

PROPOSED

**Minutes of a Regular Meeting
Pittsfield Charter Township Board of Trustees, January 13, 2021
E.A. Jackson Morris Hall, The Robert A. Lillie Service Center
6201 W. Michigan Avenue, Ann Arbor, Michigan 48108**

Members Present: Anzaldi, Scribner, Edwards-Brown, Jaffer, Krone, Urda-Thompson
Members Absent: Grewal
Others Present: Deputy Clerk Lyn Sebestyen, Director Jessica West, Director Craig Lyon, Director Tracy Watkins, Engineer Mark Pascoe, Robbin Flis, Andrew Flis, Mark Flis, Drew Saunders, Christina Lirones

1. Call Meeting to Order

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

2. Roll Call

Members Present: Anzaldi (meeting remotely at Pittsfield Township),
Scribner (meeting remotely at Pittsfield Township),
Edwards-Brown (meeting remotely at Pittsfield Township),
Jaffer (meeting remotely at Pittsfield Township),
Krone (meeting remotely at Pittsfield Township),
Urda-Thompson (meeting remotely at Pittsfield Township)
Members Absent: Grewal

2.1 Approval of the Agenda

Clerk Anzaldi requested a motion to appoint a Chair Pro Tem.

Moved by Trustee Krone, supported by Trustee Jaffer, to appoint Clerk Anzaldi as Chair Pro Tem for the January 13, 2021 meeting.

MOTION CARRIED

Moved by Treasurer Scribner, supported by Trustee Krone, to approve the agenda.

MOTION CARRIED

3. Public Comment

Christina Lirones, 151 E. Textile Road, requested that a second public comment period be added back to Township Board meetings per Board rules. She also requested No Thru Truck signs for the Pittsfield Preserve neighborhood on the following roads: Payeur, Campbell, Stone School, and Morgan Roads.

Robbin Flis, 3238 Ann Arbor-Saline Road, expressed frustration with the Temporary Moratorium on Approval of Outdoor Signs and the impact it has had on her new small business (See Attachment 1). She looks forward to having a hearing with the Board regarding the petition for outdoor sign approval and is excited to have her business located in the Township.

3.1 Board Response to Public Comment

Trustee Edwards-Brown saw no issues with adding a second public comment period back to the agenda, and asked about procedural steps to do so.

Deputy Clerk Lyn Sebestyen recommended a motion to add a second public comment period for this meeting and notifying the Supervisor's Office of the Board being in favor of adding a second public comment period to future Board meetings.

Treasurer Scribner believed the Board should wait until the next meeting to ensure proper procedure.

Trustee Edwards-Brown stated that if a second public comment period cannot be added to the agenda at this time, she would offer an opportunity for additional public comment during Liaison Reports. She also offered her apologies for not making a motion to add a second public comment period to this meeting during item 2.1, recognizing Ms. Lirones' request at the last Board meeting.

Trustee Jaffer agreed with Deputy Clerk Sebestyen's recommendation.

Moved by Trustee Krone, supported by Trustee Urda-Thompson, to add a second public comment period to the agenda.

MOTION CARRIED

Trustee Edwards-Brown thanked Trustee Krone for making the motion.

4. Approval of Minutes

4.1 Approve the Minutes of the Regular Meeting held on December 9, 2020

Moved by Trustee Krone, supported by Trustee Jaffer, to approve the minutes of the regular meeting held on December 9, 2020.

MOTION CARRIED

5. Public Hearings/Presentations/Proclamations

None

6. Communications

6.1 Communications

Moved by Treasurer Scribner, supported by Trustee Krone, to receive and file communications.

MOTION CARRIED

7. Consent Agenda

- 7.1 Approve payment of Accounts Payable checks #37122 through #37429 in the amount of \$2,218,132.32
- 7.2 Approve payment of Payroll Payables checks #1303 through #1315 in the amount of \$6,826.87
- 7.3 Approve payment of Tax Checking Fund checks #22826 through #22880 in the amount of \$1,604,993.05
- 7.4 Receive the November 2020 Revenue/Expenditure Report
- 7.5 Approve payment of Payables from December 2020 through Electronic Transfers in the amount of \$515,049.95
- 7.6 Approve payment to Consultants for General Services in the amount of \$6,082.36
- 7.7 Approve payment to Consultants for General Services in the amount of \$7,757.76
- 7.8 Approve payment to Consultants for General Services in the amount of \$31,833.26
- 7.9 Receive the November 2020 Building Activity Report
- 7.10 Receive the January 13, 2021 Personnel Report

Moved by Trustee Krone, supported by Trustee Edwards-Brown, to approve consent agenda items 7.1 through 7.10.

MOTION CARRIED

8. Items from the Treasurer

8.1 Holiday Closure Report

Treasurer Scribner provided the Holiday Closure Report (see Attachment 2).

Moved by Trustee Krone, supported by Trustee Jaffer, to receive and file the Holiday Closure report.

MOTION CARRIED

9. Items from the Clerk

None

10. Items from the Supervisor

10.1 Adopt a Resolution Appointing a Delegate and Alternate to the Washtenaw Regional Resource Management Authority (WRRMA), Resolution #21-02

Moved by Trustee Jaffer, supported by Trustee Urda-Thompson, to adopt a Resolution Appointing a Delegate and Alternate to the Washtenaw Regional Resource Management Authority (WRRMA), Resolution #21-02.

ROLL CALL:

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

MOTION CARRIED

10.2 Authorize the Supervisor and Clerk to sign an Agreement with Washtenaw County Parks and Recreation for \$250,000 through the Connecting Communities Grant, subject to Township Attorney approval

Moved by Treasurer Scribner, supported by Trustee Jaffer, to authorize the Supervisor and Clerk to sign an Agreement with Washtenaw County Parks and Recreation for \$250,000 through the Connecting Communities Grant, subject to Township Attorney approval.

Trustee Urda-Thompson asked if the project extends to the prison on Platt Road.

Director Jessica West stated that the project goes to Wall Park, north of the prison.

Trustee Urda-Thompson noted that there has been a history of harassment towards residents and visitors to the Township walking near the prison.

Director West outlined the goals of this project, and recognized Trustee Urda-Thompson's concerns. Due to future restrictions subsequent to extending the project to Bemis Road, this project currently does not extend past Wall Park.

Clerk Anzaldi asked if the anticipated full cost for this project is known at this time.

Engineer Mark Pascoe believed the projected cost and details are provided on the Township website. He also believed the projected cost is \$1,500,000, with a \$1,000,000 grant and this \$250,000 grant available. He will follow up to confirm those numbers.

Director Craig Lyon added that this project has not gone out to bid, so until there is a contractor, the final costs are not available.

MOTION CARRIED

10.3 Authorize payment to Kennedy Industries for emergency repairs to Pump 1 at the Moon Road Lift Station, for a cost not to exceed \$7,350

Moved by Trustee Jaffer, supported by Trustee Urda-Thompson, to authorize payment to Kennedy Industries for emergency repairs to Pump 1 at the Moon Road Lift Station, for a cost not to exceed \$7,350.

Treasurer Scribner asked if these repairs had been done before.

Director Lyon stated that such repairs are to be expected.

Trustee Edwards-Brown asked how many pumps the Township has.

Director Lyon stated that there are seven lift stations. Each station has either two or three pumps.

MOTION CARRIED

10.4 Authorize payment to Kennedy Industries for emergency repairs to Pump 1 at the Warner Creek Lift Station, for a cost not to exceed \$14,870

Moved by Trustee Jaffer, supported by Trustee Krone, to Authorize payment to Kennedy Industries for emergency repairs to Pump 1 at the Warner Creek Lift Station, for a cost not to exceed \$14,870.

MOTION CARRIED

11. Unfinished Business

None

12. New Business

None

13. Liaison Reports

Trustee Edwards-Brown relayed to the Board that the PPE distribution event provided by Rho Delta Zeta Chapter of Zeta Phi Beta Sorority gave out a total of 1,715 masks and 236 hand sanitizers. She noted the Rho Delta Zeta Chapter decided to add a distribution location at a Meijer store in the Township to increase the number of potential recipients. She thought it was amazing to distribute that much PPE, and thanked the community for coming and showing interest.

Trustee Jaffer thanked Trustee Edwards-Brown for her efforts.

Trustee Edwards-Brown stated the Rho Delta Zeta Chapter's Service Coordinator deserves the credit and will relay the Board's appreciation of the event to her.

Clerk Anzaldi reminded the Board of communications from the Park Commission Chair (see Attachment 3).

14. Public Comment II

Christina Lirones, 151 E. Textile Rd., thanked Trustee Edwards-Brown for initiating the conversation to bring back a second public comment period, and Trustee Krone for making the motion to add it to this meeting.

15. Adjournment

Moved by Trustee Krone, supported by Trustee Jaffer, to adjourn the meeting at 7:02 p.m.

MOTION CARRIED

Rita Lee, Recording Clerk
Pittsfield Charter Township

Michelle L. Anzaldi, Clerk
Pittsfield Charter Township

Mandy Grewal, Supervisor
Pittsfield Charter Township

From: [Michelle Anzaldi](#)
To: [Rita Lee](#)
Subject: FW: Marco's Pizza Sign Presentation for Uptown Ann Arbor
Date: Thursday, January 14, 2021 1:10:58 PM
Attachments: [Marco's Pizza Sign Presentation for Uptown Ann Arbor.pdf](#)
[jma0001.png](#)



Michelle L. Anzaldi

Pittsfield Charter Township Clerk
6201 W. Michigan Avenue, Ann Arbor, MI 48108
P: (734) 822-3121 | F: (734) 944-8024

From: Robbin Flis <robbin.flis@gmail.com>
Sent: Wednesday, January 13, 2021 10:38 AM
To: Mandy Grewal <GrewalM@pittsfield-mi.gov>; Clerks Email <Clerk@pittsfield-mi.gov>;
pittstreasurer <treasurer@pittsfield-mi.gov>; Linda Edwards-Brown <Edwards-BrownL@pittsfield-mi.gov>; Yameen Jaffer <JafferY@pittsfield-mi.gov>; Gerald Krone <KroneG@pittsfield-mi.gov>;
ralphg@pittsfield-mi.gov
Cc: andrewflis5@gmail.com; markflis8@gmail.com
Subject: Marco's Pizza Sign Presentation for Uptown Ann Arbor

Dear Members of the Board of Trustee of Pittsfield Township,

We contacted you on November 18, 2020 regarding the current moratorium on sign permits and its impact on our business at 3238 Ann Arbor Saline Rd. In that letter, we respectfully requested for you to hear our petition based on the clear necessity of a sign to our business.

At that time, you referred us to your township attorney, who informed us we would be added to the board meeting agenda to present our case. We were originally told we would be added to the agenda for the December meeting. Subsequently, we were told we would not be added to the December meeting but we would be added to the January 13, 2021 meeting. We learned just yesterday that our item has not been added to the agenda and would be included in the January 27 meeting. As you can imagine, we are eagerly awaiting our opportunity to speak with you, as we truly believe a sign is necessary for the successful opening and operation of our business.

We also note that the resolution instituting a temporary Moratorium on signs states "that during the effective period of the deferral, any aggrieved property owner or business shall be entitled to a hearing for the purpose of attempting

to demonstrate to the Township Board that the temporary deferral pronounced in this Resolution will result in the preclusion of any viable economic use of their property, or otherwise violates applicable provisions of State or Federal law. Such hearings shall be conducted on an expedited basis before the Township Board."

We have included a summary of our case, along with a background of our business and partners. We kindly ask that you please read this summary.

Kindest Regards,

Robbin Flis

FRG Enterprises

Presentation to the Board of Trustees of Pittsfield Township Regarding Necessity of Sign for Marco's Pizza

January 13, 2020



1

Background

Board Members,

I am Robbin Flis and one of the owners of FRG Enterprises, which is under a franchise agreement to operate a Marco's Pizza at 3238 Ann Arbor Saline Rd in Pittsfield Township (part of the Uptown Ann Arbor development).

As a quick background about the company, Marco's Pizza is a quick service Italian-cuisine restaurant that operates by selling pizza and other food items to the general public. Marco's is dedicated to fresh, authentic Italian ingredients and as a company has the same family values and commitments to excellence as our own family business. It is the fastest growing pizza brand in the United States and we are very excited for the opportunity to work with them.

I am a CPA and have previous small business ownership experience. I have two partners in this business, who are also two of my sons. Mark, an experienced food service professional, will be the operator of the store and Andrew is a CPA who works for PricewaterhouseCoopers. As a recent widow, I undertook this rather large and expensive endeavor with them because we believe we have the requisite skills, knowledge, and determination to succeed and are committed to providing excellence in service.

When we partnered with Marco's and agreed to be a franchisee, we had some flexibility on where we would locate our store. After much research and deliberation, we decided on opening the store in Pittsfield Township. We are very excited to be at this location and to be a proud supporter of the community. We expect to have in excess of 30 employees working at our store,

As you can imagine, the road to beginning operation of our store has been full of obstacles not the least of which has been COVID-19. However we are nearing completion of the store and hope to be ready for full operations in the coming days.

We really appreciate your diligence in reviewing this report, and look forward to working more with you.

Best,

Robbin Flis



2

Sign Moratorium

We understand the purpose of the moratorium in light of the Supreme Court decision (*Reed v Town of Gilbert*) and similar litigation occurring over sign ordinances. However, we believe the lack of a clear and present sign will preclude us from obtaining the necessary and sustaining operations of our business. Outdoor signage is arguably one of the most important steps in opening a retail business because it is what gets customers in the door - the largest hurdle to overcome when establishing a relationship with a potential customer.

We base this belief on the following:

- Based on the terms of our lease and FRG's franchise agreement, the leased space cannot operate as anything other than Marco's Pizza. Given the lease commitments and other construction costs, opening a fully functional store is the only viable economic use of this space.
- To date, all of the employees that we have attempted to hire have expressed significant concerns regarding the ability to find the location. Even though we are not yet open, we are finding it difficult to attract the necessary employees and appropriately advertise to our future customers.
- We have worked closely with Marco's corporate marketing team, who has expressed grave concern on our ability to operate without a Marco's sign. In fact, to all current Marco's employees' knowledge, a Marco's has never been opened without a sign.
- Without a sign, other similar food establishments in the township would have a clear and unfair advantage in their ability to attract and serve customers.



3

Market Research

Market research has repeatedly and consistently shown the necessity of a clear and present sign for retail businesses. We want to share just a few examples with you:

- According to a 2016 Study carried out by the Economic center of the University of Cincinnati, 76 percent of customers said they had entered a store or business they had never visited before based simply on its signs. Although a basic form, this was the single highest form of advertising noted in the study.
- Another 2017 survey conducted by a business marketing solutions firm found around 75 percent of its respondents were encouraged to visit stores because of their signage. In the same survey, 68% admitted the signage of a certain shop indicated to them the quality of its merchandise.
- Additionally, almost 60 percent of those asked said the absence of signage prevents them from going inside stores.
- Both these and other studies highlighted a basic fact that signage is truly the only form of marketing that can be deployed 24/7, 365 days a year.



4

Our Sign

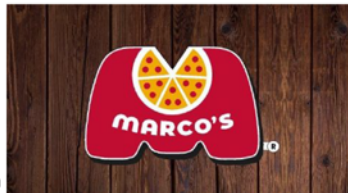
- The sign we are requesting permits for was designed by Marco's Pizza and in line with their nation-wide sign policy.
- The sign was also approved by Beztak, the developers of the leased property, who have worked extensively in Pittsfield Township and are familiar with local ordinances.
- We believe the sign meets the Pittsfield Township sign ordinance in place prior to the moratorium.



Street Facing Sign



Parking Lot Facing Sign



5

Thank you

- We appreciate your time looking into this matter. Please let us know if you have any questions. You can contact us at the following:

Robbin Flis - 419-250-5062

Robbin.Flis@gmail.com

Mark Flis - 419-250-5067

MarkFlis8@gmail.com

Andrew Flis - 419-250-5064

AndrewFlis5@gmail.com



6



Pittsfield Charter Township

6201 West Michigan Avenue, Ann Arbor, MI 48108
Phone: (734) 822-3140 • Fax: (734) 944-0292
Email: treasurer@pittsfield-mi.gov
Website: www.pittsfield-mi.gov

Office of the Treasurer

Patricia Tupacz Scribner
Township Treasurer
treasurer@pittsfield-mi.gov

Oma Angus
Deputy Treasurer
anguso@pittsfield-mi.gov

Kristina L. Dillion
Assistant to Treasurer
dillionk@pittsfield-mi.gov

Board Meeting Notes for January 13, 2021

Holiday Closure Report

The Pittsfield Charter Township offices were closed from December 24, 2020 thru January 1, 2021 and re-opened January 4, 2021.

The majority of payments were received by the US Postal Service and Drop-box. Also, our residents used the online or phone service options. Many residents used participating TCF or Bank of Ann locations to make payments during this Holiday closure.

Our office was able to complete processing of payments received during the closure within four business days.

As this Covid-19 pandemic continues, I want to thank our residents for their patience and understanding during these trying times.

From: [Michelle Anzaldi](#)
To: [Rita Lee](#)
Subject: Fw: Park Commission Monthly Update - Jan 2021
Date: Tuesday, January 12, 2021 4:41:07 PM

Rita,

Please include this correspondence in the minutes.

Michelle L. Anzaldi
Pittsfield Charter Township Clerk
6201 W. Michigan Avenue
Ann Arbor, MI 48108

p: (734)822-3120

From: Theresa Tupacz <theresatupacz.pittsfield@gmail.com>
Sent: Tuesday, January 12, 2021 3:33 PM
To: Michelle Anzaldi; Linda Edwards-Brown; Mandy Grewal; Yameen Jaffer; Gerald Krone; Patricia Scribner; Andrea Urda-Thompson
Cc: Annie Fortunato; Stacy Ebrons; Stephanie Hunt; Trish Reilly
Subject: Park Commission Monthly Update - Jan 2021

Dear Board of Trustees,

I would like to provide an update from the Park Commission's January regularly scheduled meeting, and our 2021 objectives. The Commission is working diligently to complete work during 2021 for the **Montibeller Park Improvements** that support the public engagement workshops conducted during the 2017-2021 Master Plan development. Additionally this improvement supports the **community engagement #1 Goal & Objective** from the master plan to "*maintain and upgrade existing park facilities that create clean, safe, attractive, and functional environments*".

This will be the first major improvement the Park Commission will be able to implement during this master plan timeframe, as the retirement of the Pittsfield Preserve Debt in 2018 has finally enabled us to build the mileage fund up to a point we can fund the project. Additionally Pittsfield Township has been "recommended for approval" for the Land and Water Conservation Fund (LWCF) development grant of \$300,000. Unfortunately due to COVID, the estimating timing of the grant's formal approval is delayed to 2022. The Park Commission is recommending the Montibeller project be completed in phases with prioritizing the new extended season pavilion in 2021 and delaying the grant improvements to a 2nd phase in 2022.

The Montibeller Park Improvement is an estimated \$2,275,600 project.
Breaking the project into phases to align with grant funding includes:

- **Phase I - 2021 New Extended Season Pavilion, \$1,028,699**
- **Phase 1b - 2021 Site Work (under review to split between 2021/2022), \$727,775**
- **Phase 2 - 2022 Grant Improvements, \$519,126 (trails, tennis/pickleball courts, ADA baseball bleachers, sidewalks, east parking)**

Our 2021 Budget includes a total of \$2,135,396 to support the Park Commission 2021 improvement plans (construction of \$1,269,000 and reserve of \$866,396 -- to be updated once 2020 actuals are available). At our February regularly scheduled meeting the Commissioners will be focusing on reviewing the 2021 budget to ensure funding is available for our 2021 objectives. This also includes the Lillie Park parking lot (\$316,800), and additional safety improvements for the new trail/closed boardwalk at Lillie Park (cost TBD). **This current view supports that we can fund both Montibeller Phase 1 & 1b, and the Lillie Park parking lot in 2021.**

The Park Commission will be investigating improvements in community outreach with social media and other publications to better inform our residents on projects we are working to implement and maintenance/repairs. Additionally we have begun discussions on community sponsorship to support park projects.

The Park Commission continues to reach out for information concerning the Waters Oak Valley site. The Supervisor stated on January 4th that further environmental testing by Santec and the State should be available later this month and will be shared in an update/presentation to the community. Also she stated that the Commission would be informed when the information/presentation is ready. **The Park Commission continues to strive to be part of the decision making process on potential park impacts, and would like information to support our February 2nd regularly scheduled meeting, in 3 weeks.**

The unexpected loss of our Park Director is a big concern for the Park Commission. To ensure success of our multiple projects to be implemented in 2021, a project manager will be needed. In our 2021 cost review, we will include a 5% cost on the Montibeller project (estimate from Stantec), which will be \$114,000. (This is currently not in our 2021 budget.)

This will be a busy and challenging year for the Park Commission. I will plan to keep you updated on a monthly basis sharing our plans, concerns and recommendations.

Thank you for your continued support,

Theresa Tupacz, Pittsfield Township Park Commissioner, and Chair