

Brookfield Township Board

Meeting Minutes - December 1st, 2025

The meeting of the Brookfield Township board was called to order by Supervisor Spotts at 7:02 pm. Present were: Spotts, Larson, Miller, Orr and Williams. Also present were: Assessor Ostrowski, Mr. Ostrowski and Commissioner Holmes.

Supervisor Spotts suggested Patti present her agenda items first so she could depart if needed. She presented the March 2026 Board of Review dates - Organizational Meeting on March 3rd, time TBD and then public dates of Tuesday, March 10th - 9 am – Noon and 2 pm – 5 pm, and Thursday, March 12th - 9 am – Noon and 6 pm – 9 pm. She also presented the alternative dates in case of inclement weather and the changes in the poverty guidelines. There will be no BoR in December due to no business.

Moved by Larson, seconded by Williams to approve the alternate dates resolution. 5 Yes - 0 No, Motion Carried

Moved by Orr, seconded by Larson to approve the Poverty Guidelines resolution. 5 Yes - 0 No, Motion Carried

Clerk's report - minutes from October 6th 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 October and November:

NLSS checking balance: \$37,930.74

Invoices submitted for Trustee approval: #2634 to 2643 with 1 ACH payment.

NLSS expenses: \$12,544.08

NLSS income: \$17,893.22 | Net Income: \$5,349.14

Special Assessment Savings balance: \$48,651.51

NLSS Regular Savings: \$8,757.17

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

Miller also reported the 3-phase on demand generator was installed at the Waste Water Treatment plant on November 25th. The electrician said we needed to get the LP tank delivered and he will complete the hook up. Miller asked for input from the board on who to contact for LP service. After discussion she will contact Becks since the township already uses them for the township hall. We should be able to get along with a smaller tank.

Treasurer's Report – Larson presented the financials for October and November..

General Fund balance: \$161,075.49

Invoices submitted for Trustee approval: #5329 – 5348 for Trustee approval

General fund expenses: \$20,642.52

General fund income: \$29,924.95

Tax account balance: \$981.03

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

Larson provided a copy of the American Rescue Plan budget. There is \$10,130.90 left to complete the landscaping and Rural Fire Association runs.

Also provided was the balance of the 2025 Drain Assessment Levies. The township's at-large amount is: \$10,749.93, leaving a balance of \$8,550.07.

Rural Fire Association: Larson reported they have not met since August and the next meeting is December 18th. She distributed the new contract of the RFA and City of Charlotte. She also reported that the Fire Chief Kevin Christianson has resigned. He wanted to be a shared chief for both Charlotte and Benton Township FD's and the City of Charlotte declined. He submitted his resignation to be the Benton Township Fire Chief. The new Fire Chief for the Charlotte Fire Department is Tyger Fullerton. The Charlotte City Manager Rob Hillard also resigned recently, and Carmel Township is not returning to the Rural Fire Association.

Commissioner Holmes report - The Public Works and Human Services meeting is Wednesday morning and at the Safety and Security committee meeting they reported 911 is updating and improving their policy on how wrecker services are called by deputies or dispatch to make it equally fair for all the wrecker services in the county.

Re-Zoning Request

After careful review and discussion of the proposal received from Eaton County Planning & Zoning for the rezoning of .18 acre from residential (R-1) to commercial (C-1) as described. It was moved by Spotts to table the action until our next meeting. Miller seconded the motion but after further discussion, retracted the second so the motion died for lack of support. Moved by Williams, seconded by Miller to approve the rezoning request as presented, and upon completion of the sale and closure on the property. 3 Yes - 2 No, Motion carried.

Miller and Orr reported that they attended a brief Joint Planning & Zoning meeting held at Carmel Township Hall on November 24th. It was led by Walton Township Supervisor - Doug Thering and Chester Township Supervisor - Justin Vedder. They presented information on forming a Joint Planning & Zoning Commission as suggested by Eaton County. Eaton County has extended the Planning & Zoning Ordinance until June 30th, and will contribute funds from fees received within the period of the fiscal year start - 10/1/25 to 6/30/26 (extension end date), and possible grant funds they received but will not be able to use, to assist in updating and revising the county's Master Plan for the participating townships. It would be modeled after the Joint Commission in Wexford County who were put in this same situation in 2015. They presented budget information and their ordinance and agreement information. Townships who have committed thus far are Bellevue, Chester, Kalamo, Vermontville, Walton and Miller stated that it was likely Brookfield would commit also after our upcoming meeting. Carmel and Roxand were present but remained silent. Eaton and Eaton Rapids had already declined as they plan to proceed on their own. After questions and discussion, Larson moved, seconded by Williams that Brookfield Township commit to joining the Joint Planning & Zoning Commission. Miller will submit an email to Claudette Williams at Eaton County on behalf of the township no later than 12/3/25 at 8 am, with our decision.

Public Comment: Frank Holmes commented his displeasure on the County Road Commission putting clay down on the roads instead of gravel. He specifically mentioned Butterfield Hwy and Gildart Rd. It's a mess.

Moved by Larson to adjourn, seconded by Miller. Meeting adjourned 8:35 pm

Respectfully submitted,

Tara Miller, Clerk