

CHARTER TOWNSHIP OF GRAND BLANC
Minutes for Township Board Committee-of-the Whole Meeting
Held at 6:00 p.m. on Tuesday, May 11, 2010

The meeting was called to order at 7:00 p.m. by Supervisor Hoffman with the Pledge of Allegiance.

Board Present: Supervisor Marilyn Hoffman, Clerk Cathy Lane, Treasurer Earl Guzak, and Trustees: Larry Anderson, Hans Rodgers, and Ryan Thompson.

Board Absent: Trustee Paul Bush.

Staff Present: Township Manager Richard Dunnill, Township Attorney David Lattie, Chief of Police David Stamm, DPW Director Kirk Richardson, Finance Director Debi Barriger, Planner Michael Deem, Consultant Dan Potter.

Motion by Clerk Lane, supported by Trustee Anderson, to approve the Agenda with the addition of the proposal from Consultant Dan Potter and postpone the Executive Session until Thursday. Voice vote. Ayes: 6. Nays: 0. Absent: 1 [Bush]. Motion approved.

139-2010 – Public Comment

- **Fred Andre, 5186 Northwood Road**, interested in hearing about the Fire millage.
- **Laura Allen-Besser, 7517 Porter Road**, thanked Chief Stamm for following through on the driveways Woodland Park Charter Academy has put through onto Porter Road. At times, someone is living in a home purchased by Woodland Park Charter Academy and children are playing in the front yard and ditch by the road without adult supervision. Ms. Allen-Besser supported obtaining more accurate information on the Fire Department and asked the Board to consider the ratio of businesses and residents in the City and Township before deciding on what to charge. A packet of information on the Genesee County Trailways and the Metropolitan Planning commission meeting were distributed.

140-2010 – Department Action Items

Supervisor Hoffman reviewed the Agenda for Thursday, May 13, 2010, meeting.

- Treasurer Guzak is unable to provide the quarterly because reference materials are unavailable.
- **Detroit Water Board.** DPW Kirk Richardson stated on February 17, 2010, the Drain Commissioner reported the Detroit Water Board was considering an increase in water rates. In order to reduce the lag time of the July 1, 2010 proposed rate increase and when it is imposed on the customer, Attorney Lattie recommended the Board approve the First Reading of the amended ordinance on Thursday and postpone the Second Reading until Detroit approves the increased rates. DPW Director Richardson reminded the Board they need to consider increasing the Ready-to-Serve Charge by \$1; Clerk Lane reported the Board agreed to review the Ready-to-Serve charge on a quarterly basis when reviewing the 2010 DPW Budget.

- **Crack Sealing.** DPW Director Richardson reported six (6) pallets of crack seal and the machine are at the Goodrich Area Yard; it arrived earlier than anticipated. The cost is \$12,486.00. He will drive the roads and provide a list of roads at Thursday's meeting. The DPW and the GCRC will work together for six (6) days and apply the crack seal to extend the life of the roads. They worked on the road for three (3) days in 2009 and it has withheld the snow and traffic. Trustee Anderson will meet with Mr. Richardson tomorrow.
- **AT&T Easement in Creasey Bicentennial Park.** Attorney Lattie reported there will continue to be a long-term relationship with AT&T because of the cell tower located in Creasey Bicentennial Park. Cell tower equipment has been improving and more cables need to be run to the tower. After evaluating the cost of creating a new easement through the park, AT&T decided to re-establish their recorded easement along Grand Blanc Road and north along I-75 to the tower. Assessor Peggy Nolde valued the easement at \$1,500.00. The Board is unable to reopen and improve its agreement with AT&T. DPW Director Richardson and Parks and Recreation Director Eidson walked the easement and it does not interfere with any Township or Recreation plans.
- **The Policy on the "Use of Township Facilities"** was drafted by Attorney Lattie to protect the Township facilities and allow activities in our buildings. Applicants submit Requests for Outdoor Gathering Permits to the Clerk, who distributes them to the appropriate Department Heads for their review; the Clerk also maintains the schedule for meeting rooms in the Township Hall. Chief Stamm schedules the Police Department Building. The Board agreed to maintain the same procedure for the use of facilities; Attorney Lattie was requested to develop a separate policy for outdoor facilities for groups under 5,000 people; investigate insurance and/or bond requirements; establish fees for set up and tear down to cover employees' work; and address the need for someone to be available to limit access to other parts of the building and to lock the facility.
- **Joint Meeting on Fire Department.** Trustee Rodgers reported the Joint Meeting with the City and Fire Commission was intended to identify important issues: need to fund the Capital Equipment Fund – based on skyrocketing costs of new equipment, the fund is under funded by \$345,000.00 annually; with City and Township reducing funding annually, they cannot provide the federal mandated gear for firefighters; desire to reduce response times from ten (10) minutes – the national average for a volunteer department – to six (6) minutes, which will save a structure; implement Fire Prevention Program in City and Township with regular inspections and an aggressive public education program beginning in third grade. There was discussion on the amount of millage needed. The deadline for ballot language to be put on the August 3, 2010 Primary Election is May 25, 2010; some individuals favor the November 2, 2010 General Election. The Township Subcommittee will meet again with Mayor Matheny and requested another representative from the City. The Board thanked Trustee Rodgers for his hard work.

141-2010 – Presentation for Future Consideration

- A. **Formation of a Police Committee requested by Police Chief Stamm.** Creation of a committee will increase communication with the Board. The Board agreed to put it on the Thursday agenda.
- B. **Increasing Fees for Zoning Board of Appeals Applications and for a Special Land Use Application.** Planner Deem reviewed applications for the past three months and surveyed abutting communities to compare fees which ranged from \$500 to \$800; the Township average was \$530. The Board wants to cover our costs; but, wants to be business friendly. Planner Deem will expand the study to include all our actual charges, review the applications for the last three (3) years, and prepare a final report for the June 22, 2010, meeting.

- C. Return Soil Erosion and Sedimentation Control Program to the Genesee County Drain Commissioner recommended by Planner Deem.** The previous Board took over this program two (2) years ago from the County when we were busier and had full-time inspectors. We can no longer cover our costs; they are twice the cost charged by the County. The County has not been contacted about this proposal. To return this service to the County, the Township would have to amend our ordinance. Currently, there are three (3) open commercial permits and five (5) open residential permits.
- D. Discussion of the Mechanics Bay Improvements requested by DPW Director Richardson.** The Board received three (3) options for improving the Mechanics Bay. The exhaust fumes from the garage are sucked into the building through the sixteen (16) HVAC systems on the roof and staff experienced difficulties. The Board is concerned: about fumes entering the building; the health of our staff; relocating to other buildings; need to reduce costs and space proposed in each plan; provide an efficient work area could result in more productivity; improved facilities may allow for mechanics to do work for other agencies; and investigating the cost of contracting the work to outside contractors. At this time, a subcommittee of Township Manager Dunnill, DPW Director Richardson, Mechanic Steve Chilcutt, and Trustees Anderson and Bush will investigate how to reduce costs without hiring an architect. Board members were informed we have hard copies but we do not own the digital copies; they are retained by the architect. Utilizing other buildings would require strengthening the ceiling joists and other modifications.
- E. Discussion of Township Government Roof Repairs.** DPW Director Richardson reported replacing the roof of the Government Center would cost an estimated \$500,000.00 and is planned for the 2011 Budget. Township Manager Dunnill hired a contractor to do minor repairs for \$5,000.00, which will be completed within the next thirty (30) days. A lightning strike over the weekend caused problems with computers, copiers, and other equipment; the roof antennas are being checked to insure they are grounded properly.
- F. "Maximum Cash Conservation" was requested by Trustee Rodgers.** Trustee Rodgers stated roof repairs are \$500,000.00, upgrade of the Mechanics Bay is \$277,843.00, and the Assessor estimates the loss of \$1.3 million in income from property taxes because of the reduction in Taxable Values. We need to make decisions on needs – not our wants. Department Heads need to work with their staff to cut costs – stop buying supplies unless absolutely necessary, reduce the number car washed of police cruisers, evaluate non-essential services, clean carpets rather than buy new. A discussion of this topic at a future meeting.
- G. Contract Proposal from Consultant Dan Potter.** Mr. Potter provided a proposal with twelve (12) services and six (6) hours of office help for a monthly retainer of \$3,500.00. Work he performs in conjunction with Rowe Professional Services Company will be billed separately. The Board needed additional information on the services he provides and will evaluate it when reviewing the 2010 Budget. Township Manager Dunnill stated signing a retainer allows Mr. Potter to schedule his time. Attorney Lattie will draft a more formal document for the Board's consideration.

142-2010 – Update on Pending Items

- **Snow Plowing Program for the 2010-2011 Season.**

DPW Director Richardson provided the first draft overview of Snow Plowing and Salting costs for 2008-2009 and 2009-2010, which were developed by Dave Hobson and Matt Kimmer. The information includes DPW labor, equipment, and fuel/salt costs. The total miles of plowed roads were: 107.35 miles of public roads and 10.53 miles of private roads totally 117.88 miles. Within the Township there are 107.35 miles of public roads and 53.09 miles of private roads totally 160.44 miles comprised of asphalt concrete, gravel, and limestone. In 2008-2009 there were eight (8) snow plowing events each costing \$11,870.85 [\$88.85 per

hour] and six (6) salting events each costing \$2,519.33 per event [\$94.92 per hour]. For 2009-2010, there were three (3) snow plowing events each costing \$12,398.82 per event [\$84.06 per hour] and four (4) salting events each costing \$2,229.02 [\$125.40 per hour]. In 2008-2009, 1,068.93 labor hours were required to plow; in 2009-2010, 442.5 hours were required to plow.

Trustee Anderson proposed the following guidelines for snow plowing: inform Homeowners Associations there will be no plowing of private roads in 2010-2011; same standards as 2009-2010 – plow when snow is 4” or higher; no overtime unless DPW Director declares an emergency; and do not replace trucks or plows when they wear out; DPW Director to provide a four (4) to five (5) year plan to scale back the program. Clerk Lane suggested the Grand Blanc Community Schools be involved with the policy; Board members stated buses do not have a problem in communities that do not plow.

- **Revised Mail Box Snow Plowing Policy to be drafted by DPW Director** to be discussed at a future meeting.
- **Special Assessments Projects and amount the 2010 Budget can afford to finance with bonds.** Trustee Rodgers stated he had the figures agreed to present them at a future meeting.
- **Mark Ingram Sign by Richard Dunnill.** The City of Flint, Grand Blanc Community Schools, and Southwestern have invited Board members to attend a County wide celebration on Saturday, May 22, at 2:00 p.m. in Atwood Stadium to celebrate Mark Ingram’s return home. Clerk Lane has located two private property sites in Grand Blanc Township, which have been forwarded to the Committee; neither location will require any action by Grand Blanc Township.
- **Employee Handbook report posted in the Township Board Folder by Clerk Lane.** Digital copy is being developed and a one-hour Webinar will be viewed on May 25, 2010, at 2:00 p.m. It will be in Conference Room A for any Subcommittee members able to attend.

143-2010 – Management Reports

- **Township Manager Richard Dunnill** e-mailed the Board his monthly report and put it on the Web Site. Our health care provider is prepared to make a presentation to the Board about health, dental and vision insurance that can be provided to our residents at no cost, commitment, or liability for the Township. The Board was willing to have the provider make a presentation in June. Finance Director Barriger inquired and was told it would have no effect on our experience rating.
- **Township Attorney David Lattie.** No report.
- **Department Heads – Monthly Written Reports** provided by: Deputy Appraiser Rebecca Salvati, DPW Director Kirk Richardson, Finance Director Debi Barriger, Fire Chief James Harnes, GIS Robbie Beller, Planner Michael Deem, and Police Chief David Stamm.

Motion by Trustee Anderson, supported by Trustee Thompson, to adjourn the meeting at 9:20 p.m.

Respectfully submitted,

Clerk Cathy Lane

Board Approved: June 10, 2010