

**ANN ARBOR CHARTER TOWNSHIP
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING – MONDAY, DECEMBER 18, 2023
TOWNSHIP OFFICES - 3792 PONTIAC TRAIL, ANN ARBOR MI**

I. CALL TO ORDER, ESTABLISH QUORUM

Supervisor O’Connell called the Ann Arbor Charter Township Board of Trustees meeting to order at 7:32pm on December 18, 2023.

Present: Supervisor Diane O’Connell
Clerk Rena Basch
Treasurer Carlene Colvin-Garcia
Trustee John Allison
Trustee Michael Moran
Trustee Kristine Olsson

Absent: Trustee Rodney Smith

Also Present: Township Attorneys Gabis and Lehman, Bodman PLC
Fire Chief Nicholai
Building Official and Zoning Administrator Pace
Utilities Director Judkins
Township Planner Sally Elmiger, Carlisle Wortman
Comptroller Coogan, Woodhill Group
Accounting Manager Iomar Whitt

II. APPROVAL OF BOARD OF TRUSTEES MINUTES

A. Regular Meeting November 20, 2023.

MOTION by Allison, support by Olsson, to approve the November 20, 2023 regular meeting minutes as submitted.

Motion passed unanimously by voice vote.

III. CITIZEN PARTICIPATION

Adele LaPorte, 959 Forest Road, Barton Hills, said that people had become aware that MDOT intended to erect an 8’ fence with black steel bars and concrete supports for 2.5 miles on both sides of the railroad along portions of the Huron River in her area. MDOT also intended to clear the area 50’ on center for the entire distance. The fence will disrupt the natural environment; this was an environmental issue as well as an aesthetic issue. The railroad has said this is a safety issue, but the reality was for this 2.5 mile stretch there has never been any accident or even a near miss. A group of residents are trying to present these issues to the affected municipalities. Washtenaw County and the City of Ann Arbor have adopted resolutions opposing

the fence, and she asked that Ann Arbor Township also adopt a resolution that addressed these concerns.

Sarah Swider, 1733 W. Huron River Drive, also addressed the fence proposed to be constructed along the railroad. Over 6000 people have signed an online petition that states residents' concerns, including disrupting the habitat and wildlife. The fence will also create problems for building the Border2Border Trail, and will obstruct emergency responders. A child stuck in between the two fences would experience significant safety issues. Ms. Swider had delivered a large amount of information to the Township. She asked that MDOT work with local communities to find solutions to problems, and asked that the Board of Trustees support these efforts.

Richard Field, 2938 Newport Road, invited the Trustees to walk the area from Foster Bridge east. The proposed fence area would be clear cut, changing the landscape and the environment. The resident group had gathered a lot of information, and were available to answer any questions the Board might have.

Robert West, 2385 W. Huron River Drive, said he lived at the corner of Foster and Huron River Drive. It was disturbing to realize this project had been worked on for 3 years, but he had only received notification from a letter dated June 23, 2023. Mr. West believed MDOT had been deceptive and unresponsive to neighbor and municipal concerns regarding this project. Also, animals can get into the fenced area at either end but after walking a distance would find it very difficult to get out. Mr. West asked the BOT to consider passing a resolution opposing MDOT's plan for a fence along the railroad area.

Supervisor O'Connell read a letter from Ed Ridha, 2675 Englave Drive, regarding proposed text amendments relative to home occupations and attached/detached structures. Noting that his neighborhood had just received information about the proposed changes last Saturday, Mr. Ridha asked that these matters be tabled to give the residents more time to absorb and respond to the implications of the proposed changes.

IV. APPROVE THE AGENDA AND CONSENT AGENDA

MOTION by Allison, support by Moran, to approve the agenda and consent agenda as submitted.

Motion passed unanimously by voice vote.

- A. Claims Listing 11-17-23 to 12-13-23 for \$462,963.69**
- B. Appoint Jeffrey Souza to the Zoning Board of Appeals for a term ending July 1, 2026.**
- C. Approve the Ferguson invoice in the amount of \$5,715.**
- D. Approve the 2024 monthly invoice for the Kapnick renewal for \$27,158.86.**

V. ANNEXATIONS, ORDINANCES, ZONING, RESOLUTIONS

- A. Insurance Coverage Proposal – Kevin Decker, Decker Agency**
 - 1. Approve Public Entity Insurance Package for \$95,036.40**

Referencing the *Ann Arbor Township Proposal of Coverages, January 1, 2024*, and in response to questions, Kevin Decker, Decker Agency, highlighted the following:

- The invoice for the coverage starting January 1, 2024 is \$95,036.40, an approximately 21.8% increase over the prior year.
- Industry wide, there were large increases for renewals in the municipal sector. On average in the ParPlan program, there were 12%-15% increases across the board for municipalities with no losses. If there were losses tied to accounts, and if the accounts were for larger entities, the greater increases were due to the increase in the claims themselves. Property claims, for instance, had risen astronomically.
- Ann Arbor Township has had some losses tied to the account, including property claims. Losses are looked at within a 5-year window, and the 5-year loss total for the Township is currently \$316,000 paid out in claims, with 3 claims still open.

The Board discussed item II)B) – Private Property Use Restriction. Under the Public Officials Liability Coverage, the \$100,000 per occurrence was reduced from \$250,000 per occurrence.

The Board pointed out that there was a 21% increase in cost for a substantial reduction in coverage. Mr. Decker emphasized that this was something he was seeing “across the board.” Mr. Decker could look at other carriers other than ParPlan, but his experience was other carriers were taking coverage away, offering lower limits, or declining to quote, especially for those municipalities that had significant losses in their 5-year window.

The Board asked Mr. Decker to quote the insurance plan without including II) B). The Township could self-insure in this category; it had done so in the past.

After discussion, and to allow for a potential reduced cost after a quote was received to remove coverage for II)B), the following motion was offered:

MOTION by Basch, support by Olsson, that the Ann Arbor Charter Township Board of Trustees approve Public Entity Insurance Package from Decker Insurance Agency in an amount not to exceed \$95,036.40.

Motion passed unanimously by voice vote.

B. Adopt the 2024 Capital Improvement Plan – Colleen Coogan, Woodhill Group

Comptroller Coogan explained that the 2024 Capital Improvement Plan presented this evening included corrections in the totals as discussed at the last BOT meeting.

MOTION by Olsson, support by Allison, that the Ann Arbor Charter Township Board of Trustees approve the 2024 Capital Improvement Plan.

Motion passed unanimously by voice vote.

C. Approve 2023 Fourth Quarter Budget Amendments – Colleen Coogan, Woodhill Group

Accounting Manager Whitt reviewed the 2023 Fourth Quarter Budget Amendments with the Board, and answered questions about individual items.

Comptroller Coogan and Supervisor O’Connell both noted the new GASB requirements relative to escrow funds reporting, and complimented Accounting Manager Whitt on his good work maintaining the escrow fund accounts.

The first budget amendment listed on tonight’s documentation reflected the T-Mobile Tower Lease Termination, representing a decrease of a little more than \$44,000 in revenue. In response to questions, Comptroller Coogan said that they could provide a list of carrier(s) who are still located on the water tower, and show where the revenue goes that is collected from those carriers.

Also, Accounting Manager Whitt said he would bring information regarding the increase in inspection fee revenue (approximately \$40,000) for 2023.

MOTION by Allison, support by Colvin-Garcia, that the Ann Arbor Charter Township Board of Trustees approve the 2023 Fourth Quarter Budget Amendments

Motion passed unanimously by voice vote.

D. Approve 2024 Budget Amendments – Colleen Coogan, Woodhill Group

Comptroller Coogan explained that the 2024 Budget Amendment is to reduce the transfer out of Public Safety to the Fire Fund to the amount needed to keep the Fire Fund fund balance at about \$1M.

MOTION by Basch, support by Olsson, that the Ann Arbor Charter Township Board of Trustees approve the 2024 Budget Amendments.

Motion passed unanimously by voice vote.

E. Ordinance Amendment, Zoning Code Section 74-2, “definitions” and 74-9, “Home occupation,” regarding standards for home occupations.

Referencing her August 18, 2023 memorandum *Home Occupations Draft Ordinance – Recommendation to Township Board*, and noting that this item had been tabled at the October 16 meeting in order to allow further discussion, Township Planner Elmiger highlighted the following:

- Changes suggested at the October meeting included:
 - Get rid of the term “nuisance”; perhaps use “impact” instead.
 - Reduce the purpose statement. A suggested new draft read: *“The services offered through a home occupation are a matter closely affecting the public interest. The public interest requires home occupations being operated properly and in a safe, fair, honest and competent manner by qualified persons. The public interest further*

requires that home occupations be clearly incidental to or secondary to the residential use of the dwelling. Home occupations are divided into two classes as follows:

Suggestion: change “incidental to or secondary . . .” to “incidental and subordinate.”

- Clerk Basch thought the purpose of the ordinance could be reduced to just include the 4 statements at the end of 74.I.74-9(a), changing out the word “nuisance” for “impact” or “negative impact.”
 - Regarding parking, simply say: “Parking must be provided on site.”
 - The operation of a home occupation for both Category A or B uses must be conducted by an owner occupant or renter occupant of the property.
 - During discussion, Building Official and Zoning Administrator Pace supported requiring written permission from the property owner to be on file for a non-resident family member using a property for a home occupation. This would ensure everyone involved with the property would know what was going on, and would make the property owner accountable for their guests.
- Further Discussion:
 - Township Planner Elmiger explained that a home occupation applied to the occupants of a residence. The property owner should not be renting out rooms so that people could operate a business out of the house. Language could be added to clarify this issue further, especially for Category B uses.
 - Regarding signs, simply say “Signs are prohibited.”
 - Delete (f)3): ~~Uses that assemble groups of people (i.e., more than two) at one time, such as a school or private club.~~
 - Should Category B home occupations be allowed in the R-9 district? Township Planner Elmiger will research whether there was a reason to prohibit Category B uses in the R-9 district.
 - Three-family dwellings can have a type A home occupation, but not a category B.
 - There should be language in the PUD ordinance and/or PUD Agreements regarding home occupations. However, neighborhoods constructed as part of PUD development might be self-regulating, because there might not be enough space for Category B type uses. For instance, if there was not enough room on a site to provide the parking spaces needed for a Category B use, that resident could not get a Category B permit.
 - Building Official and Zoning Administrator Pace thought most issues, including parking, could be handled during the permitting process.
 - The Board suggested allowing a reasonable sale of products associated with individual home occupation uses, such as piano teacher. Planner Elmiger suggested: *only incidental sales of products are permitted.* Building Official and Zoning Administrator Pace supported this language as being both flexible and enforceable.

Planner Elmiger said she would bring revised language to the Board at their next meeting.

MOTION by Basch, support by Colvin-Garcia, to table action on Ordinance Amendment, Zoning Code Section 74-2, “definitions” and 74-9, “Home occupations” so that Township Planner Elmiger can revise the language based on tonight’s discussion.

Motion passed unanimously by voice vote.

- F. Ordinance Amendment, Zoning Code Section 74-426, “Requirements, scope, uses, exceptions,” and 74-461 through 74-463, “Schedule of Use Regulations,” regarding accessory structures.**

Township Planner Elmiger said that there had not been many comments received from the Trustees regarding this ordinance amendment. There was, however, a concern that the amendment language might lead people to believe they could construct an Accessory Dwelling Unit as an accessory structure under the ordinance, although the ordinance was clear that only one dwelling unit was permitted per zoning lot.

Planner Elmiger highlighted the following:

- All buildings are structures, but not all structures are buildings. A building has to have a roof and walls. Ground floor area applies to all buildings on a lot.
- The accessory building language doesn’t talk about uses of an accessory building other than to reference the uses that are listed in every district in the zoning ordinance. No zoning district allows an accessory dwelling unit.
- 6)c. lists the size maximums for accessory buildings, based on lot sizes.

Trustee Allison explained that the Planning Commission did not want to limit uses in accessory buildings, as long as the uses were accessory to the primary residence. The Planning Commission did not want a long list prescriptive uses, and did not add anything to the existing tables of accessory uses.

Clerk Basch pointed out that the use tables in the ordinance had been land use tables, and had not previously applied specifically to accessory building uses.

The Board discussed the combined ground floor area of detached accessory buildings as that related to lot sizes. After discussion, the consensus appear to be that for lots up to and including 2-acres in size, the ground floor area of detached accessory buildings should be no greater than 1,000sf. This would combine iii. and iv. in 6)c.1.

During discussion, Trustee Allison pointed out that what was allowed needed to be seen from the point of view of a neighbor, as well as the property owner. A 2-acre lot that could potentially have 8,000sf of ground floor coverage could be an issue for abutting neighbors.

Trustee Moran was concerned that smaller properties of 7200sf could be overwhelmed with accessory buildings and structures, especially because structures that were not buildings were not subject to ordinance size requirements. He was very concerned about the proliferation of unregulated structures on small lots.

Planner Elmiger said that for a 7200sf lot, the ground floor coverage would allow floor area of 1,152sf, including the house. The ground floor coverage becomes the regulator for smaller lots.

Trustees noted that the proposed ordinance amendment represented a potentially big expansion of detached buildings on residential lots. The 1 acre to 2 acre lots were especially problematic in this regard.

Planner Elmiger said that Carlisle Wortman did an analysis of the surrounding communities relative to how they addressed accessory buildings on residential lots. The proposed sizes in the draft ordinance are smaller than those communities allow.

Planner Elmiger also said that per the Building Official, people on 1-2 acre lots are requesting 2000sf pole barns.

Trustee Allison thought (d)6) *Detached structures* did not capture the intent of the Planning Commission, in that the paragraph should refer to buildings rather than structures. Even on small lots, someone could have ten 100sf buildings.

Building Official Pace thought that scenario was unlikely.

Planner Elmiger emphasized that there was no limit to detached accessory structures on a lot; all buildings, however, were counted toward ground floor coverage. However, the language in (d)6) reflected current practice, and could therefore be removed from the draft.

After further discussion, Supervisor O'Connell summarized that under 6)c, *Size: Accessory buildings are subject to the following size requirements*, sub. pars. iii. and iv. would be combined, so that for lots up to and including 2-acres, ground floor area of all detached accessory buildings shall not exceed 1,000sf.

Planner Elmiger will bring revisions back to the Board at its next meeting, when discussion will continue.

MOTION by Olsson, support by Basch, to table action on Ordinance Amendment, Zoning Code Section 74-426, "Requirements, scope, uses, exceptions," and 74-461 through 74-463, "Schedule of Use Regulations," so that Township Planner Elmiger can revise the language based on tonight's discussion.

Motion passed unanimously by voice vote.

- G. Second reading of Ordinance Amendment, Code Section 14-121, "International Property Maintenance Code," regarding incorporation of updates to the property maintenance code.**

This change will keep the Township current with ongoing changes in the International Property Code.

MOTION by Allison, support by Moran, to adopt AMENDMENT TO CODE: INTERNATIONAL PROPERTY MAINTENANCE CODE, ORDINANCE NO. 4-2023, upon second reading, with the following amendment:

- **Change date to December 18, 2023.**

Motion passed unanimously by voice vote.

H. First Reading of Chapter 4, Article V, Division 1, Section 14-139 “Collection of fees” – Debani Gordon Lehman

Township Attorney Lehman explained that this change revised existing language and provides for:

1. A clear statement that a violation of the International Property Maintenance Code is a municipal civil infraction. Previously, the violation was listed as a violation of the Code.
2. A clear statement and detail as to the Township’s ability to add unpaid fines associated with International Property Maintenance Code violations to the tax roll for the property that the violation was assessed against.
3. Other language had been cleaned up.

Acknowledging that a red-lined version of the existing code language would be included prior to the Second Reading, the following motion was made:

Motion by Moran, support by Olsson, to approve First Reading of Chapter 4, Article V, Division 1, Section 14-139 “Collection of fees.”

Motion passed unanimously by voice vote.

I. Resolution Electing Exemption from the Requirements of the Publicly Funded Health Insurance Contribution Act

Clerk Basch explained that the resolution was required to be passed by a 2/3 vote of the Board, in order to provide a higher level of health insurance contribution by the Township for its employees than allowed under Public Act 152 of 2011.

MOTION by Allison, support by Olsson, to approve RESOLUTION OF THE ANN ARBOR CHARTER TOWNSHIP BOARD OF TRUSTEES ELECTING EXEMPTION FROM THE REQUIREMENTS OF THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT.

Resolution dated December 18, 2023.

Roll call vote:

Moran	yes
Allison	yes
Olsson	yes
Basch	yes

O'Connell yes
Colvin-Garcia yes

Absent: Smith

Motion passed 6-0.

J. Approve 2024 Ann Arbor Township Meeting Dates

Noting that there had been changes to the *Ann Arbor Township Meeting Dates 2024 Calendar Year* since the November BOT meeting, the following motion was offered:

MOTION by Allison, support by Moran, to approve 2024 Ann Arbor Township Meeting Dates as submitted this evening.

Motion passed unanimously by voice vote.

VI. REPORTS, DISCUSSIONS

A. Supervisor's Report – O'Connell

1. Railroad Fence

In response to public comments and concerns, Supervisor O'Connell explained that the first the Township Board had heard anything about the proposed fence along the railroad tracks was from an MLive article. MDOT had not communicated with the Township directly regarding this proposed course of action.

Because of public outcry there is a pause on the project. Additionally, Washtenaw County and the City of Ann Arbor have also communicated with MDOT stating their concerns about the fence.

While it is difficult to construct a resolution without knowing what is being proposed (because of the pause), Supervisor O'Connell suggested that the Board authorize her to communicate with MDOT regarding the importance of Ann Arbor Township being part of this discussion, and referencing the Township's concerns regarding lack of notice to the Township; safe crossings for pedestrians, bicyclists, and wildlife; and the impact this fence would have on the Border2Border Trail. There had been a lack of environmental assessment. MDOT had applied for a NEPA exclusion (National Environmental Policy Act environmental assessment), but resident Sarah Swider said this had been denied.

MOTION by Moran, support by Olsson, that the Ann Arbor Charter Township Board of Trustees authorize the Township Supervisor to communicate with MDOT regarding the Township's deep concerns regarding the proposal to construct a fence along the railroad tracks.

Motion passed unanimously by voice vote.

2. US 23/MDOT

MDOT representative will be at the January 2024 BOT meeting to discuss the four alternatives for US 23/Barton exits, and also give an update to their community presentation.

3. Mid Michigan Materials

Summary and pond level data is on the website (<https://aatwp.org/wp-content/uploads/2013/10/Update-MMM-well-monitoring-12-18-2023.pdf>)

Nine wells are being monitored (summary incorrectly states ten). Monitoring started November 21 2023 and will probably go to January 31, 2024. No monitoring is going to be done over the holidays, to ensure residents will have the ability to be present when monitoring occurs.

4. Tetra Tech contract

The Board had authorized the Supervisor to sign for up to \$14,000 for the well monitoring associated with the Vella Pit/Mid Michigan Materials. However, because costs had been higher than expected due to startup costs, bacteria testing, chlorination, Cribley Drilling Company costs, and other components, another \$10,000 was requested.

The Township approves the contract, but the invoices are sent to Mid Michigan Materials.

Testing had started at once a week, and was now moving to every other week. There will be conversation at the end of January relative to how best to continue the testing. Groundwater levels are improving. Vella Pit will shut down completely during the winter months, when the groundwater will continue to recharge. Utilities Director Judkins thought the testing could move to longer intervals.

Attorney Gabis suggested more detailed conversations regarding this issue could be had during closed session.

MOTION by Moran, support by Basch, to authorize an additional \$10,000 (for a total of \$24,000) for Tetra Tech groundwater elevation testing.

Motion passed unanimously by voice vote.

Attorney Gabis explained that additional monitoring – at an estimated cost of \$11,000 – was being discussed as a result of litigation. Specifics of that monitoring was currently a privileged conversation, and should be discussed only in closed session, but authorization should be granted to engage Tetra Tech in that additional monitoring.

Motion by Allison, support by Colvin-Garcia, to authorize an additional \$11,000 for Tetra Tech for additional monitoring.

Motion passed unanimously by voice vote.

Trustee Allison noted that the posted *Update Regarding MMM Monitoring, Date: December 18, 2023* suggested that “it will be several more months before an equilibrium condition in the active pit is achieved.” Per Trustee Allison’s calculations, equilibrium could take 6 months to 2 years, and this should be clearly stated so that residents’ expectations were realistic in this matter. Perhaps Dr. Wright could put an appropriate approximate timeline in writing.

5. Update on Warren Road Culvert near Dixboro Road – ARPA funds/Washtenaw County Road Commission

American Rescue Plan Act (ARPA) money has to be obligated in 2024. The update to the Warren Road culvert is in the ARPA database, but Michigan Department of Environment, Great Lakes, and Energy (EGLE) did not approve the solution proposed by the Washtenaw County Road Commission (WCRC) for the Warren Road culvert. Supervisor O’Connell is researching next steps, including applying for the next WRC grant being released in January, for additional funds to be used for the culvert.

6. Request from Personnel Committee for changes in the Fire Contract via a Letter of Understanding

The Personnel Committee has requested the Board authorize changes via a Letter of Understanding for the Fire Department contract, as follows:

- Include Health Savings Account (HSA) contribution up to \$3,000 for single employees.
- Allow prorated HSA contributions if a person is hired in months other than January or July (the months the Township contributes to the HSA).

MOTION by Moran, support by Olsson, to authorize the Personnel Committee to develop a Letter of Understanding regarding changes to HSA contributions as follows:

- Include HSA contribution up to \$3,000 for single employees.
- Allow prorated HSA contributions if a person is hired in months other than January or July (the months the Township contributes to the HSA).

Motion passed unanimously by voice vote.

7. MDOT Traffic Summit - Information in the Board packets.

8. Renewable Energy – PA 233

Township Attorneys are drafting a renewable energy ordinance that is compatible with PA 233. This will be an agenda item at a future meeting.

9. Gelman litigation – potential Superfund status

Trustee Moran reported that the Gelman site continues to score high enough to be listed as a Superfund site in spring 2024. The Governor has signed a letter accepting the listing.

B. Clerk's Report - Basch

Clerk's report is in the Board packets.

- The Election Commission met tonight and voted to consolidate both existing precincts into one precinct.
- Presidential primary is February 27th. A vendor is preparing the absent voter application mailing. All absentee voters will receive a postage paid return envelope as is now constitutionally mandated in Michigan.
- New ballot box installed.
- Mid Michigan Materials information is easily accessible under Residents – Community News.

C. Treasurer's Report – Colvin-Garcia

- Tax season is ongoing.
- Low Income Housing Water Assistance Program active through the end of March.
- Treasurer Colvin-Garcia attended a Michigan Township Association workshop on requirements for the Clerk and Treasurer to work together to provide financial oversight for the Township, and the Clerk and Treasurer will be looking at existing processes for opportunities to strengthen that oversight.

D. Planning Commission Report – December 4, 2023 – Allison

Trustee Allison reviewed the December 4, 2023 Planning Commission draft minutes, which were in the Board packet.

1) Planning Commission Workshop – Nov. 29, 2023

November 29, 2023 workshop minutes were in the Board packet.

2) Planning Commission Annual Report

Annual Report was in the Board Packet.

E. Committee Reports

1) Farmland Open Space and Preservation Board Report

Trustee Allison reviewed the November 27, 2023 FOSPB draft minutes, which were in the packet.

2) Utility Committee

Did not meet.

3) Climate Resilience Committee

21 responses from the online survey. Climate Committee is going through submitted comments.

- 4) **Zoning Board of Appeals** - Did not meet.
- 5) **Public Safety Committee** - Did not meet.
- 6) **Roads Committee** - Did not meet.

F. Utilities Department Report

Utilities Department Report was in the packets.

In response to questions, Utilities Director Judkins said he had received a new plan from Maple Ridge, but was waiting on one more piece relative to the wastewater design. Township attorneys were working on the wastewater maintenance agreement and related documents.

G. Public Safety Report

1) Washtenaw County Sheriff's Department

Report is in the packets.

2) Fire Department – Chief Mark Nicholai

November 2023 Fire Department report is in the packets.

Chief Nicholai requested authorization for repairs to Engine 12-1 (a 2011 model), for pump seals, brakes, exhaust system, replacing the rear springs, pump master drain repair, and crew compartment door adjustment. Total cost was \$29,735.71.

MOTION by Allison, support by Moran, that the Ann Arbor Charter Township Board of Trustees authorize \$29,735.71 for truck repair as submitted, to be charged to line item 206-596-933.000 – Repair & Maintenance – Transportation.

Motion passed unanimously by voice vote.

Trustee Allison said that it appeared the Fire Department was making more runs to help with lift assists at All Seasons than was anticipated when All Seasons was approved. Originally All Seasons had estimated there would be 50 runs a year.

Chief Nicholai said they were doing significantly more than 50 runs a year; the lift assists were part of what the Fire Department did but they had not anticipated on being called on 2-3 times a week.

Utilities Director Judkins said that residents were being kept longer where they were because assisted living was not available.

Trustee Allison asked Chief Nicholai to track the number of runs for this type of health emergency event.

H. **Building Department Report** - Report is in the packets.

VII. INFORMATION ONLY ITEMS

New process is being instituted via Adobe Acrobat to streamline Board packet creation. All submittals must be in by Wednesday before the BOT meeting.

VIII. NON-AGENDA ITEMS - None.

IX. PUBLIC COMMENT - None.

X. ADJOURNMENT

MOTION by Colvin-Garcia, support by Basch, to adjourn the meeting.

Motion passed unanimously by voice vote.

The meeting was adjourned at 10:47pm.