

**SCIO TOWNSHIP BOARD OF TRUSTEES**  
**Regular Meeting**  
**January 23, 2024**  
**7:00 PM**  
**Meeting Hall with remote participation**

**Minutes approved February 6, 2024**

**A. CALL TO ORDER**

Hathaway called the meeting to order at 7:00pm.

**B. ROLL CALL**

Present: Hathaway, Flintoft, Brazeau, Kerry, Knol, Reiser

Absent: Palmer

Also Present: Township Manager Parker  
Fire Chief Houde  
Utilities Director McNiel  
Parks Preserves and Pathways Director Cone  
Facilities Manager Jeffery  
Township Engineer Parks (OHM)  
Transportation Engineer Loch (OHM)  
Township Planner Kreps (CWA)

The Board recited the Pledge of Allegiance.

**C. ADOPTION OF AGENDA**

After discussion and amendment, the following motion was offered:

**MOTION by Kerry, support by Reiser, to amend and approve the agenda as follows:**

- **Add K.6 *Possible Action* Purchase of New 2024 GMC 2500 for Utility Department**
- **Move J. Unfinished Business to after K. New Business, re: Adoption of Policy to Standardize Process to Appoint Members to Township Committees.**

**Motion passed by voice vote.**

**D. COMMUNICATIONS TO THE BOARD OF TRUSTEES**

**D.1 *Information* Communications Received**

Communications were in the Board packet.

Flintoft thanked Knol for her communication with DDA Chair Bob Stites, which was included in the packets.  
Flintoft noted the communications received from Renee Smallwood, regarding Agenda Item K.3.

**E. PUBLIC COMMENT**

Ryan Yapple asked if the requested purchase for a new utility department vehicle had been competitively bid through the MiDeal process. Purchases of this size should be included in the Capital Improvements Plan, as part of the budgeting process.

Pam Boyd, Scio resident, noted that she had attended over 425 Township meetings over the past 4 years. She acknowledged excellent reports from Fire Chief Houde, Deputy Clerk Gillis, and the Sheriff's Department. Ms. Boyd asked if there was a priority list for issues in Scio Township, and if those priorities were ranked. She asked that the number of residents be provided who would benefit by each of the priorities. She also asked that residents be allowed to continue to obtain burn permits. Ms. Boyd was disappointed that there was no Supervisor's Report.

Rob Pattinson, Scio resident, asked about several line items in the bills to be paid. Flintoft explained the bill from Fonson Company was for construction related to the Uplands Project. The DryvIQ invoice was to prepare a fixed bid to prepare a scope of work for improvement of records management (Project Paperless). Payment to Kennedy Solutions had been late due to an internal error. Mr. Pattinson suggested the Board hold a study session/work session to discuss the issues regarding Phases 5 and 6 of the Zeeb Road Pathway.

Jonathan Greenberg, Scio resident, thanked Knol for working with the DDA relative to the Open Meetings Act and Township policy. He asked Hathaway to provide regular supervisor reports.

Kathleen Brant, Scio resident, appreciated the Board answering questions during public comment.

As no other public indicated they wished to speak, Hathaway closed public comment.

**F. APPROVAL OF MINUTES**

**F.1 Possible Action Approval of Minutes of Special Meeting of January 9, 2024**

**MOTION by Brazeau, support by Knol, to approve the minutes of special meeting of January 9 as submitted.**

**Motion passed by voice vote.**

**F.2 Possible Action Approval of Minutes of Regular Meeting of January 9, 2024**

**MOTION by Kerry, support by Reiser to amend and approve the minutes of Regular Meeting of January 9, 2024, as follows:**

- p. 17, 3<sup>rd</sup> paragraph from the bottom, 2nd line, correct to read: “Excess ARPA funds were going to the Road Commission for projects approved by the Board in December 2023.”

Motion passed by voice vote.

## G. CONSENT AGENDA

### G.1 *Possible Action* Payment of the Bills

To approve the proposed claims for payment of January 24, 2024, and to receive prior check run report for January 10, 2024.

### G.2 *Possible Action* Air Valve Replacement

To approve payment of \$5,942 to Kennedy Solutions for repairing an air valve on 4-4-23.

### G.3 *Possible Action* Authorization of Renewal with Granicus for Township Website, Meeting, and Video Management Services

To authorize continued current services with Granicus for subscription based services of govAccess (website), Peak Agenda (meeting management), and LiveCast (meeting video) for 5 years, payable from budgeted funds across departments, as set forth in current service agreement.

### G.4 *Possible Action* Approval of Amended L-4029 for 2023 Tax Rate Request

To approve the amended L-4029 form for the 2023 Tax Rate Request and direct that a copy of the amended L-4029 be re-filed with the Washtenaw County Equalization Department.

MOTION by Reiser, support by Knol, to approve the Consent Agenda as published.

Roll call vote

Knol	yes
Reiser	yes
Hathaway	yes
Flintoft	yes
Brazeau	yes
Kerry	yes

Absent: Palmer

Abstentions: none

Motion passed 6-0.

## H. REPORTS

### H.1 *Discussion Only* Fire Department 2023 year-end incident report

Chief Houde gave an overview of the 2023 year-end fire/rescue activity report.

The Fire Department responded to 1595 incidents in 2023, about a 10% increase over 2022. Calls have been increasing 10% year over year for some time and this trend will likely continue as the Township continues to grow.

3.57% of calls were for fires, 52.10% were rescues, 10.47% were “hazardous condition calls,” 8.09% were service calls, 18.56% were “good intent calls,” and 7.21% were false calls.

This year Scio Township gave more mutual aid than it received, responding to incidents outside the community 59 times, and requesting mutual aid 48 times.

Overall response time data included:

Total average response time (from time of 911 call to our arrival on scene): 10:43

Total average call processing time (from 911 call until we get dispatched): 2:24

Our alarm to arrival time (when we are dispatched to arrival): 8:19

In terms of response locations:

Zone 1 (north and east section of Scio) , 357 calls

Zone 2 (south and east section) 607

Zone 3 (west and northwest) 574

Chief Houde answered questions from the Board regarding protocols for answering calls, staffing issues, including how staffing numbers impact service calls and what rescue vehicle can be used, and awareness of how/if the rest of the Township is protected when firefighters are out on a call.

## **H.2 Discussion Only PPP Report**

Parks Preserves and Pathways Director Cone gave an overview of the 1/16/24 Parks, Preserves, and Pathways Department Report, which covered the Department’s activities since the last report in October.

- 3 miles of paths created at Marshall Park, Van Curler Preserve, and Scio Farms Trails.
- Much positive feedback had been received from residents.
- All parks and preserves have been thoroughly mapped.
- Summer/fall 2023 Stewards Hour Tracker was included. Much was accomplished with the 4 full-time seasonal staff; this should be budgeted for in the future as well. Stewards worked a total 1346.5 hours doing parks maintenance alone. Maintaining over 600 acres of property requires staff during the growing season.
- A second spreadsheet showed regular growing season maintenance tasks.
- Projects include work being done or completed at:
  - Township Hall Park
  - DD Marshall Parking Lot
  - Van Curler North Parking lot
  - Zeeb Road Pathway Phase V

- Upland Sidewalk Connection
- The Township will be receiving approximately \$200,000 reimbursement from a 2017 MDNR (Department of Natural Resources) grant.

Director Cone responded to Board questions relative to current projects and overall parks' use. Discussion also included:

- The report offered a path forward relative to what it is going to take to maintain the parks. There should eventually be year-round maintenance minimums.
- The maps are on the internet, and can be found through Apple Maps and Google Maps, and are listed on hiking trail sites. There are paper versions of maps at every kiosk at every Trailhead.
- Van Curler parking lot is under construction and will not be completed until spring.
- Recommendations regarding the tree fund will be brought to the next meeting.

Flintoft noted that finance staff should be gathering data regarding any outstanding monies due the tree fund.

### **H.3 *Discussion Only* Regular Reports from Supervisor, Treasurer, Clerk, Manager, and Committees**

Written reports including the newsletter report, sheriff's enforcement reports, and the planning commission report were in the packet.

Regarding the Planning Commission report, it appeared that there might be a request for rezoning of the two residential properties that might eventually be sold and developed into commercial properties. Baker Road was in the water district but not the sewer district. A sewer system of some kind would have to be installed.

- Flintoft suggested a work session including the Utilities Director regarding any potential additional development on Baker Road, and implications that development might have for another possible private wastewater system. The Board needed to address such questions as its vision of future development in the Township. Should the sewer district be expanded? What impact will that have on available REU's?
- The Board had never adopted the Master Plan. The developments on Baker Road were put in place based on a Master Plan that had been approved by the Planning Commission but never adopted by the Board.
- While the Board relies on the Planning Commission to do much planning work, ultimately the Board needs to be proactive and direct the Township's future course.
- Knol agreed that a work session would be helpful, in terms of providing a more comprehensive plan for the Township. The Board has never had a comprehensive discussion about how it wants to deal with community wastewater systems. Pittsfield deals with PWW systems differently than Scio does. It would be good to explore how other communities are dealing with this issue.
- The Township Planner should be involved in this work session also.
- Brazeau suggested the work meeting could incorporate a 2024 master plan discussion. Reiser suggested getting Board thoughts on areas of concern, to see if there is consensus about the concerns, and perhaps engage a consultant to help mediate a path forward.

#### Clerks Report – Flintoft

- Jack Knowles, Larry Merte and John Boyle, who had been part of the opposition group to the fire millage, had requested a meeting with Manager Parker. Flintoft suggested following the same pattern as the annexation group, i.e., have a Board subgroup meet with Knowles, Merte, and Boyle. She also suggested the Board representatives be herself, representing the Fire Services Guidance Committee, Trustee Brazeau, and Trustee Knol, and also include Manager Parker and Chief Houde.
- Flintoft asked for an update regarding the Township lobbying efforts by GCSI, and Hathaway and Knol reported on the following:
  - Hathaway and Knol were designated to be points of contact with GCSI, and Manager Parker was also involved in that loop.
  - Knol reported that there had been ongoing contact with GCSI, although sometimes the communication from GCSI is last minute.
  - Hathaway reported that GCSI has been working on trying to get funding for Fire Department needs from either state or federal sources. State representatives and Senator Shink had visited the fire station and talked with the Fire Chief and/or the Assistant Chief. Meetings were being lined up with GCSI and some legislative committee chairs. The Township had also worked with GCSI on an application for federal grant funds, which did not yield results
  - There had been conversation with GCSI regarding funding for Gelman mitigation, but this was difficult to pursue as Gelman was already supposed to be paying for cleanup.
- Flintoft noted that the Township paid GCSI nearly \$40,000/year, and that money needed to be justified.
- Loch Alpine Sanitary Authority (LASA) had a great audit, and they were implementing a new utility billing system. Lead testing continued to show no lead from the source, but some homes likely have lead from indoor plumbing. Bylaws are being updated, and Loch Alpine residents will be seeking a new representative to LASA.

#### Parks, Preserves and Pathways Committee – Reiser

No report separate from the one Director Cone gave this evening.

#### Land Preservation Commission – Reiser

- A second potential purchase of a conservation easement is being discussed. The LPC will go into closed session to discuss, and then a recommendation will likely be made to the BOT.
- Had a recent meeting with the Environmental Sustainability Task Force to review Action Items.

#### Gelman Update – Knol

- Will be attending a breakfast this coming Friday dealing with environmental contamination issues in Washtenaw County. The head of EGLE will be there, as will some EGLE scientists.

#### Roads Advisory Committee – Kerry

- Announced a virtual instructional meeting regarding the Miller-Zeeb roundabout on February 15, provided by Washtenaw County Road Commission. Access information will be distributed and is on WCRC website.
- RAC is meeting February 7, at 6:30pm. They are going through the special assessment policy packet; eventually this will come to the Board. They were also creating a program similar to a ~~PASER~~ PACER program, prioritizing the roads in the Township, and developing a 3-5 year plan.
- The Committee has an opening.

#### Transit Bus Advisory Committee – Manager Parker

- Committee – made up of Jan Culbertson, Kim Moore, Hathaway, and Parker – met for the first time last Friday. The Committee had technical support from SEMCOG and AAATA, and from Project Manager Chris Cheng.
- Committee will meet at least every two weeks. Areas under review right now include:
  - Ridership
  - Looking at benchmarking what Scio offers compared to what other communities offer
  - Evaluating other options that could be considered as part of this process.
  - Putting together a report and a recommendation for the Board, hopefully by March 31, in order to have time to put a millage question on the August ballot.
- In response to questions from Kerry, Parker said the Committee could discuss the bus stop at Dexter-Ann Arbor Road and Wagner Road, which was outside the DDA area.
- The Committee is looking at a public engagement component.

#### I. **PUBLIC HEARINGS** – None.

#### K. **NEW BUSINESS**

##### **K.1 *Possible Action* OHM engineering services for service line identification help**

Utilities Director McNiel explained that per the Environmental Protection Agency requirements, a complete water distribution service line list must be completed by October 16th, 2024. This work should have been started in 2020.

The Township has very limited records of the pipes from curbs to homes. Since OHM has been working with the Township since 1999, and had records of as-builts, the proposal is to engage OHM to help gather the necessary records from what they have stored, and also from Township records on file, to do the best job possible of compiling this water distribution service line list. After the list has been compiled, the Township must physically identify that 20% of the addresses have copper pipes entering the homes.

McNiel will bring a proposal to the board for verifying what is curb-to-house for the required 20%.

It was critical to act as quickly as possible to meet this requirement.

Township Engineer Parks overviewed the work proposal, which included 5 tasks:

1. Organize and review existing records
2. Identify Physical Verification Needs
3. (Optional) GIS Professional Services - As-built reference layer/field map
4. (Optional) Assist Township with physical verification inside of identified homes/businesses
5. (Optional) Develop contract bid documents for field investigation of Service Line Materials

Director McNiel recommended approving steps 1-3. The total cost would be \$53,000. There would likely be all copper pipes in Scio, but the EPA requires physical proof.

In response to questions, McNiel said that steps 4 and 5 could be approved later in the process, if needed.

After discussion of process and scheduling, the following motion was offered:

**Motion by Reiser, support by Kerry, to approve OHM services for service line identification, as set forth in Tasks 1, 2, and 3 of OHM's 1/17/24 proposal, not to exceed \$53,000.**

**Roll call vote:**

<b>Knol</b>	<b>yes</b>
<b>Reiser</b>	<b>yes</b>
<b>Hathaway</b>	<b>yes</b>
<b>Flintoft</b>	<b>yes</b>
<b>Brazeau</b>	<b>yes</b>
<b>Kerry</b>	<b>yes</b>

<b>Absent:</b>	<b>Palmer</b>
<b>Abstentions:</b>	<b>none</b>

**Motion passed 6-0.**

## **K.2. *Possible Action* Zeeb Road Pathway Update and Reassignment of Funds**

Township Engineer Parks (OHM) and Transportation Engineer Loch (OHM) updated the Board on the status of the Zeeb Road Pathway.

Utilizing the PowerPoint presentation *Zeeb Road Pathway, Overview and Next Steps*, Engineers Parks and Loch explained that this project started with Phase 1 about 9 years ago. Phases 1, 2, 3, and 4 are complete. Preliminary engineering has been done on phase 5.

### Regarding Phase 5

- The Phase 5 pathway, from south of Peters Road to a crossing just north of Burns-Stokes Preserve, has everything one could imagine in terms of complexities and challenges, including crossing a big drainage course with a deep ravine, accommodating a retaining



wall, crossing the Huron River via a pedestrian bridge that has its own environmental and fiscal challenges, navigating a sharp turn in Zeeb Road with limited right-of-way due to the river embankment, designing a switchback motion in the Sweepster property, where there is another retaining wall, and an Amtrak MDOT crossing. In other words, there were many design and physical challenges with this phase of the Zeeb Road pathway. There was also a concern from the County that there needed to be a safe crossing from the parking lot at the Burns-Stokes Preserve to this pathway, which would involve pedestrians crossing busy Zeeb Road at a low-site distance location.

- The pathway will meet ADA and AASHTO design requirements, and will connect to the Border2Border trail.
- As part of the scope of this project, OHM had met with the County, the Road Commission, and MDOT. The Road Commission supported the path alignment as proposed. OHM took soil borings, a full topographical survey, and they have a preliminary alignment.
- None of the issues regarding Phase 5 are insurmountable. The project is, however, a big lift. On the other hand, the Pathway in this area is likely to be heavily used by bicyclists and walkers. There are multiple trailheads in the area to handle parking.

#### Regarding Phase 6

Phase 6 (to the south) cannot move forward, as the existing side-by-side box beam bridge does not allow for anchoring of acceptable barrier for pedestrian safety without damage to the bridge structure, and widening of the existing sidewalk does not meet current MDOT safety standards. Changes to the bridge will not be permitted by MDOT bridge engineers.

#### Tonight's request

The total cost of Phase 5 is estimated at \$3.5M, based on 2023/2024 pricing. The MEDC Grant for Zeeb Phase 5 is for \$750,000. The grant for Phase 6 has about \$700K remaining. The money must be used by the end of 2025. Millage funds are also available for this project, which will take 3 years to complete.

Director Cone said that tonight's proposal is to ask the BOT to reallocate the MEDC funds for Phase 6 to Phase 5 of the project. Phase 5 would then be the last phase of the project.

Director Cone said this request came with the PPP's recommendation. She explained that the MEDC coordinator had made it very clear that as long as the funds are used toward the Zeeb Road Pathway project, it did not matter which phase they were applied to. There were other funding sources that could be used toward this project also, including millage funds.

Flintoft said that while the Township wanted to complete Phase 5, it was a very expensive project, more than the Fire Hall renovation, more than the Liberty Road watermain. Talking of potential funding sources acknowledges that future funds would be prioritized for this project, and not other projects.

Engineer Parks noted that the purpose of authorizing just the preliminary engineering design was to give the BOT a chance to have this discussion and to make better decisions.

Brazeau pointed out that the entire \$7.5M Zeeb Road project was for roughly 3 miles of pathway.

Flintoft supported the request before the Board tonight, conditioned on the Township writing MEDC to let them know what is taking place, and then getting written approval from MEDC. This was especially important because the funds were reimbursement-based.

Hathaway said he had a modified model motion which contained language as written by attorney ~~Mariah~~ Mariah Fink:

“To authorize the use of \$701,842.25 of MEDC Michigan enhancement grant funds originally intended for Zeeb Road Pathway Project, Phase VI, to instead pay for engineering and construction costs associated with Zeeb Road Pathway, Phase V, subject to written approval from the MEDC, to be reviewed by the township attorney.”

In response to questions, Hathaway said he thought the written email communications from the MEDC grant administrator constituted ~~seemed~~ like an approval, but the township attorney would weigh in.

Director Cone said she had been in communication with the grant coordinator at MEDC. Cone was hoping to include a direct quote from the grant coordinator’s email, but at the end of the email, the Coordinator asked that the email not be quoted.

Engineer Parks said that he agreed that getting something in writing from the MEDC prior to allocating both grants for Phase 5 was a good plan, and should not be a problem. Additionally, a letter to the MEDC could open communication regarding needing an extension to 2026 to complete the work.

After further discussion and amendment, the following motion was offered:

**Motion by Flintoft, support by Reiser, to ask the Township Manager to write a letter to MEDC requesting permission to redirect grant funds from Grant for Phase VI to use on Phase V, and contingent on receipt of approval, to authorize the use of \$701,842.25 of MEDC Michigan Enhancement Grant funds originally intended for Zeeb Road Pathway Phase VI to instead pay for engineering and construction costs associated with Zeeb Road Pathway Phase V.**

**Roll call vote:**

<b>Knol</b>	<b>yes</b>
<b>Reiser</b>	<b>yes</b>
<b>Hathaway</b>	<b>yes</b>
<b>Flintoft</b>	<b>yes</b>
<b>Brazeau</b>	<b>yes</b>
<b>Kerry</b>	<b>yes</b>

<b>Absent:</b>	<b>Palmer</b>
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**Abstentions:** none

**Motion passed 6-0.**

### **K.3 Possible Action *Open burning ordinance discussion***

Chief Houde explained that when updating the Township's fire code in 2020/2021, some elements of the pre-2021 open burning ordinance were inadvertently left out of the final ordinance. Tonight's agenda item is intended to outline the items missed and stimulate board discussion around potential amendments to the ordinance.

Houde explained that tonight is a preliminary discussion only. Should the Board decide it wanted modifications to the open burn ordinance, it would be a several month process.

Utilizing a PowerPoint presentation *Open burning in Scio Twp*, Chief Houde explained the definition of open burning in Michigan, and reviewed state laws regulating open burning. (Open burning does not include recreational fires or outdoor fireplaces.) State law prohibits burning of leaves and grass clippings in communities of more than 7500 people, unless the community specifically allows it. EGLE also prohibits burning of tree logs, brush and stumps within 1400 feet of a city or village.

The pre-2021 Township ordinance allowed for open burning with some restrictions, allowed burning of leaves and grass clippings, and allowed fire suppression training in acquired structures.

The pre-2021 ordinance restrictions included: no permits issued east of M-14, no permits issued on parcels less than 1 acre in size, cooking fires exempt from permit requirement, and duration was limited to 8am-4pm.

Scio's current ordinance was adopted in 2021, adopting IFC 2015 as its fire code. Section 307 allows open burning, with some restrictions, which include no permits issued east of M-14, and no permits issued on parcels of land less than 1 acre. The 2021 ordinance unintentionally removed any ability to burn leaves and grass clippings, removed the time restriction of 8am-4pm, and removed the ability to conduct fire suppression training in acquired structures.

The Fire Department has updated its open burning web page that explains all the rules and regulations, and includes an updated open burning permit form.

The Township should consider whether to:

- Allow burning of leaves and grass clippings.
- Put time restrictions on open burning.
- Regulate outdoor wood furnaces.
- Allow for fire suppression training in acquired structures.
- Give the ability to revoke/deny burn permits in certain cases.
- If there were further restrictions/allowances that could be considered.

Regarding ordinances in other nearby communities, the more urban the community, the less likely it was to allow open burning.

Board discussion included:

- Open burning, including open burning of leaves, needs to balance against what is being done to the environment. Leaves can be mowed or composted.
- Should farmers be allowed permits for open burns that might be denied an owner of a 1 or 2 acre lot?
- In response to questions, Houde said the Fire Department did get several open burn complaints every year.
- Some Board members saw no reason to change the ordinance, and there was no safety concern that compelled a change. Instead what was needed was good community education regarding fire safety, and regarding composting of yard waste in the Township.
- There was no compelling reason to allow more burning, especially burning of leaves, which is bad for the environment.

Hathaway closed discussion on this item.

#### **K.6. *Possible Action Purchase of New 2024 GMC 2500 for Utility Department***

Utilities Director McNiel explained that the department's 15-year-old plow had broken down twice in the last two weeks. After exploring all lesser options, and after speaking with Manager Parker, he had decided to request the purchase of a new utility plow truck. The life expectancy for trucks with this type of use was about 5 years. The existing truck has about 150,000 miles on it.

In response to questions, Director McNiel gave the following information:

- The truck was primarily a water and sewer vehicle. It is also used to plow the outbuildings if the need arises. Recently the Township's contracted plow service had not been showing up on time, and yesterday they did not show up at all. When this happens staff uses the truck has to plow Township Hall and the Fire Station. It is also used to take care of the parks and pathways.
- The truck was priced through MiDeal pricing, with the quote covering additional items the Township needs on the vehicle.
- Asking the plowing service to cover the last few months of winter was not an option as the service was unreliable.
- Regarding the snow removal generally, Director McNiel was leaning toward doing the work inhouse. In any event, the Township should never solely depend on a contracted service. Township Hall and the Fire Station needed to be accessible at all times. If a contractor failed to show up, such as what happened yesterday, there needed to be some way to provide access to Township buildings.

The Board discussed the pros and cons of having a plow service do this kind of work, versus doing it in house. Plowing sometimes had to be done in the middle of the night – was staff available to do that?

McNiel thought he had staff available to plow.

Manager Parker said the decision was between purchasing new equipment, or to look at contracting the service for expanded areas for the rest of the year. Also, as part of the budgetary process, the Township will be looking at a 6-year Capital Improvements Plan, and the Township fleet will be part of that. In this case, one of the vehicles that would have been in the CIP will now be removed, if the purchase goes through.

Kerry wanted to make sure costs were allocated appropriately. For instance if the vehicle was sometimes used for Parks, they needed to be charged appropriately. Manager Parker said a charge-back could be done internally.

After discussion and amendment, the following motion was offered:

**Motion by Flintoft, support by Knol, to approve purchase of new 2024 GMC 2500 for Utility Department with plow, municipal lights and toolbox at cost not to exceed \$64,000 split evenly between Fund 590 and Fund 591, with an appropriate charge back from Fund 101 and Fund 208.**

**Roll call vote:**

<b>Knol</b>	<b>yes</b>
<b>Reiser</b>	<b>yes</b>
<b>Hathaway</b>	<b>yes</b>
<b>Flintoft</b>	<b>yes</b>
<b>Brazeau</b>	<b>yes</b>
<b>Kerry</b>	<b>yes</b>

**Absent:** Palmer

**Abstentions:** none

**Motion passed 6-0.**

#### **K.4 Possible Action Jackson Road Overlay District (JROD) Advisory Group/Scope**

Township Planner Kreps explained that this proposal was for a “scope of work” to cover the costs of a working group that would be defined and focused by the scope and timeframe presented, being an advisory group to the Planning Commission that would meet virtually 3 times in order to help shape the main considerations and strategies of a possible ordinance amendment to the Jackson Road Overlay District. Additionally, they were looking for 2 or 3 Board members to also participate.

Each meeting has tasks assigned to it and a proposed outcome, actively working toward goals as listed in the background documentation.

The proposed cost as laid out in the supporting document would be \$4,860, with the possibility of a 4<sup>th</sup> meeting at an additional cost not to exceed \$1,166, or a total amount of \$5,026.

Flintoft expressed support for this item. However, this was an important group, made up of decision makers discussing important topics. Flintoft felt strongly this group should be transparent and be subject to the requirements of the Open Meetings Act, including meeting in person, allowing public comment, and supplying minutes.

Planner Kreps noted that the cost estimate was based on virtual participation. She would need to check as to how much attending in-person meetings would impact the cost.

Board discussion included whether it would be possible to open the virtual meetings to the public and include public comment, rather than require the group to meet in person. On the other hand, operating under OMA rules protected the group should there suddenly be a quorum of a public body in attendance.

Knol supported having the group be subject to the OMA. Reiser pointed out that people were more productive when in person.

Kerry preferred joint meetings such as was held last August, than the creation of an advisory to an advisory group.

Township Planner Kreps pointed out that under the State Enabling Act, the Planning Commission can set up any advisory committee that they choose in order to do their work. The Planning Commission wanted to be inclusive of all stakeholders as discussions regarding JROD took place. If Council required this committee meet in person, the costs will have to be re-evaluated and the people serving on the committee will have to be verified.

**MOTION by Flintoft, support by Reiser to approve expenditure of \$5,026 from budgeted funds in Fund 101-701 for four (4) Jackson Road Overlay District (JROD) advisory group meetings as outlined in the CWA scope of services dated December 15, 2023, and to require the JROD advisory group to be subject to the requirements of the Open Meetings Act.**

**Roll call vote:**

<b>Knol</b>	<b>yes</b>
<b>Reiser</b>	<b>yes</b>
<b>Hathaway</b>	<b>yes</b>
<b>Flintoft</b>	<b>yes</b>
<b>Brazeau</b>	<b>yes</b>
<b>Kerry</b>	<b>yes</b>

<b>Absent:</b>	<b>Palmer</b>
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**Abstentions: none**

**Motion passed 6-0.**

**MOTION by Flintoft, support by Hathaway, to appoint Trustee Brazeau and Trustee Knol to the JROD advisory group.**

**Roll call vote:**

<b>Knol</b>	<b>yes</b>
<b>Reiser</b>	<b>yes</b>
<b>Hathaway</b>	<b>yes</b>
<b>Flintoft</b>	<b>yes</b>
<b>Brazeau</b>	<b>yes</b>
<b>Kerry</b>	<b>yes</b>

**Absent: Palmer**  
**Abstentions: none**

**Motion passed 6-0.**

As the hour was 11:00pm, the following motion was offered:

**MOTION by Flintoft, support by Hathaway, to finish the remaining two items on the agenda.**

**Motion passed by voice vote.**

**K.5     *Possible Action* Temporary Independent Contract Services for Administration, and for Boards and Commissions for Remote Participation**

Township Manager Parker explained that this temporary position was to fill in at the front desk when both staff members who did that work were out of the office at the same time. This person will also provide technical support at Planning Commission and Zoning Board of Appeals meetings.

The person recommended is Angela Dempkowski.

**MOTION by Hathaway, support by Knol, to authorize the Township Manager to hire a temporary, independent contractor, administrative support person at \$30.00 per hour.**

**Roll call vote:**

<b>Knol</b>	<b>yes</b>
<b>Reiser</b>	<b>yes</b>
<b>Hathaway</b>	<b>yes</b>
<b>Flintoft</b>	<b>yes</b>

Brazeau        yes  
Kerry            yes

Absent:         Palmer  
Abstentions:   none

**Motion passed 6-0.**

~~**MOTION passed by voice vote.**~~

**J.        UNFINISHED BUSINESS**

**I.1    *Possible Action*    Adoption of Policy to Standardize Process to Appoint Members to Township Committees**

After discussion and amendment, and noting that this item had been discussed at the last Board meeting, the following motion was offered:

**MOTION by Reiser, support by Brazeau, to adopt Policy to Standardize Process to Appoint Members to Township Committees, amended as follows:**

- **Page 3, delete boxed paragraph and the paragraph immediately above, of Policy to Standardize Process to Appoint Members to Township Committees, and replace as follows:**

“At least 90 days prior to the expiration of each committee seat term, the Clerk will, at a minimum, post on Township website, Township NextDoor account, and announce at regular Board meetings, the upcoming expirations of committee terms, provide the requirements of each seat, and encourage all eligible to submit an application form if interested in being considered for appointment to the upcoming committee seat. For appointments to the Compensation Commission, Downtown Development Authority, Planning Commission and any other nominations or appointments under the Supervisor’s authority, the Supervisor will be responsible for the 90-day recruiting communications itemized above (i.e., website and NextDoor postings, and announcements at Board meetings). The Supervisor will post those communications or, alternatively, request that the Clerk handle those posts.”

**Motion passed by voice vote.**

**L.        PUBLIC COMMENT**

Judy Moenck, Scio Resident, encouraged the Board to become intimately familiar with the Master Plan, which is an umbrella document that provides priorities and direction for the Township that have already been decided.



Pam Boyd thanked Paths, Preserves, and Pathways Director Cone for her beautiful and informative report.

Kathleen Brant, Scio resident, echoed Ms. Moenck's comments regarding the importance of the Master Plan. She was concerned that small advisory groups, consultants, etc., were driving strategy in the Township; strategy should be driven by the Board of Trustees.

Rita Clinthorne, Scio resident, did not support using the Sweepster parking lot as part of the Zeeb Road Trail parking, as that parking lot had heavy truck traffic and was very busy.

**M. ADJOURNMENT**

As no other public indicated they wished to speak, the following motion was offered:

**MOTION by Brazeau, support by Knol, to adjourn the meeting.**

**Motion passed by voice vote.**

The meeting adjourned at 11:20pm.