

PROPOSED

**Minutes of a Regular Meeting
Pittsfield Charter Township Board of Trustees, April 8, 2020
E.A. Jackson Morris Hall, The Robert A. Lillie Service Center
6201 W. Michigan Avenue, Ann Arbor, Michigan 48108**

Members Present: Grewal, Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Ralph
Members Absent: None
Others Present: Deputy Clerk Lyn Sebestyen, Director Tracy Watkins, Director Phil Biscorner, Township Planner Ben Carlisle, Christina Lirones.

1. Call Meeting to Order

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

2. Roll Call

Members Present: Grewal, Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Ralph
Members Absent: None

2.1 Approval of the Agenda

Moved by Clerk Anzaldi, supported by Treasurer Scribner, to approve the agenda as submitted.

MOTION CARRIED

3. Public Comment I

Christina Lirones, 151 E. Textile Road, thanked the Board for having the videoconference meeting. She put in a request for No Thru truck signs for the Pittsfield Preserve neighborhood for the health, safety and welfare of the neighborhood. She stated that it was an ideal time to ask for the installation of the signs as the Township was already working cooperatively with the WCRC on other projects.

She is interested in the discussion about agenda items 10.1 and 10.2 and how small businesses suffering from COVID-19 related setbacks will be able to qualify and access those funds.

3.1 Board Response to Public Comment

None

4. Approval of Minutes

4.1 Approve Minutes of the Regular Meeting held on March 25, 2020

Moved by Clerk Anzaldi, supported by Treasurer Scribner, to approve the minutes of the March 25, 2020 regular meeting.

MOTION CARRIED

5. Public Hearings/Presentations/Proclamations

None

6. Communications

6.1 Communications

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

Supervisor Grewal informed Trustees that she had added a Board of Trustees memorandum updating Trustees on the Township's response to the COVID-19 pandemic.

MOTION CARRIED

8. Consent Agenda

- 7.1 Approve payment of Accounts Payable Checks #34940 through #35067 in the amount of \$1,467,233.48**
- 7.2 Approve payment of Payroll Payables Checks #1195 through #1200 in the amount of \$2,086.59**
- 7.3 Approve payment of Tax Checking Fund Checks #22690 through #22701 in the amount of \$2,352,842.56**
- 7.4 Receive the 2019 Year End Pre-Audit Revenue Expenditure Report**
- 7.5 Receive the April 8, 2020 Personnel Report**
- 7.6 Receive the Parks and Recreation Director's Monthly Report**

Moved by Trustee Krone, supported by Clerk Anzaldi, to approve consent agenda items 7.1 through 7.6.

MOTION CARRIED

8. Items from the Treasurer

None

9. Items from the Clerk

None

10. Items from the Supervisor

10.1 Adopt a Resolution Authorizing a \$50,000 Contribution to Support Pittsfield Township's Small Businesses during the COVID-19 Pandemic, Resolution #20-16

Moved by Treasurer Scribner, supported by Trustee Krone, to adopt Res #20-16, a Resolution Authorizing a \$50,000 Contribution to Support Pittsfield Township's Small Businesses during the COVID-19 Pandemic.

Supervisor Grewal stated that her team had compiled a list of small businesses that they have been in touch with regularly during the COVID-19 pandemic. She spoke about the partnership with organizations such as SPARK and Washtenaw working to build a fund for small businesses suffering during this time.

Trustee Ralph asked about who would determine recipients of the funds, and also if the Board will be able to see who receives the funds.

Supervisor Grewal informed Trustees that the fund is being managed by the County, and that she will request a report of who receives funds.

ROLL CALL:

AYES: Grewal, Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Ralph

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

10.2 Adopt a Resolution Authorizing a \$50,000 Contribution to Enhance Affordable Housing Access During the Covid-19 Pandemic, Resolution #20-17

Moved by Trustee Krone, supported by Clerk Anzaldi, to adopt Res #20-17, a Resolution Authorizing a \$50,000 Contribution to Enhance Affordable Housing Access during the Covid-19 Pandemic.

Supervisor Grewal reminded Trustees about how the Township works with the County's pre-existing programs geared towards affordable housing. This contribution will assist the most vulnerable residents struggling with housing issues.

Treasurer Scribner requested clarification on the amounts being dispersed.

ROLL CALL:

AYES: Grewal, Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Ralph

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

10.3 Authorize the Supervisor and Clerk to enter into an Agreement with the Washtenaw County Road Commission for the 2020 Local Road Maintenance Agreement, subject to Township Attorney approval

Moved by Clerk Anzaldi, supported by Trustee Ralph, to authorize the Supervisor and Clerk to enter into an Agreement with the Washtenaw County Road Commission for the 2020 Local Road Maintenance Agreement, subject to Township Attorney approval.

Supervisor Grewal informed Trustees that this is the Township's local road maintenance program that is approved each year. She explained that the Township is able to piggyback on the robust system put into place last year to work on several road projects.

Trustee Krone asked that future agreements better clarify the neighborhoods where these projects are occurring.

Supervisor Grewal will have a map prepared to assist Trustees.

MOTION CARRIED

10.4 Authorize the Supervisor to sign a letter of support for development at Parcel Number: L -12-16-300-018 by Wacker for a regional headquarters and R&D innovation center

Moved by Treasurer Scribner, supported by Trustee Krone, to authorize the Supervisor to sign a letter of support for development at Parcel Number: L -12-16-300-018 by Wacker for a regional headquarters and R&D innovation center.

Township Planner, Ben Carlisle, provided Trustees with the background of the project. He spoke about the site plan and proposed use of the development. He informed the Board that they would not need to provide any special approval of this development. The Planning Commission will do a thorough review of the site plan to be sure the development meets all requirements.

He also stated that the site on State Street is not adjacent to the natural and Township resources that the previous site had been located near. This relocation alleviates the

concerns held by many residents, of the last location. Historically and moving forward, this area of South State Street is the area that the Township had planned for these types of development.

MOTION CARRIED

10.5 Authorize the Supervisor and Clerk to enter into a service contract with Cardno, Inc. for invasive species control within township parks for a cost not to exceed \$62,645, subject to Township Attorney approval

Moved by Trustee Krone, supported by Trustee Jaffer, to authorize the Supervisor and Clerk to enter into a service contract with Cardno, Inc. for invasive species control within township parks for a cost not to exceed \$62,645, subject to Township Attorney approval.

Parks Director Biscorner explained that this contract was in response to the Township's Invasive Species Management and Control plan which allots \$70,000 per year toward projects. He stated that Montibeller Park had replaced a portion of the Preserve in this year's plan due to the fact that Montibeller Park is in the process of remodeling.

MOTION CARRIED

10.6 Authorize the Supervisor and Clerk to enter into a Farmers Market Contract Services Agreement for the 2020 Double Up Food Bucks Farmers Market Grant Agreement, subject to Township Attorney approval

Moved by Trustee Jaffer, supported by Clerk Anzaldi, to authorize the Supervisor and Clerk to enter into a Farmers Market Contract Services Agreement for the 2020 Double Up Food Bucks Farmers Market Grant Agreement, subject to Township Attorney approval.

Supervisor Grewal informed Trustees that this item, as well as agenda item 10.7, come before them annually and are related to the operation of the Township's farmers' market. She also informed the Board that she will keep them updated on how the market will proceed during these uncertain time, but acknowledged the fact that the demand for local food is going to increase.

MOTION CARRIED

10.7 Authorize the Supervisor and Clerk to enter into a Shared Services Agreement with the Washtenaw County Health Department for the Prescription for Health Program, subject to Township Attorney approval

Moved by Clerk Anzaldi, supported by Trustee Krone, to authorize the Supervisor and Clerk to enter into a Shared Services Agreement with the Washtenaw County Health Department for the Prescription for Health Program, subject to Township Attorney

approval.

MOTION CARRIED

11. Unfinished Business

11.1 Adopt at Second Reading ZOA #20-210, an Ordinance to Rezone a 10.14-acre parcel (L -12-29-400-011) located on the west side of State Road, north of Michigan Avenue, from PUD, Planned Unit Development to C-2, Regional Commercial.

Moved by Treasurer Scribner, supported by Trustee Krone, to adopt at Second Reading of ZOA #20-210, an Ordinance to Rezone a 10.14 acre parcel (L-12-29-400-011) located on the west side of State Road, north of Michigan Avenue, from PUD, Planned Unit Development to C-2, Regional Commercial.

ROLL CALL:

AYES: Grewal, Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Ralph
NAYS: None
ABSENT: None
ABSTAIN: None

MOTION CARRIED

12. New Business

None

13. Liaison Reports

Trustee Ralph informed Trustees that residents had inquired about any accommodations for payment of taxes and utility bills that the Township might make for though struggling financially during the pandemic.

Supervisor Grewal stated that the utility bill payment deadline has been extended, and that she was working with the Township Attorney to strengthen and implement the hardship program started in 2009 for those residents who might need assistance.

Trustee Ralph inquired about the current status of the Township's waste management, and whether the costs from the service provider will be reduced as services are limited.

Supervisor Grewal stated that there was a disruption in services as the service provider had some cases of COVID-19, but that the Township was working on a short term solution.

Trustee Ralph wanted to commend the Police Department for doing an outstanding job under the circumstances. He also wanted to commend Belinda Kingsley for her assistance with an issue, and how quickly she took care of it.

Supervisor Grewal wanted to commend all of the Pittsfield team for their responsiveness to residents and continuing to provide as many services as possible. She acknowledged the difficulty in working under these circumstances.

Treasurer Scribner informed Trustees that the Treasurer's Office has to follow State law with regards to tax payment deadlines.

Trustee Edwards-Brown inquired whether any employees had been impacted personally by COVID-19, and if she could be notified in the event that someone is impacted so that she may reach out to them.

Trustee Ralph informed Trustees that Marilyn Moore, a team member at Washtenaw County, had passed away from COVID-19 related illness.

Supervisor Grewal requested a moment of silence for all of those suffering from this pandemic.

14. Adjournment

Moved by Trustee Krone, supported by Trustee Jaffer, to adjourn the meeting at 7:09 p.m.

MOTION CARRIED

Lyn Sebestyen, Recording Clerk
Pittsfield Charter Township

Michelle L. Anzaldi, Clerk
Pittsfield Charter Township

Mandy Grewal, Supervisor
Pittsfield Charter Township

DRAFT



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Office of the Supervisor

April 8, 2020

Update to the Board of Trustees: COVID-19 Pandemic

Given that it has been nearly one month since Wednesday, March 11th when I convened an emergency Department Heads meeting subsequent to the reporting of the first two COVID-19 cases in the State of Michigan, I felt it important to update the Board of Trustees on how our leadership team has come together to continue serving our residents and businesses to Set the Gold Standard in Public Service during a time of historic and unprecedented global disruption.

1. Between March 11th and March 15th we compiled and finalized emergency protocols for non-emergency, administrative functions and transitioned from being physically present and open 8:00am-5:00pm, M-F, every day of the year (with a handful of exceptions) to functioning remotely and re-directing phone calls to Department Heads to ensure all questions/concerns are responded to within a 24-hour period.
2. As such, we were well prepared for the Stay-at-Home order issued by the Governor on March 23rd and well equipped to compile the agenda and virtually host our regular Board meeting on March 25th, which allowed for an almost seamless continuation of services for our community.
3. We compiled the /covid19 webpage that has served as a community clearinghouse for information, resources, and updates as we position ourselves to address emergent and urgent issues in a fluid and timely manner. This webpage has been live since March 15th
4. The most urgent and incessant focus was and remains ensuring provision of sufficient personal protection equipment for all our first responders. Working our regional partners, we have provided for the same. We are now in the process of determining if/how to obtain financial reimbursement for such expenditures that will far exceed the FY2020 budgeted amounts.
5. Over the course of the past two weeks, our leadership team has worked on a daily basis to address gaps that have emerged due to the Governor's Stay-at-Home Emergency Order that disallows deployment of non-essential personnel. We are working, on a daily basis, in close partnership with our residents and businesses, to find innovative and creative ways to continue the provision of services they are used to including Assessing, Code Enforcement, Planning, Waste Management, and Utilities. For example, the weekly administrative meetings that review building and development projects meets virtually; I conduct – at a minimum – weekly department head meetings virtually; we stagger physical visits to our offices to ensure that necessary paperwork continues to be processed; we have compiled resources – included ones for mental and physical well-being – on the employee intranet to keep our teams engaged virtually; I send out regular email updates to employees to provide for regular communication; I have been sending a Community Letter each week to keep our community engaged and informed; we are working with service providers that are experiencing financial and/or personnel changes due to the pandemic to continue services, albeit through different platforms; we have instituted a 20-day extension for payment of Utility bills and are reviewing the current Hardship requirements to allow for greater inclusion of folks that may be experiencing financial constraints. These are just some examples of how our Pittsfield Township team is and will continue to work on behalf of every resident and business in our community to come out stronger.
6. For regular updates, please sign up for the Notify Me feature on our website and/or visit:
<http://www.pittsfield-mi.gov/covid19>

#staystrong #PittsfieldProud
