

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD WORK SESSION MINUTES - **APPROVED** -
5151 Marsh Road, Okemos, MI 48864-1198
349-1200, Town Hall Room
TUESDAY, MAY 1, 2001, **5:30 P.M. — 7:00 P.M.**

PRESENT: Supervisor McGillicuddy, Clerk Helmbrecht, Treasurer Hunting, Trustees Brixie, Stier, Such, Woiwode
ABSENT: None
STAFF: Township Manager Gerald Richards, Director of Community Planning & Development Mark Kieselbach, Chief Engineer Younes Ishraidi, EMS/Fire Chief Fred Cowper, Director of Finance Diana Hasse, Attorney Mike Woodworth

1. CALL WORK SESSION TO ORDER

Supervisor McGillicuddy called the Work Session to order at 5:35 p.m.

2. COMMITTEE OF THE WHOLE (BLUE)

A. Audit Presentation - Plante Moran

Supervisor McGillicuddy introduced representatives from Plante & Moran for the 2000 Audit Presentation.

Mary Schafer, Audit Partner, and Jean Young of Plante & Moran, outlined the 2000 Comprehensive Annual Financial Report (Audit) and 2000 Report to the Township Board (Management Letter)

[2000 Comprehensive Annual Financial Report & 2000 Report to the Township Board in Official Minute Book]

Board Members discussed the financial reports and the implementation of new financial software.

3. QUESTIONS FOR ATTORNEY

A. POSSIBLE CLOSED SESSION

Treasurer Hunting moved to go into closed session to consult with the Township attorney regarding pending litigation and to discuss a confidential written legal opinion. Seconded by Trustee Brixie.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor McGillicuddy, Clerk Helmbrecht, Treasurer Hunting

NAYS: None

Motion carried unanimously.

Supervisor McGillicuddy recessed the meeting at 6:00 p.m. to go into closed session.

The Board adjourned to the Administrative Conference Room for a closed session.

Supervisor McGillicuddy reconvened the Work session at 7:07 p.m.

4. PUBLIC REMARKS

Supervisor McGillicuddy opened public remarks.

Charles Louis Willems, 1387 Hickory Island, Haslett, spoke regarding deficiencies reported in the 1999 audit and recommended an inventory of Township property.

Supervisor McGillicuddy closed public remarks.

5. ADJOURNMENT

Supervisor McGillicuddy adjourned the Work Session at 7:12 p.m.

SUSAN MCGILLICUDDY
TOWNSHIP SUPERVISOR

MARY M. G. HELMBRECHT
TOWNSHIP CLERK

Paul J. Cassidy, Secretary

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD REGULAR MEETING - **APPROVED** -
5151 Marsh Road, Okemos, MI 48864-1198
349-1200, Town Hall Room
TUESDAY, MAY 1, 2001, **7:00 P.M.**

PRESENT: Supervisor McGillicuddy, Clerk Helmbrecht, Treasurer Hunting, Trustees Brixie, Stier, Such, Woiwode
ABSENT: None
STAFF: Township Manager Gerald Richards, Director of Community Planning & Development Mark Kieselbach, Chief Engineer Younes Ishraidi, Police Chief Gary Gibbons, EMS/Fire Chief Fred Cowper, Computer Specialist Stephen Gebes

1. CALL MEETING TO ORDER

Supervisor McGillicuddy called the meeting to order at 7:12 p.m.

2. PLEDGE OF ALLEGIANCE

Supervisor McGillicuddy led the pledge of allegiance.

3. ROLL CALL

Supervisor McGillicuddy called the roll of the Board.

4. PUBLIC REMARKS*

A. Introduction of New Police Officer - Chief Gibbons
Chief Gibbons introduced new Police Officer Gregory Harris.

Supervisor McGillicuddy opened Public Remarks.

No one spoke.

Supervisor McGillicuddy closed Public Remarks.

5. REPORTS/BOARD COMMENT

Trustee Woiwode reported the Briarwood/Van Atta Task Force meeting is scheduled for Thursday, May 3, 2001 at 7:00 p.m. at the Senior Center.

Supervisor McGillicuddy reminded the public Ferguson and Wonch Parks are closed for renovations. She invited the public to visit Legg Park or the Harris Nature Center for a Mothers' Day walk.

Trustee Brixie reported the Van Atta Task Force meeting is scheduled for Saturday, May 12, 2001 at 10:00 a.m. at the Harris Nature Center.

Clerk Helmbrecht reported on the joint meeting of the Township Board with the Ingham County Road Commission. She reported receipt of a telephone call from Phil Dwyer and a communication from Tom & Lora Pence (See May 15, 2001 Communications) in support of the proposed closing of Hamilton Road.

Clerk Helmbrecht reported the Land Preservation Advisory Board has meetings scheduled for May 10 & 31 in the Town Hall Room.

Clerk Helmbrecht reported the absentee ballot applications for the Monday, June 11 School Election and Tuesday, August 7 Special Election would be going out to permanent absentee voters by the end of the week.

Clerk Helmbrecht asked for feedback from Board Members as to whether they would like to have Joan Smith attend the next Board Meeting in reference to the Okemos Public Library Report submitted in the packet.

6. APPROVAL OF AGENDA — OR CHANGES

Trustee Such moved to approve the agenda as submitted. Seconded by Trustee Brixie.

Clerk Helmbrecht asked to move Agenda Item #7.O. (Fire Grant Applications) to provide an opportunity for the Fire Chief to discuss the historic nature of these grants.

Supervisor McGillicuddy recommended Agenda Item #7.O. remain on the consent agenda while Chief Cowper be provided the opportunity to discuss the proposed fire grants.

Chief Cowper discussed the historic nature of the fire grants in that this is the first offering of the Federal Government in providing annual Fire Grants for municipal fire departments.

VOICE VOTE: Motion carried unanimously.

7. CONSENT AGENDA

Supervisor McGillicuddy summarized the items included in the consent agenda.

Board Members discussed the following Agenda Items:

- #7C Bills
- #7D. D.M. Data Software Source Code Escrow Agreement
- #7E. Police Mobile Data Terminal Recommendation

Trustee Woiwode recommended an amendment to the proposed motion for Agenda Item #7G (Reimbursement for Sewer Damage) to change the specified date "April 26 to April 27.

Supervisor McGillicuddy requested that Manager Richards provide a summary of all Township Vehicles as to the total number owned, assigned operators, and reason purchased.

Treasurer Hunting recommended correcting the word "by" to "be" in two (2) places in the April 17, 2001 Regular Meeting Minutes as follows:

- Page 4, Agenda Item #7.D. (Assessing Stipulations), Paragraph 1, Line 1
- Page 5, Agenda Item #7.G. (Investment Policy), Paragraph 1, Line 1

Trustee Brixie moved to adopt the Consent Agenda amended as follows: (1) Agenda Item #7B(2) correct the word "by" to "be" in two (2) places in the April 17, 2001 Regular Meeting Minutes as follows: Page 4, Agenda Item #7.D. (Assessing Stipulations), Paragraph 1, Line 1; and Page 5, Agenda Item #7.G. (Investment Policy), Paragraph 1, Line 1, second occurrence; (2) Agenda Item #7G (Reimbursement for Sewer Damage) the specified date in the proposed motion should be changed from "April 26" to "April 27". Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor McGillicuddy, Clerk Helmbrecht, Treasurer Hunting

NAYS: None

Motion carried unanimously.

Therefore, the above actions were taken with the votes as follow:

A. Communications

(1). Appreciation & Commendation (AC)

AC-1 Judi Pressick, President, Concerned Citizens for Meridian Township, 2219 Butternut Drive, Okemos; RE: Commendation of Elected Officials

AC-2 Diane McGowan, Bear Den Leader, Pack 164; RE: Appreciation for Fire Station Tour & Program

(2). Application for Public Service (***)

EC-5; LPAB-6 Ramez A. Mahjoory, 2020 Tamarack Drive, Okemos; RE: Environmental Commission & Land Preservation Advisory Board

(3). Board Information (BI)

- BI-1 Merle & Gloria Potter, 4662 Van Atta Rd, Okemos; RE: Proposed Change to the C-2 Commercial District
- BI-2 Douglas C. Berg, 5698 Bayonne Ave, Haslett; RE: Request for Construction of Haslett Road Sidewalk
- BI-3 William White & Jennifer Brooke, Travelers Club, 2138 Hamilton Road, Okemos; RE: New Ordinance Allowing Residential Units in Commercially Zoned Buildings
- BI-4 Michigan Townships Association Legislative Fax April 20, 2001 Edition
- BI-5 Virginia L. White, Friends of Ingham County Parks; RE: Lake Lansing Band Shell
- BI-6 Michigan Townships Association Capitol Currents April 2001 Edition

(4). On File in Clerk's Office (OF)

- OF-1 Ingham County Board of Commissioners April 24, 2001 Statutory Equalization Meeting Agenda & Packet
- OF-2 Board of Water & Light April 24, 2001 Meeting Agenda
- OF-3 Okemos Public Schools Board of Education April 23, 2001 Meeting Agenda & March 19, 2001 Minutes

(5). Staff Communication (SC)

- SC-1 Press Release RE: Mother's Day Wildflower Walk & Picnic at the Harris Nature Center
- SC-2 Press Release RE: Harris Nature Center Summer Day Camp Registration Begins
- SC-3 Press Release RE: Flower Exchange at the Harris Nature Center
- SC-4 Press Release RE: Moonlight Stroll at the Harris Nature Center

Trustee Brixie moved that the communications be received and placed on file, and any communications not already assigned for disposition be referred to the Township Manager or Supervisor for follow-up. Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor
McGillicuddy, Clerk Helmbrecht, Treasurer Hunting
NAYS: None
Motion carried unanimously.

B. Minutes

Trustee Brixie moved to approve and ratify the minutes of the April 17, 2001 Work Session and Regular Meeting amended as follows: correct the word "by" to "be" in two (2) places in the April 17, 2001 Regular Meeting Minutes as follows:

- Page 4, Agenda Item #7.D. (Assessing Stipulations), Paragraph 1, Line 1;
- Page 5, Agenda Item #7.G. (Investment Policy), Paragraph 1, Line 1, second occurrence.

Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor
McGillicuddy, Clerk Helmbrecht, Treasurer Hunting
NAYS: None
Motion carried unanimously.

C. Bills

Trustee Brixie moved that the Township Board approve the Manager's Bills as follows:

General Fund/Special Revenue	\$ 448,896.93
Public Works	\$ 51,333.39
<u>Total Checks</u>	<u>\$ 500,230.32</u>
Credit Card Transactions	\$ 16,695.38
<u>Total Purchases</u>	<u>\$ 516,925.70</u>

Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor
McGillicuddy, Clerk Helmbrecht, Treasurer Hunting
NAYS: None
Motion carried unanimously.

[Bill list for 5/1/01 in Official Minute Book]

- D. D.M. Data Software Source Code Escrow Agreement
Trustee Brixie moved that the Township Manager be authorized to execute an addendum to the D.M. Data System Purchase Agreement that is referred to as the "Software Source Code Escrow Agreement." Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor
McGillicuddy, Clerk Helmbrecht, Treasurer Hunting
NAYS: None
Motion carried unanimously.

- E. Police Mobile Data Terminal Recommendation
Trustee Brixie moved that the Township Board confirm staff recommendations to treat the purchase of mobile data computers as a "sole source purchase" and proceed with contract negotiations for acquisition directly from D.M. Data. Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor
McGillicuddy, Clerk Helmbrecht, Treasurer Hunting
NAYS: None
Motion carried unanimously.

- F. School Resource Officer Grant Application
Trustee Brixie moved that the Township Manager and Police Chief be authorized to sign the U.S. Department of Justice COPS in Schools Grant Funding Application for the funding of two (2) new Police Officer Positions dedicating at least seventy-five percent (75%) of their time to duties in and around Haslett and Okemos Schools for a commitment of at least one (1) additional year beyond the funding (four (4) year total commitment). Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor
McGillicuddy, Clerk Helmbrecht, Treasurer Hunting
NAYS: None
Motion carried unanimously.

- G. Reimbursement for Sewer Damage
Trustee Brixie moved that the Township Board approve the proposed settlement with Bachman and Clark Construction Company as outlined in a communication to the Board dated April 27, 2001. Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor
McGillicuddy, Clerk Helmbrecht, Treasurer Hunting
NAYS: None
Motion carried unanimously.

- H. The Coves of White Hills Condominiums Street Light District - Resolution #2
Trustee Brixie moved to approve the Coves at Whitehills Streetlighting District Resolution #2, which confirms the plans and estimate of costs for the Coves at Whitehills Streetlighting District; directs the Supervisor to make a special assessment according to the roll submitted to the public hearing and confirms the assessment amount of \$3,462.00 for the first year, and \$1,712.00 annually thereafter, and directs that amount to be assessed against the lands on that roll; orders the special assessment roll filed with the Township Assessor for spreading annually on the tax roll; authorizes Consumers Energy to proceed with the installation of the sixteen (16) streetlights; and authorizes the Township Supervisor and Clerk to sign the Authorization for Change in Streetlighting Contract. Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor
McGillicuddy, Clerk Helmbrecht, Treasurer Hunting
NAYS: None
Motion carried unanimously.

- I. Sapphire Lakes Condominiums Street Light District - Resolution #2
Trustee Brixie moved to approve Sapphire Lakes Streetlighting District Resolution #2, which confirms the plans and estimate of costs for the Sapphire Lakes Streetlighting District; directs the Supervisor to make a special assessment according to the roll submitted to the public hearing and confirms the assessment amount of \$2,013.00 for the first year, and \$963.00 annually thereafter, and directs that amount to be assessed against the lands on that roll; orders the special assessment roll filed with the Township Assessor for spreading annually on the tax roll; authorizes Consumers Energy to proceed with the installation of the nine (9) streetlights; and authorizes the Township Supervisor and Clerk to sign the Authorization for Change in Streetlighting Contract. Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor
McGillicuddy, Clerk Helmbrecht, Treasurer Hunting
NAYS: None
Motion carried unanimously.

- J. Consumers' Energy Lease - Hulett to Okemos Roads Pedestrian/Bicycle Pathway
Trustee Brixie moved that the Township Manager be authorized to enter into a license agreement with Consumers Energy for the use of a twenty-foot (20') strip of land for the purpose of constructing a section of an off-road pedestrian/bicycle pathway between Okemos Road and Hulett Road. Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor
McGillicuddy, Clerk Helmbrecht, Treasurer Hunting
NAYS: None
Motion carried unanimously.

- L. Amend Meeting Schedule for May 15, 2001 Work Session
Trustee Brixie moved to reschedule the May 15, 2001 Work Session at 5:30 p.m. in the Town Hall Room to conduct a Special Work Session. Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor
McGillicuddy, Clerk Helmbrecht, Treasurer Hunting
NAYS: None
Motion carried unanimously.

- M. Purchase Un-budgeted Capital Item for HOM-TV
Trustee Brixie moved to authorize the Township Manager to purchase a video presenter for an amount not to exceed \$4,500. Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor
McGillicuddy, Clerk Helmbrecht, Treasurer Hunting
NAYS: None
Motion carried unanimously.

N. Promotional Position - Clerk's Office

Trustee Brixie moved to authorize the Township Manager to create a position of Records Technician II in lieu of Clerk-Typist II in the Clerk's Office. Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor
McGillicuddy, Clerk Helmbrecht, Treasurer Hunting
NAYS: None
Motion carried unanimously.

O. Fire Grant Applications

Trustee Brixie moved to authorize the Fire Chief to submit to the United States Fire Administration FIRE Act Grant applications for firefighting communications equipment and training. A ten-percent (10%) funding match is required by Meridian Township and will be acquired by a budget amendment through the current Fire Department Budget. Seconded by Clerk Helmbrecht.

ROLL CALL VOTE: YEAS: Trustees Brixie, Stier, Such, Woiwode, Supervisor
McGillicuddy, Clerk Helmbrecht, Treasurer Hunting
NAYS: None
Motion carried unanimously.

8. HEARINGS (None)

9. ACTION ITEMS

A. Grading Permits - Referral to Planning Commission

Trustee Stier introduced the proposed ordinance amendment.

Trustee Stier moved that the Planning Commission prepare the appropriate language and initiate a zoning amendment to Section 83-1.11 of the Zoning Ordinance for grading within a water feature setback. Seconded by Treasurer Hunting.

Board Members discussed the following points:

- Extending scope of proposed amendment to more than just water feature setbacks
- Specific criteria in controlling grading at property boundaries
- Current controls on grading
- Need for more specific guidance in referral motion

Trustee Such moved to postpone action until the next regular meeting of the Township Board to permit consideration of more specific guidance to the Planning Commission. Seconded by Trustee Stier.

Motion to Postpone:

VOICE VOTE: Motion carried unanimously.

10. NEW BUSINESS (Discussion Items)

Supervisor McGillicuddy opened public comment.

Joan Guy, 1083 Woodside Drive, Haslett, stated concerns related to potential changes to the Street Light Policy.

Supervisor McGillicuddy closed public comment.

A. Hamilton Road Closure

Supervisor McGillicuddy opened discussion.

Board members discussed the following points:

- Ingham County Road Commission study of potential impacts
- Township Board sponsored public hearing
- Jointly sponsored public hearing by Road Commission and Township Board
- Experimental closure
- Different conditions from previous closure
- Procedure for public input session
- Setting of procedure for consideration of future requests

Supervisor McGillicuddy stated she would review possible meeting dates in June for a public hearing.

B. Street Light Policy

Supervisor McGillicuddy summarized the purpose of this policy review.

Board Members discussed the following points:

- Incorporation of procedure for handling intersection street lighting requests
- Status of proposal for lighting at Township entry points
- Significant variation of existing types of street lighting
- Importance of creating a global policy
- Concerns related to a possible master plan for street lighting
- Development of "dark sky areas"
- Consideration of energy-efficient lighting
- Consideration of solar lighting

C. Administration Fees

Chief Engineer Ishraidi introduced past and proposed administration fees for engineering projects.

Board Members discussed the following points:

- Delineation of a chargeable expense vs. a daily operational expense
- Need for a comparison of fees with comparable townships
- Waiver of administration fees for desirable types of special assessments
- Flat fees vs. cost recovery based fees
- Costs incurred by Treasurer's and Clerk's Office associated with special assessments
- Need for a review of all fees charged by the various departments of the Township
- Need for evaluation of funding impact on the Engineering Department

Manager Richards indicated the staff would assemble costs charged by all departments for discussion at a future meeting.

11. PUBLIC COMMENT (None)

12. FINAL BOARD MEMBER COMMENT

Trustee Such reported the Library Task Force meeting is scheduled for Thursday, May 10, 2001 at 5:30 p.m. to create a mission statement and timeline for Board review at the next meeting.

Treasurer Hunting reported the Treasurer's Department has stepped up efforts to collect delinquent personal property taxes working toward a goal of a ninety-eight percent (98%) collection rate.

Supervisor McGillicuddy invited Board Members to recommend possible agenda topics for later scheduling.

13 ADJOURNMENT

Supervisor McGillicuddy adjourned the meeting at 8:30 p.m.

SUSAN MCGILLICUDDY
TOWNSHIP SUPERVISOR

MARY M. G. HELMBRECHT
TOWNSHIP CLERK

Paul J. Cassidy, Secretary