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**FRENCHTOWN CHARTER TOWNSHIP**

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**CHRISTIAAN CARLTON**

**CHRIS COLLINS**

**GARY KLEMZ**

**MATT RIMEL**

*TRUSTEES*

**ASSESSING DEPARTMENT**

(734) 242-8588

**BOARD WORKSHOP MEETING MINUTES  
MAY 17, 2022**

A Regular Meeting of the Frenchtown Charter Township Board was held on May 17, 2022 at 2:00 PM at the Township Hall, 2744 Vivian Road, Monroe, Michigan.

PRESENT:	TRUSTEE – Matt Rimel was seated at 2:04 pm.
SUPERVISOR – Al VanWashenova	TRUSTEE – Chris Collins
CLERK – Kyle Bryant	TRUSTEE – Christiaan Carlton
TREASURER – Julie Ellison	TRUSTEE – Gary Klemz
TWP ATTORNEY – Kerry Bondy	

Deputy Clerk, Jessica Burt; Utility Director, Richard Weirich; Human Resources, Michelle Affholter-Ulrich; Township Engineer, Mark Mathe; Recreation Director, Phil Coyle; Fire Chief, Wendy Stevens and 2 other persons were in attendance.

Supervisor VanWashenova declared there was quorum at 2:00 PM.

**CHANGES TO THE AGENDA:** Remove Agenda item #13

**MOTION #22.145 – AGENDA APPROVAL:** Motion made by Mr. Bryant; seconded by Mrs. Ellison to approve the May 17, 2022 agenda as amended. A voice vote was taken. Motion carried 6-0.

**MOTION #22.146 – APPROVAL OF MAY 17, 2022 CONSENT AGENDA:** Motion made by Mr. Ellison seconded by Mr. Carlton to approve the consent agenda as presented. A roll call vote was taken. Mr. Carlton-Yes; Mr. Collins-Yes; Mr. Klemz-Yes; Mr. VanWashenova-Yes; Mr. Bryant-Yes; Mrs. Ellison-Yes. Motion carried 6-0.

**CONSENT AGENDA:**

- a. May 10, 2022 – Regular Board Meeting Minutes
- b. Invoices paid between May 11, 2022 to May 13, 2022
- c. Invoices to be Paid on May 17, 2022

**PUBLIC COMMENT:** None

Trustee Rimel was seated at 2:04 pm.

**MOTION #22.147 – TENNIS COURT REPAIR AT STEWART RD PARK:** Motion made by Mrs. Ellison; seconded by Mr. Collins to approve contracting with The Courtsmiths Company at a cost not to exceed \$12,580.00 and to remove the competitive bidding requirement for this project for the reasons discussed. A roll call vote was taken. Mr. Rimel-Yes; Mr. Klemz-Yes; Mr. Collins-Yes; Mr. Carlton-Yes; Mr. VanWashenova-Yes; Mrs. Ellison-

Yes; Mr. Bryant-Yes. Motion carried 7-0.

**MOTION #22.148 – LAWN FERTILIZATION & WEED CONTROL FOR TOWNSHIP PROPERTIES:**

Motion made by Mr. Bryant; seconded by Mr. Klemz to approve contracting with Dave's Lawn Care for 2022 Lawn Fertilization and weed control for Township owned properties at a cost not to exceed \$15,186.73. A roll call vote was taken. Mr. Bryant-Yes; Mr. VanWashenova-Yes; Mrs. Ellison-Yes; Mr. Carlton-Yes; Mr. Collins-Yes; Mr. Klemz-Yes; Mr. Rimel-Yes. Motion carried 7-0.

**MOTION #22.149 – BODY CAMERA AND DIGITAL IMAGERY POLICY:** Motion made by Mr. Bryant;

seconded by Mr. Klemz to table this item and bring back to the 1<sup>st</sup> meeting in June. A voice vote was taken. Motion carried 7-0.

**MOTION #22.150– RAILROAD CROSSING ADVANCE WARNING AND DISPATCH INTEGRATION**

**PROPOSAL:** Motion made by Mr. Rimel; seconded by Mr. Bryant to approve contracting with Mannik & Smith for Railroad Crossing Advance Warning and Dispatch Integration Proposal for Phase 1 and 2 at a cost not to exceed \$30,657.17 pending approval of the project after Phase 1 assessment has been turned in to the Board. A roll call vote was taken. Mrs. Ellison-Yes; Mr. Rimel-Yes; Mr. VanWashenova-Yes; Mr. Klemz-Yes; Mr. Collins-Yes; Mr. Carlton-Yes; Mr. Bryant-Yes. Motion carried 7-0.

**MOTION #22.151 – PART TIME RECYCLING CENTER ASSISTANT POSITION:** Motion made by Mr.

Bryant; seconded by Mrs. Ellison to reassign Shane McKart from the part time position of Ordinance Enforcement Officer to a newly created part time position of Recycling Center Assistant with hours of 7am to 3 pm on Wednesdays and such other dates and times as directed by the Clerk and to not fill the vacant part time Ordinance Enforcement Officer position at this time. A roll call vote was taken. Mr. Rimel-Yes; Mr. Collins-Yes; Mr. Klemz-Yes; Mr. Carlton-Yes; Mr. VanWashenova-Yes; Mr. Bryant-Yes; Mrs. Ellison-Yes. Motion carried 7-0.

**MOTION #22.152 - ORDINANCE OFFICER BUDGET AMENDMENT:** Motion made by Mr. Bryant;

seconded by Mr. Rimel to amend the 2022 Budget by transferring \$16,000.00 from Line item 101-000-001.000 to 101-721-708.006 in order to accommodate the full time Ordinance Enforcement Officer position. A roll call vote was taken. Mr. Klemz-Yes; Mr. Collins-Yes; Mr. Rimel-Yes; Mr. Carlton-Yes; Mrs. Ellison-Yes; Mr. Bryant-Yes; Mr. VanWashenova-Yes. Motion carried 7-0.

**MOTION #22.153 - TOWNSHIP PLANNER POSITION:** Motion made by Mr. Bryant; seconded by Mrs.

Ellison to approve proceeding forward with the proposal for planning consultant services with the Mannik & Smith Group and to authorize the Clerk to provide required notice to McKenna & Associates and to coordinate with McKenna and the Mannik & Smith Group, the transition as it applies to current and future planning services in order to best accommodate existing applications, projects and developments; and to allow McKenna to continue on certain projects as determined advisable and as agreed upon with the understanding that McKenna will continue on with completion of the new Township Zoning Ordinance pursuant to the contract terms. A roll call vote was taken. Mr. Collins-Yes; Mr. Rimel-Yes; Mr. Klemz-Yes; Mr. Carlton-Yes; Mrs. Ellison-Yes; Mr. Bryant-Yes; Mr. VanWashenova-Yes. Motion carried 7-0.

**MOTION #22.154 - DISCUSSION – ASSESSING DEPARTMENT CERTIFICATIONS:** Motion made by

Mr. Rimel; seconded by Mr. Bryant to table this item until the 3<sup>rd</sup> meeting in June and to bring back more information to the Board. A voice vote was taken. Motion carried 7-0.

**PUBLIC COMMENT:** None

**MOTION #22.155 – MANDATE DIRECT DEPOSIT FOR TOWNSHIP EMPLOYEES:** Motion made by

Mr. Klemz; seconded by Mrs. Ellison to mandate Township employees going to direct deposit for payroll checks. A roll call vote was taken. Mr. Rimel-Yes; Mr. Klemz-Yes; Mr. Collins-Yes; Mr. Carlton-Yes; Mrs. Ellison-Yes; Mr. Bryant-Yes; Mr. VanWashenova-Yes. Motion carried 7-0.

**MOTION #22.157 – AMEND 2022 WAGE & SALARY SCHEDULE:** Motion made by Mr. Bryant; seconded by Mrs. Ellison to remove the wording Appraiser I and Level 1 & 2 on page 6 of the 2022 Wage and Salary Schedule. A voice vote was taken. Motion carried 7-0.

**MOTION #22.158 – ADJOURNMENT:** Motion made by Mr. Bryant; seconded by Mrs. Ellison to adjourn the May 17, 2022 Board Workshop Meeting at 3:37 PM. A voice vote was taken. Motion carried 7-0.

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Al VanWashenova, Township Supervisor

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Kyle Bryant, Township Clerk: