

CHARTER TOWNSHIP OF CLINTON
REGULAR MEETING OF THE BOARD OF TRUSTEES
TUESDAY, NOVEMBER 1ST, 2016

PRESENT:	ROBERT J. CANNON	SUPERVISOR
	KIM MELTZER	CLERK
	WILLIAM SOWERBY	TREASURER
	PAUL GIELEGHEM	TRUSTEE
	KENNETH PEARL	TRUSTEE
	JENIFER WEST	TRUSTEE
ABSENT:	DEAN REYNOLDS	TRUSTEE

The Regular Meeting of the Board of Trustees was called to order at 6:30 p.m. in the Township Board Chambers, Clinton Township Civic Center. Also in attendance was Mr. Jack Dolan, Township Attorney. The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Ms. Meltzer requested the following deletions to tonight's agenda:

- Item #3 - Site Development Plan: Farniente Condominiums
- Item #5 - Site Development Plan: Clinton Creek Assisted Living

Ms. Meltzer requested the following addition to tonight's agenda:

- Item #9 - Inquiry into the 2016 Township Fireworks Budget and Sponsorships

Ms. Meltzer requested the following items be postponed to the next meeting:

- Item #1 - Request to be Recognized as a Non-profit Organization:
Teacher's Pet: Dogs and Kids Learning Together
- Item #2 - Request Approval to Transfer Class C & SDM Liquor License for Karet Projects, LLC (dba Muer's Table and Bar)
– 17470 Hall Road

Motion by Mr. Pearl, supported by Ms. West, to approve tonight's agenda with the deletion of Items #3 and #5, the postponement of Items #1 and #2, and the addition of Item #9. Discussion ensued.

Mr. Gielegem stated he read the minutes from Friday's meeting and he thought Item #2 was on track to be approved. He questioned why this is being postponed this evening.

Ms. Meltzer replied that they have discovered some new information they need to discuss with the applicant, and they need to do more research before having that discussion.

Mr. Gielegem inquired as to whether the Police Department approved of this transfer.

Ms. Meltzer replied affirmatively, and added that the Building Department and Fire Department both approved the request, pending final inspections and issuance of a Certificate of Occupancy. She clarified that they discovered some information from one of the partners, and they need to do more research.

Mr. Dolan concurred with the Clerk on the request for postponement. He confirmed that additional information has been received, and they will need to obtain more information on this most recent information. He reiterated that he is in concurrence with postponing this to the next Board meeting.

Roll Call: Ayes – Pearl, West, Gielegem, West, Cannon, Sowerby, Meltzer.
Nays – None. Absent - Reynolds. Motion carried.

**1. REQUEST TO BE RECOGNIZED AS A NON-PROFIT ORGANIZATION:
TEACHER'S PET: DOGS AND KIDS LEARNING TOGETHER**

This item was postponed to the next Township Board meeting.

**2. REQUEST APPROVAL TO TRANSFER CLASS C & SDM LIQUOR
LICENSE FOR KARET PROJECTS, LLC (DBA MUER'S TABLE AND BAR) –
17470 HALL ROAD**

This item was postponed to the next Township Board meeting.

**3. SITE DEVELOPMENT PLAN: FARNIENTE CONDOMINIUMS: 3.28
ACRES OF VACANT LAND LOCATED WEST OF GARFIELD, SOUTH OF
MORAVIAN (SECTION 30)**

This item was deleted from tonight's agenda.

**4. REVISED SITE DEVELOPMENT PLAN: JOE RICCI AUTO CENTER
ADDITION: LOTS 141 THROUGH 150, PIPER'S BROAD ACRES
SUBDIVISION (SECTION 34), LOCATED FRONTING THE WEST LINE OF**

GRATIOT AVENUE, NORTH OF 14 MILE ROAD, ADDRESSED AS 33543 GRATIOT AVENUE

Motion by Ms. West, supported by Mr. Pearl, to receive, file and concur with the letter dated October 25th, 2016 from the Planning Commission Secretary, concerning the proposed site development plan for Joe Ricci Auto Center Addition, to be located on Lots 141 through 150, Piper's Broad Acres Subdivision (Section 34), located west of Gratiot, between Webster and Broadacres Streets, addressed as 33543 Gratiot Avenue, that the site development plan be approved as submitted. Discussion ensued.

Mr. Joe Ricci, petitioner, explained this proposed addition squares off the back of the building and is a revision to the original site development plan that was approved in 2011. They are taking back a little of the parking, but it is all bermed and this will give them more visibility to their building.

Roll Call: Ayes – West, Pearl, Gielegem, Cannon, Sowerby, Meltzer. Nays – None. Absent – Reynolds. Motion carried.

5. SITE DEVELOPMENT PLAN: CLINTON CREEK ASSISTED LIVING & MEMORY CARE: 3.03 ACRES OF LAND FRONTING THE EAST LINE OF GARFIELD, SOUTH OF 18 MILE ROAD, ADDRESSED AS 40500 GARFIELD (SECTION 17)

This item was deleted from tonight's agenda.

6. SITE DEVELOPMENT PLAN: FLAGSTAR BANK (FKA COLONIAL 4 CAR WASH): 0.71 ACRE OF LAND FRONTING THE EAST LINE OF GARFIELD, SOUTH OF 18 MILE ROAD, ADDRESSED AS 40900 GARFIELD ROAD (SECTION 17)

Motion by Mr. Gielegem, supported by Mr. Pearl, to receive, file and concur with the letter dated October 25th, 2016 from the Planning Commission Secretary, concerning the proposed site development plan for Flagstar Bank, to be located on 0.71 acre of land fronting the east line of Garfield Road, south of 18 Mile Road, addressed as 40900 Garfield Road, that the site development plan be approved as submitted. Roll Call: Ayes – Gielegem, Pearl, Cannon, West, Sowerby, Meltzer. Nays – None. Absent – Reynolds. Motion carried.

7. RECOMMENDATION OF THE PERSONNEL VACANCY COMMITTEE

Mr. Cannon stated this is what the Township has been working toward since the passing of the millage. He added that the Police Chief has been assuring that they have the top applicants, and it is a time-consuming project. He explained the Chief explained to the Committee why he wants the additional management

unit, and they agree. He assured that they spent a lot of time reviewing this request.

Motion by Mr. Pearl, supported by Ms. West, to receive and file the letter dated October 20th, 2016 from the Human Resources Director, and concur with the Personnel Vacancy Review Committee's recommendation to:

- 1) Authorize the creation and filling of a Detective position and a Sergeant position in the Police Department, with the officers filling these positions to come from the road unit, and to keep staffing levels at ninety-three (93) sworn officers; and
- 2) Authorize filling two vacancies and one anticipated vacancy in the Police Department due to a retirement, resulting in the Department's full complement of ninety-three (93) authorized sworn officers once the positions are occupied;

Further, to authorize a \$25,000 budget amendment to accommodate these staffing changes. Roll Call: Ayes – Pearl, West, Gielegghem, Cannon, Sowerby, Meltzer. Nays – None. Absent – Reynolds. Motion carried.

8. APPROVAL OF UPGRADE OF KITCHENETTE AREA AT POLICE DEPARTMENT

Motion by Ms. West, supported by Mr. Gielegghem, to receive, file and concur with the letter dated October 19th, 2016 from the Budget/Ways & Means Committee Chairperson, and approve the request to upgrade the Police Department's kitchenette area at a cost of \$9,001 from the lowest bidder, Fallen Oaks Cabinet Shop, Inc.; further, to approve a budget amendment in the amount of \$9,001 for the Police Department to cover this upgrade. Roll Call: Ayes – West, Gielegghem, Pearl, Cannon, Sowerby, Meltzer. Nays – None. Absent – Reynolds. Motion carried.

9. INQUIRY INTO THE 2016 TOWNSHIP FIREWORKS BUDGET & SPONSORSHIPS

Mr. Cannon explained his letter was generated because Mr. Frank Pizzo, the Parks and Recreation Director, was concerned that between \$10,000 and \$19,000 have not been paid for the 2016 fireworks, and as he takes over the responsibility for this event next year, he wants to make sure that amount will not be coming out of his budget. He stated that Ms. Debbie Staller, Administrative Aide, put together a good letter in response to his request. He explained that some of the donors do not pay until they are asked, or until the end of the fiscal year. He stated they started early this morning making calls, and added Ms. West also made calls, to those who have not yet paid. He relayed that everyone indicated they were going to pay some, but not necessarily all, of what was listed because many claimed they did not agree to that amount. Mr. Cannon noted that there is no paper trail for what they agreed to pay. He estimated, based upon

those calls, that they will be between \$3,000 and \$4,000 short of what was spent, but he assured that 100% of the vendors have been paid, and that total is approximately \$32,000. The total revenue they have received up until today was \$13,750, and they have received additional money today. He did not believe there will be a problem collecting most money promised, and in fairness to the person who was in charge, he would occasionally overspend but would then go out and solicit additional funds to make up for it. Mr. Cannon explained that he may or may not be in that position this upcoming year, so he suggested receiving and filing these letters, with a report at the next Board meeting as to how much has been received. They can then better address the shortfall and from what budget they want the money to be taken to reimburse that account.

Ms. Meltzer inquired as to whether this is a Parks & Recreation function, and whether it was the intent of the committee to offset that cost.

Mr. Cannon cannot answer to that, but noted that two years ago, the Chairperson of the Committee was several hundred dollars short, but last year he was a thousand dollars plus over. He stated it appears that what he has spent, he has been able to raise funds to replace.

Ms. Meltzer felt they need to implement a paper trail, and she was confident that under the leadership of Mr. Pizzo, that will be done. She added that she has full confidence he will do a good job.

Mr. Cannon agreed with Ms. Meltzer.

Ms. West stated she has talked with Mr. Pizzo, Ms. Staller and Ms. Jessica Holden, members of the committee, and was assured that going forward, Mr. Pizzo has a complete system he uses for all their Parks and Recreation events. She also commended Ms. Staller and Ms. Holden have done a beautiful job with the Festival of the Senses, sending letters out and collecting the money. She was confident that they will do fine going forward, and reminded that these donors have until the end of the fiscal year to submit their donations. She recalled that there have been questions raised at different times throughout the years, noting she had questions in 2007 and Mr. Sowerby had questions in 2010. She felt this should be received and filed, and they should get the money and close it out.

Motion by Ms. West, supported by Mr. Cannon, to receive and file the letter from the Township Supervisor dated October 25th, 2016 and the response received from the Administrative Aide dated October 28th, 2016. Discussion ensued.

Mr. Roger Holtslander, 23140 Wellington Crescent, Clinton Township, Michigan 48036, felt this is a perfect example of why people talk about rules and regulations needed. He urged the Board to bring this back in a couple of weeks

and discuss a process. He did not feel any one Board member should have that much control, and they need to consider how they want this to go forward. He hoped the Board will come up with a process so that this does not occur again.

Mr. Cannon agreed with Mr. Holtslander, and felt they need to close out these books by the end of this calendar year. He explained as they go forward after the first of the year to solicit funds for next year's event, it will become confusing if there are donors still paying for the 2016 fireworks.

Mr. Holtslander did not feel they need to "reinvent the wheel", but they need to see what works and implement it.

Mr. Sowerby felt it is all about process. He explained that in reviewing the letters from Mr. Cannon and Ms. Staller, he then looked at what was prepared by the Assistant Finance Director regarding revenues and expenditures over the last three events, and that breakdown included the detail of when the dollars came in. He noted that some came in early spring of the year the fireworks took place, and they were spread out throughout the year, with some of the donations not being received until as late as nine months after the fireworks were over. He stated in reviewing the past letters to the Board from Mr. Reynolds regarding this event, they were always signed by Mr. Reynolds as Trustee and Chairperson of the Parks & Recreation Committee, and it was the Parks & Recreation Committee who sponsored the event. The Board delegated a Trustee and staff members to serve on that committee. Mr. Sowerby stated he wants to take the politics out of this, although he was confident it was not Mr. Cannon's intent in bringing this forward. He felt it is important to look at the process, reminding that it was not coming out of the Trustee's budget. It was budgeted through Parks & Recreation. He noted they have always come up short after the event, but the proceeds would come in through the year. Mr. Sowerby recommended pulling in the Parks and Recreation Department, with Mr. Pizzo as the Director, and the Finance Department, with Ms. Lauretti, Director, and Ms. Hein, Assistant Director. He stated the Board can determine whether they still want the Administrative Aide to be part of this, noting that Ms. Staller has been in this position for a couple of years, and prior to that, it was former Administrative Aide, Ms. Maryanne Hosey. He added that this event predates Mr. Pizzo as Director, and it was the former Director, Ms. Linda Walter, a few years ago. Mr. Sowerby pointed out it has been the history of this event to scramble to get the dollars in place long after the event ended, and he felt that is not a good practice. He suggested it is a good time to talk about requiring a report following an event to be submitted to the Board by the responsible department to inform the Board as to where they are in terms of revenues and expenditures. This should be prepared in conjunction with the Finance Department, and he suggested it could be in place for other events, such as "Festival of the Senses". He suggested "tightening things up" in the future with requiring reports to come from the responsible department working in conjunction with the Finance Department.

Mr. Cannon stated he has no problem with that recommendation. He added the Gratiot Cruise could do the same thing, although he pointed out they collect their money before the event.

Ms. West noted that for the Festival of the Senses, they generally ended up collecting more than what they spent.

Mr. Cannon stated the Fireworks is a community event, and he would like to see it continued, although he felt the entire process should be “tightened up”. He admitted it should not be one Board member in control of the budget and setting it up.

Mr. Sowerby stated this transpired over a number of years. He pointed out that, with the Festival of the Senses, the Gratiot Cruise and the Blood Drive, the money is held in trust agency through the Township, but it does not mean those committees cannot provide a report back to the Township in the future.

Mr. Pearl agreed with what has been discussed this evening. He felt the annual fireworks event should be handled through the Parks & Recreation Department, and if the Administrative Aide would like to be a part of it, that is fine. He felt Parks & Recreation should oversee the budget, and he agreed with the idea that the money should be collected in full prior to the event. He emphasized that there should be more accountability.

Ms. West stated she and Mr. Pizzo discussed this, and she felt that going forward, the ownership of the fireworks budget should be given to the Parks & Recreation Director. She was aware that a Trustee was very involved, but it ultimately should be the responsibility of the Department Head and not the Trustee.

Mr. Cannon recalled that on July 1, 2015, he sent the Board a memorandum indicating that Mr. Pizzo, along with his department, wanted to start planning this event starting in 2016, and that is what was outlined by the Board. He was confident that Mr. Pizzo is very smart and will utilize the resources he has available.

Mr. Jarod Maynard, 35956 Vaughn, Clinton Township, Michigan 48035, stated that, having been a Deputy Treasurer, he agreed with Mr. Sowerby that all money coming in and going out of the Township should be monitored. He stated when he had his position as Deputy Treasurer in another community, they would require back-up from the committee, such as their committee minutes and the budget as part of their check request. He explained that was a way of assuring they were not writing checks that were in excess of the money they had budgeted. He mentioned another idea is when there is a donation made to the

Fireworks fund, a certain part of each Board meeting can be set aside to personally recognize that company or individual making the donation and the amount of that donation. He stated this is a way of giving thanks to each donor as well as having a public record of receiving that specific amount of money. He also felt they should only spend what has come in for that event. He suggested they move from the calendar year to a budget year, or possibly have a hard deadline ahead of the event, so that anything received up to that point is what can be spent. He appreciated Mr. Sowerby bringing up the process details in this discussion, and felt that will be important moving forward.

Mr. Sowerby thanked Mr. Maynard, former Deputy Treasurer in Harrison Township as well as former Deputy Treasurer in West Bloomfield Township, for his comments and suggestions. Mr. Sowerby stressed that Clinton Township has a great checks and balances system internally, noting they have one of the best software programs in the market with BS&A. Any department depositing dollars is responsible for the account number that they bring with those dollars and those checks to the Treasurer's office. His staff deposits those dollars into the assigned accounts, and in this case, into the Fireworks account. Ms. Staller would be given a slip back, showing what was deposited, but he emphasized it is up to each department to keep track of their budget and any amounts deposited. He explained that the Finance department is the "checks and balance", and he added a lot of smaller communities do not have a separate Finance department. He explained that twenty-five years ago, Plante Moran helped set up the process they have, and technology has helped that throughout the years. The Finance department keeps track of exactly what dollars come in and what dollars go out, and there is an entire process for the cutting and release of checks to vendors. A list of every one of those checks comes to the Board at each Board meeting. He was confident that the Township has a great "checks and balance" system, and in this case, it is about the process of collecting from the sponsors, and that is where the fall occurred and will be tightened up. He assured that the Township has always been above-board, and Plante-Moran, the accounting firm that audits the Township's books, has always been extremely complimentary to the Township on their handling of the funds.

Ms. West clarified that it was not that the Township "overspent" for this event, but there were issues that came up after the event. She cited the example of VIP tickets that were given out to certain people, and instead of going up to get one hot dog, there were occasions where the holder of the ticket went up and indicated he/she had fifteen kids and needed hot dogs for each of them. She explained the food vendors have always given money back to the Township for this event, but this year, because they were so overspent, they did not give back a percentage. She also mentioned that, for the use of the SMART bus, all the municipal credits were gone so that was another cost so that was another \$500+ cost that they did not think about. She suggested that Mr. Pizzo, along with Ms. Staller and Ms. Holden, pull together a committee that can look at everything so

that the “negatives” that could arise can be anticipated and addressed at the beginning of the planning.

Roll Call: Ayes – West, Cannon, Gielegem, Pearl, Sowerby, Meltzer. Nays – None. Absent – Reynolds. Motion carried.

APPROVAL OF MINUTES OF OCTOBER 17TH, 2016 REGULAR TOWNSHIP BOARD MEETING

Motion by Mr. Gielegem, supported by Mr. Pearl, to approve the minutes of the October 17th, 2016 Regular Township Board Meeting as submitted. Roll Call: Ayes – Gielegem, Pearl, Cannon, West, Sowerby, Meltzer. Nays – None. Absent – Reynolds. Motion carried.

APPROVAL OF BILLS

Motion by Mr. Sowerby, supported by Ms. West, to approve the bills as presented. Roll Call: Ayes – Sowerby, West, Gielegem, Pearl, Cannon, Meltzer. Nays – None. Absent – Reynolds. Motion carried.

PUBLIC COMMENTS

There were three public comments:

Mr. Roger Holtlander, 23140 Wellington Crescent, Clinton Township, Michigan 48036, felt the discussion about the annual fireworks was interesting. He reminded that the voters elect the Trustees to “keep an eye on this”. He stated he hopes the Township will put a process in place, and he does not feel it should all be put on the employees. He stated “the buck stops with the Board members”, and no matter who they put in charge, he felt there should be a Trustee put in charge of overseeing the entire event. He also commented that when a budget is made, there is a plan for contingencies, and it should not be run like a “fly-by-night” operation.

Mr. Doug Robinson, 21530 Highview, Clinton Township, Michigan 48036, stated he has two concerns regarding a problem in his subdivision, Ingleside Farms. He explained that Wendell, which is an east/west street, goes out to Gratiot, which is a boulevard. Motorists on Wendell must turn right, but the motorists on Gratiot can either go across Gratiot and travel on Wendell, or they can turn onto southbound Gratiot; however, it clearly instructs the Gratiot traffic that for those turning onto Gratiot, they must yield to those making right turns from Wendell. He claimed they do not yield, and there are accidents and near-accidents at that location all the time. He questioned as to whether there is something this Board can recommend to help in this situation, and he assured he would be willing to go through whatever process is necessary to get something in place to alleviate that

situation. He also noted that on Wendell, just before Gratiot, there is a turn, and many motorists nearly clip other cars because they are not staying in their lane when they are making the turn. He questioned whether the Board could recommend a solution, or whether there is a possibility of having a yellow line painted in the road so motorists do not cut this turn short. He again offered to meet with anyone willing to help him on this.

Mr. Cannon requested that Mr. Robinson contact him in his office tomorrow, and he will be glad to meet with him on Saturday to walk the area with him.

Mr. Robinson thanked Mr. Cannon and assured he will contact him tomorrow to make those arrangements.

Mr. Jarod Maynard thanked Mr. Sowerby for his comments about the fireworks and the fact that they need a process, and commended Mr. Sowerby for having been a good Treasurer. He claimed he has been thinking a lot about what has been transpiring, and certain people who have been “supporting things going on”. He recalled former Clerk Fitzgerald, and did not know whether there has been any resolution with that legal case. He questioned Ms. West for her support of Mr. Reynolds. He felt the Board should demand Mr. Reynolds’ resignation immediately. He also felt the Board members should be careful who they are supporting because if those candidates are involved with illegal activity, it is also a reflection on those who support that candidate.

ADJOURNMENT

Motion by Ms. West, supported by Mr. Sowerby, to adjourn the meeting. Roll Call: Ayes – West, Sowerby, Gielegem, Pearl, Cannon, Meltzer. Nays - None. Absent – Reynolds. Motion carried. The meeting adjourned at 7:12 p.m.

Respectfully submitted,

KIM MELTZER, CLERK
CHARTER TOWNSHIP OF CLINTON