

**Minutes of a Regular Meeting
Pittsfield Charter Township Board of Trustees, May 22, 2007
E.A. Jackson Morris Hall, The Robert A. Lillie Service Center
6201 W. Michigan Avenue, Ann Arbor, Michigan 48108**

Members Present: Brostrom, Burhop, Conner, Lirones, Meyer, Urda-Thompson, Walter
Members Absent: None.
Others Present: Yolanda Dawson (Recording Clerk), Kristin Orłowski, Mike Luptowski

1.0 Call Meeting to Order

Supervisor Walter called the meeting to order at 7:30 p.m. A quorum was present.

2.0 Pledge of Allegiance led by Supervisor Walter.

3.0 Roll Call – all members present.

4.0 Public Comment I

5.0 Public Hearings/Presentations

6.0 Approval of Minutes

6.1 Request to Approve Minutes of the Regular Meeting held on May 9, 2007.

Motion by Trustee Conner, supported by Trustee Brostrom, to approve minutes of the regular meeting held on May 9, 2007, as presented.

MOTION CARRIED.

7.0 Consent Agenda

8.0 Items from the Treasurer

9.0 Items from the Clerk

9.1 Approve Payment of Payables, checks #58689 through #58839 in the amount of \$673,532.12.

Motion by Treasurer Lirones, supported by Trustee Urda-Thompson, to approve payment of payables, checks #58689 through #58839 in the amount of \$673,532.12.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Lirones, Meyer, Urda-Thompson, Walter.

NAYS: None.

ABSENT: None.

ABSTAIN: None.

MOTION CARRIED.

9.2 Receive the Revenue/Expenditure Report for the month of April 2007.

Motion by Trustee Burhop, supported by Trustee Brostrom, to receive the Revenue/Expenditure Report for the month of April 2007.

MOTION CARRIED.

10.0 Items from the Supervisor/Assessor

10.1 Motion to approve the 2007 Annual Agreement with the Washtenaw County Road Commission and authorize the Clerk and Supervisor to sign this agreement.

Motion by Treasurer Lirones, supported by Trustee Urda-Thompson, to approve the 2007 Annual Agreement with the Washtenaw County Road Commission and authorize the Clerk and Supervisor to sign this agreement.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Lirones, Meyer, Urda-Thompson, Walter.

NAYS: None.

ABSENT: None.

ABSTAIN: None.

MOTION CARRIED.

10.2 Motion to approve the recommended 2007 actuarial funding contribution of \$516,778, to be taken out of Designated Reserves, and directed to the MERS Retiree Health Funding Vehicle, effective May 22, 2007.

Motion by Trustee Conner supported by Trustee Urda-Thompson, to approve the recommended 2007 actuarial funding contribution of \$516,778, to be taken out of Designated Reserves, and directed to the MERS Retiree Health Funding Vehicle, effective May 22, 2007.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Lirones, Meyer, Urda-Thompson, Walter.

NAYS: None.

ABSENT: None.

ABSTAIN: None.

MOTION CARRIED.

11.0 Items from the Office of Public Safety

11.1 Request reimbursement for PLSC677 – Analytical Methods for Public Administrators (100% requested) for a course taken from January 10, 2007 to April 25, 2007 at a total cost of \$681.00 for Police Lieutenant Williams.

Motion by Treasurer Lirones, supported by Trustee Burhop, to approve reimbursement for PLSC677 – Analytical Methods for Public Administrators (100% requested) for a course taken from January 10, 2007 to April 25, 2007 at a total cost of \$681.00 for Police Lieutenant Williams.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Lirones, Meyer, Urda-Thompson, Walter.

NAYS: None.

ABSENT: None.

ABSTAIN: None.

MOTION CARRIED.

11.2 Receive the Letter of Resignation from Paid On-Call Fire Fighter Andy Hatfield effective May 4, 2007.

Motion by Trustee Conner, supported by Trustee Brostrom, to receive the Letter of Resignation fro Paid On-Call Fire Fighter Andy Hatfield, effective May 4, 2007.

MOTION CARRIED.

11.3 Request for approval to hire Jeffrey T. Lampley to the position of Dispatcher/Clerk for the Department of Public Safety at the starting wage as outlined in the Collective Bargaining Agreement.

Motion by Treasurer Lirones, supported by Trustee Burhop, to approve hire of Jeffrey T. Lampley to the position of Dispatcher/Clerk for the Department of Public Safety at the starting wage as outlined in the Collective Bargaining Agreement.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Lirones, Meyer, Urda-Thompson, Walter.

NAYS: None.

ABSENT: None.

ABSTAIN: None.

MOTION CARRIED.

11.4 Receive the Fire Department Incident Summary and Call Activity Report for the month of April 2007.

Motion by Trustee Burhop, supported by Treasurer Lirones, to receive the Fire Department Incident Summary and Call Activity Report for the month of April 2007.

MOTION CARRIED.

11.5 Request approval to install an emergency warning light for the communications tower at Station 3, at a cost not to exceed \$3,200.00, and charge to the Police Capital Expenditure account number 301-970.

Motion by Trustee Burhop, supported by Trustee Brostrom, to approve the installation of an emergency warning light for the communications tower at Station 3, at a cost not to exceed \$3,200.00, and charge to the Police Capital Expenditure account number 301-970.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Lirones, Meyer, Urda-Thompson, Walter.

NAYS: None.

ABSENT: None.

ABSTAIN: None.

MOTION CARRIED.

- 11.6 Request enrollment in ENG 226 – English Composition II (100% requested) for a course to be taken from May 7, 2007 to August 1, 2007 at a total cost of \$225.00 for Fire Sergeant Sperle.**

Motion by Trustee Burhop, supported by Trustee Brostrom, to approve enrollment in ENG 226 – English Composition II (100% requested) for a course to be taken from May 7, 2007 to August 1, 2007 at a total cost of \$225.00 for Fire Sergeant Sperle.

MOTION CARRIED.

- 11.7 Receive letter of resignation from Paid On-Call Fire Fighter Matthew Ernst, effective May 11, 2007.**

Motion by Treasurer Lirones, supported by Trustee Burhop, to receive letter of resignation from Paid On-Call Fire Fighter Matthew Ernst, effective May 11, 2007.

MOTION CARRIED.

- 11.8 Request reimbursement for Dimensions in Criminal Justice for a course taken from March 15, 2007 to May 3, 2007 at a total cost of \$255.00 for Police Officer Small.**

Motion by Trustee Conner, supported by Trustee Urda-Thompson, to approve reimbursement for Dimensions in Criminal Justice for a course taken from March 15, 2007 to May 3, 2007 at a total cost of \$255.00 for Police Officer Small.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Lirones, Meyer, Urda-Thompson, Walter.

NAYS: None.

ABSENT: None.

ABSTAIN: None.

MOTION CARRIED.

12.0 Items from the Department of Building Safety/Planning and Zoning/Utilities

- 12.1 Request reimbursement for Plane Trigonometry (100% requested) for a course taken from January 10, 2007 to April 27, 2007 at a total cost of \$858.00 for Building Inspector Shores.**

Motion by Trustee Conner, supported by Trustee Brostrom, to approve reimbursement for Plane Trigonometry (100% requested) for a course taken from January 10, 2007 to April 27, 2007 at a total cost of \$858.00 for Building Inspector Shores.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Lirones, Meyer, Urda-Thompson, Walter.

NAYS: None.

ABSENT: None.

ABSTAIN: None.

MOTION CARRIED.

12.2 Request for approval of a professional services agreement with Wade Trim Associates, Inc. for training and development, at a cost not to exceed \$28,500.00, and authorize the Supervisor to sign the agreement.

Motion by Trustee Conner, supported by Clerk Meyer, to approve a professional services agreement with Wade Trim Associates, Inc. for training and development, at a cost not to exceed \$28,500.00, and authorize the Supervisor to sign the agreement.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Lirones, Meyer, Urda-Thompson, Walter.

NAYS: None.

ABSENT: None.

ABSTAIN: None.

MOTION CARRIED.

13.0 Items from the Parks & Recreation Department

14.0 Unfinished Business

15.0 New Business

15.1 Resolution #07-31 authorizing the Supervisor, Clerk, and Chair of the Planning Commission to sign Memorandum of Understanding between the Washtenaw County Road Commission and Pittsfield Charter Township for the Washtenaw County Right-Of-Way Master Plan.

Motion by Trustee Conner, supported by Trustee Brostrom, to approve Resolution #07-31 authorizing the Supervisor, Clerk, and Chair of the Planning Commission to sign Memorandum of Understanding between the Washtenaw County Road Commission and Pittsfield Charter Township for the Washtenaw County Right-Of-Way Master Plan. (See attachment #1)

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Lirones, Meyer, Urda-Thompson, Walter.

NAYS: None.

ABSENT: None.

ABSTAIN: None.

MOTION CARRIED.

16.0 Public Comment II-none.

17.0 Adjournment by Supervisor Walter at 7:45 p.m.

Yolanda Dawson, Department Assistant
Recording Clerk
Pittsfield Charter Township

Feliziana Meyer, Clerk
Pittsfield Charter Township

James R. Walter, Supervisor
Pittsfield Charter Township

MINUTES APPROVED AS PRESENTED AT THE PITTSFIELD CHARTER TOWNSHIP
BOARD OF TRUSTEES MEETING HELD JUNE 12, 2007.

**PITTSFIELD CHARTER TOWNSHIP
WASHTENAW COUNTY MICHIGAN
RES #07-31
MEMORANDUM OF UNDERSTANDING FOR
WASHTENAW COUNTY RIGHT-OF-WAY MASTER PLAN**

MAY 22, 2007

Minutes of 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 Avenue, in said Township, on the 22nd day of May, 2007, at 7:30 p.m.

Members Present: Brostrom, Burhop, Conner, Lirones, Meyer, Urda-Thompson, Walter
Members Absent: None

The following preamble and resolution were offered by Member Conner and supported by Member Brostrom.

THIS MEMORANDUM OF UNDERSTANDING is made and entered into this 22nd day of May, 2007 by and between the Washtenaw County Road Commission, hereinafter referred to as the "WCRC", and Pittsfield Charter Township, hereinafter referred to as the "TOWNSHIP", for the purpose of establishing the rights and obligations of the parties in agreeing to the development and adoption of a Washtenaw County Right-of-Way Master Plan, hereinafter referred to as the "ROW PLAN", and

This MEMORANDUM OF UNDERSTANDING recognizes the statutory and constitutional duties of each agency and is not intended to limit those duties or responsibilities. Therefore, in consideration of the promises and the mutual undertakings of the parties, it is agreed that a more thorough understanding of each agency's rights and obligations as part of the successful adoption of the ROW PLAN is required. Such thorough understanding is documented as follows:

WHEREAS, transportation and access management are recognized as a key element of a Regional Plan, and

WHEREAS, a primary goal of the transportation and access management element of a regional plan is to work toward better communication and cooperation between local units, the Washtenaw County Road Commission and the Michigan Department of Transportation regarding permits and planned improvements, and

WHEREAS, changing growth patterns and economic development have necessitated a review and revision of the existing ROW PLAN, and

WHEREAS, recent trends in the pattern of development have revealed the importance of understanding the relationship between land use and the transportation network, specifically the expansion of the road network to accommodate suburban growth, and

WHEREAS, recent findings and comments as part of the Washtenaw Area Transportation Study 2030 Transportation Plan and the Washtenaw County Comprehensive Plan have identified congestion, funding of transportation improvements, lack of connectivity and the need for alternative routes to preserve rural character, as areas for further consideration as future transportation improvements are planned, and

WHEREAS, Washtenaw County, along with the counties of Livingston, Macomb, Monroe, Oakland, and St. Clair, under the Michigan Legislature State Legislature, by Act 381 of Public Act 1925 and Act 195 of Public Act of 1955, have combined to create the Inter-County Highway Commission of Southeastern Michigan for the purpose of planning transportation networks, and has authorized the establishment of the Inter-County Highway Commission, and

WHEREAS, the said Inter-County Highway Commission of Southeastern Michigan has developed the ROW PLAN, including right-of-way requirements, that covers the entire seven county area, and

WHEREAS, in addition to the authority under the Act 381 of Public Act 1925 and Act 195 of Public Act of 1955, WCRC, as well as cities and villages are, required to develop corridor plans, under Act 51 of Public Act of 1951, and

WHEREAS, the WCRC desires to revise said ROW PLAN to provide for a proactive, long-term, network-based approach to maintain a high quality of life in Washtenaw County, and, as required, shall submit revisions to the ROW PLAN to each local unit of government affected by such revisions for review, and

WHEREAS, the Board of Trustees and the Planning Commission of the TOWNSHIP and the WCRC agree to the benefits of reviewing, updating and adopting a revision to the ROW PLAN and the TOWNSHIP wishes to review said ROW PLAN and right-of-way requirements in light of the needs of the TOWNSHIP and wishes to compare the ROW PLAN requirements with the present Zoning and Planning ordinances of the TOWNSHIP, and

WHEREAS, the TOWNSHIP and WCRC will consider ROW PLAN standards based on the following benefits:

- Minimize hardship and inconvenience to property owners or occupants;
- Safety retained or improved as the network is expanded;
- Consistency with Washtenaw Area Transportation Study, Washtenaw County Comprehensive Plan and any applicable Regional Plan;
- Compatibility of land use plans in relation to transportation network;
- Conservation of natural resources and preservation of rural character;

NOW, THEREFORE, BE IT RESOLVED, that the TOWNSHIP and WCRC do hereby agree to the following procedures and guidelines to revise the ROW PLAN and right-of-way requirements proposed by the Inter-County Highway Commission of Southeastern Michigan:

- 1) The parties hereto agree to cooperate in developing a revised ROW PLAN in accordance with the terms of this memorandum, and consider the approval and adoption of the revised ROW PLAN when completed.
- 2) The WCRC will provide technical guidance to the TOWNSHIP to ensure the successful adoption of the ROW PLAN. No financial commitment will be required by the TOWNSHIP.
- 3) The WCRC is responsible for administration related to enforcement of the ROW PLAN on roads under the jurisdiction of WCRC.

- 4) The process of revising the ROW PLAN will follow the following general steps:
 - a. Project Kickoff Meeting
 - b. Data Gathering
 - c. Analysis Session(s)
 - d. Public Information Meetings
 - e. Alternatives Evaluation and Areas for Study
 - f. Draft ROW PLAN
 - g. Public Information Meeting
 - h. Final ROW PLAN
 - i. Approval of ROW PLAN
 - j. Adopting of ROW PLAN
- 5) Upon completion of a ROW PLAN for each and every governmental unit within Washtenaw County, or as soon as permissible, the WCRC will record said ROW PLAN with the Washtenaw County Register of Deeds for the sole purpose of providing notice and facilitate the permitting and planning of the transportation network within Washtenaw County.
- 6) Amending the ROW PLAN involves the following steps, as provided in the Inter-County Highway Commission of Southeastern Michigan Right-of-Way Manual:
 - a. A request may be made by any unit that has approved or adopted the ROW PLAN.
 - b. Proposed changes submitted by a local city, village or township will be sent to the WCRC by the requesting governmental units that are within the jurisdiction of the requesting party. Copies will also be sent to Washtenaw County Planning and Environment Department, as well as Michigan Department of Transportation, hereinafter referred to as "MDOT". If no objections are received within thirty (30) days, the WCRC will amend the ROW PLAN.
 - c. Proposed changes submitted by the WCRC or MDOT will be sent to all parties affected by the proposed change. If no objections are received within thirty (30) days, the WCRC will amend the ROW PLAN.
- 7) If an objection is received, the WCRC will call a meeting of all affected parties for a resolution of the proposed change. Upon agreement of the proposed change, the ROW PLAN will be amended to reflect such agreement of change.
- 8) This represents the understanding of the parties. It is not a contract that can be enforced in a court of law.

ROLL CALL VOTE:

AYES: Brostrom, Burhop, Conner, Lirones, Meyer, Urda-Thompson, Walter

NAYS: None

ABSENT: None

ABSTAIN: None

RESOLUTION DECLARED ADOPTED.

Feliziana Meyer, Clerk
Pittsfield Charter Township

DATED: May 22, 2007

CERTIFICATE

I, Feliziana Meyer 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 May 22, 2007, 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.

Feliziana Meyer, Clerk
Pittsfield Charter Township

DATED: May 22, 2007