ragland term ending December 31, 2021 to the Compensation Commission. Allison seconded the motion which was adopted unanimously.**

D. Resolution Amending Administrative Fee for Tax Collection

Moran reported the Board previously approved an administrative fee of 1% as permitted by statute for tax collection. Moran reported the Treasurer is recommending a fee of up to 1% to reflect actual costs. Allison moved approval of the Resolution Regarding Administrative Fee on Tax Collections draft dated May 12, 2016. DiPietro seconded the motion which was adopted unanimously.

E. Administrative Resolution Reducing Administrative Fee for Summer Taxes to 0.8%

DiPietro reported the proposed 0.8% administrative fee for summer tax collection is reflective of the actual cost. **DiPietro moved to adopt the administrative resolution reducing the administrative fee from 1% to 0.8% for summer tax collection for the foreseeable future. Kohrs seconded the motion which was adopted unanimously.**

F. Resolution Amending Fee Schedule for Co-Location on an existing Cell Tower

Attorney Rechten reported he is reviewing this issue and statute regarding the \$1000 fee for co-location and recommended the Board table the matter to next month.

G. Public Safety

- 1. Sheriff's Office** - The Board received a written report from the Sheriff's Department.
- 2. Fire Department** - Chief Thurston submitted a written report to the Board on the department's activity for the month of April 2016. Thurston also reported on MDOT's US-23 Flex Route Management Project.

H. Utilities Department

Judkins submitted a written report to the Board on the department's activity for the month of April 2016. Judkins also reported Stantec has proposed engineering costs for design, permitting and construction for expansion of the Township hall parking lot. Judkins indicated infiltration testing should be the next step to better determine actual costs. Judkins requested Board approval for infiltration testing not to exceed \$4000. **Allison moved to approve up to \$4000 for an infiltration study in support of the proposed new parking lot expansion. Kohrs seconded the motion which was adopted unanimously.**

I. Supervisor's Report

Moran reported he had discussions with U of M and WCRC regarding Tech Park roads and it's up to U of M how much they will contribute toward repairs. Moran reported the Township received new PDR applications and that he has received a number of calls regarding property currently zoned for a Mobile Home Park. Moran reported the Township has applied for additional funding for the Dixboro Road Shared Use Trail Project through SEMCOG's Local Areas Plan and also reapplied for a grant through the MNRTF. Moran noted the first grant has been extended so the Township has until the end of 2018 to complete trail construction. Moran also reported because of a recent Supreme Court decision signage ordinances can't regulate content of temporary signs.

J. Clerk's Report - Basch submitted a written report to the Board.

K. Treasurer's Report - DiPietro reported she is looking for content suggestions for the next Township newsletter.

L. Planning Commission - Allison reported on the May 9, 2016 Planning Commission meeting. The minutes were included in the Board's packets.

M. Building Department - Hamlin submitted a written report to the Board.

N. Farmland Preservation Committee - No report.

O. Approval of Claims Listings

Kohrs moved approval of the claims listing dated March 31, 2016 through May 2, 2016 in the amount of \$396,332.62. Allison seconded the motion which was adopted unanimously.

Kohrs moved approval of the claims listing dated May 11, 2016 through May 12, 2016 in the amount of \$39,753.61. DiPietro seconded the motion which was adopted unanimously.

VI. INFORMATION ONLY ITEMS - None

VII. NON-AGENDA ITEMS

Moran requested Board approval of SEMCOG's invoice for 2016 membership dues. **Allison**

moved approval of SEMCOG's invoice for 2016 membership dues from June 15, 2016 through June 15, 2017 in the amount of \$747. Kohrs seconded the motion which was adopted unanimously.

VIII. PUBLIC COMMENT

Moran reported the County's proposal for a County-wide voted road millage did not pass.

IX. ADJOURNMENT

DiPietro moved to adjourn the meeting at 9:11 p.m.