

APPROVED

**Minutes of a Regular Meeting
Pittsfield Charter Township Board of Trustees, November 9, 2016
E.A. Jackson Morris Hall, The Robert A. Lillie Service Center
6201 W. Michigan Avenue, Ann Arbor, Michigan 48108**

Members Present: Grewal, Scribner, Lotfian, Krone, Yi.
Members Absent: Israel, Hunt.
Others Present: Hillary Schmitz (Recording Clerk), Deputy Clerk Lyn Badalamenti, Director Tracy Watkins, Director Patricia Denig, Christina Lirones, Stephen Berger.

1. Call Meeting to Order

Supervisor Grewal called the meeting to order at 6:30 p.m. A quorum was present.

2. Pledge of Allegiance

Led by Supervisor Grewal.

3. Roll Call

Members Present: Grewal, Scribner, Krone, Lotfian, Yi.
Members Absent: Israel, Hunt.

3.1 Approval of the Agenda.

Moved by Trustee Lotfian, supported by Trustee Yi, to approve agenda as presented.

MOTION CARRIED.

4. Public Comment I

None.

5. Approval of Minutes

5.1 Approve Minutes of the Regular Meeting held on October 26, 2016.

Moved by Trustee Lotfian, supported by Trustee Yi, to approve the minutes of the October 26, 2016 regularly held meeting as presented.

MOTION CARRIED.

6. Public Hearings/Presentations/Proclamations

6.1 Proclamation establishing November 17th as “World Pancreatic Cancer Day” in Pittsfield Charter Township

Supervisor Grewal noted that the proclamation establishing November 17th as World Pancreatic Cancer Day was a request by a citizen, and that World Pancreatic Cancer Day is recognized in several other jurisdictions, including Washtenaw County.

6.2 Public Hearing: Proposed FY 2017 Budget

Supervisor Grewal declared the public hearing open. She noted that the Board voted to establish the millage rate in September 2016, and that this proposed budget is based on that millage rate.

Trustee Krone questioned why property maintenance inspections fall under a separate department. Supervisor Grewal noted that the rental inspection program was something put in place several years ago as more homes became rental properties, because they wanted to make sure that property values were stabilized.

Trustee Krone asked what was included in fringe benefits for the legislative board and the Board of Review. Director Tracy Watkins stated that it was FICA/social security taxes and a small amount of workers' compensation insurance.

Trustee Krone noted there are increases in some categories, and fringe benefits are down. Director Watkins stated that wages have been increased, and that more of the fringe benefit costs are now departmentalized.

Trustee Krone noted that state revenue sharing is down 3%. Director Watkins said the State sets the budget for state shared revenue, and what the Township receives is based off of a formula.

Trustee Krone questioned why parks and recreation expenditures are increased. Director Watkins stated that parks and recreation has recently absorbed grounds maintenance.

Trustee Krone noted that clean-up day is back in the budget. Supervisor Grewal said the Township is continuing to provide a voucher program in partnership with Recycle Ann Arbor, and the fee the Township has to pay has increased, due to an increased cost in recycling.

Trustee Krone asked why the Utilities Fund is showing a deficit. Supervisor Grewal stated that several of the expenditures the Board approved in the last couple months were to deal with a number of situations the utilities department has had, including water main and sewer breakages. She added that in two months they have had more breakdowns

than in the past two years, and are focusing on being preventative in 2017 to avoid those situations reoccurring.

Supervisor Grewal noted that despite increased assessed values, revenues continue to decline due to Proposal A and the Headlee Rollback. She added that the Michigan Municipal League has a presentation that shows how in the last decade, the revenues for the state of Michigan have increased, but revenues for local governments have decreased. Supervisor Grewal continued to add that the Board may need to have another budget retreat in the future, and that local road maintenance costs the Township a lot of money.

Trustee Krone asked if they are anticipating state shared revenue to continue to decrease. Director Watkins said she cannot predict anything, and was surprised the Township was getting a dip now. Trustee Krone noted that the Township has its challenges over the next few years. Supervisor Grewal added that the Township is fortunate that property values continue to increase, and that other municipalities are not seeing the same.

Supervisor Grewal declared the public hearing closed.

7. Communications

Moved by Trustee Krone, supported by Trustee Lotfian, to receive and file communications.

MOTION CARRIED.

8. Consent Agenda

- 8.1 Approve payment of Payables.
Check #22705 through #22837 in the amount of \$538,488.28**
- 8.2 Approve payments from Tax Checking Fund.
Check #21857 through #21866 in the amount of \$2,019,044.81**
- 8.3 Approve purchase of additional credited service through the Municipal Employees Retirement System (MERS) by Mr. Christopher Blommer, with the entire cost of the purchase of the time to be funded by Mr. Blommer.**
- 8.4 Approve purchase of additional credited service through the Municipal Employees Retirement System (MERS) by Ms. Patricia Denig, with the entire cost of the purchase of time to be funded by Ms. Denig.**
- 8.5 Receive the November 9, 2016 Personnel Report.**

Moved by Trustee Lotfian, supported by Trustee Yi, to approve consent agenda items 8.1 through 8.5.

MOTION CARRIED.

9. Items from the Treasurer

9.1 Quarterly Cash Balance.

Moved by Trustee Krone, supported by Trustee Lotfian, to receive and file the Quarterly Cash Balance Report from the Treasurer (See Attachment 1).

Treasurer Scribner provided a summary of investment activities.

MOTION CARRIED.

10. Items from the Clerk

None.

11. Items from the Supervisor

11.1 Adopt a Resolution to Approve the FY 2017 Budget Res #16-54.

Moved by Trustee Yi, supported by Treasurer Scribner, to adopt Res #16-54, a resolution to approve the FY 2017 budget (See Attachment 2).

ROLL CALL VOTE:

AYES: Grewal, Scribner, Krone, Lotfian, Yi.

NAYS: None.

ABSENT: Israel, Hunt.

ABSTAIN: None.

MOTION CARRIED.

11.2 Authorize the Supervisor and Clerk to renew an agreement, subject to Township attorney approval, with Manatee Graphic Design for design and preparation of the Pittsfield Post.

Moved by Treasurer Scribner, supported by Trustee Krone, to authorize the Supervisor and Clerk to renew an agreement, subject to Township attorney approval, with Manatee Graphic Design for design and preparation of the Pittsfield Post.

MOTION CARRIED.

12. Unfinished Business

None.

13. New Business

13.1 Motion to Approve consent judgment in matter of Wolverine Pipeline Company v 5600 S. State Street, LLC et al.

Moved by Trustee Krone, supported by Trustee Lotfian, to move to approve consent judgment in matter of Wolverine Pipeline Company v 5600 S. State Street, LLC et al.

Attorney Fink clarified that there is no dispute between the Township and Wolverine Pipe Line Company, and that Wolverine is required to name any entity that has an interest in the subject property. In this case, Pittsfield Township has a water easement across 5600 S. State Street. Attorney Fink noted that the Township is not claiming any money from Wolverine for the taking of an easement for the pipeline. The consent judgement also protects any rights the Township does have, and if Wolverine Pipe Line damages the Township water lines, they will have to fix it, or pay to fix it.

MOTION CARRIED.

14. Liaison Reports

Supervisor Grewal recognized that this was the last board meeting for several of the Board members, and thanked them for their service to the community. She added that there will be a more formal recognition at a future meeting.

15. Public Comment II

None.

15.1 Board Response to Public Comment

None.

16. Adjournment

Moved by Trustee Yi, supported by Trustee Lotfian, to adjourn the meeting at 7:00 p.m.

MOTION CARRIED.

Hillary Schmitz, Records Specialist
Recording Clerk
Pittsfield Charter Township

Michelle L. Anzaldi, Clerk
Pittsfield Charter Township

Mandy Grewal, Supervisor
Pittsfield Charter Township

MINUTES APPROVED AS SUBMITTED AT THE PITTSFIELD CHARTER BOARD OF TRUSTEES MEETING HELD DECEMBER 14, 2016.



Pittsfield Charter Township

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Office of the Treasurer

Patricia Tupacz Scribner
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Board Meeting Notes for November 9, 2016 - Quarterly Cash Balance

Good Evening, as Treasurer I am providing a summary of the investment activities as required by state law governing the investment of surplus funds. Public Act 20 Stipulates that the investment officers shall provide a written report quarterly to the governing body concerning the investment of funds.

As you can see we had a significant increase of funds in our accounts from the second quarter. This is due to the collection of the summer taxes that started at the beginning of the third quarter. The percentage of taxes collected in past years remains consistent at 95%. These funds have been distributed to the appropriate local taxing authorities.

Year-to-date interest accrued from our accounts as of September 30, 2016 is \$64,380.06. We continue to keep an eye on the markets. The interest rates have continued to remain historically low.

**PITTSFIELD CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
RESOLUTION # 16-54
TO ADOPT THE TOWNSHIP BUDGETS
FOR THE FISCAL YEAR 2017**

November 9, 2016

At a Regular Meeting of the Township Board of Pittsfield Charter Township, Washtenaw County, Michigan, held at the Township Administration Building located at 6201 W. Michigan Ave., on the 9th day of November 2016, at 6:30 p.m.

Present: Grewal, Scribner, Krone, Lotfian, Yi.
Absent: Israel, Hunt.

The following preamble and resolution were offered by Trustee Yi and supported by Treasurer Scribner.

WHEREAS, The Township Supervisor has prepared and submitted to the Township Board the proposed budgets for calendar year 2017.

WHEREAS, the Township Board has published a Public Hearing Notice on October 30, 2016, in the Ann Arbor News in conformance with state law, and

WHEREAS, a Public Hearing was held on November 9, 2016, at which comments were received regarding the property tax millage rate proposed to be levied to support the proposed budgets, and

WHEREAS, the Township Board has reviewed the proposed tax rates and budgets.

NOW THEREFORE BE IT RESOLVED, the Pittsfield Charter Township Board of Trustees adopts the 2017 budgets by cost centers as follows:

General Fund

100	Legislative Board	\$ 72,050
171	Supervisor	190,384
191	Elections	239,785
201	Finance	357,000
209	Assessing	502,433
215	Clerk	396,050
226	Community Development Services	348,745
247	Board of Review	4,325
250	General Services	60,000
252	Professional Services	135,000
253	Treasurer	469,419
259	Informational Technology Services	434,950
265	Building Maintenance	419,100
270	Human Resources	326,658
372	Property Maintenance	169,164
420	Metro Authority	25,000

445	Drains at Large	155,000
446	Highways & Streets	1,550,000
448	Street Lighting	410,000
725	Municipal Services	651,414
751	Parks & Recreation	1,449,939
803	Historical District Commission	18,530
851	Fringe Benefits	200,000
865	Insurance	100,000
872	Other Activity	200,000
900	Capital Outlay	200,000
990	Contingency	300,000
999	Transfer Out PS	<u>5,500,000</u>

Total Expenditures by Department: \$ 14,884,946

Public Safety Fund

301	Police	\$ 5,783,703
325	Communications/Dispatch	610,680
336	Fire	3,321,968
340	Support Services	<u>947,504</u>

Total Expenditures by Department: \$ 10,663,855

Parks & Recreation Fund	\$ 849,600
Tree Mitigation Fund	\$ 100,500
Sidewalk Reserve Fund	\$ 25,000
Building Fund	\$ 976,500
911 Service Fund	\$ 345,070
800 MHz Fund	\$ 138,900
Water/Sewer Fund	\$ 13,483,161
Refuse Fund	\$ <u>1,556,275</u>

Grand Total Expenditures by Fund \$ 43,023,807

Be it further resolved, that the revenues, transfers-in and appropriations of prior year fund balance are estimated as follows:

General Fund

Revenues	\$ 13,475,974
Transfer-in	-
Appropriations of prior year fund balance	<u>1,408,972</u>
Total	\$ 14,884,946

Public Safety Fund

Revenues	\$ 3,981,313
Transfer-in	5,500,000
Appropriations of prior year fund balance	<u>1,182,542</u>
Total	\$ 10,663,855

Parks & Recreation Millage Fund

Revenues	\$	849,600
Transfer-in		-
Appropriations of prior year fund balance		<u>-</u>
Total	\$	849,600

Tree Mitigation Fund

Revenues	\$	100,500
Transfer-in		-
Appropriations of prior year fund balance		<u>-</u>
Total	\$	100,500

Sidewalk Reserve Fund

Revenues	\$	25,000
Transfer-in		-
Appropriations of prior year fund balance		<u>-</u>
Total	\$	25,000

Building Department Fund

Revenues	\$	683,000
Transfer-in		-
Appropriations of prior year fund balance		<u>293,500</u>
Total	\$	976,500

911 Service Fund

Revenues	\$	312,000
Transfer-in		-
Appropriations of prior year fund balance		<u>33,070</u>
Total	\$	345,070

800 MHz Communications Fund

Revenues	\$	132,900
Transfer-in		-
Appropriations of prior year fund balance		<u>6,000</u>
Total	\$	138,900

Water/Sewer Fund & Gds Maintenance

Revenues	\$	12,656,498
Transfer-in		-
Appropriations of prior year fund balance		<u>826,663</u>
Total	\$	13,483,161

Refuse Fund

Revenues	\$	1,556,275
Transfer-in		-
Appropriations of prior year fund balance		<u>-</u>
Total	\$	1,556,275

Grand Total Revenues by Fund \$ 43,023,807

Be it further resolved, that the Township Supervisor is authorized to approve transfers of budgetary funds within a cost center, in consultation with the affected Department Director and /or Finance Director, and any increases to the fund budgets must be authorized by the Township Board.

Be it further resolved, that increases to cost center budgets must be authorized by the Township Board.

Be it further resolved, the following property tax revenues and tax rates be authorized and the Township Treasurer is ordered to levy such funds and rates and collect and deposit to the various specific uses and funds as required by ordinance or resolution:

<u>Operating</u>	<u>Rate</u>	<u>Revenue</u>
General Fund	4.1286	\$ 7,435,174
Public Safety Fund	1.9371	\$ 3,488,513
Parks & Recreation Fund	<u>0.4822</u>	<u>\$ 868,391</u>
Grand Total	<u>6.5479</u>	<u>\$11,792,078</u>

Be it further resolved, this millage includes an decrease of millage's as defined by Public Act 5 of 1982, as amended, whereby existing operating revenues are increased 0% over the rate set by "Truth in Taxation" legislation,

Be it further resolved, the Township will levy the 1% Tax Administration fee on property taxes collected by the Township Treasurer on behalf of other governmental units, as permitted by State Law.

ROLL CALL VOTE:

Ayes: Grewal, Scribner, Krone, Lotfian, Yi.

Nays: None.

Absent: Israel, Hunt.

Abstain: None.

RESOLUTION DECLARED ADOPTED

Mandy Grewal, Supervisor
Pittsfield Charter Township

Date: November 10, 2016

CERTIFICATE

I, Alan Israel hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Pittsfield Charter Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on, November 9, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Alan Israel, Clerk
Pittsfield Charter Township

DATED: November 10, 2016

