

# Brookfield Township Board

## Un-Approved Meeting Minutes - February 3rd, 2026

The meeting of the Brookfield Township board was called to order by Supervisor Spotts at 7:00 pm.  
Present were: Spotts, Larson, Miller, Orr and Williams. Also present was: Dawn Sherman

There were no changes to the agenda presented.

**Clerk's report** - minutes from the December 1st, 2025 meeting were read. Spotts asked for any additions or corrections, seeing none, the minutes were approved as read.

**Narrow Lake Sewer System Report** -- Miller presented the financials for December - January:

NLSS checking balance: \$35,113.45

Invoices submitted for Trustee approval: #2644 to 2663 with 3 ACH payments.

NLSS income: \$35,282.00 | NLSS expenses: \$30,361.67

Net Income: \$4,920.33

Special Assessment Savings balance: \$94,382.79

NLSS Regular Savings: \$8,761.63

Spotts asked for any questions regarding the report, seeing none, the NLSS financials were approved as presented. Miller also noted the increased expenses as the 3-phase on demand generator was paid for in this period, in addition to installing the LP tank and fuel cost. Income was also higher as we had some residents who pay their M&O on their taxes w/ penalty that had been received.

**Treasurer's Report** – Larson presented the financials for December - January.

General Fund balance: \$177,610.88

Invoices submitted for Trustee approval: #5349 - 5364

General fund expenses: \$36,250.26

General fund income: \$66,234.54

Tax account balance: \$310,402.51

Spotts asked for any questions regarding the report, seeing none, the financials were approved as presented.

Larson had Budget Amendments as follows:

101 General Fund: 101-981 Computers & Software is over by \$1923.95, requesting to amend from \$7,865.00 to \$9,788.95

257 Assessor: 257-702 Supplies is over by \$39.54, requesting to amend from \$1725 to \$1800 and amend 257-703 Finishing Up Cards from \$1000 to \$925

262 Elections: 262-702 Wages is over by \$1162.50, requesting to amend \$1050 to \$2212.50 and 262-900

Advertising is over by \$108.41, requesting to amend from \$100.00 to \$208.41, 262-955 Elections Misc is over by \$1907.99, requesting to amend from \$1200 to \$3107.99

445-804 Drains At-Large: requesting to amend from \$19,300.00 to \$14,197.15. Moved by Miller, seconded by Williams to approve as presented. 5/0 MC

Larson reported no activity on the American Rescue Plan budget, balances remain at: \$10,130.90 to complete the landscaping and Rural Fire Association runs.

The annual budget meeting was scheduled for Tuesday, March 24th, at 8 pm

Rural Fire Association report: Larson reported on the Dec. 18th meeting. Chief Fullerton reported the city manager will be stepping down at the end of February. He expressed how Hillard was the best relationship the Fire Department has experienced. The City is working on the new appointment. Fullerton reported the:

- 25/26 Rural Fire Association had 193 runs and 16 mutual aid requests for a total of 209 which is 27.8%. Brookfield Township's cost is \$94,642.55.
- Quarterly operation update for Emergency runs through November 2025 - September: 197, October - 178 and November - 185. YTD total is: 1872 emergency runs which is one run every 3.9 hours.
- Former Fire Chief Christiansen has relocated to Benton Twp for a part-time position, Fullerton was appointed as Fire Chief and Dan Daly has been promoted to Assistant Fire Chief. The FD has conducted monthly volunteer training for department members and six new firefighters including one cadet are currently attending training school.
- The FD is continuing to coordinate with Eaton County and Eaton County Fire Training Committee on the construction of a live burn training facility in Charlotte. MoU with EC for construction is currently in process.
- The Rural Fire Agreement has been fully executed.
- The City of Charlotte and Carmel Township fire protection and emergency services contract was approved at the January 26th council meeting. The funds will be divided 50/50 by the City of Charlotte and Rural Fire Association.
- Rural Fire Association dues were increased from \$2000 to \$4000 due to increases of insurance and attorney fees.

Larson presented the Insurance Withholding Program Resolution for board consideration as requested by RFA - moved by Miller, seconded by Williams to approve Resolution. 5/0 MC

The Joint Planning Commission composed of seven townships in Eaton County - Bellevue, Brookfield, Chester, Kalamo, Sunfield, Vermontville and Walton has progressed to retain attorneys Fahey Schultz Burzych Rhodes PLC to start the formation process. Each township involved has committed and needs to appoint a representative to speak for their jurisdiction as the commission is formed. Moved by Larson, seconded by Miller to appoint Jim Orr. 5/0 MC

In further discussion, Williams suggested Orr be compensated and the board agreed to compensate during the formation process but Orr prefers to wait to see how much will be handled by email or in person meetings so no action was taken at this time and will be revisited at a later date. Orr said most likely, the JPC will compensate the township representative once it is in operation. Orr clarified we had created an account for our JPC financial responsibilities and Larson confirmed. We are waiting to receive the ordinance language from the attorneys as each township must pass the same ordinance.

Miller informed we have been notified the new Fire/Medical Coverage Agreement with Clarence Township is being cancelled March 1st, 2026. The letter we received states that Tri-County Emergency Medical Control Authority said Calhoun County and Eaton County operate under separate medical control authorities. First responders would basically have to have an entirely separate license to operate as a medical first response agency in Brookfield Township than in Clarence Township. That means separate medical protocols, operating procedures, training, and medication kits. With the current size of their department and where they are operationally as a brand new department, they feel that they cannot provide adequate services to Brookfield Township. They can however, continue to provide the fire coverage under a new agreement and would cover medical mutual aid if they were called by Hamlin Township if Hamlin Township would be primary first responder on medical calls. Miller has contacted Hamlin Supervisor who feels they can do this but wants to meet with us this week or next. Chief Ott is sending a new fire agreement.

Spotts received a Host Community Agreement from Hecate Solar. Being there is a lot of information Spotts would like Brandy Miller to review it and possibly our attorney on Brandy's advice. Larson will forward agreement to Brandy at Eaton County Planning & Zoning.

Miller reported the township website is ready to publish - brookfieldtownship.com. There will still be a few things to link but otherwise it is ready to go and should be up within the week.

Spotts met with Matthew Hannah, Manager/Engineer at the Eaton County Road Commission. He wanted to start meeting with each township supervisor annually. The RC millage renewal will be on the ballot in November. They plan to continue the resurfacing of Bellevue Hwy from Brookfield Rd. to Thuma Rd in the summer of 2026. Any further road work other than regular road maintenance will be at the following charges to the township – Chip & Seal - \$13,000 per mile and regravels - \$20,000 per mile.

Miller reported on the Eaton Area EMS. She was unable to go to her first meeting due to the weather but is getting the reports and said in 2025 Brookfield had 109 ambulance runs out of a total of 7381 county wide, 3006 of the total were hospital transfers. Their average response time is 7.78 minutes. Larson commented we haven't received the invoice yet.

Lastly, Miller reported that she submitted two Financial Distress for Cities, Villages & Township grants from the Dept of Treasury. One for the township for \$120,000 and one for the NLSS for \$85,000 and we are supposed to hear back in April.

In Commissioner Holmes absence, there was no County Commissioner report.

Public Comment: Dawn Sherman said she planned to start attending the board meetings to learn more about what was going on in the township. She had questions and concerns on the solar development coming into the township.

Moved by Larson to adjourn, seconded by Williams. Meeting adjourned 8:55 pm

Respectfully submitted,

Tara Miller, Clerk