

Minutes - Brookfield Township Board Meeting
August 4th, 2025

The meeting of the Brookfield Township board was called to order by Supervisor Spotts at 7:04 pm.
Present were: Spotts, Larson, Miller and Williams Absent: Orr. Also present were: Canda Anthony, Terry Smyth, Scott Monroe, and Commissioner Holmes

Clerk's report - minutes from June 2nd meeting were read. Spotts asked for any additions or corrections, seeing none, the minutes were approved as read.

Larson presented the Treasurer's Report for June - July.

General Fund balance: \$164,745.21

Invoices submitted for Trustee approval: #5298 to #5313

General fund expenses: \$24,808.65

General fund income: \$46207.98

Tax account balance: \$24,435.75

Moved by Miller, seconded by Spotts to accept the Treasurer's report as presented. - 4 Yes - 0 No - Motion Carried

Miller presented the Narrow Lake Sewer System financial report for June - July.

NLSS checking balance: \$36,794.46

Invoices submitted for Trustee approval: #2610 to #2022 with three ACH payments.

NLSS expenses: \$14,044.42

NLSS income: \$15,830.32

Special Assessment Savings balance: \$47,375.85

NLSS Regular Savings: \$8,748.39

Moved by Larson, seconded by Williams to accept the NLSS report as presented. 4 Yes - 0 No - Motion Carried

Scott Monroe with Monroe Environmental, LLC gave an update on recent improvements with the NLSS. Scott stated that an on-demand generator was a high priority as several recent weather activities have knocked out power for up to five days which is a huge risk to the system and operations. He and Tara presented bids from three electricians for purchase and installation of a three-phase on-demand generator.

Albion Electric - \$22,350

Morgan Electric - \$ 17820.90

Swanson Electric - \$45,825.00

- Note: the first two bids were for 26 KW, 3-phase generators and Swanson was for a 60 KW generator. Swanson was asked if he wanted to update the bid but declined.

Moved by Williams, seconded by Spotts to approve the bid from Morgan Electric. 4 Yes - 0 No, Motion Carried

Larson reported on the Rural Fire Association. The next meeting of the RFA will be August 21st at 6 pm. Dave Roberts, RFA President, recently met with the City of Charlotte Manager and CFD to discuss the inter-local fire agreement. The city attorney made changes to the agreement and Larson shared copies of the updated proposed agreement which will be discussed at the August RFA meeting.

Carmel Township is showing no signs of returning to RFA and if they do not, their cost will go up.

The RFA has billed the City of Charlotte for half of the 2023 agreement (with Carmel Twp), they received over \$130,000 and RFA billed the City \$67,000. Currently waiting to see if they will pay or try to negotiate this amount.

Benton Twp is still undecided whether they are joining RFA.

The new truck #4 is delivered and in use. RFA has been billed the townships their portion of the \$260,145.51 cost. All five townships have been billed, including Carmel and Walton Townships who were still part of the RFA when the truck was agreed to be purchased. Brookfield has been billed \$31,111.72 for our portion and Larson will be paying this in the very near future.

Commissioner Holmes reported on the county budget progress - County is still working on the budget. At this time cuts are ongoing and as of the 6/25 W&M committee meeting, more outside agencies were cut. The next W&M committee meeting has been canceled/changed to a full CC board meeting to discuss budget cuts. Frank suggests watching the meetings online and they are archived to watch the past meetings.

Planning & Zoning Update - Larson reported they met and Chairman Mott wanted to know how many townships were in agreement with the inter-governmental agreement with P&Z services. Out of the 11, Chester, Eaton Rapids Twp, Roxand, and Vermontville were planning to stay with the county. Mott had the county P&Z put together a comparison spreadsheet of the 11 townships and cost for each township individually (percentage of work and projected revenue). Brookfield was the second lowest at .06% of work or \$11,480.82 of the \$172,646.50 budget (Roxand is the lowest at .05%). The proposed contract is for \$15,000 per township based on 11 townships. Another issue is the P&Z has an open position that they want to fill if this agreement goes through. Also, this is a five year agreement with a 3% increase each year. Eaton Rapids said they were not in favor of a 5 year agreement, nor is Larson. Larson said some townships are needing time to discuss and consult with their legal authorities. Williams questioned why it wasn't proportional to the population of the townships or as Spotts asked, based on total work of projects in the township? Example: Eaton and Eaton Rapids Twps are not equal to Brookfield and Roxand volume wise). Spotts stated he tried to make that point at the meeting and it was immediately shot down. Larson said P&Z is not mandated, but building inspections and permits are mandated. Moved by Miller, seconded by Williams to table until next meeting when we have more information. 4 Yes - 0 No - Motion Carried

Clerk Miller informed the board there will be a special election on November 4th for school district mileage renewals of Charlotte, Eaton Rapids and Olivet. We will run as we did in May with four inspectors and no separate AV board. Clerk Miller will be absent that week and has made all arrangements for coverage of duties with the County Clerk's Office and Deputy Clerk Granger.

Sick Time Policy - Pursuant to the MI Earned Sick Time act, PA 338 (2018, MCL 408.961) we are now required to adopt a sick time policy or statement of policy exemption. Clerk Miller presented the proposed policy exemption. Moved by Larson, seconded by Williams to adopt the policy exemption as presented. 4 Yes - 0 No - Motion Carried

Public Comment - None

Motion to adjourn was made by Miller, seconded by Williams. 4 Yes - 0 No - Motion Carried

Respectfully submitted,

Tara Miller, Clerk