

32325 Franklin Road, Franklin, Michigan 48025

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VILLAGE OF FRANKLIN REGULAR COUNCIL MEETING MONDAY, JUNE 14, 2021, 7:00 P.M. FRANKLIN COMMUNIY CHURCH, 26425 Wellington Rd, Franklin, MI 48025 A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. MINUTES:
 - A. Regular Meeting of May 10, 2021
 - B. Special Meeting of June 7, 2021
- V. PUBLIC REQUESTS AND COMMENTS
- VI. REPORTS OF VILLAGE OFFICERS AND AGENTS
- VII. SUBMISSION OF CURRENT BILLS
- VIII. SPECIAL REPORTS
 - A. President's Report
 - B. Council Report
 - C. Administrator Report
 - D. Main Street Franklin Report
 - E. Planning Commission Report
 - F. Diversity Equity & Inclusion Committee Report

IX. OLD BUSINESS

- A. Water Survey Report by Hubbell, Roth & Clark (HRC)
- B. Discussion Streetscape/Sidewalk

X. NEW BUSINESS

- A. Consider Adoption of Millage Rates for Fiscal Year 2021-2022, beginning July 1, 2021.
- B. Introduction (1st reading) to amend Ordinance; Section 1268.28; Creating Standards for Garden Enclosures amendments are proposed to Section 1268.28, Fences, to create standards for enclosures around gardens, including requirements governing their locations, size, and materials.
- C. Introduction (1st reading) to amend Ordinance 1240.08; and Ordinances 1250 and 1256; Creating a Public / Institutional Zoning District –, amendments are proposed to Chapter 1240.08, Definitions; Chapter 1250, Single-Family Residential Districts; Chapter 1256, C-1 Commercial District; and Appendix B, Schedule of Regulations to address the proposed regulation of land in the newly-created Public Institutional District and to address other Code sections to account for a comprehensive regulatory approach to same.
- D. Discussion JenStan Nature Preserve Path, Easement pathway and Village owned open spaces.
- E. Consider Village Administrators Staffing Request.
- F. Receive the Planning Commission 2020 Annual Report.
- G. Consider a Temporary Waiver of Permit Fees for the Fencing at Franklin Historic Society Building at Thirteen Mile.
- H. Consider Appointment to Historic District, Historic Study Committee, Planning Commission and Zoning/Sign Board of Appeals.
- I. Consider Civic Event Permit Application for the Franklin Community Association Music on the Green on July 21, 2021.
- J. Introduce an Ordinance to Amend Section 1042.3 of Chapter 1042, Sewer Use and User Charges, of Part Ten, Title Four of the Codified Ordinances of the Village of Franklin, Oakland County, Michigan, to Modify Sewage Disposal System Rates and Charges, and Repeals Conflicting Ordinances (first reading.)

XI. ADJOURNMENT

Posted: June 10, 2021

Heather Mydloski / Village Clerk

POSTED IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT

The Village of Franklin will provide necessary, reasonable auxiliary aids and services to individuals with disabilities requiring such services. All requests must be made to the Village Clerk at least five (5) business days before a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the Village in writing at 32325 Franklin Road, Franklin, MI 48025 or by calling the Clerk's Office, at 248-626-9666.

VILLAGE OF FRANKLIN REGULAR COUNCIL MEETING MONDAY, May 10, 2021 7:00 P.M.

32325 Franklin Road, Franklin, Michigan 48025

The Village Council did not assemble to meet at a physical place; the meeting was held electronically via "Zoom.us©", in accordance with the Michigan Open Meetings Act, as amended by 2020 PA 228

I. CALL TO ORDER

The meeting was called to order by President Bill Lamott, at 7:00 P.M. on Monday, May 10, 2021 via Zoom.us©.

II. ROLL CALL

Present: Mike Seltzer, Franklin, MI; Ed Saenz, Naples, FL; Brian Gordon, Los Angeles, CA;

Pam Hansen, Franklin, MI; Mark Hanke, Franklin, MI; Kathy Erlich, Franklin, MI; and

Bill Lamott, Franklin, MI.

Absent: None

Also Present: Dan Roberts, Police Chief; Tony Averbuch, Fire Chief; Roger Fraser, Village

Administrator, Lance Vainik, Village Treasurer and Heather Mydloski, Village Clerk.

III. ADOPTION OF AGENDA

Motion by Seltzer, seconded by Gordon to adopt the Agenda as presented.

Gordon asked that the agenda to include two (2) Resolutions: Resolution Streetscape Sidewalks I and Resolution Streetscape Sidewalks II to be added to New Business (XI) under section (F) and (G.)

Seltzer asked that the agenda be amended to include a Proclamation to be added for Dean and Judy Moenck to be added after the minutes and before the Public comments, (V), (C.)

Lamott asked that the agenda be amended to remove item number (E), Easement Pathway Discussion, under New Business (XI) to be stricken from the record as it was added in error.

Motion by Gordon, seconded by Saenz to adopt the Agenda as amended.

Roll Call Vote Hansen AYE Gordon AYE Hanke AYE Saenz AYE Erlich AYE Seltzer AYE

Lamott AYE

Motion carried.

IV. MINUTES:

A. Regular Meeting of April 12, 2021

Motion by Seltzer, seconded by Hansen to adopt the Regular Meeting of April 12, 2021 as presented.

Roll Call Vote

AYE
AYE

Motion carried.

B. Special Meeting of the Budget Workshop May 03, 2021

Motion by Seltzer, seconded by Gordon to adopt the Special Meeting of the Budget Workshop May 3, 2021 as presented.

Roll Call Vote

Hanke	AYE
Saenz	AYE
Erlich	AYE
Seltzer	AYE
Hansen	AYE
Gordon	AYE
Lamott	AYE

Motion carried.

V. PROCLAMATION

A. Consider Proclamation for Dean and Judy Moenck as presented.

PROCLAMATION Dean and Judy Moenck In Appreciation of their Public Service to the Village of Franklin

WHEREAS Judy Moenck has served as Village Trustee, for five (5) years, from February 2013 until November 2018 and for a brief time in 2020 to accommodate a Council vacancy; serving on both the Finance, Main Street Liaison and Personnel Committees; and,

WHEREAS Dean and Judy Moenck have served at the Franklin Public Library and Judy Moenck was on the Franklin Public Library Board for twenty (20) years, from March 2000 to November 2020; and,

WHEREAS Dean and Judy Moenck served on Franklin's Mobile Watch with Judy Moenck as Secretary; Dean Moenck served as President for many years; and,

WHEREAS Judy Moenck served as President of the Main Street 501-C3 effort; and,

WHEREAS Dean Moenck served on the Planning Commission for sixteen (16) years and the Zoning Board of Appeals for twelve (12) years; and,

WHEREAS Dean Moenck served on the Oakland County Road Commission, Adopt-A -Road Program in which he removed litter along Thirteen Mile for five (5) years; and,

WHEREAS Dean and Judy Moenck have resided in the Village for more than twenty-two (22) years; and,

NOW THEREFORE BE IT RESOLVED, on this 10h day of May 2020, that the Franklin Village Council hereby publicly recognizes, commends, and thanks Dean and Judy Moenck for their service to the Village.

Roll Call Vote

Saenz	AYE
Erlich	AYE
Seltzer	AYE
Hansen	AYE
Gordon	AYE
Hanke	AYE
Lamott	AYE

Motion carried.

VI. PUBLIC REQUESTS AND COMMENTS

Resolution to Adopt Rules for Electronic Meetings Rule 34, PUBLIC COMMENTS, During Village Council meetings conducted electronically, members of the public attending the meeting, once recognized by the chair, shall identify themselves for the record and indicate the municipality where they reside. Comments by the public will be limited to 2 minutes for each speaker unless the time is extended by the chair or by vote of the Council. Comments by the public during electronic meetings will be restricted to the public requests and comments portion of the meeting.

Public Comments were opened by President, Bill Lamott at 7:09 PM.

Natalie Robinson-26061 HAWTHORNE

• Read 2021 Proclamation Declaring the First Friday of June to be National Gun Violence Awareness Day.

2021 PROCLAMATION DECLARING THE FIRST FRIDAY IN JUNE TO BE NATIONAL GUN VIOLENCE AWARENESS DAY

This proclamation declares the first Friday in June to be National Gun Violence Awareness Day in the Village of Franklin to honor and remember all victims and survivors of gun violence and to declare that we as a country must do more to reduce gun violence.

WHEREAS, every day, more than 100 Americans are killed by gun violence, alongside more than 230 who are shot and wounded, and on average there are more than 13,000 gun homicides every year; and

WHEREAS, Americans are 25 times more likely to die by gun homicide than people in other high-income countries; and

WHEREAS, Michigan has 1,212 gun deaths every year, with a rate of 12.1 deaths per 100,000 people, Michigan has the 31st highest rate of gun deaths in the U.S.; and

WHEREAS, gun homicides and assaults are concentrated in cities, with more than half of all firearm related gun deaths in the nation occurring in 127 cities; and

WHEREAS, cities across the nation, including in the Village of Franklin, are working to end the senseless violence with evidence-based solutions; and

WHEREAS, protecting public safety in the communities they serve is the mayors' highest responsibility; and

WHEREAS, support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from people with dangerous histories; and

WHEREAS, mayors and law enforcement officers know their communities best, are the most familiar with local criminal activity and how to address it, and are best positioned to understand how to keep their citizens safe; and

WHEREAS, gun violence prevention is more important than ever as the COVID-19 pandemic continues to exacerbate gun violence after more than a year of increased gun sales, increased calls to suicide and domestic violence hotlines, and an increase in city gun violence;

WHEREAS, in January 2013, Hadiya Pendleton was tragically shot and killed at age 15; and on June 4, 2021 to recognize the 24th birthday of Hadiya Pendleton (born: June 2, 1997), people

across the United States will recognize National Gun Violence Awareness Day and wear orange in tribute to –

- (1) Hadiya Pendleton and other victims of gun violence; and
- (2) the loved ones of those victims; and

WHEREAS, the idea was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange; they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods and orange is a color that symbolizes the value of human life; and

WHEREAS, anyone can join this campaign by pledging to wear orange on June 4th, the first Friday in June in 2021, to help raise awareness about gun violence; and

WHEREAS, by wearing orange on June 4, 2021 Americans will raise awareness about gun violence and honor the lives of gun violence victims and survivors; and

WHEREAS, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands, and encourage responsible gun ownership to help keep our children safe.

NOW, THEREFORE BE IT RESOLVED, that President and the Trustees of the Village of Franklin declares the first Friday in June, June 4, 2021, to be National Gun Violence Awareness Day. I encourage all citizens to support their local communities' efforts to prevent the tragic effects of gun violence and to honor and value human lives.

Motion by Hanke, seconded by Erlich to approve 2021 Proclamation Declaring the First Friday of June to be National Gun Violence Awareness Day.

Roll Call Vote

Erlich	AYE
Seltzer	AYE
Hansen	AYE
Gordon	AYE
Hanke	AYE
Saenz	AYE
Lamott	AYE

Motion carried.

Nena Downing-30645 BRUCE

• In recognition of Earth Day, she proposed the Council alter their ordnance to include the banning of outside recreational and waste wood burning.

Rick David-27201 WELLINGTON

- Noted that upon reviewing the Village Council Budget Workshop minutes from May 3, 2021 there was a missed deadline for a millage renewal of \$120,000.00. He asked why it happened and if there would be any accountability for it?
- He also asked about the Declaration of Emergency the Council enacted to allow for online meeting to continue under the COVID-19 resurgence was set to expire on May 31, 2021. He asked that it be extended to allow all residents to attend.
- He asked if some of the committees that have been enacted by the Council if they followed the Open Meetings Act and required minutes.
- Currier clarified that any meeting formed by the public body was an open meeting and subject to the Open Meetings Act.
- Saenz stated he has been in the Personnel Committee and Minutes were not taken. He asked if minutes were required?
- Currier stated that there was a difference with the Personnel Committee can be closed and is a unique situation. However, they are subject to the same rules and require minutes to be taken.
- Gordon stated that the Council had been advised their previous legal counsel that if there were only three (3) or less Trustees involved in such a meeting was not subject to the OMA and it is in direct conflict with Currier's counsel.
- Currier said the laws had changed to include any committees that are formed by the Council (Public Body) are subject to the Open Meetings Act.
- Hansen reminded the Council that they were out of order as this was the Public Comments section of the meeting.
- Hansen agreed that committees were subject to the OMA. She said some committees with three (3) Trustees or less was not a quorum and was therefore not deciding, so was it still under the OMA? Currier said it was still under the OMA.
- Hansen asked Fraser to give guidance to the Council on the OMA so they could be in compliance as the laws have changed.
- Currier noted that John Staran was not incorrect at the time his advice was given; the laws had simply changed.
- Selzer found it challenging to have to discuss some topics in a public setting, but he desired to be in compliance and would adhere to the OMA.
- Saenz wanted to hear more information on the missed millage renewal.
- Lamott mentioned that the change in staff and the retirement of our former Clerk it was simply missed.

Rick Notter- 26170 HERSHEYVALE

- Thanked Village residents for voting in the May 4, 2021 Special Election.
- Spoke in favor of the YES vote on the May 4, 2021 Special Election.

John Simon-30320 KINCARDINE

- Spoke not in favor of the YES vote on the May 4, 2021 Special Election.
- (His comments were not audible on Zoom)

Trustee Pam Hansen- 32820 WING LAKE

• Stated that John Simon's comments were incorrect and untrue, and she would personally listen the recording from this night's meeting and she would refute each comment he made with documentation.

Connie Ettinger- 25600 RIVER

- Thanked Village residents for voting and for volunteering in all aspects with the May 4, 2021 Special Election.
- Informed Council that there was a resident that verbally assaulted another resident and her 3 and ½ year old son.
- She implored the Council to unite and promote unity and encourage negative and divisive behavior to cease.

Angelina Sulaka-26172 MEADOW

- Thanked all residents on behalf of Connect Franklin for voting.
- She stated that Connect Franklin was established to build unity and inclusiveness to all residents and will continue to provide events and seek opportunities to enhance unity.
- Thanked Mydloski for posting the Meeting Packets online, as it is building transparency.
- Spoke in favor of the YES vote on the May 4, 2021 Special Election.

Josondra Notter-26170 HERSHEYVALE

- Spoke in favor of the YES vote on the May 4, 2021 Special Election.
- Asked the Council to move forward with the sidewalks swiftly.

Public Comments were closed by President, Bill Lamott at 7:36 PM.

VII. REPORTS OF VILLAGE OFFICERS AND AGENTS

Dan Roberts, Police Chief

- Reviewed Submitted Report.
- Traffic Violations have increased as traffic has increased.
- Ofc. James Hirschfeld was retiring again. He had served from 1988-2014 retiring as a Sergeant; he then came back part-time until now. He is an excellent officer and will be greatly missed.
- Roberts mentioned FBFPD is throwing a retirement party for Hirschfeld on June 5, 2021and that he would provide more details as they became available.

Tony Averbuch, Fire Chief

- Reviewed Submitted Report.
- Initiated 2021 Annual Testing of equipment and Apparatus.

VIII. SUBMISSION OF CURRENT BILLS

Lance Vainik, Village Treasurer, was absent.

• Council reviewed Submitted Report.

Totals: 05-10-2021		
CATEGORY	SU	B TOTALS
General	\$	38,734.42
Major Streets	\$	1,332.00
Local Streets	\$	1,332.00
Police	\$	68,306.77
Garbage and		
Rubbish	\$	15,310.01
Building Dept.	\$	22,561.71
Street Project	\$	-

Road Millage	\$ 636,900.00
Pressure Sewer	\$ -
Tax Collection	\$ -
Wastewater	\$ -
TOTALS	\$ 784,476.91

Motion by Seltzer, seconded by Saenz to approve the Bills List as presented.

Roll Call Vote

Seltzer	AYE
Hansen	AYE
Gordon	AYE
Hanke	AYE
Saenz	AYE
Erlich	AYE
Lamott	AYE

Motion carried.

IX. SPECIAL REPORTS

A. President's Report

Bill Lamott, Village Council President

- More white concrete in our rural, historic village is not my first choice but 628 of 1117 voters approved an enabling charter amendment so we will begin the process of putting sidewalks on Franklin and 13 Mile Roads. I hope that, unlike the Village center streetscape, we can think outside the box and find a way to create safe walkability and keep our unique character. Time will tell.
- He mentioned that the Post Office was closed at 9:30 AM this morning and the hours of operation had been inconsistent. He found it unacceptable and would continue to pursue an answer for the inconsistency. He had already contacted Andy Levin's Office.

B. Council Report

Trustee Saenz

- Thanked Lamott for supporting the will of the people for the May 4, 2021 Special Election.
- Thanked Hansen for her faithful and persistent effort to see the Streetscape project through.
- He implored residents to come to a state of unity and move past division and into unity.

Trustee Erlich

- Congratulated all residents for their efforts to support the May 4, 2021 Special Election, no matter how they chose to vote.
- She urged all residents to continue with the same level of involvement in the community as they demonstrated with this past election.
- She hopes residents will chose to respect the needs of all people, not merely their own concerns and with kindness and respect.

Trustee Hansen

- Thanked Saenz for the acknowledgment.
- Asked Lamott and Erlich to reach out to Josh Lawton and request that he take down his websites that she felt was negative and divisive. She stated that she believed that Lamott and Erlich wanted the acrimony in the Village to stop.
- Erlich responded that the issue was not one sided and it was not fair to call out Josh Lawton. She indicated he was not the only one that had been accused of passing out misinformation. She stated that she and Bill were not in cahoots with anyone.

Trustee Seltzer

• Spoke of the challenges with the past election and expressed his frustration with Lamott and Erlich.

<u>Trustee Gordon</u>

- Shifted the conversation to a positive note, he reminded the Council of their recent accomplishments of the completion of the Downtown Lighting Project.
- He mentioned the ribbon cutting and expressed his regret that more residents could not attend due to COVID-19 restrictions.
- He is proud that this project was supported, approved, and achieved by the Village residents.

Trustee Hanke

- Reinterred Rick David's question during the Public Comment section of the meeting that the Village had missed a millage renewal. He asked for clarification and who was to take responsibility for the error.
- Lamott had stated everything he knew. He was more concerned on how to get out of it rather than to lay the blame on someone.
- Fraser stated that he had no idea of such a millage, and he did not know it was expiring this past year. To renew it, it would have required a Special Election that would have to have been set up last year. There would be a shortage of revenue consequently, but the good news was that we have a healthy fund balance and there is an opportunity to focus on our needs for the future.

C. Clerk Report

Heather Mydloski, Village Clerk

- Reviewed Submitted Report.
- May 4, 2021, Special Election Results
 - \circ Yes -628 (56.22%)
 - o No 489 (43.78 %)
 - Vote Cast 1,117
- Thanked Clerk Sharon Tischler of Southfield Township and her team for an excellent job on the election.
- She thanked all the volunteers and the former Village Clerk, Eileen Pulker for working the election.
- She informed Council that a local resident submitted a donation to the Village in the amount of \$150.00 in gratitude for the Village keeping the restrooms open during the pandemic.
- She praised Doreen Martin for her continued efforts to improve internal processes at the Village Office. She stated that Martin had upgraded the software to allow Meeting

Packets to be posted on the Village website and for all Village Boards and Commissions. She referenced Martin as an invaluable part of the Administration Team.

D. Administrator Report

Roger Fraser, Village Administrator

- American Rescue Plan Act (ARPA).
 - We are starting to receive reports of the plan and how it will be distributed. We have until 2024 to allocate the funds we are entitled to under this plan; however, we do not yet know how much that is. More information to come on this.

E. Main Street Franklin Report

No report.

F. Planning Commission Report

David Goldberg, Planning Commission Chairman

- Sarah Traxler will be leaving McKenna and will be missed. Traxler has been an asset the Planning Commission for many years. Her successor will be Chris Doozan.
- Chief Dan Roberts had brought an issue to his attention regarding our current sign ordinances. He will investigate it with the Commission and get back to Roberts with direction.
- The Planning Commission acted on the Public Institution Zoning Districts and the Garden Fence Standards. He awaits the Council's decision once the items are placed on the Council Agenda.

G. Diversity Equity & Inclusion Committee Report

David Sahli, DE&I Chairman

- Sahli will submit a written repost for the Council for the June 2021 meeting to include the Committees Mission Statement, main goals and objectives and proposed training initiative for both the committee and the residents.
- Praised Martin for her continued efforts to improve the Village's internal processes and in doing so, further promoting inclusiveness and transparency.

X. PUBLIC HEARING

A. Proposed Budget, Fiscal Year 2021-2022, beginning July 1, 2021.

The Public Hearing was opened by President, Bill Lamott at 8:20 PM.

There were no public comments for the Public Hearing.

The Public Hearing was closed by President, Bill Lamott at 8:20 PM.

XI. OLD BUSINESS

A. Water Project Update

- Fraser introduced Jamie Burton of Hubbell, Roth, and Clark Engineering.
- Reviewed Submitted Report

- Burton praised the Village of Franklin for their high response rate, he pointed out that an excellent response rate for a survey, on a nationwide average, was from 20% to 30% and the Village had a response rate of 48%!
- Shared a data collection map with the Council that showed an evenly dispersed response by parcel, which was also unusual and a testament to the commitment of resident involvement with the topic of water.
- Praised Karen Couf-Cohen for her tremendous effort with this project.
- Lamott wanted to know the problem and what solution can be achieved to solve it.
- Saenz asked for clarification on the 48% response rate and why that was such an accomplishment. Burton clarified that 1200 parcels were identified and invited to participate in the Water Survey and half of them had responded, blowing the national average out of the water! He further stated that kind of response rate was unheard of.
- Lamott asked if those who did not participate would be given a second change to take the Water Survey?
- Erlich asked if the water was truly safe and asked what future measures would be taken by the Village to help residents ascertain the quality of their water for safe use and consumption.
- Hanke thanked Burton for a thorough job on the water survey and he publicly recognized the 48% response rate achievement that was obtained from good management and resident participation. He too asked what strategy would be instituted in the future to ensure the quality of their water for safe use and consumption in the Village.
- Burton said it was not necessary to have all the answers but rather to educate the residents. He believes the water to be safe as has been substantiated by EGLE and the Oakland County Water Resource Commission. The goal is to educate and work toward maintaining the water quality along with monitoring any changes to the environment or otherwise that could change that.
- Seltzer stated that residents often articulate the fact they moved to Franklin for the old time feel, "The Town that Time Forgot." He further stated that the community need to band together and proactively prepare for the future of our watershed safety.
- Hansen mentioned that the raw data from the survey was intriguing and she agreed with a deeper dive into the analysis to allow residents to easily understand them.
- Burton was impressed with how many Village residents knew a lot about their wells, it was over half
- Fraser grew up on a well and found it interesting that residents sought to be knowledgeable about their wells.
- Gordon added that the results were enlightening, and he too noticed how evenly distributed they were throughout the Village. He then begged the question of how this may pertain to the option of municipal water in the future, and how we would narrow down next steps and education efforts for the future?
- Burton reminded the Council that there are a host of solutions to water quality for the future and that municipal water was not necessarily the goal here.
- Lamott asked about the Village providing water quality tests for residents. He implored the Council and Village Administration to explore a solution.

B. Consider Declaration of Emergency for COVID-19 Resurgence

Motion by Saenz, seconded by Erlich to approve the Resolution for the Declaration for COVID-19 Resurgence as presented.

RESOLUTION DECLARING A LOCAL STATE OF EMERGENCY

WHEREAS, the novel coronavirus (COVID-19) is a respiratory disease that is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person; and,

WHEREAS, the Governor of the State of Michigan has been stripped of her powers to issue Executive Orders related to COVID-19; and,

WHEREAS, Senate Bill 1246 would amend the Open Meetings Act to revise provisions added to the Act by 2020 PA 228 (SB 1108) that deal with remote attendance at meetings of a public body; and,

WHEREAS, Senate Bill 1246 would revise the third bulleted item to include a state of disaster or emergency declared pursuant to a local ordinance (in addition to those declared under law or ordinance). The bill would also replace "a local official or local governing body," as a person who may declare a state of emergency or disaster, with "a local chief administrative officer;" and,

WHEREAS, due to COVID-19 and maintaining safety, it is imperative that virtual meetings are continued; and,

WHEREAS, under Act 390 of the Emergency Management Act ("EMA"), and due to the pandemic of COVID-19, the Village President is authorized to declare a local state of emergency; and,

WHEREAS, the Village of Franklin ordinance Sec. 222.01(c) states as follows:

"(c) Promulgation of Orders, Rules and Regulations. Following such proclamation, the Village President may promulgate such reasonable orders, rules, and regulations as he or she deems necessary to protect life and property or to bring the emergency within the affected area under control. Said orders, rules and regulations may provide for the control of traffic; the designation of specific zones within the area in which the occupancy and use of buildings and egress and ingress of persons and vehicles may be prohibited or regulated; the control of places of amusement and assembly and of persons on public streets and thoroughfares; the establishment of a curfew; the control of the sale, transportation and use of alcoholic beverages and liquors; and the control of the sale, carrying and use of firearms or other dangerous weapons, ammunition, explosives and inflammable materials or liquids deemed to be dangerous to the public safety. The Village President may also issue other orders, rules and regulations, without being limited by the foregoing."

WHEREAS, pursuant to the EMA, the Michigan State Police Department Emergency Management Division shall be notified of all declarations; and,

WHEREAS, the governing body of this Village, that being the Village Council supports the powers of the Village President declaring the local state of emergency and further find and support the Village President in the decision to hold its meetings virtually in accordance with enrolled Senate Bill 1246 as attached to the Village President's Declaration.

Motion amended by Saenz, seconded by Erlich to approve the Resolution for the Declaration of Emergency for COVID-19 Resurgence to be amended to end on August 31, 2021. The Village Council will meet in person at the Franklin Community Church for the June 14, 2021 Regular Meeting. Other Boards and Commissions have the option to utilize Zoom or to meet in person.

Roll Call Vote

Hansen	AYE
Gordon	AYE
Hanke	AYE
Saenz	AYE
Erlich	AYE
Seltzer	AYE
Lamott	AYE

Motion carried.

XII. NEW BUSINESS

A. Consider Adoption of the Proposed Budget, Fiscal Year 2021-2022, beginning July 1, 2021.

Motion by Seltzer, seconded by Saenz to approve the Adoption of the Annual Budget, by the Resolution that follows, for Fiscal Year 2021-2022, beginning July 1, 2021 to June 30, 2022 as presented.

Roll Call Vote

Gordon	AYE
Hanke	AYE
Saenz	AYE
Erlich	AYE
Seltzer	AYE
Hansen	AYE
Lamott	AYE

Motion carried.

Lamott had reservations with the General Fund as we are spending \$380,000.00 more than is in that fund. The expenses are not one time but rather long-term costs due to expanded employees.

Erlich mentioned that Hanke added \$50,000.00 to the budget with his proposed amendments.

Hansen asked Fraser to define his comment that the Village has a healthy budget to address Lamott's concern.

Fraser clarified that the Village had increasing home-market values with a history of regular increase, therefore increasing the base to apply the mil levy. He stated also that the fund balance had been increasing as well and the funds are available for the necessary expenditures. He further stated that if the Council was uncomfortable with using the fund balance, adjustments need to be made accordingly. He stated his concern with the Council choosing not to add staff, as he feels it is essential.

Lamott said we did not know the final cost of the Streetscape, yet we were approving the budget. He believed that needed to be reconciled first.

Hanke persisted that the topic had been adequately discussed and he believed we should move forward.

Saenz mentioned we needed to look at the retirement funds and asked Fraser to speak to that.

Fraser asked Vainik to speak on the topic if he was so prepared.

Vainik will present to the Finance Committee on the retirement pension fund and unfunded liability for the nest five (5) to ten (10) years. The goal is to get to a 60% level of funding, but it will take a lot of effort and a tremendous amount of strategy to achieve.

Saenz asked for a background on staffing, but he would support the budget as is.

Lamott mentioned the \$300,000.00 repair cost for storm sewer would need to be addresses.

Erlich asked if there was an issue the Police fund balance? Fraser explained the Police was funded by the General Fund and from Bingham Farms and upon Council approval, those funds can be moved around to cover expenditures within the General Fund.

RESOLUTION

A resolution to establish a general appropriations act for the Village of Franklin; to define the power and duties of the Village of Franklin officers in relation to the administration of the budget; and to provide reminders for refusal or neglect to comply with the requirements of this resolution.

The Village Council of the Village of Franklin resolves:

Section 1: Title

This resolution shall be known as the Franklin Village General Appropriation Act.

Section 2: Chief Administrative Officer

The Village Administrator shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Notice of a public hearing on the proposed budget was published in a newspaper of general circulation on April 25, 2021, and a public hearing on the proposed budget was held on May 10, 2021.

Section 5: Estimated Revenues, Expenditures and Fund Balances

(As listed on attached pages)

- A. General Fund
- B. Police Fund
- C. Building Department Fund
- D. Major Streets Fund
- E. Local Streets Fund
- F. Rubbish Fund
- G. Road Millage Fund
- H. Pressure Sewer Fund
- I. Wastewater Fund
- J. Fire Fund
- K. Library Fund

Section 6: Millage Levy

The Village of Franklin shall cause to be levied and collected the general property tax on all real and personal property within the Village upon the current tax roll an estimated amount equal to 7.73 mills as authorized under state law and approved by the electorate.

Section 7: Adoption Budget by Reference

The general fund budget of the Village of Franklin is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

Section 8: Adoption of Budget by Cost Center

The Village Council of the Village of Franklin adopts the 2021/2022 fiscal year general budget by cost center. Village officials responsible for the expenditures authorized in the budget may expend village funds up to but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior Council approval by budget amendment.

Section 9: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Section 10: Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various cost centers (or line items) without prior Council approval, if the amount to be transferred does not exceed \$30,000. The Council shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior Council approval.

Section 11: Periodic Fiscal Reports

The fiscal officer shall transmit to the Council at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. A summary statement of the actual financial condition of the general fund at the end of the previous quarter (month);
- b. A summary statement showing the receipts and expenditures and encumbrances for the previous quarter (month) and for the current fiscal year to the end of the previous quarter (month);
- c. A detailed list of:
 - i. Expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
 - ii. For each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter (month) for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Village Council that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Village Council recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978) and the Village of Franklin personnel manual.

Section 15: Council Adoption

Hanke proposed two (2) amendments to be added to the budget in the amount of \$25,000.00 each and as follows: to add funding for Roger and his engineering team for sidewalks along Thirteen Mile Road and to continue their research and analysis for the water survey.

Motion by Hanke, seconded by Saenz to amend the Adoption of the Annual Budget, by the Resolution that preceeds, for Fiscal Year 2021-2022, beginning July 1, 2021 to June 30, 2022 to include research and funding for the Village Administrator and his engineering team to construct sidewalks along Thirteen Mile Road in the amount of \$25,000.00 and for continued research and analysis for the Water Survey in the amount of \$25,000.00 each.

Roll Call Vote

Gordon	AYE
Hanke	AYE
Saenz	AYE
Erlich	AYE
Seltzer	AYE
Hansen	AYE
Lamott	NAY

6-1, Motion carried.

B. Consider Adoption of Millage Rates for Fiscal Year 2021-2022, beginning July 1, 2021.

Fraser review submitted Millage Rate proposal. He encouraged the Council to look at this in the June Meeting.

Lamott stated we needed to increase revenues or decrease spending, period.

C. Consider Change Order NFE Proposal #9-D452 in the amount of \$35,940.00.

Motion by Seltzer, seconded by Hansen to approve the Change Order NFE Proposal #9-D452 in the amount of \$35,940.00 as presented.

Roll Call Vote

Hanke	AYE
Saenz	AYE
Erlich	AYE
Seltzer	AYE
Hansen	AYE
Gordon	AYE

Lamott AYE

Motion carried.

D. Consider Approval of the West Nile Virus Fund Program 2021 Resolution.

Motion by Seltzer, seconded by Hansen to approve the West Nile Virus Fund Program 2021 Resolution as presented.

West Nile Virus Fund Program 2021 Resolution

WHEREAS, the Oakland County Board of Commissioners has established a West Nile Virus Fund Program to assist Oakland County cities, villages, and townships in addressing mosquito control activities; and

WHEREAS, Oakland County's West Nile Virus Fund Program authorizes Oakland County cities, villages, and townships to apply for reimbursement of eligible expenses incurred in connection with personal mosquito protection measures and mosquito larvicide distribution; and

WHEREAS, Oakland County has allotment of \$515.78 in funds for the Village of Franklin to spend on West Nile Virus prevention; and

WHEREAS, the Village of Franklin, Oakland County, Michigan plans to incur expenses in connection with mosquito control activities believed to be eligible for reimbursement under Oakland County's West Nile Virus Fund Program; and

WHEREAS, the Village of Franklin intends to implement a program for individual-sized, personal insect repellent distribution to residents; and

NOW, THEREFORE, BE IT RESOLVED: that the Village of Franklin authorizes and directs its Administrator, Roger Fraser, as agent for the Village of Franklin, in the manner and to the extent provided under an Oakland County Board of Commissioners Resolution, to purchase and request reimbursement for eligible mosquito control activity under Oakland County's West Nile Virus Fund Program for 2021.

Roll Call Vote

Saenz	AYE
Erlich	AYE
Seltzer	AYE
Hansen	AYE
Gordon	AYE
Hanke	AYE
Lamott	AYE

Motion carried.

E. Easement Pathway Discussion

Lamott removed this line item as it was added in error.

F. Resolution I, regarding streetscape sidewalk #1.

Motion by Seltzer, seconded by Hanke to approve Resolution I, regarding streetscape sidewalk #1 as presented.

VILLAGE OF FRANKLIN

RESOLUTION REGARDING STREETSCAPE SIDEWALKS I

WHEREAS, on May 4, 2021 Franklin Village voters approved an amendment to the Village Charter, and

WHEREAS the approved amendment authorizes the Village Council to build sidewalks in residential areas along Franklin Road and 13 Mile Road, and

WHEREAS sidewalks planned and designed on the west side of Franklin Road between Vincennes on the north and Carol on the south have not been constructed, and

WHEREAS the engineers and contractors engaged to design and construct the various elements of the streetscape project will return to the Village this week to continue the project work.

NOW BE IT RESOLVED, the Village Administrator is directed to begin work immediately with the project engineers, Nowak and Fraus, and the contractor, ASI, to determine the costs and scheduling necessary to complete the sidewalks planned and designed on the west side of Franklin Road between Vincennes on the north and Carol on the south that have not been constructed, and

BE IT FURTHER RESOLVED, the Administrator, at the earliest opportunity, shall bring to the Council for Council's consideration, amended contracts for engineering and construction services sufficient to complete the above identified unfinished elements of the street scape project.

Roll Call Vote

Erlich	AYE
Seltzer	AYE
Hansen	AYE
Gordon	AYE
Hanke	AYE
Saenz	AYE
Lamott	AYE

Motion carried.

G. Resolution II, regarding streetscape sidewalk #2.

Motion by Seltzer, seconded by Hanke to approve Resolution II, regarding streetscape sidewalk #2 as presented.

VILLAGE OF FRANKLIN

RESOLUTION REGARDING STREETSCAPE SIDEWALKS II

WHEREAS, on May 4, 2021 Franklin Village voters approved an amendment to the Village Charter, and

WHEREAS the approved amendment authorizes the Village Council to build sidewalks in residential areas along Franklin Road and 13 Mile Road, and

WHEREAS sidewalks planned and designed on the east side of Franklin Road between Hawthorne and 13 Mile Road have not been constructed, and

WHEREAS pedestrian cross walks with remote access pedestrian signals planned and designed at the intersection of Franklin Road and 13 Mile Road have not been constructed, and

WHEREAS the engineers and contractors engaged to design and construct the various elements of the streetscape project will return to the Village this week to continue the project work.

NOW BE IT RESOLVED, the Village Administrator is directed to begin work immediately with the project engineers, Nowak and Fraus, and the contractor, ASI, to determine the costs and scheduling necessary to complete the sidewalks planned and designed on the east side of Franklin Road between Hawthorne and 13 Mile Road that have not been constructed, and

BE IT FURTHER RESOLVED, the Village Administrator is directed to begin work immediately with the project engineers, Nowak and Fraus, and the contractor, ASI, to determine the costs and scheduling necessary to complete the cross walks with remote access pedestrian signals planned and designed at the intersection of Franklin Road and 13 Mile Road that have not been constructed, and

BE IT FURTHER RESOLVED, the Administrator, at the earliest opportunity, shall bring to the Council for Council's consideration, amended contracts for engineering and construction services sufficient to complete the above identified unfinished elements of the street scape project.

Roll Call Vote

Erlich AYE Seltzer AYE

Hansen	AYE
Gordon	AYE
Hanke	AYE
Saenz	AYE
Lamott	AYE

Motion carried.

XIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:54 PM.

Heather C. Mydloski Village Clerk



VILLAGE OF FRANKLIN SPECIAL COUNCIL MEETING MONDAY, JUNE 7, 2021, at 6:00 P.M. 32325 Franklin Road, Franklin, Michigan 48025

The Village Council did not assemble to meet at a physical place; the meeting was held electronically via "Zoom.us©", in accordance with the Michigan Open Meetings Act, as amended by 2020 PA 228

I. CALL TO ORDER

The Special Council Meeting was called to order by President, Bill Lamott at 6:01 PM via Zoom.

II. ROLL CALL

Present: Brian Gordon, Orchard Lake, MI; Kathy Erlich, Franklin, MI; Mark Hanke,

Franklin, MI; Pam Hansen, Franklin, MI; Ed Saenz, Franklin, MI; Mike Seltzer, Franklin, MI; and Bill Lamott, Glen Arbor, MI.

Absent: None

Also Present: Roger Fraser, Village Administrator; Tim Currier, Village Attorney (arrived at 6:18 PM);

Dan Roberts, Chief of Police; and Heather Mydloski, Village Clerk.

III. ADOPTION OF AGENDA

Motion by Seltzer, seconded by Gordon to adopt the Agenda as presented.

Roll Call Vote

Erlich *	AYE
Hanke	AYE
Hansen	AYE
Saenz	AYE
Seltzer	AYE
Gordon	AYE
Lamott	AYE

Motion carried.

IV. PUBLIC REQUESTS AND COMMENTS

Resolution to Adopt Rules for Electronic Meetings Rule 34, PUBLIC COMMENTS, During Village Council meetings conducted electronically, members of the public attending the meeting, once recognized by the chair, shall identify themselves for the record and indicate the municipality where they reside. Comments by the public will be limited to 2 minutes for each speaker unless the time is extended by the chair or by vote of the Council. Comments by the public during electronic meetings will be restricted to the public requests and comments portion of the meeting.

There were no public comments.

V. NEW BUSINESS

A. Consider Resolution to Approve Change Orders and Funding for Sidewalk Construction along Franklin Road-Summer, 2021

RESOLUTION TO APPROVE CONTRACT CHANGES AND FUNDING FOR SIDEWALK CONSTRUCTION ALONG FRANKLIN ROAD – SUMMER, 2021

WHEREAS at the regularly scheduled meeting of May 10, 2021, the Franklin Village Council approved a resolution directing the Village Administrator to work with the streetscape project engineers, Nowak and Fraus and the contractor, Asphalt Specialist Inc. to determine costs and scheduling necessary to complete the planned and designed, but incomplete components of the streetscape plan, and

WHEREAS the incomplete components consist of certain sidewalks planned for the west side of Franklin Road in the downtown, sidewalks on the east side of Franklin Road from Hawthorne south to 13 Mile, and a crosswalk and pedestrian controlled signal at 13 Mile, and

WHEREAS Nowak and Fraus Engineering submitted the attached, additional service request #4 in the amount of \$87,058 for added engineering services for the renewed sidewalk construction, and

WHEREAS ASI submitted the attached construction bid form in the amount of \$914,138 as the estimated cost for the completion of those incomplete streetscape items, and

WHEREAS NSF reviewed the construction bid form for reasonableness and sufficiency, and recommends that ASI be awarded change order #5 in the amount of \$914,138 for construction of the above cited sidewalk related elements of the streetscape plan, and

WHEREAS the three-member, ad-hoc construction review committee of the Village Council met with the Village Administrator, the NFE engineer and the representative of ASI to examine the construction bid, discuss cost drivers and explore options that might reduce the cost of sidewalk construction, and

WHEREAS the construction and engineering costs to complete the sidewalks as initially approved by the Franklin Village Council is \$1,001,196, and

WHEREAS the Road Rehabilitation Program has \$602,972 (plus earned interest) remaining, and the Act 51 Major and Local Street funds can provide \$398,224, for a total of \$1,001,196 to complete sidewalks and related components along Franklin Road.

NOW THEREFORE, the Franklin Village Council resolves to approve Asphalt Specialties, Inc. (ASI) change order #5 in the amount of \$914,138 for construction and installation of:

- 1. Sidewalks designed for the west side of Franklin Road between Vincennes and Carol,
- 2. Sidewalks designed for the east side of Franklin from Hawthorne to 13 Mile Road,
- 3. A pedestrian crosswalk designed for the east side of the intersection of Franklin and 13 Mile Roads, and
- 4. Traffic signal improvements to accommodate the protected pedestrian crossing at the east side of the intersection at Franklin and 13 Mile roads.

IT IS FURTHER RESOLVED the Village Administrator is authorized to use \$602,972 from the Road Rehabilitation Funds and \$398,224 from Act 51 Major and Local Street funds for the purpose of paying expenses related to the sidewalk construction, and **RESOLVED** the Franklin Village Board of Trustees expresses its substantial concern over the dramatic increase in the cost of this project when compared to essentially the same project that was planned and bid approximately one year ago. The Village Administrator and the construction review committee of this Council are directed to work earnestly with NFE and ASI to identify and implement appropriate cost reduction strategies without sacrificing the project quality necessary for an enduring product for which the Village residents can be proud.

Fraser stated that he was asked to submit information on Act 51 fund usage to provide clarity on the process to the Council. He asked that the Council allow him to read a memo he had produced in response to that request for public record.

Fraser's memo as follows:

When the Streetscape plan was approved by the Village Council early in 2020, it was explained the project would be funded using remaining Road Rehabilitation Program funds and available Act 51 funds. The resolution you are considering this evening allocates \$602,972 plus earned interest from the bond funds and \$398,224 in Act 51 Major and Local Street funds for a total of \$1,001,196. I've been asked several questions about the Act 51 funds. Regarding roads, the legislative philosophy of the State is that all roads in the state are part of one system, controlled by the State but managed in cooperation with counties and other incorporated governmental units, i.e. cities and villages. Act 51 was passed in 1951 and, as amended over time, provides the policy framework and funding for that system. Four times a year the Village receives Act 51 distributions from MDOT that go to our Major and Local Street accounts. For the next fiscal year, we anticipate about \$252K in Major street revenues and \$178K in Minor street revenues. Franklin, Scenic and Wellington are categorized major streets and all others are minor streets.

Most of the expenditures we have had in the streetscape project would be permitted uses of Act 51 monies. In addition, routine maintenance, repairs, preservation initiatives such as slurry seals, and snow removal are typical uses. Non-vehicular facilities such as sidewalks providing safe passage for pedestrians are one of the many other uses for these funds. MDOT guidance has been expanded for Act 51 funds to include ways to modify existing roads to conform to the current focus on complete streets. I found few specific spending requirements, except for the expectation that a minimum of 1% of Act 51 funds will be used for pedestrian safety projects. During the past several years with the Village's focus on rehabbing local streets and subsequent focus on improving the downtown street scape, ACT 51 Major and Local street funds have been left to accumulate. As of March 31, the balance in the Major street fund was \$643,661 and in the Local street fund \$706,048. If all of the Act 51 charged expenses of this renewed sidewalk project are taken from the Major street fund, the remaining Major street fund balance will be \$245,437. The Local street fund balance would remain \$706,048.

End of Fraser's memo.

Lamott was confused by Roger's memo. He stated that in an earlier memo from Fraser, dated May 18, 2021, he understood it to show \$759,000.00 of ACT 51 monies being allocated to fund the street project, adding another \$400,000.00 from the local street fund to total \$1,100,000.00. Lamott further stated that the Village has \$1,300,000.00 total in the local and major street funds. He added this would leave a remainder of only \$200,000.00. He asked Fraser if he was understanding it correctly and if not, to clarify.

Fraser stated that he did not have the memo Lamott was referring to in front of him to verify his question. He mentioned that if in fact the memo led Lamott to that conclusion, it was not his intent. Fraser clarified that that approximately \$600,000.00 would be used from the Street Rehab funds and not Act 51 funds and the remainder of the expense of this project would be just under \$400,000.00.

Lamott thought the Village had \$1,600,000.00 in bond monies and \$1,700,000.00 in expenses, creating a deficit.

Gordon clarified that the amount Lamott mentioned was including the monies that was allocated for the remainder of the expense for previously authorized work and that Fraser was referring to uncommitted funds for the project being considered at this meeting. Lamott agreed but he reiterated that \$1,300,000.00 million in the major and local street fund balances and we are taking \$1,100, 000.00 out of those funds. Fraser said that was inaccurate and clarified that the amount of money that has been charged and allocated to the street fund had been updated and the amounts he listed in his memo (above) were the amounts that were currently available.

Lamott questioned our compliance with the Act 51 guidelines as local street funds could not be used for a major street per their guidelines. Fraser clarified that his memo stated that the Act 51 monies used would be from the major street fund.

Lamott did not see that the numbers added up and questioned Fraser further.

Seltzer reminded the Council the intent of this meeting was to approve the charge orders associated with moving forward with the voter's decision to continue the street project. He referenced the "elephant in the room, that the costs have increased from last year." He further mentioned the additional costs were unfortunate, but necessary and he suggested the Council move forward in conjunction with the expressed will of the voters. He mentioned that voters would have to reach into their pockets to complete the project.

Hanke challenged Seltzer that the Villagers were not asked to contribute more for the project. Rather, the Village had already allocated the appropriate funds, so an increase was not necessary. Seltzer agreed. Hanke and Seltzer asked for the topic to go to a roll call vote.

Erlich requested more information to explain the increase in price as it was substantial as it jumped from approximately \$400,000.00 to \$900,000.00.

Fraser explained to Erlich that he had reviewed and discussed the cost increase extensively with ASI. Some of the reasons for the increase were because of the rise in costs of materials, labor, additional costs

associated with the specific needs of our community, specifically "hand holding" with the residents and the business that were essentially time consuming.

Hanke asked Fraser if the Village had the funds available to complete the suggested project? Fraser responded "Yes."

Erlich asked that Fraser verify her understanding of his explanation to be that the price had increased because of cost of materials and ASI having to work "harder" in Franklin than in other communities?

Fraser clarified that "differently" was a more appropriate word as ASI had demonstrated an excellent job and our residents required more specialized attention and it was everyone's desire to meet the needs of our affected residents and businesses.

Seltzer mentioned there were unforeseen draining issues as well that affected the costs as well as multiple change orders due to stop work orders. Unfortunately, we are now faced with additional costs, but no one should be surprised by the increase.

Gordon interrupted Seltzer to emphasize that if the project had not been halted multiple times, we would not be having to initiate a re- mobilization effort. He further mentioned that the cost increase was more like 25% and that was understandable and reasonable under the circumstances.

In response to Erlich, Gordon explained the project was scheduled to cost \$2,200,000,00 and the new total was \$2,600,000.00 which was an additional 400k that was less than a 25% increase.

Hanke pointed out that if we delayed any further, the costs would increase even more, so the Council needed to act.

Erlich suggested that waiting on portions of the projects could possibly save money now and allow for competitive bidding.

Hanke and Gordon disagreed.

Seltzer reminded the Council that if there are further delays, the Council is doing a disservice to our business community.

Erlich asked if there was any consideration on ways to cut costs.

Gordon stated that the Resolution clearly stated an effort to cut costs when possible.

Lamott was not in agreement as he still felt strongly the Village did not have sufficient funds, but if the Council wanted to vote then they would vote.

Hansen challenged the Council to consider not voting until everyone on the Council had a full understanding of the fund balance and the allocation of funds so there was no room for a misunderstanding that would lead residents to believe the Council acted on a resolution with insufficient

funds to complete it. She was intent on maintaining the integrity of the Council. She asked that dialogue continue until the issue was fully resolved.

Hanke asked Fraser if the Village had sufficient funds in the bond fund and the Act 51 fund to cover these expenses. Fraser responded, "Yes sir." Hanke asked if the said funds would have a balance after the monies were withdrawn? Fraser responded, "Yes, several hundred thousand dollars."

Hansen asked Fraser to name the source of the funds. Fraser stated there are two, the remainder of the road rehabilitation bond funds, which is approximately \$600,000.00, and the Act 51 monies in both major and local street funds. Most would be applied to the Major Street fund and his recommendation is to use the major street fund at approximately \$400,000.00 and leave a balance in the major street fund of \$225,000.00. The local street fund would not be touched, and it has an excess of \$700,000.00.

Erlich asked what the Village normally spends on the Street Project.

Fraser said he would have to dig into the history to find that number as the Village had been wrapped up in special projects since he became Administrator.

Erlich stated that she simply did not understand what it took to fix the roads. She asked how much monies we received from the state annually. Fraser explained \$252,000 was expected for the major street category and \$178,000.00 in the local street category.

Hanke reiterated Fraser's disclosure of sufficient funds.

Hanke asked Lamott if he still had doubt that the Village was well financed? Lamott persisted the \$600,000.00 Roger stated would be left over included \$759,000.00 of Act 51 monies and with an additional withdrawal of \$400,000.00 from Act 51 a deficit would be created, as we did not have \$1,100,000.00 in the major and local street fund. Fraser clarified that the \$600,000.00 was left over from the road rehabilitation bond fund. Lamott challenged Fraser that his May 18th, 2021, memo conflicted his comment. Lamott's concern was that funds were being double counted. Fraser did not have the memo Lamott was referring to clarify, but assured Lamott he had worked with Andrea Paulsen, the Village Finance Clerk and there were sufficient funds.

Saenz stated that he felt strongly that the best course of action for the resolution on the table was to proceed on with the project as presented.

Erlich asked who makes the decision to cut costs? Would the whole Council be able to make decisions?

In response to Erlich, Hansen expounded on the process to help Erlich understand the history of the decision making for the project.

Motion by Gordon, seconded by Seltzer to adopt the Resolution to Approve Change Orders and Funding for Sidewalk Construction along Franklin Road-Summer, 2021 as presented.

Roll Call Vote

Hanke	AYE
Hansen	AYE
Saenz	AYE
Seltzer	AYE
Gordon	AYE
Erlich	AYE
Lamott	NAY

6-1, motion carried.

VI. ADJOURNMENT

Motion by Gordon, seconded by Seltzer to adjourn the meeting.

Motion was approved unanimously.

There being no further business, the meeting adjourned at 6:39 PM.

Heather Mydloski Village Clerk

VILLAGE OF FRANKLIN

OAKLAND COUNTY

MICHIGAN

FRANKLIN - BINGHAM FARMS POLICE DEPARTMENT

32311 FRANKLIN RD FRANKLIN, MICHIGAN Telephone (248) 626-9672

DANIEL D. ROBERTS
Chief of Police

Fax (248) 538-5450

MONTHLY REPORT MAY 2021

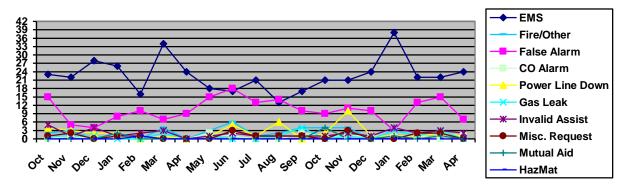
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BINGHAM FARMS		29	45%	115	87
FRANKLIN		26	41%	102	92
S.A.D./OTHER		9	14%	43	18
		TOTAL: 64	100%	260	197
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BINGHAM FARMS	<u>DATE</u> n/a	INCIDENT n/a	ADDRESS n/a	
FRANKLIN	n/a	n/a	n/a	
S.A.D.	n/a	n/a	n/a	
ARRESTS				
· F	FÉLONIES	NUMBER 3	YEAR - TO - DATE	YEAR - TO - DATE 2020
N	MISDEMEANORS	18	<u>YEAR - TO - DATE</u> 79	41
MISDEMEANOR IN	CIDENTS			
	DATE	INCIDENT	COMMENTS	
(A)=Arrest	5/2/2021	21-1878(F)		ounds Surrounding Building
(B)=Bingham Farms	5/3/2021	21-1898(B)	DWLS OPS License Sus	
(F)=Franklin	5/5/2021	21-1921(B)		rrant- Other Jurisdiction (A)
(S)=S.A.D.	5/6/2021	21-1943(B)	No OPS on Person - NO	
(O)=Other	5/7/2021	21-1963(B)	DWLS OPS License Sus	
in .	5/7/2021	21-1976(F)	DWLS OPS License Sus	
	5/8/2021	21-1985(F)	DWLS OPS License Sus	
	5/9/2021	21-1996(B)		uence of Alcohol/Liquor (A)
	5/9/2021	21-2002(B)	DWLS OPS License Sus	
	5/10/2021	21-2002(B)	DWLS OPS License Sus	
	5/15/2021	21-2137(B)	DWLS OPS License Sus	•
	5/17/2021	21-2173(F)	License/Title/Registration	
	5/18/2021	21-2173(F)	DWLS OPS License Sus	
	5/19/2021	21-2198(B)	DWLS OPS License Sus	
	5/21/2021	21-2247(B)	DWLS OPS License Sus	
	5/23/2021	21-2247(B) 21-2278(B)		
	5/23/2021	21-2288(F)	DWLS OPS License Sus	
	5/25/2021	, ,	DWLS OPS License Sus	pended/Revoked (A)
	5/27/2021	21-2315(S)	Assault/Battery/Simple	
	5/27/2021	21-2350(B) 21-2366(B)	DWLS OPS License Sus DWLS OPS License Sus	
				pended/Nevoked (A)
FELONY INCIDENT	100 000000000			
	DATE	INCIDENT	COMMENTS	~
(A)=Arrest	5/4/2021	21-1912(F)	Voter Intimidation	
(B)=Bingham Farms	5/8/2021	21-1987(B)	Agg/Fel Assault- Non-Fai	mily Member-O/ Weapon(A)
F)=Franklin	5/10/2021	21-2021(F)	Possess/Received Stoler	vehicle (A)
(S)=S.A.D.	5/22/2021	21-2267(F)	Agg/Fel Assault- Non-Fai	mily Member-O/ Weapon
(O)=Other	5/31/2021	21-2428(F)	Agg/Fel Assault-Family M	lember-O/ Weapon(A)
TRAFFIC CITATION	S:			ē.
	NUMBER	PERCENT	YEAR - TO - DATE	LAST YEAR-TO-DATE
BINGHAM FARMS/S.A.D		66%	512	458
FRANKLIN	84	34%	323	182
OTHER	0	0%	0	0
то	TAL: 248	100%	835	640
OTHER MATTERS				
	DATE	INCIDENT	COMMENTS	
11.	n/a	n/a	n/a	
LH. OIL	It Ilala			
William Vila	wy 6/1/202	.		
Darriel D. Roberts, Chief	of Police			

Page 2

To: The Board of Fire Commissioners
From: Chief of Department Tony Averbuch
Subject: Report for the 17 May Meeting

Past 18 Months Response Trends:



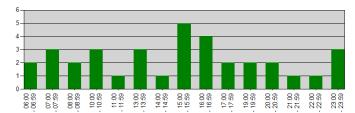
February Response Information (857):

INCIDENT TYPE	# INCIDENTS
Station: ST1 - STATION 1	
321 - EMS call, excluding vehicle accident with injury	23
322 - Motor vehicle accident with injuries	1
444 - Power line down	1
554 - Assist invalid	2
600 - Good intent call, other	3
611 - Dispatched & cancelled en route	2
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	1
746 - Carbon monoxide detector activation, no CO	1
	35

Average response time for the month (72)

RESPONSE MODE	NUMBER of APPARATUS	AVERAGE RESPONSE TIME in MM:SS (Dispatch to Arrived)
Lights and Sirens	32	5:20
No Lights or Sirens	26	5:25
Total:	58	5:22

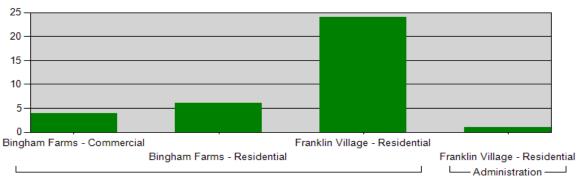
Incidents Calls by Hour (1010):



Top Ten Responders (YTD)(1512):

1. LT Croyle 6. FF Longworth
2. CAPT Kelly 7. FF Stefancin
3-4. FF Kelly 8. FM Fine
3-4. FF Kolar 9-10. LT Buck
5. LT Johnson 9-10. FF Batkiewicz

Village Zone Responses for the Previous Month (1285)



False alarms that have occurred during the month (1692):

False alarms that have occurred during the month (1692): Incident Incident # Address Zone Custom Questions					
Date	incident#		Zone	Custom Questions	
600 - Good intent call, other (Non-Billable)					
04/02/2021	2021- 21148	32555 Susanne DR Franklin, MI 48025	Franklin Village - Residential	Was this alarm caused by contractors?: N/A	
04/09/2021	2021- 21157	13 Mile RD Franklin, MI 48025	Franklin Village - Residential	Was this alarm caused by contractors?: N/A	
04/19/2021	2021- 21166	Crestwood Franklin, MI 48025	Franklin Village - Residential	Was this alarm caused by contractors?: N/A	
		611 - Dispatched & cancelled en r	oute (Non-Billable)		
04/02/2021	2021- 21149	Southbound 13 Mile RD Bingham Farms, MI 480254802	Bingham Farms - Commercial	Was this alarm caused by contractors?: N/A	
		733 - Smoke detector activation due t	o malfunction (Billa	able)	
04/20/2021	2021- 21168	30542 Hickory LN Franklin, MI 48025	Franklin Village - Residential	Was this alarm caused by contractors?: Yes	
	735 - Alarm system sounded due to malfunction (Billable)				
04/09/2021	2021- 21158	32850 Romsey Franklin, MI 48025	Franklin Village - Residential	Was this alarm caused by contractors?: No	
746 - Carbon monoxide detector activation, no CO (Non-Billable)					
04/04/2021	2021- 21152	30070 Cheviot Hills CT Franklin, MI 48025	Franklin Village - Residential	Was this alarm caused by contractors?: No	

Level One Bank Collateralized Deposit Confirmation

ISSUE DATE: 06/04/2021

Village of Franklin 32325 Franklin Rd. Franklin, MI 48025

Email: administrator@franklin.mi.us Email2: sfortney@levelonebank.com

Time and Savings Accounts

Account Type	Account Number	Account Name	Interest Rate	Balance
Interest- bearing	xxxxxx8900	Major/Local Road Fund	0.1500%	\$1,433,662.30
Interest- bearing	xxxxxx8918	Tax Fund	0.1500%	\$113,854.03
Interest- bearing	xxxxxx8926	Pressure Sewer Fund	0.1500%	\$1,586.44
Interest- bearing	xxxxxx8934	Debt Service Fund	0.1500%	\$7,448.09
Interest- bearing	xxxxxx8942	Trust & Agency Fund	0.1500%	\$129,132.05
Interest- bearing	xxxxxx8959	Federal Forfeiture	0.1500%	\$7,062.91
Interest- bearing	xxxxxx8967	State Forfeiture	0.1500%	\$13,429.75
Interest- bearing	xxxxxx0005	D.A.R.E.	0.1500%	\$676.30
Interest- bearing	xxxxxx1813	2017-18 Road Project Bond Fund	0.1500%	\$17,891.84
Interest- bearing	xxxxxx4550	New Road 2017-18 Debt Service	0.1500%	\$736,967.02

Total: \$2,461,710.73 Less FDIC Insured Amount: \$250,000.00 \$2,211,710.73

Balance to be Collateralized/Protected:

Demand Deposit Accounts

Account Type	Account Number	Account Name	Interest Rate	Balance
Noninterest- bearing	xxxxxx8892	General Fund	0.0000%	\$1,612,087.95
				A

Total: \$1,612,087.95 Less FDIC Insured Amount: \$250,000.00 Balance to be \$1,362,087.95 Collateralized/Protected:

Relationship Summary

Time and Savings Account Balances to be Collateralized:	\$2,211,710.73
Demand Deposit Account Balances to be Collateralized:	\$1,362,087.95
Polones To Do Colleters lived / Drote etc.	¢2 572 700 C0
Balance To Be Collateralized/Protected:	\$3,573,798.68

Securities Pledged

Issuer	Collateral Percentage	CUSIP Number	Maturity Date	Coupon Rate	Current Par Value	Market Value	Fair Market Value Fractional Interest % Fractional Interest \$	Balance Covered
MONA SHORES MICH PUB SCHS	100.00%	608804CF5	05/01/2034	5.0000%	\$750,000.00	\$976,202.16	33.60% \$328,003.93	\$328,003.93
HURON MICH SCH DIST	100.00%	447564KW4	05/01/2025	4.0000%	\$815,000.00	\$941,639.84	100.00% \$941,639.84	\$941,639.84
STOCKBRIDGE MICH CMNTY SCHS	100.00%	861130GF3	05/01/2032	5.0000%	\$750,000.00	\$909,422.16	100.00% \$909,422.16	\$909,422.16
CRAWFORD AUSABLE MICH SCH DIST	100.00%	224651HX0	05/01/2024	4.0000%	\$800,000.00	\$899,205.04	100.00% \$899,205.04	\$899,205.04
CLAWSON MICH	100.00%	183036EZ1	05/01/2027	4.0000%	\$740,000.00	\$888,278.46	55.81081081081081% \$495,755.41	\$495,527.71

\$3,573,798.68

COLLATERALIZED BALANCE NOT FDIC INSURED. MAY LOSE VALUE.

* Assigned Security

06/10/2021 06:59 PM CHECK DISBURSEMENT REPORT FOR VILLAGE OF FRANKLIN OSET: ANDREA CHECK DATE FROM 05/12/2021 - 06/14/2021 DB: Franklin Villag

Banks: GEN

Page 1/1

65,386.79
3,783.43
563.37
64,315.20
15,370.01
10,561.55
4,337.16
500.00
570.00
1,908.00
365.44
167,660.95

CHECK REGISTER FOR VILLAGE OF FRANKLIN CHECK DATE FROM 05/12/2021 - 06/14/2021

Check Date	Check	Vendor Name	Amount	
Bank GEN GEN F	UND CHECKING			
05/13/2021	32567	WEX BANK	549.00	police gasoline
05/20/2021	32568	BLUE CROSS BLUE SHIELD OF MICHIGAN	16,679.15	employee benefits
05/20/2021	32569	BP PRODUCTS NORTH AMERICA	667.68	police gasoline
05/20/2021	32570	BP PRODUCTS NORTH AMERICA	576.39	fire dept gasoline
05/20/2021	32571	CENTURYLINK	5.07	long distance
05/20/2021	32572	COMCAST	124.19	Police internet
05/20/2021	32573	DTE ENERGY	53.37	street lighting
05/20/2021	32574	FRANKLIN AUTO SERVICE LLC	35.29	police vehicle repairs
05/20/2021	32575	OAKLAND COUNTY	2,370.25	police clemis
05/20/2021	32576	PERFECT CLEANERS OF DETROIT INC.	37.00	dry cleaning police
05/20/2021	32577	THOMSON REUTERS - WEST	273.19	police supplies
05/25/2021	32579	COMCAST	250.16	Kreger internet
05/25/2021	32580	GUARDIAN INSURANCE	1,231.69	employee benefits
05/25/2021	32581	BASIC	59.50	employee benefits
05/25/2021	32582	FIDELITY SECURITY LIFE INS CO	539.62	employee benefits
05/27/2021	32583	WEX BANK	1,033.98	police gasoline
05/31/2021	272(E)	ADP	208.07	payroll processing
06/01/2021	32585	CATHERINE PIKULAS	0.00 V	. ,
06/01/2021	32586	DOREEN MARTIN	96.77	reimburse- office
06/01/2021	32587	FRANKLIN PUBLIC LIBRARY	0.00 V	
06/01/2021	32588	MICHIGAN NOTARY SERVICE	79.75	clerk notary supplies
06/01/2021	32589	OBSERVER & ECCENTRIC, INC.	238.92	public notices
06/01/2021	32590	VERIZON WIRELESS	109.15	police cell phone
06/01/2021	32591	CATHERINE PIKULAS	55.00	refund
06/03/2021	273(E)	ING/VOYA	200.00	employee benefits
06/08/2021	32592	CHRYSLER CAPITAL	0.00 V	
06/08/2021	32593	COMCAST CABLE	198.58	Village hall internet
06/08/2021	32594	CONSUMERS ENERGY	271.27	heat
06/08/2021	32595	THE HARTFORD	721.57	employee benefits
06/08/2021	32596	WEX BANK	658.11	police gasoline
06/08/2021	32597	CCAP AUTO LEASE LTD	349.00	police vehicle lease
06/14/2021	274(E)	MERS	29,622.04	employee benefits
06/14/2021	32598	A.K. PAULSEN BOOKKEEPING SVC, INC.	3,512.50	bookkeeping services
06/14/2021	32599	ABSOPURE WATER	72.05	water
06/14/2021	32600	ALLIANCE OF ROUGE COMMUNITIES	1,908.00	permit
06/14/2021	32601	AMERICAN LEGAL PUBLISHING CORP.	2,510.02	ordinance codification
06/14/2021	32602	ANGELA COX	150.00	refund
06/14/2021	32603	ANYTIME ANIMAL CONTROL LLC	225.00	criter control
06/14/2021	32604	ARROW OFFICE SUPPLY CO.	312.63	office supplies
06/14/2021	32605	ARTISTIC PRINTING, INC.	87.23	envelopes
06/14/2021	32606	AT & T	567.98	· · · · · · · · · · · · · · · · · · ·
06/14/2021	32607	BEIER HOWLETT PC	3,555.75	telephone
06/14/2021	32608	BIRMINGHAM YOUTH ASSISTANCE	·	legal
06/14/2021	32609	BRIAN GORDON	650.00	CDBG
00/14/2021	32003	BRIAN GUKDUN	25.00	council fee

06/14/2021	32610	CABLECASTING BOARD	12,875.08	cableboard
06/14/2021	32611	CANFIELD EQUIPMENT SERVICE, INC	1,498.13	police vehicle repairs
06/14/2021	32612	CANZANO BUILDING CO	1,500.00	Building bond refund
06/14/2021	32613	CENTURYLINK	7.75	long distance
06/14/2021	32614	CHARTER TWP OF BLOOMFIELD	4,316.66	police dispatch
06/14/2021	32615	CINTAS CORPORATION	60.33	police mat rental
06/14/2021	32616	CMP DISTRIBUTORS INC.	3,170.00	police r/r equipment
06/14/2021	32617	COMMAND OFFICERS ASSN OF MICHIGAN	195.60	union dues
06/14/2021	32618	DANIEL R ECKHOUT DBA PERCEPTION CON	200.00	Building bond refund
06/14/2021	32619	DTE ENERGY	774.29	electric
06/14/2021	32620	ECONO SIGNS	255.92	police- cross walk
06/14/2021	32621	EDWARD SAENZ	25.00	mobile watch signs
06/14/2021	32622	FOUNDATION SYSTEMS OF MICHIGAN	200.00	Building bond refund
06/14/2021	32623	FRANKLIN AUTO SERVICE LLC	272.49	police vehicle repairs
06/14/2021	32624	FRANKLIN PUBLIC LIBRARY	6,191.60	tax payment
06/14/2021	32625	GALLS LLC	240.00	police supplies
06/14/2021	32626	GFL	14,920.01	rubbish
06/14/2021	32627	GLASS LAW GROUP PA	828.75	police legal
06/14/2021	32628	GREAT LAKES INTERNET AND CONSULTING	1,766.88	computer service
06/14/2021	32629	HEATHER MYDLOSKI LLC	500.00	police facebook monitoring
06/14/2021	32630	HURON VALLEY GUNS	538.91	police supplies
06/14/2021	32631	ICMA	1,479.06	employee benefits
06/14/2021	32632	JAX KAR WASH	275.88	annual-code enforcement
06/14/2021	32633	JERRY L HOBSON	975.64	building inspector
06/14/2021	32634	K & M LEASING	250.00	copier leases
06/14/2021	32635	KAREN COUF COHEN PUBLIC RELATIONS	2,550.71	PR services
06/14/2021	32636	KATHY ERLICH	25.00	council fee
06/14/2021	32637	LAND DESIGN STUDIO	510.00	engineering
06/14/2021	32638	MARGARET A.S. BEKE	341.25	minute taker
06/14/2021	32639	MARK HANKE	25.00	council fee
06/14/2021	32640	MCKENNA ASSOCIATES	3,038.75	planner
06/14/2021	32641	MICHIGAN ASSOC OF PLANNING	675.00	membership
06/14/2021	32642	MICHIGAN EDUCATION SAVINGS PROGRAM	976.16	employee benefits
06/14/2021	32643	MICHIGAN GRAPHICS & AWARDS INC	80.00	police awards
06/14/2021	32644	MICHIGAN MUNICIPAL LEAGUE	13,554.00	worker comp ins
06/14/2021	32645	MIKE SELTZER	25.00	council fee
06/14/2021	32646	NORTH AMERICAN RESCUE	65.35	police supplies
06/14/2021	32647	NOWAK & FRAUS ENGINEERS	4,260.00	engineering
06/14/2021	32648	NYE UNIFORM	94.01	police uniform
06/14/2021	32649	Oak Electric Service Inc	200.00	Building bond refund
06/14/2021	32650	OAKLAND COUNTY	349.00	bsa tax annual fee
06/14/2021	32651	OAKLAND COUNTY TREASURER	365.44	tax refund
06/14/2021	32652	OFFICE DEPOT	91.78	police office supplies
06/14/2021	32653	PAMELA HANSEN	25.00	council fee
06/14/2021	32654	PATRINA L SCURLOCK	2,000.00	
06/14/2021	32655	PERFECT CLEANERS OF DETROIT INC.		Building bond refund
06/14/2021	32656	POLICE OFFICERS ASSOCIATION	44.50	police drycleaning
06/14/2021	32657	ROAD COMMISSION FOR OAKLAND COUNTY	451.40	union dues
06/14/2021	32658	RON SHELTON	27.86	traffic light service
06/14/2021	32659	SOCRRA	628.34	building inspector
00/14/2021	32033	SUCITIA	450.00	hazardous waste

s

cial election
ning service
ice supplies
id agent fee
ce supplies
ding inspector
ncil fee

(3 Checks Voided)

Total of 99 Disbursements:

167,660.95

Southfield Township

MIN 0 9 2021

VILLAGE OF FRANKLIN, MI

OFFICERS

James M. O'Reilly, Supervisor Sharon Tischler, Clerk Janet Mooney, Treasurer

TRUSTEES

Bonnie Cook Daniel Nelson Paul A. Newitt Jon M. Oen

June 9, 2021

Village of Franklin 32325 Franklin Rd. Franklin, MI 48025

Village Council President - Wm. Lamott,

Attached is a billing for expenses incurred for the May 4th, 2021 Village of Franklin Special Election.

You will also receive an invoice from Oakland County - Election Division for processing Absentee Ballots that were issued to Franklin Village residents and returned to the Township for counting by Friday, April 30.

Absentee Ballots received after April 30 were received and counted at the polling location.

If after review of the invoice or if you have any questions about the election process, please feal to contact me.

Your truly,

Sharon Tischler

Southfield Township Clerk

Encl: Expenses – May 4, 2021 – Special Election

EXPENSES – MAY-4, 2021 – VILLAGE OF FRANKLIN SPECIAL ELECTION

PRECINCT WORKERS PAYROLL:	AMOUNT	TOTAL
PCT-8 BEKE, ALBERT (CHAIR)	\$195.00*	
BEKE, MARGARET	\$175.00*	RECEIVED
BRINKS, JULIE	\$175.00	
FURTON, LISA	\$165.00	JUN 0 9 2021
PCT-9 BENNETT, TOM (CHAIR)	\$195.00	
BENNETT, VENESSA	\$175.00	VILLAGE OF FRANKLIN, MI
BUHL, DAVID	\$165.00	VILLETON OF THE STATE OF THE ST
WOOD, JOHN	\$175.00	
TOTAL	\$1,420.00	\$1,420.00
		+ - ,
IT- ASSISTANT		
KASSAB, PATRICIA	\$240.00*	\$ 240.00
ABSENT VOTER PRECINCT WORK	ERS	
FISHER, CAROL	\$165.00	
GILLESPIE, CARRIE	\$165.00	\$ 330.00
DECEIVING DO A DD MEMORD		
RECEIVING BOARD MEMBER	(h. 67 00	
PULKER, EILEEN	\$ 65.00	\$ 65.00
MOONEY, JANET	\$ -0-	
ELECTION CUCTODIAN		
ELECTION CUSTODIAN		
BRESNAHAN, PATRICK	\$0.00 FO.H	
HRS. – 34.5 @ \$25.00	\$862.50*	\$ 862.50
COCIAL CECUDITY FOR (*) WORKE	up.c	
SOCIAL SECURITY FOR (*) WORKE		
WORKERS ON OUR EMPLOYED		
	\$2,008.90	\$ 153.68
TOWNSHIP OF A DE (CATHED AND OF	I ECHION DAVID	
TOWNSHIP STAFF (SATURDAY & E		
FINN, PATRICIA 22-1/	2 Hrs. @ \$23.84*	\$ 536.40
ELECTION NOTICES OBSERVER	& ECCENTRIC	
NOTICE OF REGISTRAITON	· · ·	
NOTICE OF ELECTION	\$ 97.74	
PUBLIC ACCURACY TEST		\$ 249.78
Tobbie Modellate i TEST	ψ τ5.ττ	Φ 249.76
ELECTION SUPPLIES PRINTING S	SYSTEMS	
ABSENT VOTER POSTCARD	\$628.83	
BALLOTS	\$707.14	
PRECINCT KITS	\$ 84.93	
AV- MAILING ENVELOPES	\$ 79.99 (606 – AV)	
AV-RETURN ENVELOPES	\$ 76.96 (606 - AV)	
AV-RETURN ENVELOPES AV-INSTRUCTION SHEETS	\$ 70.90 (000 - AV) \$ 40.00	
AVERAGIROCTION STILLIS	φ +0.00	

EXPENSES - MAY-4, 2021 - VILLAGE OF FRANKLIN SPECIAL ELECTION PG. 2

ELECTION SUPPLIES – CON'T

DYMO LABELS

\$ 21.63

\$1,639.48

EXPENSES - MAY-4, 2021 - VILLAGE OF FRANKLIN SPECIAL ELECTION PG. 2

POSTAGE

AV APP MAILING

\$141.66

AV BALLOTS (308 @ .181 EA)

55.74

AV APPS & BALLOTS &

PRECINCT WORKER MAIL

\$198.84

\$ 396.24

(BALLOT POSTAGE \$.71 EA.)

AUTO USAGE

PATRICK BRESNAHAN

124 MILES @ .56

\$ 69.44

\$ 69.44

OAKLAND COUNTY CHARGES – AV

WILL BE BILLED BY THE COUNTY

\$ 0.00

FACILITY USED FOR ELECTION

FRANKLIN COMMUNITY CHURCH

FEE WAIVED

TOTAL

\$5,962.52

Sharon Tischler, Clerk

PAYABLE TO:

SOUTHFIELD TOWNSHIP

18550 w. 13 MILE RD

SOUTHFIELD TWP., MI 48025

VILLAGE OF FRANKLIN'S DIVERSITY, EQUITY, & INCLUSION COMMITTEE: 2021 PROSPECTIVE REPORT

MISSION: The mission of the Diversity, Equity, and Inclusion ("D, E, & I") Committee is to foster an inclusive community where people of all identities and abilities feel welcome and valued by promoting respectful communication, embracing diverse perspectives, and raising community awareness.

2021 EXECUTION OF MISSION: To create a sustainable impact on the community, guided by the Mission outlined above, the Village of Franklin's ("The Village") D, E, & I Committee has identified the following **three (3) Goals** for Fiscal Year 2021:

- 1. Develop a standardized hiring/appointment process and procedure for all publicly funded or appointed positions.
- 2. Improve the Village's communication methodology to ensure residents have visibility and are informed of announcements and updates from the Village.
- 3. Implement a D, E, & I training for all public officials and employees.

GOAL #1: STANDARDIZE PROCESS AND PROCEDURES FOR VILLAGE HIRINGS AND APPOINTMENTS.

Reason for Goal Selection – A foundational element of Diversity, Equity, and Inclusion is diverse representation amongst public leaders, officials, and employees. While many would reject considering their bias in the selection of "the right candidate," unconscious bias remains one of the biggest obstacles to diverse representation in leadership. By establishing a standardized hiring and appointment process and identifying objective criteria for the best candidate, the Village can mitigate potential unconscious bias in the hiring or appointment of public officials.

Objective to Achieve Goal:

- 1. Survey Current Demographics of Leadership:
 - **a.** Measuring the current demographics of leadership will help identify potential results of unconious biases in the current hiring and appointment process with our community.
- **2.** Document Current Processes for Hiring/Appointments
 - **a.** Documenting the current process will allow the community to identify opportunities to standardize an objective process. This includes but is not limited to establishing a standard policy for how long an opening must be posted, a minimum number of candidates, and objective criteria for how to score and measure a candidate's qualifications for a position.
- 3. Survey Current Commission/Board Chairs to Develop Objective Criteria for Appointment
 - **a.** We have sent a series of questions to the Chair of each Commission or Board. We will use their responses to develop a set of objective hiring criteria we will recommend the council to use measuring a Commission or Committee applicant's qualification for appointment.
 - **b.** The responses of the chair will feed into skillset and expectations of the Board/Commission and its respective members.
 - **c.** Finally we collected a Point of Contact for each Board and Commission to serve a resource to prospective applicants to answer any questions they may have.
- **4.** Develop Objective Appointment Procedure
 - **a.** Using the information provided by the Commission or Board Chair, we will develop a set of objective criteria to recommend to the council to use in evaluating an applications qualification for the Board or Committee Member position.
 - **b.** Establish a standardized process and procedures for Village Council appointed positions including the duration a position must be posted, where the job must be posted, what an applicant is required to submit in their application, a minimum number of applicants, etc.
- **5.** *Develop Objective Hiring Procedure*
 - **a.** Work with the Village Administrator to establish a standardized process and procedures for hiring Village positions including the duration a position must be posted, where the job must be posted, what an applicant is required to submit in their application, a minimum number of applicants, for the interview, standardized procedures for the interview including standardized questions to be asked to be of every candidate.

- **6.** Provide Recommended Hiring/Appointment Policy and Procedure to Council
 - a. The D, E, & I Committee will document its recommendations into a comprehensive report.

GOAL #2: IMPROVE VILLAGE COMMUNICATIONS WITH VILLAGERS.

Reason for Goal Selection – Common feedback the D, E, & I Committee has received from Villagers is a feeling of disconnection to the Village by not knowing receiving updates from the Village about upcoming events. In pursuit of fostering a welcoming and inclusive community that seeks to raise community awareness, improving Village communications will keep residents involved and connected with the community by staying informed of Village updates and upcoming events. Improved communications will also provide greater opportunities for Villagers to participate in their local government by improving awareness of upcoming Village Meetings, public forums, and solicitation for community feedback.

Objective to Achieve Goal:

- 1. Collect Community Demographic Statistics':
 - **a.** https://worldpopulationreview.com/us-cities/franklin-mi-population
 - **b.** Effective communication is one that reaches across demographics. Measuring the demographics of the community is foundational to ensuring or survey sample is reflective of the community demographics.
- 2. <u>Document Current Communications Channels the Village Utilizes and for What Purposes</u>
 - **a.** Work with the Village Clerk and Communications Officer to document all communications channels the Village currently uses and for what types of communications each channel is used.
- 3. <u>Develop Questionnaire to Identify Preferred Communication Channel and Demo</u>
 - **a.** The questionnaire will ask questions related to effectiveness of current communication efforts, preferred method of communication from the Village Government, and demographic information.
 - **b.** It is key to collect demographic information is critical for two reasons:
 - i. To ensure the Village develops a communication strategy that will reach all demographics in the village; and
 - ii. To ensure the survey samples is representative of the demographic makeup of the community.
- **4.** Develop Market Survey Deployment Strategy for Questionnaire
 - **a.** Identify community organizations that have recently conducted surveys within the community to identify best practices and lessons learned.
 - **b.** Work with the Village Clerk and Village Communications Officer to develop a Multi-Channel Survey strategy.
- **5.** Analyze Results and Measure Demographic Response Against Demographics of Community to Measure Effectiveness of Sampling
 - **a.** Once the survey period is closed, we will analyze the results and reconcile demographics from the response to the demographic makeup of the community. If a demographic is under represented we will implement a second phase in the survey to take what we have learned from the survey information and try to target the underrepresented demographic.
- **6.** Share Findings and Recommendations with Council.
 - **a.** We will analyze the final results to develop a report of the findings and recommendation for a comprehensive communication strategy for the Village.

GOAL #3: IMPLEMENT D, E, & I TRAINING.

Reason for Goal Selection – While most would agree D, E, & I is a necessary conversation, many feel it can be an uncomfortable one. However, the reason it is often uncomfortable is because it is unfamiliar. D, E, & I training allows for people to dive into important and unfamiliar discussions on topics such as Diversity, Inequity, and Discrimination. By mandating all public officials and employees to attend the D, E, & I training, we can ensure that while our public officials may not share the same perspectives and opinions they have been trained to speak a similar language and in a respectful manner in areas of D, E, & I. Equally important, they may be able to identify opportunities to improve D, E, and I in aspects of their roles and responsibilities.

Objective to Achieve Goal:

1. Identify a Diversity, Equity, and Inclusion Training:

- a. The Communications Sub-Committee has identified The National Seed Project for the training. The Seed Program is a 6 part training.
- b. See Attachment A for details around the training.

2. *Identify the Audience for the Training:*

- a. The training sessions are designed to accommodate 20 participants. The Communications Sub-Committee will identify Government Officials who should be required to participate in the training due to the function of their role in the Village Government.
- b. The Communications Sub-Committee will reserve a set number of slots for community volunteers to participate in the training. Reserving spots for community volunteers will provide for more diverse perspectives regarding the topics discussed in the training. Additionally, they will be able to provide additional feedback as to whether they believe the training or some variant thereof should be rolled out to the community. Community Participants will have to commit to participating in all 6 sessions.
- c. The remaining slots we be made available to volunteers from the Village Government who were not identified as required to participate in the training.

3. Coordinate Schedules to Establish Time & Location of the Training

- a. Once the required participants have been identified, the Communications Sub-Committee will coordinate with those identified participants to find a time that works for all to attend each session.
- b. After each session has been scheduled based on the availability of the required participants, the Sub-Committee will advertise the availability for volunteers both from the Village Government and the Village at-large. Volunteers must commit to attending all six of the sessions.

4. Execution and Completion of the D, E, & I Training

a. See Attachment A

5. Post Training Survey

a. The Communications Sub-Committee create a short survey for participants after they have completed the training. The survey will solicit feedback about their impression of the training, things they believed were the most important aspects of the training, things the training could do differently, and whether the community would benefit from a similar training.

6. Village Council Discussion of the Training

a. In the meeting following completion of the training, the D, E, & I Committee believe it would be powerful for the Village Council President and Trustees to speak to their experience going through the training and things they learned in the training that can be implemented into their role and responsibilities as Trustees and President.



About SEED

https://www.nationalseedproject.org/

The National SEED Project (Seeking Educational Equity and Diversity)SM partners with communities, institutions, and schools to develop leaders who guide their peers in conversational communities **to drive personal, institutional, and societal change toward social justice**. Kat Phillips, Franklin DE&I Committee Member, and Communications Sub-Committee Lead, provides us the opportunity to have a program customized and implemented specifically for the Franklin Community. Kat, in conjunction with a certified SEED leader, will create a SEED project, specifically tailored to the needs of our Franklin community.

From the SEED website: SEED leaders design their SEED seminars with the flexibility to adapt them to their own local needs. They include personal reflection and testimony, listening to others' voices, and learning experientially and collectively, in the context of each participant's intersecting identities. Through this methodology, SEED equips participants to connect our lives to one another and to society at large by acknowledging systems of power, oppression, and privilege.

Since its inception in 1987, the National SEED Project, along with its Minnesota and New Jersey branches, has trained more than 2,900 educators, parents, and community leaders from 45 U.S. states and the District of Columbia, plus 15 other countries, as SEED leaders.

WHAT MAKES SEED DIFFERENT?

- SEED believes that **each of us is an authority on our own experiences** and that cultivating spaces for self-learning and peer-sharing leads to meaningful conversations and change toward equity and diversity.
- SEED acknowledges each participant's **intersecting identities** and the ways these multiple identities are both personal (our own) and political (socially shaped).
- SEED asks us to reflect on and share our own stories of identities and wellness and to consider how they are connected to others, as a necessary prelude to creating more inclusive learning spaces and communities.
- SEED takes a **systemic approach** to oppression and privilege, rather than seeing them only in terms of individuals making individual choices.
- SEED acknowledges that **justice work is an ongoing process**, professionally and personally, not a one-time training.
- SEED honors and develops local leaders rather than bringing in outside "experts" to lecture. SEED leaders guide their colleagues in experiential, interactive exercises and conversations often stimulated by videos and readings.

- SEED uses methods of **intentionally structured group conversation**, developed over more than 30 years, to create effective learning environments that include input from all voices.
- SEED work is **not about blame**, **shame**, **or guilt** about one's location in societal systems. It is about deepening awareness of and our sense of responsibility for the existence of these systems.
- SEED builds agency and capacity for change by asking what the justice is that we need individually, relationally, and systemically, and by **committing to enact that change** from our positions within our SEED sites.
- SEED is deeply grounded in recognizing the time it takes to self-reflect, to be in authentic
 conversation, and to design systemic change for justice. SEED seminars put in place an
 ongoing constructive conversation about sometimes polarizing issues. SEED is therefore not
 a quick fix for a crisis, but makes communities more competent to deal with crises when they
 do occur.
- **SEED's storytelling approach** can complement other diversity programs by preparing participants to be more aware of their own experiences with privilege and oppression and to listen more effectively to the experiences of others.

IMPACT:

SEED has had a positive, transformational impact on the lives of teachers, students, parents, and communities. Those connected to the SEED network testify that as a result of their SEED seminar experience, they listen to all voices, including their own, with widened attention. SEED participants are able to embrace, with more confidence and competence, the challenges and joys of the many kinds of diversity found in their own lives and in the lives of others, especially their students and colleagues. Explore below what participants have told us about SEED.

SEED IS DIFFERENT:

The SEED process is different from other diversity work. It is unique in the way the process of sharing stories and deep listening puts us in our hearts.

—High school humanities teacher, New York

The uniqueness of the model struck a chord in a district where there is a serious commitment to making diversity and multicultural studies part of the fabric of the curriculum, and has been for awhile.

—Youth and community SEED leader, Illinois

What we're trying to do is change lives. We're really trying to give them a professional development experience very unlike professional development experiences that folks have going through in schools.

-High school special education teacher, Illinois

SEED CONNECTS PEOPLE IN CONVERSATION:

SEED is the best way I know to find time for the conversations we don't always get to have during the school day: **conversations about ourselves, about the kind of community we aspire to be, about justice and injustice**. The readings are always stimulating, the conversations are heartfelt, and the food is good.

—Secondary school teacher, Arizona

We heard over and over again from teachers that coming to the SEED meetings **recharged their** batteries.

—Youth and community SEED leader, Illinois

The times when I've felt overwhelmingly busy, when I couldn't fit another item on my day's calendar -- those are the times when I appreciated SEED the most. **SEED energizes me and connects me to my colleagues as people**. It doesn't add to the workload -- it almost seems to relieve it.

—Secondary school teacher, Arizona

SEED IS LIFE CHANGING:

66 SEED is a life-changing program. It is something that simply can't be taught. You have to experience it and live it. It was so much more than diversity work. It was life work, hard work, heart work.

-Elementary school teacher, Philadelphia

SEED is impactful in ways you could never imagine. Sometimes the **greatest impact is within you**. I can assure that you will never view the world in the same way.

—Trustee, K-12 school, Illinois

I consider my affiliation with SEED a treasure. Its impact on my life, professionally and personally, has been, and continues to be, profound. SEED taught me how to listen, really listen, in a deep way. SEED taught me the value of story; everyone's story.

— Head of K-8 school, Texas

What Is a SEED Seminar?



SEED seminars, run by trained local teachers, faculty, parents, community leaders, or other professionals are what make SEED such an effective force for professional development, curricular change, and institutional transformation.

Teachers, other school personnel, business colleagues, community members, employees of other organizations, or even students may participate in SEED seminars at the discretion of the seminar leader. Participants explore their own education in relation to race, gender, socioeconomic status, religion, sexual identity, abilities, and age, and how these factors currently impact their school, classrooms, community, or workplace. They consider how they can use their classrooms, communities, or workplaces to create a more equitable environment for all.

What is the purpose of a SEED seminar?

A SEED seminar seeks to improve schools, colleges, communities, and workplaces by helping participants make their climates, curricula, and teaching methods more gender fair and multiculturally equitable. SEED seminars help participants reflect upon and connect their individual experiences to the wider systemic context.

How does a SEED seminar differ from a class?

Leaders of SEED seminars do not lecture. Instead, they lead their colleagues in experiential, interactive exercises and discussions often stimulated by monthly films and readings. The seminars deepen participants' understanding of themselves, expand their knowledge of the world, and point the way to making schools, colleges, communities, and workplaces more inclusive.

How does a SEED seminar differ from other kinds of professional development?

At the seminars, participants engage in conversations with colleagues about things they really care about. No outside professional delivers a pre-canned workshop. Hundreds of schools, colleges, communities, businesses, and other institutions find that SEED seminars offer a refreshing and effective way to fight teacher burnout, change their institution's social and emotional climate, and rethink their curriculum and practices.

What does a school, college, community, or workplace gain from sponsoring a SEED seminar?

When an organization, institution, or business sponsors a SEED seminar it demonstrates a commitment to making education and community interaction fair and inclusive. People thrive when they are trusted with their own professional development. Seminars extend the benefits of re-envisioning the curriculum to the community and create support for improvement and for shared reflection on their own practices. Everyone benefits from the expanded curriculum, improved climate, and thoughtful facilitation that SEED seminars promote.

What is the setting of a SEED seminar?

SEED seminars meet in libraries, lounges, classrooms, conference rooms, or other spaces that are amenable to group meetings. Food is always provided in order to help create a welcoming, comfortable atmosphere.

SEED SEMINAR OPPORTUNITY for FRANKLIN, MICHIGAN

- Customized program for our Franklin community
- Designed by a certified SEED Leader, with input from Kat Phillips (Franklin DE&I Committee Member, Communications Sub-Committee Chair). Offer to enable input if interest arises, from the rest of the Franklin DE&I Committee
- Kat Phillips, provides a wealth of experience with SEED, as a seasoned Co-Leader of SEED initiatives
- Schedule and dates of proposed training program seminars to be determined by our DE&I Committee
- SEED training for the Franklin DE&I Committee can be offered at a discounted rate, due to Kat's involvement and experience with the development and implementation of the training.
- Seminars to be offered at a rate of \$250 per hour (regularly \$500 per hour)
- Number of sessions, duration of sessions and timing to be determined by the Franklin DE&I committee to best fit participants' schedules. Participants will optimally commit to all sessions during SEED training, to render the program most successful.
- Suggestion for roll out of training: Begin with the Franklin DE&I Committee, move forward with training opportunities throughout the governance of the Franklin community, with the potential to offer training for interested members of the community at large.



MAILING: PO Box 824 Bloomfield Hills, MI 48303-0824

SHIPPING: 555 Hulet Drive Bloomfield Hills, MI 48302-0360

PHONE: 248-454-6300 WEBSITE: hrcengr.com

June 10, 2021

Village of Franklin 32325 Franklin Road Franklin, Michigan 48025

Attention: Village President and Council Trustees

Roger Fraser, Village Administrator

Re: Summary of Findings - Village Wide Water Survey HRC Job No. 20200681.02

Dear Village Council:

Over the winter and spring months, Hubbell, Roth & Clark, Inc. (HRC) and National Research Center survey specialists at Polco, in conjunction with the Village of Franklin (Survey Committee), assisted in the design, preparation, and distribution of a Village-wide survey pertaining to the quality, aesthetics, usage, maintenance/testing, perceived safety, and general satisfaction of property owners' well water. At last month's Village Council meeting, HRC presented the raw data summary of the questions received from the full report of a survey. This included statistics, response rates, the (percentage) frequency of responses to each of the closed-ended questions, as well as all the verbatim write-in comments or responses to the open-ended questions. While there were several general conclusions that could be made based on the raw survey data, a more detailed analysis and filtering of the responses was undertaken.

HRC staff has attempted to draw specific conclusions, find any geographical clusters, and/or correlations with the individual and grouped survey responses. On the surface, the survey responses appeared widely distributed and did not correlate spatially. This was confirmed in our detailed analysis. However, there are a number of preliminary findings and conclusions that can be made from the interpretation of the data results and the Geographic Information Systems (GIS) based mapping of the respondents' issues and concerns.

Please note that the property specific results of the survey are to remain generally confidential. There are several means to showcase the data while maintaining the privacy of the respondents. However, we have limited the use of graphics in this update report. It is important to note that as the Village provides public education and assistance to the residents related to well water, the GIS system could be used to call up an individual parcel to review survey results and provide a tailored set of recommendations.

The raw data summary reported previously, GIS data set housed at HRC, and these general findings close out the survey phase of this project. To turn the survey findings into assignable and actionable tasks requires the definition of the Village's role in helping to ensure safe and reliable drinking water. This will be the focus of the next phase of this program as discussed below.



Preliminary Conclusions Via GIS Analyses:

HRC staff, specifically, our GIS Department, performed numerous iterations and types of *spatial analyses* using GIS software to check for geographic patterns within the survey results. In addition, our GIS staff generated and reviewed a correlation matrix, or *tabular analyses*, for every question to identify patterns throughout the entire dataset. Several correlation trends were identified by this task that could be investigated further. A summary of the methods and results for each of the data analyses is as follows.

Spatial Analysis

The following methods were used to review and spatially analyze the data:

- Individually mapping each question to check for immediate and obvious patterns,
- Multivariate clustering to map combinations of questions and check for spatially grouped responses,
- Feature binning (grouping individual responses into a bigger area) to aggregate responses into specific areas of the Village and compare response rate with average response in each area,
- Hot spot analysis to test for statistically significant hot and cold spots of responses to a specific question or questions, and
- Local bivariate relationship analysis to test for statistically significant relationships within a neighborhood based on nearest neighbor responses.

These methods were performed on a variety of parameters, such as:

- Respondent feelings about their well water system regarding its taste and safety,
- Issues currently being experienced with well water based on test results,
- Treatment(s) used on the well water system,
- Maintenance/sampling history,
- Well characteristics.
- Residential and business property types, and
- Resident demographics.

These methods did not yield any noteworthy local spatial patterns which would suggest that the survey results should be viewed in aggregate across the entire Village. A focused review of the business district was also done in which respondents reported a higher rate of poor tasting water. However, it did not report corresponding negative water test results. Comments from the business district may be reflective of the investigation and remediation of the contamination site.



Tabular Analysis

The following notable correlation trends, i.e. comparing the results of each question against every other question, were determined when analyzing the generated data in a correlation, or tabular, matrix:

- If a respondent is experiencing one problem with their well water, they likely experience additional problems.
- The most frequent smell issue reported is a rotten egg/musty smell,
- Lower well capacity and volume tends to result in respondents experiencing more issues with their well water,
- Respondents who do not know one characteristic of their well likely do not know other characteristics either,
- Respondents who experience more problems with their well water also spend more money on their well water system on an annual basis,
- The longer a respondent has lived in the Village, the better they feel their well water to be, and
- The longer a respondent has lived in the Village, the less testing they have performed on their well water system.

Summary and Next Steps:

As presented herein, the survey data did provide several interesting trends when analyzed via GIS software. Although the data itself is insufficient in terms of being able to provide a framework for establishing definitive actionable next steps related to the drinking water infrastructure (i.e. wells and treatment systems) of each property and the need and/or desire for physical water upgrades on a parcel, block, subdivision and/or village wide scale, the following conclusions can be made:

- There are no geographic "hot spots" for perceived water quality issues in the Village.
- There may be individual areas/subdivisions/streets where property owners may want to consider an alternate source of water in the future. This could be as simple as combining wells into a small collective system, installing a community/subdivision irrigation well system, or obtaining municipal water from a surrounding community. By definition, any of these would be considered a public system which is currently prohibited by Charter.
- As mentioned at the last Council meeting, one of the key impressions of the survey, which remains likely the most significant short-term recommendation at this time, is that education on how to address the property owners' current concerns and issues (who are not necessarily satisfied with their well water system) and training of various types of treatment and well system upgrades be provided to the property owners.
- The Village could consider a protocol for providing resources to property owners regarding their well and well water system issues and/or concerns. The protocol may consist of providing resources for maintenance and testing; providing options for treatment; and establishing a process that property owners could follow to petition for a special assessment district (S.A.D.) with their neighbors for a local public water supply project.
- The Village should reach out for additional discussions with the Michigan Department of Environment, Great Lakes and Energy (EGLE) and the potential to have public informational meetings with them and Village property owners concerned with the quality of their well water.



• The Village could arrange public information meetings/trade shows for Village property owners with representatives of various water vendors who specialize in well drilling and maintenance and well system maintenance, treatment, and replacement.

As suggested, there are a number of ideas that the Village could pursue depending on the role of the Village and where on the scale of proactive initiatives versus reactive measures the Council would like to be. The next step in the overall process is to define that role. From there, more refined recommendations can be presented that lead to actionable items including a comprehensive report of the issues and solutions related to Village water. If more discussion or responses to questions regarding the data are needed, HRC and Polco are available to assist.

Our office welcomes additional feedback, comments, and concerns from Council, and at the Village's direction, HRC may perform additional data interpretation and mapping of the respondents' issues and concerns (created by the combination of individual responses and comments). We look forward to further discussion of the survey results and next steps with Council and Village staff.

Edward D. Zmich

Project Manager

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

James F. Burton, P.E.

James 7 But

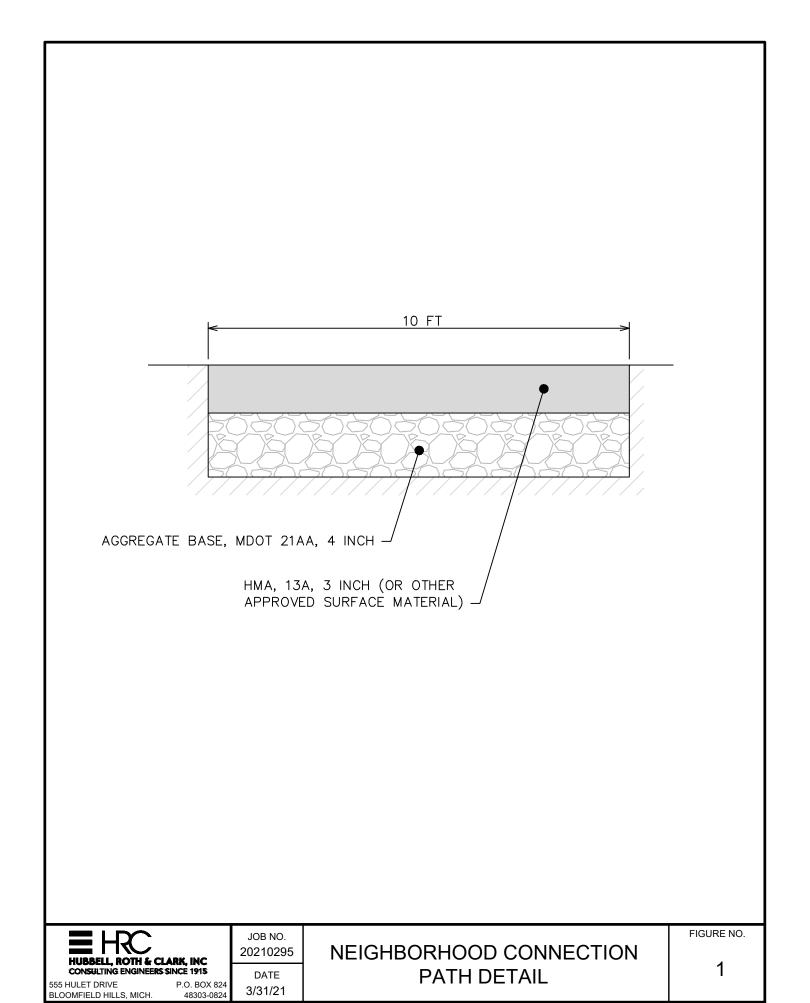
Vice President

EDZ/edz/jfb

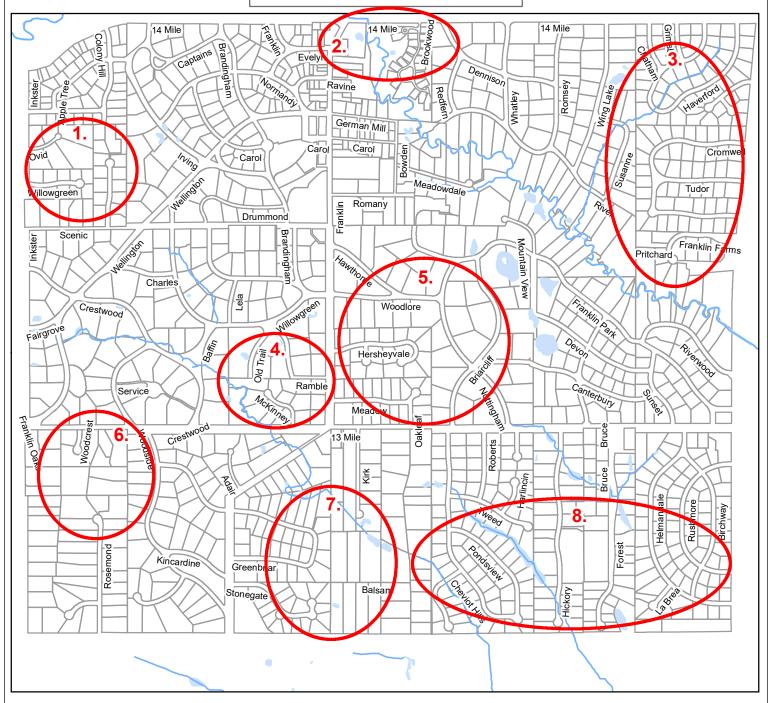
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NEIGHBORHOOD CONNECTION COST ESTIMATE SUMMARY VILLAGE OF FRANKLIN, OAKLAND COUNTY, MI

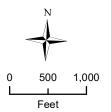
NEIGHBORHOOD CONNECTION #	ESTIMATED LENGTH	ESTIMATED TOTAL COST
1	900 LFT	\$85,000
2	250 LFT	\$23,000
3	1,500 LFT	\$140,000
4	400 LFT	\$38,000
5	950 LFT	\$90,000
6	1,000 LFT	\$95,000
7	1,200 LFT	\$114,000
8	1,900 LFT	\$180,000
TOTAL	8,100 LFT	\$765,000



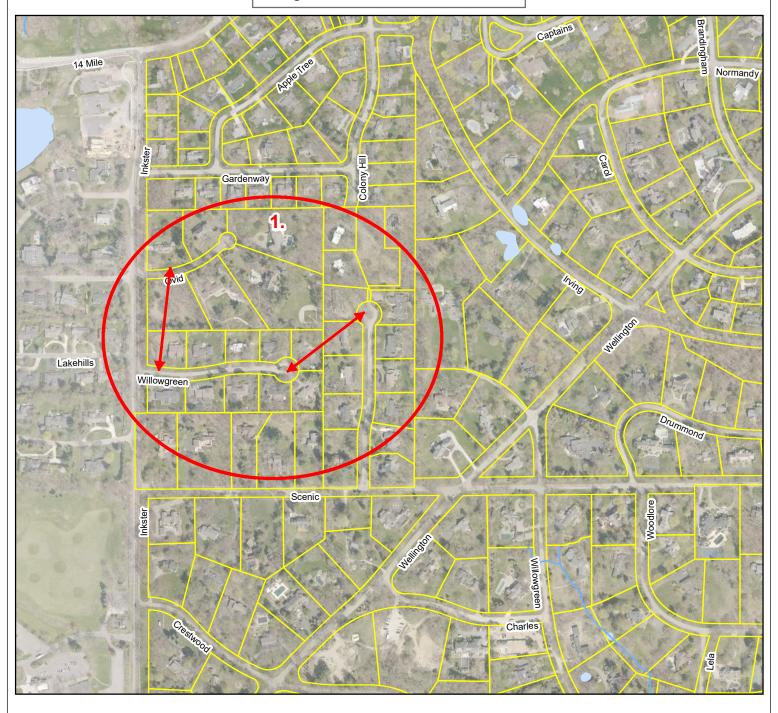
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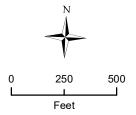




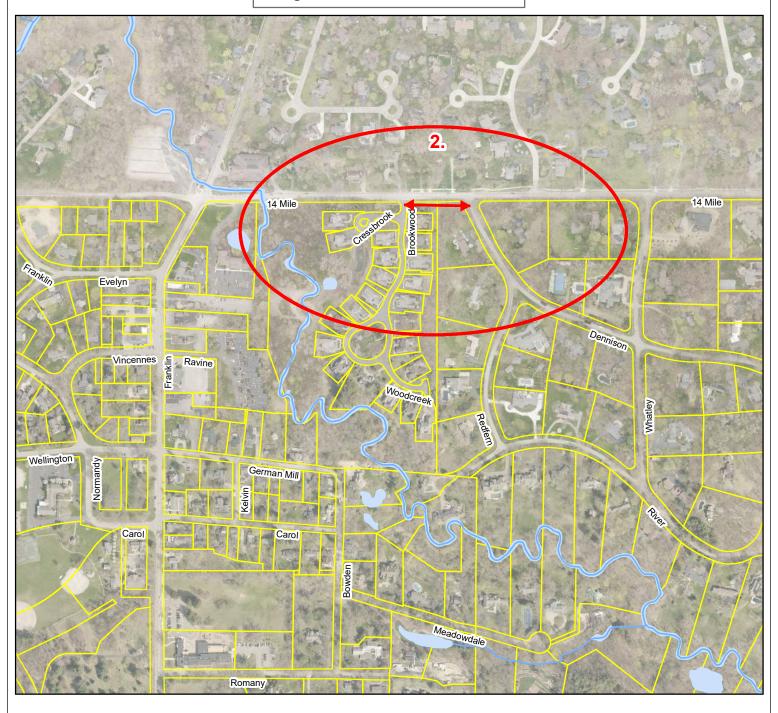




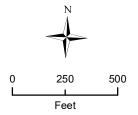




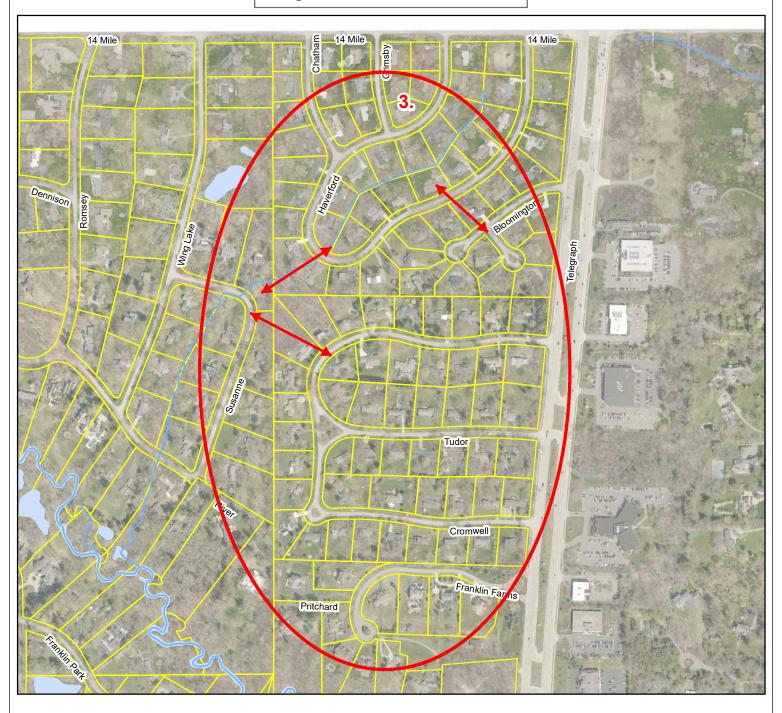




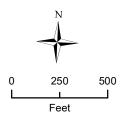




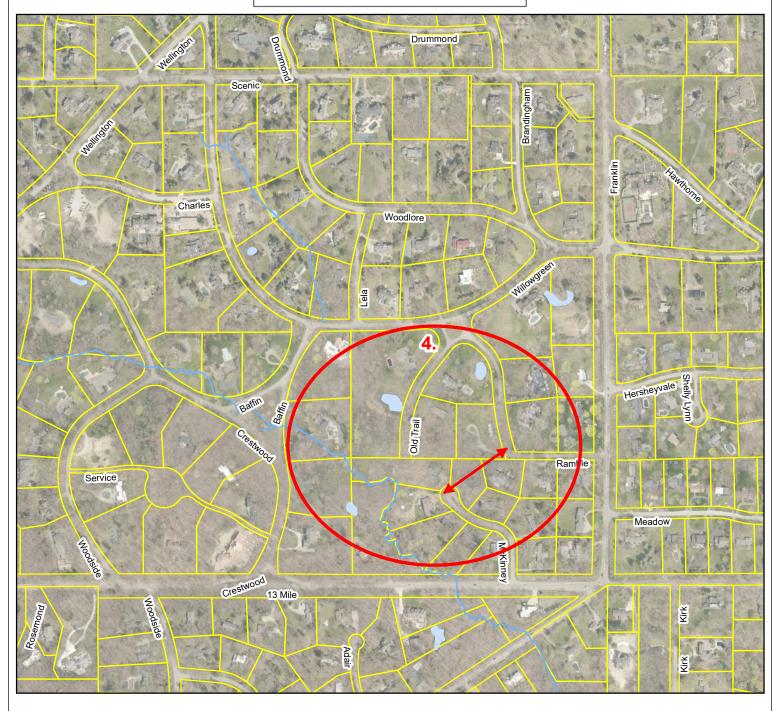




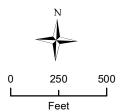




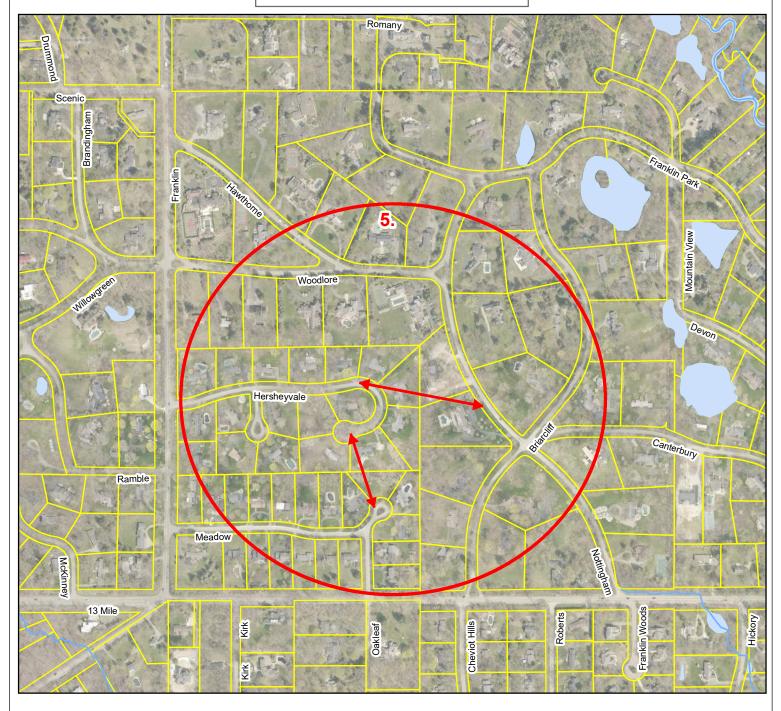




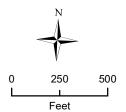




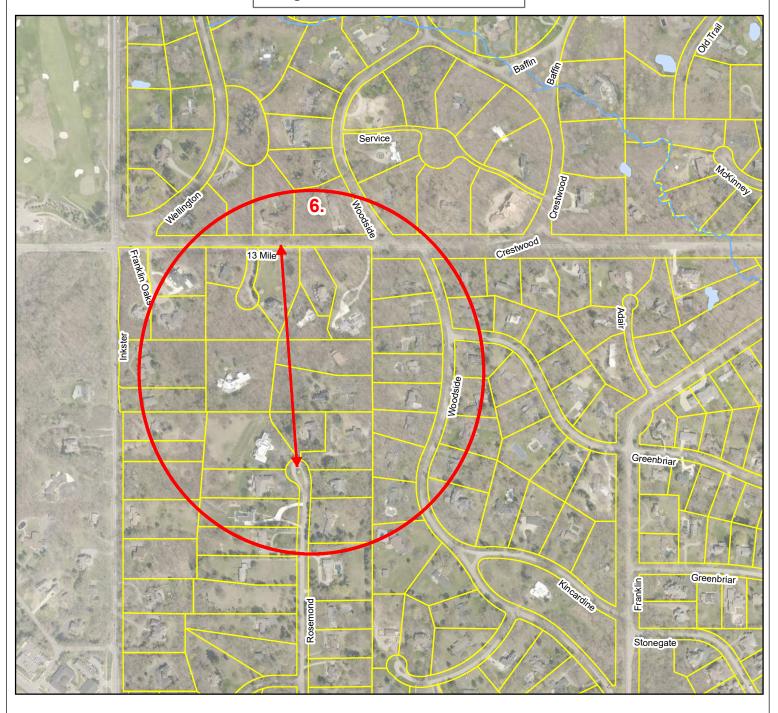




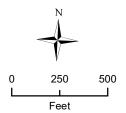




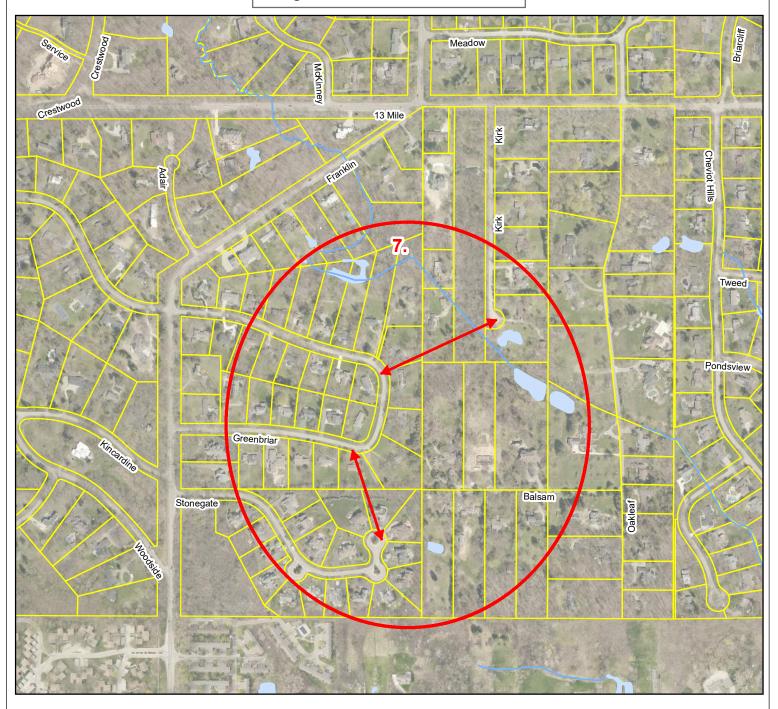




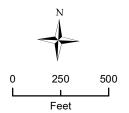




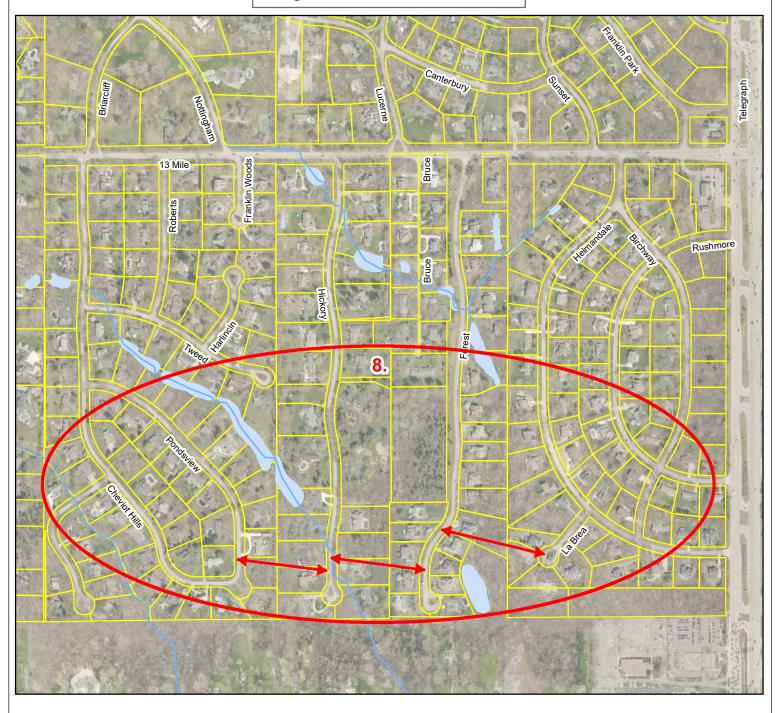




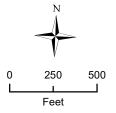














ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)

COPY TO: Each township or city clerk

Carefully read the instructions on page 2.

L-4029

2021 Tax Rate Request (This form must be completed and submitted on or before September 30, 2021)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

	2 2 11
County(ies) Where the Local Government Unit Levies Taxes	2021 Taxable Value of ALL Properties in the Unit as of 5-24-2021
Oakland	373,894,130
	For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricutlural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2021 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2021 Current Year "Headlee" Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
	General Operating	Jun-54 Oct-89	3.5000	2.5911	.9941	2.5758	1.000	2.5758	2.5878		
Charter Am	Fire	03/15/74	1.5000	0.9114	.9941	0.9060	1.000	0.9060	0.9060		
Voted	Fire	02/28/12	0.5414	0.5146	.9941	0.5115	1.000	0.5115	0.2334		2031
Voted	Library	03/10/73	1.0000	0.6074	.9941	0.6038	1.000	0.6038	0.6038		
Resolution	Rubbish	09/10/73	3.0000	1.8233	.9941	1.8125	1.000	1.8125	0.5109		
Voted	Roads	11/08/16	n/a	n/a	1.0000	n/a	1.000	n/a	2.8932		
Prepared by			Talan	hone Number		Title of Prenare	_		Date		

Prepared by	relepnone Number	Title of Preparer	Date	
	<u>.</u>	·		
		d above, we certify that these requested tax levy rates h		
reduced if necessary to comply with the stat	e constitution (Article 9 Section 31)	and that the requested levy rates have also been reduce	ad if necessar millage to be levied. See STC Bulletin 2 of 2	2021 for

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if neces to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

X	Clerk	Signature	Print Name	Date
=	Secretary			
	Chairperson	Signature	Print Name	Date
	•	orginaturo	Timervanie	Date
	President			

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2021 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)

For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal

For Commercial Personal

^{*} Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

^{**} IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

Instructions For Completing Form 614 (L-4029) 2021 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2021 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2020 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2020 permanently reduced rate can be found in column 7 of the 2020 Form L-4029. For operating millage approved by the voters after April 30, 2020, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), 2021 Millage Reduction Fraction Calculations Worksheet. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2021 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2021. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2021 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2021 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2021 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calulated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2021. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2021 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2021. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004 regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

MCKENNA



Memorandum

To: Village Council, Franklin, MI

From: Sarah Traxler, AICP

Chris Doozan, AICP

Date: May 21, 2021

Subject: Fence Standards, Gardens –Recommended Code Amendments for Council 1st Reading

BACKGROUND

It has come to the attention of the Planning Commission that there are existing fence structures surrounding gardens on single-family residential properties in the Village, which aren't necessarily permitted under the current fence standards in the Zoning Code. Below are representative images per research by Commissioner Wooters:





Given the types of fences and enclosures that are regulated in the code – similar structures are tennis courts and dog runs – the Planning Commission has found it prudent to recommend a code amendment that addresses key regulatory considerations for this type of fence.

The Planning Commission has worked on studying the issue and preparing the proposed amendments to the fence standards in the Zoning Code since this issue was introduced in August, 2020. The Planning Commission conducted the required public hearing per the Michigan Zoning Enabling Act, as amended (Public Act 110 of 2006), and recommended adoption of the below standards on April 21, 2021.





Below is a summary of the key regulatory considerations proposed in this amendment.

REGULATION DETAIL	PROPOSED STANDARDS				
Definition	Type of fence to enclose area used for growing of vegetables, flowers, etc. used for human consumption but not for commercial sale				
Location	Location Not permitted in any required yard or in a front yard (see Yard Requirements excerpt from Zoning Code, attached)				
Height Not to exceed 8', inclusive of any structure on which it sits					
Materials Required to be of welded wire or galvanized, coated with vinyl or PVC; chick wire "ok" if galvanized					
Opacity	Not to exceed 20% opacity				
Spacing Maximum spacing between wires of 1" x 2"					
Maximum Area	Not larger than 1,000 sq. ft.; multiple enclosures "ok" and number is dictated by zoning district				

Please let us know if you have any questions. Thank you.

PROPOSED ZONING AMENDMENTS

Below are excerpts from the fence code, section 1268.28; only the sections proposed to be amended are included.

- Letters or words to be removed are presented in **strikethrough** format;
- Letters or words to be added are underlined and highlighted in grey for ease of review.

1268.28 FENCES.

Every fence constructed or erected in the Village shall comply with the regulations in this section. No fence shall be erected, constructed, relocated, or altered until a permit has been issued in accordance with the requirements of this section.

(a) Definitions.

- (1) Fence. "Fence" means an artificially constructed, non-vegetative barrier of natural or artificial materials used to prevent or control ingress/egress, confine within, or mark a boundary. A fence may be decorative or ornamental. Gates or barriers to entry and exit, driveway entrance features, screening walls, and other types of boundary protection shall be included in this definition.
- (2) Perimeter feature. "Perimeter feature" means a type of fence running along the perimeter of a lot either on or within six feet of a lot line.
- (3) Privacy screen. "Privacy screen" means a type of fence that is a substantially opaque barrier intended to screen a selected use or particular area in a private residential yard.
 - (4) Interior fence. "Interior fence" means a type of fence that is not a perimeter feature or a privacy screen.
 - (5) Road. "Road" has the same meaning as "street" as defined in Section 1240.08 (b)(69).



- (6) Construction fence. "Construction fence" means a temporary artificially constructed fence used to prevent or control entrance or access pursuant to a permit issued by the Village of Franklin Building Official under Section 1268.19 of the Zoning Code.
- (7) Garden enclosure. "Garden enclosure" is a type of interior fence that is used to enclose an area used for the growing of vegetables, flowers, etc. used for human consumption but not for commercial sale.

(b) General Requirements Applicable to All Fences.

- (1) Ownership. Ownership and responsibility for maintenance of a fence resides in the owner of the property on which the fence is located.
- A. Provision for joint ownership. Owners of adjoining properties may jointly apply for a fence permit, in which case the Building Official may permit the fence to be constructed on the common property line. Both property owners shall jointly own the fence and shall be jointly and severably responsible for maintenance of the fence.
- (2) Fence materials. In order to protect the beauty and established historic character of the Village, the following standards shall apply:
- A. The exterior of a fence shall be constructed primarily of wood, stone, brick, wrought iron, or other material determined by the Zoning Board of Appeals to mimic an above listed material.
 - B. Fence materials and construction pattern must be consistent along a single lot line.
- C. Fences constructed on properties where one did not exist before must be constructed of the same material along any lot line where the fence is proposed to be constructed.
- D. Prohibited materials. Razor wire and barbed wire are prohibited on any type of fence. Fences utilizing wire mesh or chain link are also prohibited, except as otherwise expressly permitted (e.g., garden enclosures, tennis court enclosures, dog runs, baseball backstops, cemeteries, fences enclosing public areas, construction fences).
- E. Prohibited designs. No permitted fence of any variety may contain decorative fence toppers, finials, spears or other fence toppers which contain a pointed finish if such decorative items are situated along the top of the primary fencing material. Ball finials are permissible but only if they measure not less than three inches each in diameter. A fence topper shall be considered to be pointed if the upper most portion of the topper is not larger than its base, or, if in the opinion of the Building Official, such a fence topper is considered to be capable of impaling or otherwise penetrating the flesh of any person or animal, either intentionally or through accidental or forceful contact with same.
- F. Electricity-conducting fences. A fence erected around the perimeter of a pasture where horses or other permitted large animals are restrained may include electrified wire strands around the top or interior of the pasture fence. Other fences which carry electric current are prohibited, except for underground electric fences as defined in Section 1240.08 (b)(23A).
- (3) Finished appearance. If, because of design or construction, one side of a fence has a more finished appearance than the other, the side of the fence with the more finished appearance shall face the exterior of the lot. This provision concerning the finished appearance does not apply to jointly owned fences located on a property line.
- (4) Height. Except as otherwise expressly permitted herein, fences shall not exceed 48 inches in height. As used in this section, the height of a fence is measured from the surrounding surface of the ground and not from any structure or localized raised surface on which the fence is situated.
- A. Fences enclosing public areas. Fences that enclose public parks, playgrounds, or similar public areas located within a residential district shall not exceed 8 feet in height, except that a fence enclosing one or more



public tennis courts can extend to 12 feet in height and a protective screening used for a public baseball field backstop can be made at a suitable height and length for its intended purpose. Tennis court fences and baseball backstops can be made of chain link fencing.

- (5) Location. A fence shall be located entirely on the private property of the person responsible for the construction and maintenance of the fence.
- A. Permitted locations. Except as specifically provided below, fences are permitted only in rear yards and side yards. No fence shall be permitted to extend into the front yard, except as otherwise specifically provided herein. For side yards and rear yards abutting a street, no fence shall be constructed or maintained within any required setback from the street.
- B. Path setback. No fence shall be located closer than 12 inches from the edge of a public sidewalk or other public path.
- (6) Fence maintenance. Fences shall be maintained in good condition. Rotten or broken components shall be replaced, repaired, or removed. If a fence is found to be in need of repair by the Building Official, he or she shall issue orders to complete such repairs to the owner of the land where the fence is located. Failure to comply with written notice from the Building Official shall be deemed a violation of this Zoning Code.
- (7) Obstruction of use of adjoining property. No fence shall be erected where it would prevent or unreasonably obstruct the use of or access to adjacent property. The Building Official may require a fence to be set back up to two feet from a driveway or property line to provide for the safe passage of pedestrians, bicyclists, or vehicular traffic, or for other safety-related concerns.
- (8) Driver visibility. No fence shall be erected, established or maintained on any lot which will obstruct the view of drivers in vehicles traveling around sharp curves in the road or approaching an intersection of two roads or the intersection of a road and a driveway.
- A. Sharp curves. Fences located along a curve in a road shall provide drivers with an unobstructed sight distance that is reasonable in view of the road curvature and applicable speed limit for the road. The Building Official may restrict or deny a fence permit as necessary to provide this unobstructed sight distance.
- B. Intersections. Fences located adjacent to an intersection of two roads or an intersection of a road and a driveway shall not exceed 30 inches in height. An unobstructed triangular area shall be maintained at each intersection of roads and streets and driveways. Fences located in the triangular area shall not be permitted to obstruct cross-visibility above a height of 30 inches above the lowest point of the intersecting road(s) or driveway(s). The unobstructed triangular area shall consist of:
- 1. In the case of two roads, the triangular area formed at the corner intersection of the two road right-of-way lines, with two sides of the triangular area being 25 feet in length measured along the intersecting right-of-way lines, and the third side being a line connecting the distal ends of the two 25 foot sides; and
- 2. In the case of an intersecting road and driveway, the triangular area formed at the corner intersection of the road right of way and an edge of the driveway, with one side of the triangular area being ten feet in length measured along the right-of-way line, a second side being 10 feet in length measured along the edge of the driveway, and the third side being a line connecting the distal ends of the two ten foot two sides.
- (9) Tennis court enclosures. A private tennis court located on a residential lot may include a chain link fence enclosing each end of the court and extending towards the net no farther than the midpoint between the base line and service line. The chain link fence may have a maximum height of 12 feet and the opacity of such fence shall not exceed 50 percent.
- (10) Outdoor dog runs. One fenced pet exercise area ("dog run") may be permitted per residential lot, subject to the following:

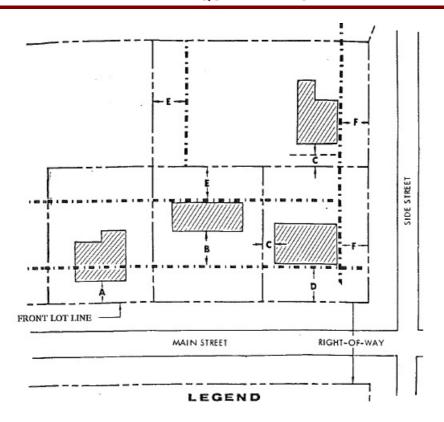


- A. Location. A dog run shall not be permitted in any required front yard or required street side yard.
- B. Setback. A dog run shall be set back a minimum of ten feet from any lot line.
- C. Fence height. A fence enclosing a dog run shall not exceed six feet in height.
- D. Fence materials. Chain link fencing may be used to enclose a dog run.
- E. Maximum dimensions. Dog runs shall not exceed ten feet in width by 25 feet in length.
- F. Landscape screening. Dog runs shall be screened from view from adjoining properties with evergreen landscaping sufficient to create a complete visual barrier.
 - (11) Garden enclosures. Garden enclosures may be placed on the interior of a lot, subject to the following:
 - A. Location. A garden enclosure shall not be permitted in any front yard nor any required side or rear yard.
 - B. Height. Garden enclosures shall not exceed eight feet in height, inclusive of any structures on which they sit, including raised planter beds.
 - C. Materials. Garden enclosures shall be constructed of any combination of treated wood or galvanized or welded wire, which may be coated with vinyl or PVC. The fencing commonly referred to as "chicken wire" is expressly permitted, only so long as it is made of galvanized wire. Chain link fencing is a prohibited material.
 - D. Opacity. Garden enclosures' opacity shall not exceed 20 percent.
 - E. Spacing. There shall be a maximum spacing of 1" by 2" between the enclosure wires.
 - F. Maximum area. Garden enclosures shall surround an area not larger than 1,000 square feet. Multiple garden enclosures may be permitted on one lot, subject to the following allowances:

TABLE OF ALLOWANCES FOR GARDEN ENCLOSURES									
Zoning District	R-E	R-L	R-M	R-1	R-2	R-3	R-4		
Maximum number of enclosures	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	2	2	<u>1</u>		
Maximum size of all garden enclosures in sq. ft.	1,000	1,000	1,000	1,000	1,000	1,000	1,000		

APPENDIX A-8

YARD REQUIREMENTS



A ----- DEFICIENT FRONT YARD

B ----- FRONT YARD IN EXCESS OF MINIMUM FRONT YARD REQUIRED

C ----- MINIMUM SIDE YARD REQUIRED

D ----- MINIMUM FRONT YARD REQUIRED ALSO BUILDING SETBACK LINE

E ----- MINIMUM REAR YARD REQUIRED

F ----- MINIMUM YARD REQUIRED ON SIDE STREET WHEREON HOMES FRONT

(Ord. 101. Passed 2-20-70.)

MCKENNA



Memorandum

To: Village Council, Franklin, MI

From: Sarah Traxler, AICP

Chris Doozan, AICP

Date: May 21, 2021

Subject: PI, Public / Institutional Zoning District – Recommended Code Amendments for Council 1st

Reading

BACKGROUND

The Village of Franklin Master Plan's Future Land Use Plan visualized on Map 2, "Future Land Use", contains a land use designation – Public & Quasi-Public – that has not yet been implemented by creating corresponding zoning standards. Thus, the purpose of the assignment undertaken by Planning Commission was to create standards for a new zoning district titled "PI, Public / Institutional", which – when adopted – will be a district into which land planned for Public & Quasi-Public use in the Master Plan could be placed through a process of rezoning.

LOCATION

The area in which each of the 11 parcels designated "Public & Quasi-Public" is located is along Franklin Road, north of Scenic Highway and south of 14 Mile Road (primarily clustered south of Wellington); see attached Master Plan Future Land Use Map for reference. The predominant cluster of parcels encompasses and surrounds the Village Hall, Town Green, and Library site. Additionally, Huda School, the U.S. Post Office and the Fire Station are thusly designated the subject future land use designation by the 2015 Master Plan. Again, these proposed code standards are limited to the zoning TEXT, not the zoning MAP; no zoning map amendments are proposed at this time.

KEY FEATURES OF PROPOSED AMENDMENTS

To implement the new PI zoning district, the text amendments proposed below accomplish the following:

- No Non-Conforming Uses: The uses of the properties currently planned Public / Quasi-Public, which
 are all zoned single-family residential, are not proposed to be removed from the current zoning district.
 Thus, there are no non-conforming uses being created through the establishment of the PI zoning district.
- 2. Permitted Uses in New District: Some of the uses of the properties currently planned Public / Quasi-Public, in particular the church and school, are currently designated as "Special Approval Uses" in the Village's Single-Family Residential Districts. In the proposed PI zoning district, all current uses are proposed to be Permitted Uses and thus not subject to the additional scrutiny and review criteria that Special Approval Uses are subject to.



- 3. More Accurate Categorization of Area Existing Conditions: Often, the public and quasi-public uses typified by the parcels between Scenic and Wellington are contained within their own zoning district, similar to the PI, Public / Institutional proposed district, when they are clustered and contiguous. A public / institutional area within a community serves public-facing purposes and is enjoyed by residents and visitors for the purposes of:
 - A. Gathering (Town Green);
 - B. Interacting with one's government or quasi-governmental entities (Village Hall, library, post office);
 - C. Learning (Huda School)
 - D. Active and passive recreation (FCA ball fields); and
 - E. Other non-commercial and non-residential activities, such as congregating for worship (Church).

Because these uses are contiguous, adjacent to the Center, and are not single parcels surrounded by residential parcels (within a neighborhood), it is appropriate to create a zoning district that implements the Master Plan's policy intent to more accurately categorize and regulate this special area.

4. **Special Events and Accessory Retail Activity**: Special thought and consideration of currently-operating and locally appropriate special events and accessory retail activities has been given and the below amendments address how these unique circumstances are regulated.

CONCLUSION

The Planning Commission has worked on studying these issues and preparing the proposed amendments since October, 2020. The Planning Commission conducted the required public hearing per the Michigan Zoning Enabling Act, as amended (Public Act 110 of 2006), and recommended adoption of the below standards on April 21, 2021. Please let us know if you have any questions. Thank you.



PROPOSED ZONING AMENDMENTS

To accomplish the above objectives, the following revisions are proposed.

- Letters or words to be removed are presented in **strikethrough** format;
- · Letters or words to be added are underlined;
- Items in **grey highlight** are editorial comments to help guide the reader or provide additional information.

Chapter 1240.08 DEFINITIONS

Special event. "Special event" means a temporary indoor or outdoor use on private or public property that extends beyond the normal uses and standards allowed in the Zoning Code, including, but not limited to, art shows, music and other artistic performances, festivals, and bazaars.

Chapter 1259

PI Public Institutional District

1259.01 Statement of purpose

1259.02 Permitted uses

1259.03 Special approval uses

1259.04 Accessory uses, buildings and structures

1259.05 Off-street parking facilities

1259.06 Protective screening

1259.07 Site plan approval

1259.08 Area, height, bulk and placement requirements

CROSS REFERENCES (note: Clerk or Attorney to add)

1259.01 STATEMENT OF PURPOSE

The PI Public Institutional District is intended to recognize the public, quasi-public, and institutional nature of particular parcels of land and provide standards and guidelines for their continued use and future development; to ensure that those public, quasi-public, and institutional land uses will be compatible with the surrounding districts and uses; and to ensure that the public, quasi-public, and institutional use of property will promote the most desirable use of land in accordance with the Village's Master Plan.



1259.02 PERMITTED USES

In the PI District, the following uses are permitted:

- a) <u>Municipal buildings, offices, community centers and facilities owned and operated by the Village of</u> Franklin for the purposes of the government of the Village of Franklin.
- b) Public, quasi-public, and institutional buildings, offices, centers and facilities, such as, but not limited to libraries and post offices, owned or operated by governmental or quasi-governmental entities for the purposes of providing civic services and functions.
- c) <u>Public parks and public recreation areas operated by governmental, quasi-governmental, or private</u> entities exclusively for the use and enjoyment of the public.
- d) Churches and other facilities normally incidental thereto, including but not limited to community and civic group meetings, events and activities, and religious, social, cultural and educational services, instruction and programs. A proposed site for a church shall not be less than two acres, shall have adequate access to all required off-street parking areas, and be located on a site adjacent to a major thoroughfare as defined by the Village's Master Plan.
- e) Public, parochial and private elementary, junior high and / or senior high schools offering courses in general education, which may contain libraries and other facilities customarily found within a school, not operated for profit, and situated on a site not less than two acres.
- f) Public utility buildings, telephone exchange buildings, electronic transformer stations and substations, and gas regulator stations, but not including service or storage yards, when operating requirements necessitate the locating of such uses in order to serve the immediate vicinity.
- g) Museums displaying or exhibiting items or artifacts of an historical nature and not operated for profit.
- h) Accessory structures, buildings, uses and signs, customarily incidental to the above permitted uses in accordance with Section 1268.13.

1259.04 SPECIAL APPROVAL USES

Reserved.

1259.04 ACCESSORY USES, BUILDINGS AND STRUCTURES

The following accessory uses, buildings and structures shall be permitted in the PI District, subject to Section 1268.13:

- a) Accessory structures, uses and signs, excluding buildings, customarily incidental to uses permitted by Section 1259.02.
- b) Accessory buildings customarily incidental to uses permitted by Section 1256.02, subject to site plan requirements in Section 1268.30.
- c) The Village of Franklin encourages the development and use of alternative energy sources, such as energy generated by solar and wind facilities, provided that the devices to generate, process and store



the energy are safe and will cause no harm to the well-being of adjacent residents or the surrounding area as a whole. Solar and wind energy facilities, whether freestanding or attached to the principal building, are considered accessory structures and require site plan review and special use approval. Alternative energy facilities, considered accessory structures, are subject to the following site plan and use approval requirements:

- 1. Wind energy facilities, whether freestanding or attached to the principal building, require site plan review in accordance with Section 1268.30 and special use approval in accordance with Section 1268.32.
- 2. Ground-mounted solar energy facilities require site plan review in accordance with Section 1268.30, and special use approval in accordance with Section 1268.32.
- 3. Roof-mounted solar energy facilities require zoning compliance approval in accordance with Section 1242.02 and shall comply with Section 1268.13A, Roof-Mounted Solar Energy Systems.
- d) Special events, limited to four consecutive calendar days, single days for two consecutive weeks, or two consecutive weekends. If in excess of four consecutive calendar days, single days for two consecutive weeks, or weekend events for more than two consecutive weekends, a special event shall be subject to the requirements in Section 1268.32(h).
- e) Retail activity. In the PI District, a limited amount of retail activity is permitted where the retail activity is accessory to the principal public, quasi-public, and institutional use of property. Retail activity shall be deemed an acceptable accessory use if the following criteria are met:
 - 1. Character of the principal use. The principal use on the site must be public, quasi-public, or institutional in character. The retail activity must be an integral part of the principal use such that separation of the public, quasi-public, or institutional and retail activity would adversely affect operating and management procedures.
 - 2. <u>Percent of floor area.</u> The retail activity shall occupy no more than 49% of the total floor area or 1,000 square feet, whichever is less.
 - 3. Compatibility of traffic. The type and quantity of traffic generated by the retail sales operation shall be compatible with permitted uses in the district.

1259.05 OFF-STREET PARKING FACILITIES

Off-street parking facilities shall be provided as specified in Chapter 1262, with the further condition that no parking be permitted in the required front yard, said front yard area being the 40-foot yard space abutting the front property line, nor within the required side or rear setback adjacent to any side or rear property zoned R-1, R-2, R-3 or R-4, or which is adjacent to any property or lot used for residential purposes. (See Section 1262.02 for off-street parking development regulations.)



1259.06 PROTECTIVE SCREENING

PI parcels adjacent to property within a Single-Family Residential District or used for residential purposes shall provide protective screening in compliance with the regulations set forth in Sections 1268.28 and 1268.29.

1259.07 SITE PLAN APPROVAL

For all uses in the PI District, site plan approval is required in compliance with the requirements set forth in Section 1268.30.

1259.08 AREA, HEIGHT, BULK AND PLACEMENT REQUIREMENTS

Area, height, bulk and placement requirements for the PI District shall be as established in the schedule provided in Appendix B following the text of this Zoning Code.

Chapter 1250

Single-Family Residential Districts

- 1250.01 Statement of purpose. (no change proposed)
- 1250.02 Permitted uses. (housekeeping change proposed, text provided for context)
- 1250.03 Special approval uses. (no change proposed, but text provided for context)
- 1250.04 Accessory uses, buildings and structures. (no change proposed)
- 1250.05 Site plan review. (no change proposed)
- 1250.06 Area, height, bulk and placement requirements. (no change proposed)
- 1250.07 Lot dimensions. (no change proposed)

1250.02 PERMITTED USES.

In the R-E, R-L, R-M, R-1, R-2, R-3 and R-4 all Single-Family Residential Districts, the following uses are permitted:

- a) Single-family detached dwellings.
- b) Municipal parks and municipal recreation areas operated exclusively for the use and enjoyment of the public. Public parks and public recreation areas operated by governmental, quasi-governmental, or private entities exclusively for the use and enjoyment of the public.
- c) State licensed residential facilities, subject to the provisions of Section 206 of the Michigan Zoning Enabling Act, PA 110 of 2006, as amended (MCL 125.3206).
- d) Accessory structures, buildings, uses and signs, customarily incidental to the above permitted uses in accordance with Section 1268.13.



1250.03 SPECIAL APPROVAL USES.

In all Single-Family Residential Districts, the following uses shall be permitted only after approval in accordance with Section 1268.32.

- a) Municipal buildings, offices, community centers and facilities owned and operated by the Village of Franklin for the purposes of the government of the Village of Franklin.
- b) Public, quasi-public, and institutional buildings, offices, centers and facilities, such as, but not limited to libraries and post offices, owned or operated by governmental or quasi-governmental entities for the purposes of providing civic services and functions.
- c) b) Churches and other facilities normally incidental thereto, including but not limited to community and civic group meetings, events and activities, and religious, social, cultural and educational services, instruction and programs. A proposed site for a church shall not be less than two acres, shall have adequate access to all required off-street parking areas, shall prohibit parking in the required front yard and be located on a site adjacent to a major thoroughfare as defined by the Village's Master Plan.
- d) e) Public, parochial and private elementary, junior high and/or senior high schools offering courses in general education, and which may contain libraries and other facilities customarily found within a school, not operated for profit, and situated on a site not less than two acres.
- e) d) Public utility buildings, telephone exchange buildings, electric transformer stations and substations, and gas regulator stations, but not including service or storage yards, when operating requirements necessitate the locating of such uses in order to serve the immediate vicinity.
- f) e) Museums displaying or exhibiting items or artifacts of an historical nature and not operated for profit. It is the express intent of this section to prohibit any displays or exhibits of a commercial nature or which are operated for profit, provided, however, that certain nonprofit activities may be permitted under Section 1268.32(g) (h).

The following additional conditions shall apply to any special approval use under this subsection:

- (1) No item or display shall bear any indication of cost, value or price.
- (2) No income, revenue or compensation of any kind shall be received as part of any such museum use or exhibition, except that a nominal door fee or entrance fee may be imposed.
- (3) No artifact, souvenir or any other article or item of any type or nature whatsoever shall be offered for sale upon the premises.
- (4) All exhibitions, displays or programs shall be related to the history of the Village of Franklin, the State of Michigan or the United States.
- (5) No museum shall be located closer than 2,500 feet to any other museum.

Chapter 1256

C-1 Commercial District

- 1256.01 Statement of purpose. (no change proposed)
- **1256.02** Permitted uses. (change proposed to add "fire station")
- 1256.03 Special approval uses. (no change proposed)
- 1256.04 Accessory uses, buildings and structures. (no change proposed)



- 1256.05 Site plan review. (no change proposed)
- 1256.06 Protective screening ("housekeeping" change proposed)
- 1256.07 Area, height, bulk and placement requirements. (no change proposed)

1256.02 PERMITTED USES.

In the C-1 District, the following uses are permitted:

- (a) All uses permitted in the RO-1 District.
- (b) Automobile service stations, subject to the requirements of Section 1268.15.
- (c) Bake shops, provided that at least 75% of all baked goods produced on the premises are sold on said premises at retail, and further provided that floor area used for bakery production shall be limited to 500 square feet per establishment.
- (d) Bank, savings and loan, brokerage or other type of financial institution.
- (e) Barber shop.
- (f) Beauty shop.
- (g) Clothes pressing and repair.
- (h) Custom dressmaking, millinery and tailoring.
- (i) Fire station.
- (i) Household furniture and appliance shops.
- (i) (k) Institutions and establishments of a philanthropic or charitable nature, but not including car washes, credit unions and other related activities operated or sponsored by such institutions or establishments.
- (k) (I) Laundry agency or dry cleaning agency and hand laundry, except laundry and dry cleaning establishments with customer-operated equipment.
- (h) (m) Public utility buildings, telephone exchange buildings, electric transformer stations and substations and gas regulator stations.
- (m) (n) Repairs to electrical or other household appliances, locks, radios, televisions, shoes, time pieces and the like.
- (n) (o) Restaurants, but not including drive-in or drive-thru restaurants.
- (o) (p) Carry-out restaurants.
- (p) (q) Outdoor dining, subject to the provisions in Section 1268.33.
- (q) (r) Retail food stores.
- (r) (s) Shops or stores for the retail sale of art supplies, beverages, confections, delicatessen, drugs, dry goods, flowers, food stuffs including meats, gifts, hardware, jewelry, leather goods, music, notions, paint, periodicals, sewing machines for households only, sports goods, stamps or coins, stationery, sundry, small household articles, tobacco or wearing apparel.
- (s) (t) Single family residential uses, when located on the second floor of a building that is designed for a retail, service, or office use on the first floor.
- (t) (u) Accessory structures, uses and signs, excluding buildings, customarily incidental to the above permitted uses in accordance with Section 1268.13, subject to the following restrictions:
 - (1) Outdoor advertising signs, only when pertaining to the sale, rental or use of the premises on which they are located, or to goods sold or activities conducted thereon, shall be displayed flat against the front or side elevation of the building and shall not project above the roof line. (See also Chapter 1474 of these Codified Ordinances.)



- (u) (v) Off-street parking and loading, in accordance with the requirements of Chapter 1262, provided that, on or after December 5, 2005:
 - (1) No new parking or loading area shall be established on a parcel unless a principal permitted structure is first constructed on the parcel; and
 - (2) No new parking or loading facilities shall be located in the front yard (between the front face of the building and the street) except by special approval. Where front yard parking is proposed, the applicant must demonstrate to the satisfaction of the Planning Commission and Village Council that:
 - A. No other reasonable and safe location for parking exists on the site and that front yard parking can be provided without compromising vehicular or pedestrian traffic safety; and
 - B. The proposed parking satisfies the special approval criteria in Section 1268.32.

1256.06 PROTECTIVE SCREENING.

Protective screening for C-1 Districts adjacent to or near Residential Districts shall be in compliance with the regulations set forth in Sections 1268.27 and 1268.29. C-1 parcels adjacent to land within a Single-Family Residential District or used for residential purposes shall provide protective screening in compliance with the regulations set forth in Sections 1268.28 and 1268.29.

Appendix B

Schedule of Regulations

Zoning District	Maximum Lot	Minimun of L		Maximum Height of					Minimum Cubic	
	Coverage (percentage)	Area per	Width in	Building in Feet	Front	At Least	Total of	Side Yard	Rear	Content per Dwelling
		Dwelling Unit in Sq. Ft.	Feet			One Side	Two Sides	Adjacent to a Street		Unit in Cubic Feet
R-E	10	130,000	120	(a)(c)	50	(b)	(b)	50	(c)	30,000
R-L	15	65,000	120	(a)(c)	50	(b)	(b)	50	(c)	30,000
R-M	25	42,000	120	(a)(c)	50	(b)	(b)	50	(c)	30,000
R-1	25	30,000	120	(a)(c)	50	(b)	(b)	50	(c)	30,000
R-2	30	22,500	100	(a)(c)	40	(b)	(b)	40	(c)	22,500
R-3	35	15,000	80	27	30	10	25	30	40	20,000
R-4	35	12,000	80	27	20	10	25	20	30	15,000
RO-1	30	*	*	14 ½	40	12	35	40	35	*
C-1	*	*	*	14 ½	*	*	*	*	*	*
<u>PI</u>	* -	<u>*</u>	<u>*</u>	<u>29</u>	<u>*</u>	*	*	*	*	<u>*</u>

^{*} Site Plan Review required for those items. Also for P-1 and H Districts (see Chapters 1258 and 1230)

^{**} The minimum cubic content shall be calculated as defined herein (see Section 1240.07(20))

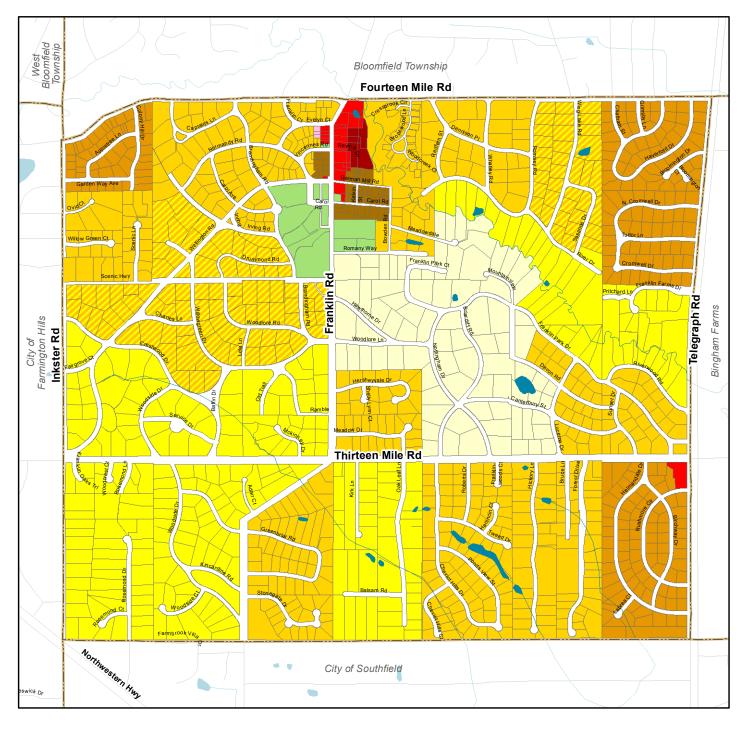
a) The maximum building height in the R-E, R-L, R-M, R-1, and R-2 districts shall be determined in accordance with the following graphic representation 1 or mathematical representation 2:



Graphic representation 1: In the appropriate location and at the proper scale on the front elevation, draw a 15' x 20' "measurement triangle" as illustrated below. Extend the dashed line to 35 feet high. No portion of the building may extend into the setback or above the dashed line.

Mathematical representation 2: The maximum permitted height relative to the side property line is equal to: (1.33 x side setback measured in feet), up to a maximum height at the peak of roof of 35 feet.

- b) The total of both side setbacks shall not be less than one-third (1/3) of the lot width. The smaller of the side setbacks shall be equal to or greater than 37% of the total of both side setbacks.
- c) In the R-E, R-L, R-M, R-1, and R-2 districts, the maximum height measured at the rear of the building shall be determined using a measurement triangle, in accordance with the following guidelines (see graphic 2):
 - 1. Extend the average grade line horizontally from the rear face of the house to the rear property line (point A).
 - 2. Mark the 40-foot rear yard setback (35-foot in the R-2 district) on the horizontal grade line.
 - 3. At the 40-foot mark (35-foot mark in the R-2 district), extend a 20-foot long line upward and perpendicular to the horizontal grade line. The top of the perpendicular line is point B.
 - 4. Connect points A and B and extend the line until it intersects the maximum height line established for the front elevation.
 - 5. No portion of the building may extend into the setback or above the rear elevation maximum height line.



Map 2 Future Land Use

Village of Franklin Oakland County, Michigan

LEGEND

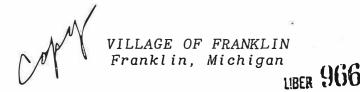
Estate Residential
Large Lot Residential
Modified Low Density Residential
Low Density Residential
Medium Low Density Residential



September 4, 2014



Base Map Data Source: Oakland County GIS, 1st Quarter 2006. FLU Source: Franklin Village Master Plan, 2007



The undersigned, being the duly constituted Village Clerk for the Village of Franklin, Michigan, does hereby certify that on the 14th day of October, 1986, the following resolution was unanimously adopted by the Village Council of the Village of Franklin:

RESOLVED:

WHEREAS, Jenny B. Derwich wishes to convey her property at 26165 West 13 Mile Road, Franklin Village, to the Village of Franklin as a nature preserve and,

WHEREAS, it is in the best interest of the Village of Franklin to accept said property and to utilize it as a nature preserve, and

WHEREAS, the Village of Franklin is grateful to Jenny B. Derwich for her kindness and consideration in deeding her property to the Village of Franklin, NOW THEREFORE

BE IT RESOLVED that the Village of Franklin agrees to accept said deed from Jenny B. Derwich for Lot 18, Franklin ... Woods, TIN, RIOE, SECTION 7, Supervisors Plat of Franklin Woods, more commonly known as 26165 West 13 Mile Road, Franklin Village, . The Village of Franklin in its sole discretion, may Michigan. quit claim the nature preserve to such other non-profit organization located within the Village of Franklin that might accept a Quit Claim Deed from the Village of Franklin so long as the non-profit organization agrees to preserve the use of the property for a nature preserve only. The Village of Franklin agrees that upon the death of Jenny Derwich, the Village of Franklin shall have the house razed and a plaque erected, forever acknowledging the gratitude of the Village of Franklin to Mr. and Mrs. Derwich and the fact that it will be used as a nature preserve for the Village of Franklin. The plaque shall read as follows:

> JENSTAN WOODS NATURE PRESERVE

Gift of Jenny B. and Stanley B. Derwich

This land shall never be developed and shall remain forever as a nature preserve.

Rustle G. Shand Village Clerk

Village of Franklin October 14, 1986

QUIT CLAIM DEED

STATUTORY FORM



KNOW ALL MEN BY THESE PRESENTS: That Jenny B. Derwich, widow of Stanley B. Derwich
whose address is 26165 West 13 Mile Road, Franklin, Michigan, 48025
Quit Claim S to The Village of Franklin, a Municipal corporation,
whose address is 32325 Franklin Road, Franklin, Michigan, 48025

the following described premises situated in the Village of Franklin and State of Michigan, to-wit:

County of Oakland

Lot 18, Franklin Woods, TlN, R10E, Section 7, Supervisors Plat of Franklin Woods more commonly known as 26165 West 13 Mile Road, Franklin, Michigan,

This deed given pursuant to resolution passed by Village of Franklin dated October 14, 1986 and attached hereto and made part of this deed.

The grantor hereunto reserving unto herself a life estate in the above entitled real property described.

together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, for the sum of One Dollar (\$1.00) and other good and valuable consideration.

Dated this	day of	ν .	19 D C	
Signed in the presence of:	0,	Xan	Signed by:	
DORA HOLZMAN DORA HOLZMAN		YENNY B.	DERWICH THE THE THE THE THE THE THE THE THE TH	
DOM! HODZIAN		•	- week	
2 Sk -	: : -	-	V	2
STATE OF MICHIGAN COUNTY OF Oakland St. The foregoing instrument was acknowled	dged before me this	19 th	day of November!	984
19 St by Jenny B				
My Commission expires 6/22/87	19	DORA	HOLZMAN Notary Public, County, Michigan	
When Recorded Return To:	Send Subsequent Tax	Bille To:	Drafted by: Allen I. Glass	
E .			Business Address 31886 Northwestern High Farmington Hills, MI 4	way 8018
	i e	· ·		

_ Recording Fee .

RESOLUTION

WHEREAS, Jenny B. Derwich has previously conveyed her property at 26165 West Thirteen Mile Road, Franklin, Michigan, to the Village of Franklin by quit claim deed dated November 19, 1986; and

WHEREAS, pursuant to that quit claim deed, Jenny B. Derwich reserved a life estate and restricted the property to use as nature preserve for the Village of Franklin; and

WHEREAS, Jenny B. Derwich, the Village of Franklin and the Franklin Historical Society have reached an agreement whereby Jenny B. Derwich has agreed to terminate her life estate and to modify the deed restriction to allow the Village to convey to the Franklin Historical Society the northerly 465+/- feet of the property, including the house and other improvements, to the Franklin Historical Society, and to clarify the parties' intention relative to the Village's use of the balance of the property as a nature preserve,

THEREFORE, IT IS RESOLVED that the Village of Franklin agrees to accept a further quit claim deed for the subject property from Jenny B. Derwich subject to the following modification to the restriction created under the November 19, 1986 deed and October 14, 1986 Village Council resolution that was attached thereto:

- 1. The Village of Franklin may convey to the Franklin Historical Society the northerly 465+/- feet of the property, including the house and related improvements, for use as a museum.
- 2. Relative to the remainder of the property to be retained by the Village, it shall remain subject to the terms and conditions set forth in the October 14, 1986 resolution of the Village Council accepting the gift of the property from Mrs. Derwich, and the Village's use of the property as a "nature preserve" shall forever preclude development of the property. The Village may allow the property to be open to the public for walking, hiking and other forms of passive recreation that are not materially injurious or harmful to the natural habitat. The Village may install an unpaved trail or footpath. However, installation of additional parking area, asphalt or paved trials, picnic tables, shelters, benches, trash cans, play equipment or similar recreational equipment or improvements shall not be permitted, nor shall bicycles, horses or motorized vehicles be permitted to use the property. The Village may erect a tasteful sign identifying the property and acknowledging its use as a nature preserve.

3. BE IT FURTHER RESOLVED that the Village Council intends that a copy of this resolution shall be attached to and recorded with the new quit claim deed from Jenny B. Derwich to the Village.

AYES: 5
NAYS: /
ABSENT: 0
ABSTAIN. /

CERTIFICATE

I, ANN RAMSEY, VILLAGE OF FRANKLIN CLERK, DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND COMPLETE COPY OF A RESOLUTION, THE ORIGINAL OF WHICH IS ON FILE IN MY OFFICE, ADOPTED BY THE VILLAGE COUNCIL OF THE VILLAGE OF FRANKLIN AT A MEETING THEREOF HELD ON MARCH 22, 1999.

ANN RAMSEY, CLERK VILLAGE OF FRANKLIN

Franklin/Resolution/03.15.99 Resolution re Derwich Life Estate



QUIT CLAIM DEED

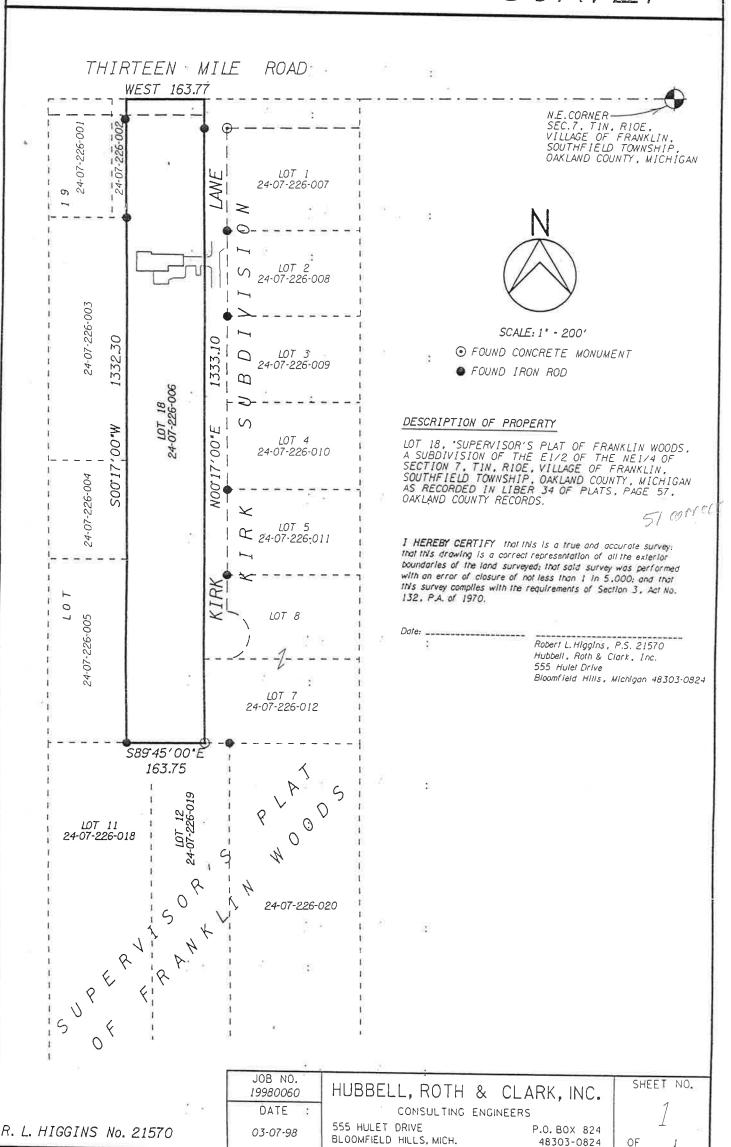
The Village of Franklin, a Michigan municipal corporation, whose address is 32325 Franklin Road, Franklin, Michigan 48025, Quit Claim(s) to the Franklin Historical Society, a Michigan non-profit corporation, whose address is 32751 Frenklin Rzuel __ Michigan 48025 the following described premises situated in the Village of Franklin County of Oakland and State of Michigan: A part of Lot 18 of Supervisor's Plat of Franklin Woods, a subdivision of the E% of the NE% of Section 7, T1N, R10E, Village of Franklin, Oakland County, Michigan, as recorded in Liber 34 of Plats, Page 51. Oakland County Records. described as: "Parcel A" BEGINNING at the NW corner of Lot 18, then S00°17'00" W 464.63 feet along the west line of Lot 18; then East 163.77 feet to the east line of Lot 18 and the west line of Kirk Lane; then N00°17'00" E 464.68 feet along the east line of Lot 18 and the west line of Kirk Lane to the north line of Section 7 and the center line of 13 Mile Road; then West 163,77 feet along the north line of Section 7 and the center line of 13 Mile Road and to the POINT OF BEGINNING. Containing 76,100 square feet or 1.7470 acres, more or less. Part of Parcel # 24-07-226-006. Subject to rights-of-way, restrictions, reservations and easements if any. Grantee's use of the property shall be restricted to use as a museum to display or exhibit items or artifacts of an historical nature and not operated for profit. Grantee's use of the property shall conform and be subject to all regulations, conditions, prohibitions and required approvals applicable to such use under Village ordinances. If a museum use of the property is not lawfully established within 18 months from the date hereof, or if the property at any time after a museum is established ceases to be used as a museum for 90 continuous days, the property shall revert to the Village for the full consideration of one dollar (\$1.00). Dated this 13 day of March, 1999 Witnesses: VILLAGE OF FRANKLIN STATE OF MICHIGAN) COUNTY OF OAKLAND) The foregoing instrument was acknowledged before me this ______ day of March, 1909, by James A. Pikulas, President of the Village of Franklin, a Michigan municipal corporation, on behalf of the Village. John D. Staran Notary Public, Oakland County, MI My Commission Expires: 10/30/99 John D. Staran, Esq. Grantee BEIER HOWLETT 200 E. Long Lake Rd., Ste. 110 Bloomfield Hills, MI 48304 (248) 645-9400 Recording Fee: S

Property of the State of the Contract of the C

County Transfer Tax: \$0 State Transfer Tax: \$0

Send subsequent tax bills to: Grantee

CERTIFICATE OF SURVEY



MEMORANDUM OF UNDERSTANDING REGARDING 26165 WEST THIRTEEN MILE ROAD

This Memorandum of Understanding is entered into between the Village of Franklin, Franklin Historical Society, and Jenny B. Derwich regarding the use of 26165 West Thirteen Mile Road, Village of Franklin, State of Michigan.

WHEREAS, on November 19, 1986, Jenny B. Derwich, the widow of Stanley B. Derwich quit claimed 26165 West Thirteen Mile Road to the Village of Franklin subject to a life estate and certain conditions contained in a resolution passed by the Village of Franklin on October 14, 1986; and

WHEREAS, the Village of Franklin agreed to accept the property from Jenny B. Derwich and maintain the property thereafter as a nature preserve; and

WHEREAS, Jenny B. Derwich requested that after her death the Village was to have the house on the property razed and a plaque erected forever acknowledging the gratitude of the Village of Franklin to Mr. and Mrs. Derwich for the donation of the property; and

WHEREAS, the Resolution which accepted the property under the foregoing conditions also permits the Village of Franklin to convey the property to a non-profit organization so long as it is maintained as a nature preserve; and

WHEREAS, Jenny B. Derwich now wishes the Village of Franklin to consider a change to this gift so as to permit the Franklin Historical Society to maintain her residence as a museum; and

WHEREAS, a recent title search of the property has disclosed a defect in title which must be corrected in order to make the gift from Jenny B. Derwich to the Village complete; and

WHEREAS, the Franklin Historical Society is willing to undertake the financing of the legal process necessary to correct the defect in title for consideration of the Village's conveyance of certain property of the house and the property on which it sits to them for use as a museum; and

THEREFORE, the understandings of the parties are as follows:

- 1. Jenny B. Derwich, through her counsel, shall undertake such legal proceedings as they deem necessary to quiet title with respect to the property commonly known as 26165 West Thirteen Mile Road, Village of Franklin.
- 2. The Franklin Historical Society agrees to be responsible for any and all legal fees and costs incurred by Mrs. Derwich and her counsel in quieting title.
- 3. The Village of Franklin will convey the Derwich residence and approximately the northerly 1 ½ acres of 26165 W. 13 Mile Road to the Franklin Historical Society subject to the instrument of conveyance having a right of reverter to the Village in the event the Historical Society no longer uses the property as its museum. The conveyance is also subject to full compliance by the Franklin Historical Society: with all federal, state and local laws concerning the transfer, use and maintenance of the property as a museum; providing a site plan for the property that identifies plans of ingress and egress and describing any physical changes to the structure, acceptable to the Village Council; providing appropriate liability insurance to the Village together with an indemnification and hold harmless

agreement running from the Historical Society to the Village of Franklin with respect to the conveyance of the property and the ongoing operation of the proposed museum.

- 4. The remainder of the property not used as set forth in paragraph 3 above, shall continue to be used under the same terms and conditions as set forth in the October 14, 1986 Resolution of the Village Council accepting the gift from Mrs. Derwich.
- 5. The parties by signing hereto do hereby acknowledge that there are no other understandings with respect to this matter except those set forth herein and any changes to the Memorandum of Understanding are required in writing and signed by all parties.

Dated: March 15, 1999

FRANKLIN HISTORICAL SOCIETY

Dated: 1014 33, 1999

Jeffrey Kopelman Its: President

VILLAGE OF FRANKLIN

Dated: hach v3 , 1999

James A. Pikulas Its: President

Franklin/Gen/Misc/10.30.98 Memorandum re Derwich

ADDENDUM TO MEMORANDUM OF UNDERSTANDING

This addendum is entered into between the Village of Franklin, Franklin Historical Society, and Jenny B. Derwich to supplement the Memorandum of Understanding Regarding 26165 W. Thirteen Mile Road.

The parties further agree as follows:

- 1. Jenny B. Derwich shall, before or at the time of the Village's conveyance of the Derwich residence and northerly 1½ acres to the Franklin Historical Society, terminate her life estate encumbering such property and the balance of the property to be retained by the Village. Jenny B. Derwich shall execute and deliver a quit claim deed to the Village and/or such other documents as may be necessary to effect the termination of her life estate.
- Relative to the remainder of the property to be retained by the Village subject to 2. the terms and conditions as set forth in the October 14, 1986 resolution of the Village Council accepting the gift of the property from Mrs. Derwich, the parties intend that the Village's use of the property as a "nature preserve" forever precludes development of the property. Notwithstanding, the Village may allow the property to be open to the public for walking, hiking and other forms of passive recreation that are not materially injurious or harmful to the natural habitat. The Village may install an unpaved trail or footpath. However, installation of additional parking area, asphalt or paved trail, picnic tables, shelters, benches, trash cans, play equipment or similar recreational equipment or improvements shall not be permitted, nor shall bicycles, horses or motorized vehicles be permitted to use the property. The Village may erect a tasteful sign identifying the property and acknowledging its use as a nature preserve. The parties shall through deed or other means record these restrictions and limitations on the use of the property retained by the Village.
- 3. The Village and the Franklin Historical Society shall be responsible for payment of the Winter 1998 property tax bill and any future property tax bills. The Village and the Franklin Historical Society shall equitably split responsibility for such property tax payments between themselves, based on the proportion the assessed

value of the land, building and improvements they each will receive relative to the overall assessed value of the Derwich parcel.

Dated: March 35, 1999

Dated: March 35, 1999

By: Jeffrey Kopelman Its: President

VILL: AGE OF FRANKLIN

By: Jeffrey Kopelman Its: President

Dated: Much 23, 1999

By: Jeffrey Kopelman Its: President

Franklin/Gen/Misc/Addendum to Derwich Memorandum of Understanding

		1					
Parcel ID #	Closest Cross Streets	Map 8 #	Size (+) or (-) 1 acre)	Wetland (Y) or (N)		Topo Issues (Y) or (N)	Recreational Use (Active) or (Passive)
24-06-128-001	Captains Lane Curve	1	G. G. G /	() () ()	(1) 01 (11)	(1) 01 (11)	o. (. a.c)
24-06-179-001	Wellington/Irving	2					
24-06-252-010	Village Green	3					
24-06-253-024	Library	4					
24-06-255-001	Wellington/Irving	5					
24-06-257-020	Ball Fields and Hill	6					
24-06-257-020		7					
	Village Hall						
24-06-257-023	Cemetary	8					
24-06-279-002	German Mill/Carol	9					
24-06-352-006	Wellington/Fairgrove	10					
24-07-226-006	13 Mile/Kirk Ln.	Х					
24-06-376-006	Service Dr. Circle	Х					
24-06-377-001	Baffin/Crestwood Triang	Х					
ROW	13 Mi/Wellington/Inkst						
ROW	13 Mile/Crestwood						
ROW	13 Mile/Woodside						
ROW	13 Mile/Lucerne						
ROW	13 Mile/Briarcliff						
ROW	Franklin/Woodlore (East)						
ROW	Kincardine/Woodside						
ROW	Woodlore/Willowgreen						
ROW	Old Trail Ct./Ramble						
ROW	Tudor/N. Cromwell						
ROW	Cromwell/N. Cromwell						

ROW	Lucerne/Canterbury			
ROW	Franklin Ct./Evelyn Ct.			
ROW	Normandy/Vincennes			
ROW	Nottingham/Franklin Park Ct.			
ROW	Nottingham/Woodlore			
Cul-De-Sac	Willowgreen Ct.			
Cul-De-Sac	Ovid Ct.			
Cul-De-Sac	Scenic Lane (North)			
Entry Blvd	Scenic Lane (South)			
Cul-De-Sac	Franklin Oaks Trail			
Cul-De-Sac	Woodcrest Ct.			
Cul-De-Sac	Woodside Ct.			
Cul-De-Sac	Stonegate (South)			
Cul-De-Sac	Stonegate (East)			
Cul-De-Sac	Stonegate (North)			
Cul-De-Sac	McKinney Dr.			
Cul-De-Sac	Balsam			
Cul-De-Sac	Oakleaf (North)			
Cul-De-Sac	Oakleaf (South)			
Cul-De-Sac	Hersheyvale			
Cul-De-Sac	Shelly Lynn Ct.			
Cul-De-Sac	Bloomington Dr.			
Cul-De-Sac	Bloomington Ct.			
Cul-De-Sac	Mountainview			
Cul-De-Sac	Cheviot Hills Ct.			
Cul-De-Sac	Tweed Dr.			
Cul-De-Sac	Harlinson Ct.			

Cul-De-Sac	Franklin Woods Ct.			
Cul-De-Sac	Hickory Ln.			
Cul-De-Sac	Forest Dr.			
Cul-De-Sac	La Brea Ct.			
Cul-De-Sac	Rosemond Dr.			
Cul-De-Sac	Rosemond Ct.			

M E M O R A N D U M

TO: Council Personnel Committee

FROM: Roger Fraser, Village Administrator

SUBJECT: Administrative Staffing

DATE: May 4, 2021

When I came to the Village in December 2019, there were merely two full-time benefited staff working at the Broughton House, Eileen Pulker, elected Village Clerk and Doreen Martin, Building Clerk. Eileen was planning to retire at the end of the calendar year and a decision had not been made regarding the elected nature of her position. Doreen was responsible for day-to-day services in the Building Department. Also a certified municipal clerk, Doreen supported Eileen as a back-up for the Clerk function and Eileen backed-up Doreen on phones and some permitting.

Bill Dinnan, Building Official, reported in Monday and Wednesday mornings, completing work in the office and performing certain inspections as needed. Bill also provided staff support for the Zoning Board of Appeals and was paid \$3,500/month. Andrea Paulsen, a self-employed accountant, was working most of each Tuesday and Thursday keeping the books, writing checks and preparing for the annual budget for an hourly rate of \$50.00. Our mechanical, plumbing and electrical inspectors are paid by the job and our occasional code enforcement person was shared with Beverly Hills.

In April 2020, an employment agreement for 32 hours per week was negotiated between me and the Council. As we worked on the FY2020-21 budget, I explained my vision to have three full-time staff after Eileen retired. The third person would replace the part-time, contractual accountant, and would have a full-time mix of financial, budgeting, and general administrative responsibilities that would include some of the tasks that now create a significant overload for me. That was a year ago.

Since then, the Village voters approved changing the Village Clerk position to appointed rather than elected, Eileen has retired, and Heather Mydloski is now Village Clerk. Bill Dinnan now works three mornings a week, Karen Couf-Cohen has been working with a part-time contract since last fall on a communications program, Carl Woodard is working code enforcement three part-days each week and Megan Bohm, a part-time front office staffer in the Police Department has begun working part-time in our front office to provide help with phones, assist visitors and provide permit processing.

Still pending is the Main Street Franklin/Economic Development Director position, which will also be adding to the daily workload.

The attached chart shows the compensation elements of each of these employee positions. The position of Megan Bohm deserves some explanation. Until Megan started working in our admin offices, she was working about 16 hours a week for the P.D. and when she agreed to work here, there was a balancing act to keep her total hours below 32 each week so that benefits would not be required. We can easily keep Megan busy for 16 or more hours each week and recommend that the part-time budget schedules in P.D. and Administration be adjusted to pay the marginal increased cost of treating Megan equitably by providing benefits to a single female.

The remaining compensation piece is for the full-time position that would replace Andrea Paulsen providing a range of professional finance, budgeting, and administrative duties. To be successful, it is expected this person will have at least a four-year degree and several years of related local government experience.

Payroll by Position for Proposed Budget 2021-2022

SUMMARY

TOTAL BUILDING	Total wages and benefits	
Clerk	54,681.60	
Office Mgr- 50%	46,540.18	
Code Enforcement	17,633.07	
	\$ 118,854.85	

TOTAL GENERAL FUND- ADMIN	Total v	Total wages and benefits		
Administrator	\$	108,456.87		
Office Mgr- 40%	\$	37,582.64		
Main Street/Economic Dir	\$	74,700.00		
MME Fellowship	\$	9,720.00		
Village Clerk	\$	62,273.38		
Finance/Admin/HR	\$	86,100.00		
	\$	378,832.89		

TOTAL RUBBISH	Total wages and benefits		
Office Mgr- 10%	\$	8,967.09	

TOTAL ALL WAGES AND BENEFITS \$ 506,654.82

PROPOSED FOR CURRENT STAFF:

Salary increase 5%
Benefits increase 10%
w/comp insurance increase 4%

POSITION- Employee				
	Cu	Current Budget Annual		oposed Budget Time- BUILDING
NEW or change to existing				-
Building Department				
Currently hourly	\$	8,060.00	\$	37,440.00
Payroll Taxes		616.59		2,864.16
Employer Retirement Contribution				2,246.40
Health and other benefits				12,000.00
W/Comp insurance costs		28.21		131.04
	\$	8,704.80	\$	54,681.60
			*Estima	ted only

NEW or change to existing

Economic Development/Main Street Director Salary Payroll Taxes Employer Retirement Contribution

Health and other benefits W/Comp insurance costs

	Proposed Budget					
	Full Time- GENERAL					
Ş	55,000.00					
	4,207.50					
	3,300.00					
	12,000.00					
	192.50					
5	74,700.00					

all depends on age/family needs

all depends on age/family needs

NEW or change to existing

Finance/Admin/HR

Salary Payroll Taxes

Employer Retirement Contribution

Health and other benefits W/Comp insurance costs

Prior postion was contract - budget line \$40,000

Proposed Budget					
Full Time- GENERAL					
\$ 65,000.00					

4,972.50 3,900.00 12,000.00 * 227.50 86,100.00

*Estimated only

all depends on age/family needs

NEW or change to existing

MME Fellowship- Part Time

Salary
Payroll Taxes
Employer Retirement Contribution
Health and other benefits
W/Comp insurance costs

Proposed Budget Full Time- GENERAL

\$ 9,000.00 688.50

> n/a n/a

31.50 9,720.00

\$3000 grant to offset costs

^{*}Estimated only

Cu	rrent Budget	Proposed Budget		
	Annual		w Increase	
\$	76,560.64	\$	80,388.67	
	4,800.12		4,800.12	
	4,200.04		4,200.04	
	1,199.90		1,199.90	
	6,545.50		6,872.78	
	8,556.08		8,938.88	
	1,586.40		1,745.04	
	299.46		311.44	
\$	103,748.14	\$	108,456.87	
	\$	\$ 76,560.64 4,800.12 4,200.04 1,199.90 6,545.50 8,556.08 1,586.40 299.46	\$ 76,560.64 \$ 4,800.12 4,200.04 1,199.90 6,545.50 8,556.08 1,586.40 299.46	

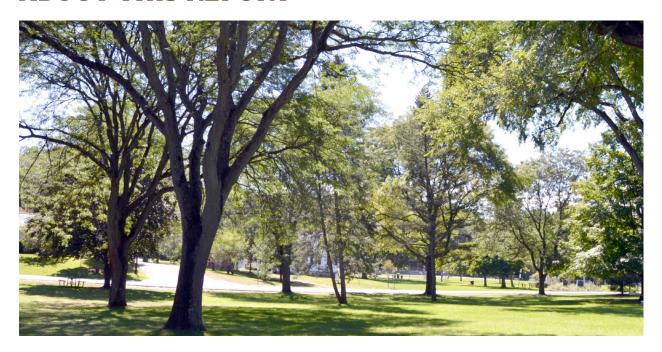
Current Staff:
Salary increase 5%
Benefits increase 10%
w/comp insurance increase 4%

	С	Current Budget		Proposed Budget	
CURRENT STAFF		Annual		w Increase	
Office Mgr/ Building Clerk					
Salary	\$	60,008.00	\$	63,008.40	
Payroll Taxes		4,492.28		4,820.14	
Employer Retirement Contribution		3,600.48		3,780.50	
Health Insurance less employee copay		17,892.72		19,681.99	
Dental, Vision, Life and Disability		1,436.76		1,580.44	
W/Comp insurance costs		210.03		218.43	
	\$	87,640.26	\$	93,089.90	
			_		

Proposed Budget Allocation									
Building- 50%	Rubbish- 10%		General- 40%						
\$ 31,500.00	\$	6,000.00	\$	25,508.40					
2,409.75		459.00		1,951.39					
1,890.00		360.00		1,530.50					
9,841.00		1,968.20		7,872.80					
790.22		158.04		632.17					
109.21		21.84		87.37					
\$ 46,540.18	\$	8,967.09	\$	37,582.64					

	Cu	Current Budget		Proposed Budget	
CURRENT STAFF		Annual		w Increase	
Clerk- General Fund 100%		<u> </u>			
Salary	\$	52,000.00	\$	54,600.00	
Payroll Taxes		3,978.00		4,176.90	
Employer Retirement Contribution		3,120.00		3,307.20	
No beneifts- covered by officer Mydloski		-		-	
W/Comp insurance costs		182.00		189.28	
	\$	59,280.00	\$	62,273.38	
	Current Budget		Proposed Budget		
CURRENT STAFF		Annual		w Increase	
Code Enforcement Building Dept 100%					
Part time position	\$	15,600.00	\$	16,380.00	
Payroll Taxes		1,193.40		1,253.07	
	\$	16,793.40	\$	17,633.07	

ABOUT THIS REPORT



Franklin's Planning Commission continued its important work responding to requests by Village Council and conducting business relative to the Village's policies and codes related to development and land use.

REPORT CONTENTS

This annual report contains information on the following activities and topics:

- 1. Operations of the Commission
 - a. Meetings
 - b. Planning Commissioners
 - c. Development Applications
 - d. Ordinance Amendments
- 2. Training and Professional Development
- 3. Zoning Board of Appeals Summary
- 4. Status of Ongoing Planning Activities.

Public Act 33 of 2008, as amended, "Michigan Planning Enabling Act", states that "A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

Thus, this document serves as the statutorily-required report of the Village of Franklin, Michigan's 2020 activities related to planning and development and is submitted to Village Council for its consideration.

USING THIS REPORT

The Franklin Planning Commission requests that Village Council receive and file this report and use its contents as a foundation for identifying 2021 planning and development priorities to fund and approve the Planning Commission study and implement to further the Village's stated goals, objectives, and vision as characterized in the Master Plan.

OPERATIONS OF THE COMMISSION



2020 meetings of the Planning Commission were mostly conducted virtually due to the Coronavirus pandemic; in spite of the new methods and practices, the Commission was productive and maintained its usual level of activity.

MEETING DATES

The Planning Commission conducted meetings on the following nine dates in 2020 (all Wednesdays); the only in-person meeting was conducted in January:

- 1. January 15th;
- 2. May 15th;
- 3. June 17th;
- 4. July 15th;
- 5. August 19th;
- 6. September 16th;
- 7. October 21st;
- 8. November 11th:
- 9. December 9th.

PLANNING COMMISSIONERS

The following Franklin residents are currently serving on the Planning Commission, which is a seven member board:

- 1. David Goldberg, Chair
- 2. Nena Downing, Vice Chair
- 3. Peter Halick, Secretary
- 4. Raj Abbass
- 5. Paul Brakeman
- 6. Linda Hiller Novak
- 7. Stuart Wooters

The following Franklin residents resigned from the Planning Commission in 2020:

- 1. Albert Haddad;
- 2. Dean Moenck.

DEVELOPMENT APPLICATIONS

The Planning Commission considered two applications that are subject to the Zoning Code and /or other codes that provide responsibility to the Commission in the Village's review and approval process, as follow:

1. Solar Roof Panels, 26380 Willowgreen

The Planning Commission recommended approval by the Village Council of the special use and site plan application for proposed roof solar panels at the subject address on June 17, 2020.

2. Boundary Adjustments for Seven Parcels of Land on Birchway, Helman Woods and Helman Woods One Subdivisions

The Planning Commission recommended approval by the Village Council, subject to conditions, of the adjustment of seven existing into 10 proposed parcels in the Helman Woods and Helman Woods One subdivisions, the parcels being located between Birchway Drive and Telegraph Road (M-24).

ZONING CODE MAINTENANCE

The Planning Commission considered a number of amendments to the Village's Zoning Code, as follow; on items where a public hearing date is indicated, the Planning Commission voted to recommend approval of the code amendments to Village Council. If no public hearing is indicated, the Planning Commission is still in the process of drafting and analyzing the subject codes.

1. Solar Energy Facilities, Section 1268.13(a) of the Zoning Code

Amendments to the standards related to solar energy facilities effectively shifted their approval to an administrative function (thus removing a requirement for special use and site plan consideration by Planning Commission and Village Council) and further prescribed design requirements to ensure as minimal impacts as possible by roof-mounted solar energy facilities. The required public hearing was conducted on August 19, 2020.

2. Commercial Vehicles in Residential Zoning Districts, Sections 1240.08 and 1268.14 of the Zoning Code

The commercial vehicle amendments were to clarify, consolidate, and remove inconsistencies in two sections of the code related to the manner in which commercial vehicles may be used and store in residential zoning districts. The required public hearing was conducted on September 16, 2020.

3. Maximum Lot Coverage, Appendix B (Supplementary Regulations)

In response to a request by Village Council to study the amount of required open space in the Village, the Planning Commission analyzed and prepared recommended amendments to the maximum required lot coverage percentage in each of the Village's residential zoning districts. The required public hearing was conducted on September 16, 2020.

4. Short Term Rentals, Section 1240.08 and Chapters 1250 and 1256 of the Zoning Code

In response to a request by the Village Council to study short term rentals in the Village, the Planning Commission undertook detailed study and received consistent public comment regarding short term rentals. In response to the study and comment, Planning Commission prepared Code amendments that recommend the prohibition of short term rentals in Franklin. The required public hearing was conducted on December 9, 2020, at which time the Planning Commission recommended adoption of the proposed amendments to Village Council.

5. Garden Enclosure Standards, Section 1268.28 of the Zoning Code

A Planning Commissioner noted that garden enclosures are not specifically regulated in the Zoning Code's fence section and initiated study and consideration of garden enclosure standards by the Planning Commission.

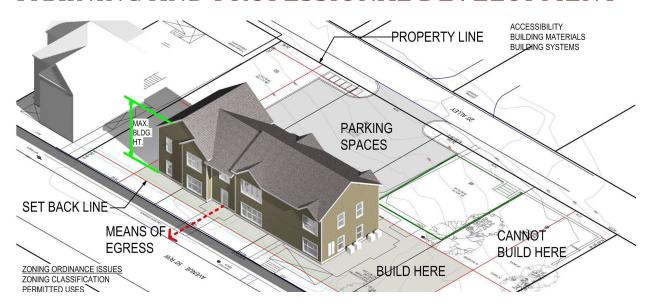
6. Public Institutional Zoning District, Proposed New Chapter 1259 of the Zoning Code

As called for by the Village's Master Plan, the Planning Commission continues to study and prepare draft amendments to the Code relative to creating a new Public Institutional zoning district to implement the Public / Quasi-Public future land use designation in the plan.

7. Acceptance of the Formatted Sign Code

As the final task of a prior year's Sign Code amendment process, the Planning Commission received and filed a formatted "standalone" version of the Sign Code, which is distributed to sign applicants by the Village Building Department.

TRAINING AND PROFESSIONAL DEVELOPMENT



In 2020, Planning Commissioner Nena Downing attended a planning and zoning training session offered by the Michigan State University Extension.

ZONING BOARD OF APPEALS SUMMARY



MEETING DATES

Though the Michigan Planning Enabling Act does not require that a Planning Commission report on the activities of a Zoning Board of Appeals (ZBA), it is considered a best practice to summarize the ZBA's activities as part of the annual report.

The ZBA conducted the following two meetings in 2020, one of which was conducted virtually (May):

- 1. February 20th;
- 2. May 21st.

VARIANCE APPLICATIONS

The ZBA considered five variance applications in 2020, as follow:

- 1. Exceeding the Maximum Amount of Filling and Excavation on a New Home Site, 32575 Romsey
 - The ZBA granted the requested variance.
- 2. Exceeding the Number and Location of Signs, Franklin Cemetery
 Acting as the Sign Board of Appeals, the ZBA granted the requested variance.
- 3. Exceeding the Front Yard Setback for an Open Porch Encroachment, 31098 Oakleaf
 The ZBA granted the requested variance.

4. Exceeding the Required Setback of a Front and Side Yard for a 2^{nd} Story Addition, 26590 Wellington

The ZBA granted the requested variance.

5. Permitting a New Home Build on Non-Conforming Lot Under Common Ownership, 25801 Franklin Park Ct.

The ZBA denied the requested variance.

STATUS OF ONGOING PLANNING ACTIVITIES



While the Planning Commission closes out its 2020 activities, it looks ahead to a 2021 focused on updating the Village Master Plan and continuing the responsible maintenance of the Village Zoning Code.

2020 PROJECTS

In addition to the activities listed above, the Planning Commission discussed a request (now shelved) by the Franklin Cemetery to acquire a portion of the Village's land adjacent to the cemetery for the development of additional burial sites.

Additionally, the Planning Commission has been studying and discussing the appropriate placement of future nonmotorized pathways, specifically for pedestrians, on streets within the Village; this effort is ongoing and will likely be addressed through inclusion of specific conceptual plans in the updated Master Plan.

2021 PRIORITIES

As the Commission turns to 2021, there are specific initiatives that are expected to be worked on throughout the year, as follow:

1. Master Plan Update

The Planning Commission has appointed a sub-committee comprised of members Brakeman and Downing to work with the Village Planner on reviewing and updating the Master Plan. The Planning Commission will review sections of the updated draft plan as

they are available for review and anticipates the full draft's submittal to Village Council to commence the statutorily-required review process around August, 2021.

2. Code Amendments, In Process and As Arise

The Planning Commission will continue its in-process drafting of amendments to the Zoning Code and will undertake additional amendment assignments as they arise.

3. Training

The Planning Commission has not received general "refresher" training in a number of years; accordingly, McKenna could deliver the planning and zoning training it prepared for the Village in the mid-2010s.



32325 Franklin Road, Franklin, Michigan 48025

FAX: (248) 626-0538

(248) 626-9666

www.franklin.mi.us

Memo

To: Bill Lamott, Village President and Village Council

From: Heather Mydloski, Village Clerk

Date: June 10, 2021

Re: Historic District Commission Appointments

There are three (3) term limit expirations for the Historic District Commission for the terms ending on July 07, 2021.

Historic District Commission

Gary Roberts	7/23
Alek Kokoszka	7/23

Gayle Timmis 7/22 Jill Wilke 7/22

Mike Brassfield 7/21 Laura Lynn Witty 7/21 Alex Stchekine 7/21

The Village has received four (4) applications to include three (3) reappointments and one (1) new application. Mike Brassfield, Laura Lynn Witty and Alex Stchekine are seeking reappointment; Angelina Sulaka is a new applicant for the HDC.

Please see the attached Board applications along with Historic District Commission Chairman, Gary Roberts recommendation.

Heather Mydloski

From:

Gary Roberts < groberts.us@gmail.com>

Sent:

Tuesday, May 11, 2021 12:27 PM

To:

'Heather Mydloski'; 'Roger Fraser'; 'Pam Hansen'

Cc:

'Bill Lamott'

Subject:

HDC reappointments

I have confirmed with Mike Brasfield, Laura Witty and Alex Stchekine, who's current HDC terms expire in July, that they are willing and able to continue to serve the HDC for another term. Laura, an attorney and Alex, a sculptor are HD residents and Mike is our experienced licensed builder. They are qualified and historic preservation sensitive individuals that have served the community well. We have a very strong team and I would appreciate reappointment of those commissioners for another term by Village Council. Please contact me if you have any question or issue with this request. Thank you. gary

Gary D. Roberts AIA

Chairman. Franklin Village Historic District Commission
26820 Wellington
Franklin, Michigan 48025
734.604.4628 (c)



Virus-free. www.avg.com

1230.04 HISTORIC DISTRICT COMMISSION.

- (a) <u>Establishment</u>. In order to execute the purposes declared in this chapter, there is hereby established a commission to be called the Franklin Historic District Commission.
 - (b) Membership; Terms; Appointments; Vacancies; Removals.
- (1) The Historic District Commission shall consist of seven members whose residence is located in the Village of Franklin. They shall be appointed by the Village Council for terms of office of three years. The Commission members currently in office on the date of the adoption of this chapter shall remain and continue as Commission members with their terms of office unchanged. Members of the Commission may be reappointed after their terms expire.
- (2) At least one member of the Commission shall be appointed from a list of citizens submitted by a duly organized and existing preservation society or societies, and at least one member of the Commission shall be a graduate of an accredited school of architecture who has two years of architectural experience or who is an architect duly registered in this State, if such person resides in the Village and is available for appointment. A majority of the members of the Commission shall have a clearly demonstrated interest in or knowledge of historic preservation.
- (3) A vacancy occurring in the membership of the Commission for any cause shall be filled within 60 calendar days by a person appointed by the Village Council for the unexpired term.
 - (4) The members of the Commission shall serve without compensation.
- (5) Any member or members of the Commission may be removed by vote of the Village Council for inefficiency, neglect of duty, conflict of interest, misfeasance or malfeasance in office.
- (6) Absence from three consecutive regular meetings of the Commission shall automatically operate to vacate the seat of a member of the Commission, unless the absence is excused by the Commission by resolution setting forth such excuse.

(c) Duties and Powers.

- (1) It shall be the duty of the Commission to review all plans for the construction, addition, alteration, repair, moving, excavation or demolition of resources in the Historic District, and the Commission shall have the power to pass upon such plans before a permit for such activity can be granted. In reviewing the plans, the Commission shall follow the U.S. Secretary of the Interior's standards for rehabilitation and guidelines for rehabilitating historic buildings, as set forth in 36 CFR Part 67, or their equivalent as approved or established by the Michigan Department of History, Arts and Libraries, and shall also give consideration and significance to:
- A. The historical or architectural value and significance of the historic resource and its relationship to the historic value of the surrounding area;
- B. The relationship of the exterior architectural features of such historic resource to the rest of the resource and to the surrounding area;

- C. The general compatibility of the exterior design, arrangement, texture and materials proposed to be used; and
 - D. Any other factor, including aesthetics, which it deems pertinent.
- (2) The Commission shall review plans for proposed major changes to open spaces in a Historic District, such as the removal of large trees (over 12 inches in diameter as measured four feet above ground) or the making of major contour changes in terrain features. The Commission may use its discretion to decide if proposed changes are major in nature or not.
- (3) The Commission shall review and act upon only exterior features of a resource, and shall not review and act upon interior arrangements, unless specifically authorized to do so by the Village Council, or unless interior work will cause visible changes to the exterior of the historic resource. The Commission shall not disapprove applications except in regard to considerations as set forth in the previous division.
- (4) The Commission may delegate the issuance of certificates of appropriateness for specified minor classes of work to its staff, to the Building Official or to another delegated authority. The Commission shall provide to said delegated authorities specific written standards for issuing the certificates of appropriateness under this division. Said delegated authorities shall come before the next regularly scheduled Commission meeting and the Commission shall review the certificates of appropriateness so issued. These reviews are to serve the purpose of keeping the Commission informed as to what certificates of appropriateness for minor work have been issued since the last Commission meeting.
- (5) In case of an application for work affecting the appearance of a resource or for the alteration, moving or demolition of a resource which the Commission deems so valuable to the Village that the loss thereof will adversely affect the public purpose of the Village, the Commission shall endeavor to work out with the owner an economically feasible plan for preservation of the historic resource.
- (6) If all efforts by the Commission to preserve a resource fail, or if it is determined by the Village Council that public ownership is most suitable, the Village Council, if considered to be in the public interest, may acquire the resource using public funds, public or private gifts, grants or proceeds from the issuance of revenue bonds. Such an acquisition shall be based upon the recommendation of the Commission or the committee. The Commission or the committee is responsible for maintaining publicly owned resources using its own funds, if not specifically designated for other purposes, or public funds committed for that use by the Village Council. Upon recommendation of the Commission or the committee, the Village may sell resources acquired under this division with protective easements included in the property transfer documents, if appropriate.
- (7) The Commission shall have no other powers, express or implied, beyond those listed in this section, except as may be otherwise expressly authorized by ordinance or resolution of the Council.
 - (d) Officers; Quorum; Notice of Meetings; Records and Reports.

- (1) The Historic District Commission shall elect from its membership a Chairperson and a Vice-Chairperson whose terms of office shall be fixed by the Commission. The Chairperson shall preside over the Commission and shall have the right to vote. The Vice-Chairperson shall, in the case of the absence or disability of the Chairperson, perform the duties of the Chairperson.
- (2) One member of the Commission shall be Secretary. The Secretary shall keep a record of all resolutions, proceedings and actions of the Commission and report regularly to the Village Council.
- (3) At least four members of the Commission shall constitute a quorum for the transaction of its business. The Commission shall adopt rules for the transaction of its business which shall provide for the time and place of holding regular meetings. The Commission shall provide for the calling of special meetings by the Chairperson or by at least two members of the Commission. All meetings of the Commission shall be open to the public, and any person or his or her duly constituted representative shall be entitled to appear and be heard on any matter before the Commission reaches its decision.
- (4) Public notice of the time, date and place of meetings shall be given in the manner required by Act 267 of the Public Acts of 1976, as amended. Each notice shall contain the name, address and telephone number of the Commission. The notice must be posted at the principal office of the Commission, in addition to any other location deemed appropriate by the Village Council, and may also be given on cable television. A meeting agenda shall be a part of the notice and shall include a listing of each permit application to be reviewed or considered by the Commission. The requirements of the aforementioned Act include:
- A. For regular meetings of a public body, there shall be posted within ten days of the first meeting of the Commission in each calendar or fiscal year a public notice stating the dates, times and places of its regular meetings;
- B. For a rescheduled regular meeting or special meeting of the Commission, a public notice stating the date, time and place of the meeting shall be posted at least 18 hours before the meeting;
- C. For a change in the schedule of regular meetings of the Commission, a notice shall be posted within three days after the meeting at which the change is made, stating the new dates, times and places of its regular meetings;
- D. Nothing in this section shall bar the Commission from meeting in an emergency session should there occur a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the Commission members decide that delay would be detrimental to efforts to lessen or respond to the threat.
- (5) The Commission shall keep a record, which shall be open to public view, of its resolutions, proceedings and actions. A writing prepared, owned, used, in the possession of, or retained by the Commission in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act, being M.C.L.A. 15.231 et seg. The concurring affirmative vote of four members shall

constitute approval of plans before it for review or for adoption of any resolution, motion or other action of the Commission.

(6) The Commission shall submit an annual report to the Council of the general activities of the Commission and shall submit such special reports as requested by the Village Council.

(Ord. 2000-65. Passed 7-10-00; Ord. 2003-01. Passed 4-14-03.)



RENEWAL - APPLICATION FOR VILLAGE BOARD OR COMMISSION

(Please print clearly) H.D.C.

Name MICHAEL (MIKE) BRASSFIELD Address 32901 HAVENFOND DA. Home Phone 248-737-3376 Cell E-mail MPB498 Comeust. NET. Length of Residence 35 VIS-1986 Occupation BUILDEX - RETINED Reason for interest <u>LUNNENTLY</u> ON THE H.D.C. Related Employment Experience (Please indicate dates) A. NESINENTIL BUILPER - 1977 - 2013 & COMMERCIAL Education: B.S. - UNIVERSITY OF MICHIGAN
BASINESS ADMINISTRATION Past Experience or Other Relevant Information (Village Boards, Churches, Civic or Community Group, Memberships, Associations, etc. Attach resume or additional page if necessary): I WAS ON THE PLANNING COMMISSON FOR
FIVE YEARS PRIOR TO THE H.D.C. To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the Village of Franklin from which you or they derive direct compensation or financial benefit? If yes, please explain: Are you an elector in the Village of Franklin? Date 5,20.2021

Signature of Applicant



APPLICATION FOR VILLAGE BOARD OR COMMISSION

(Please print clearly)

<u>Historic District Commission</u> Board/Commission of Interest

Name Laura Witty

Address 26128 German Mill Road, Franklin, MI 48025

Home Phone/Cell (248) 417-3380

E-mail <u>laura.witty@kitch.com</u>

Length of Residence 13 years Occupation Attorney

Reason for interest As a member of the Historic District Commission since 2012 and a resident of the Historic District, I have a continued vested interest in preserving the very unique and special historic identity of Franklin. I grew up in a small Northern Michigan town which has led to my deep appreciation of the characteristics that set Franklin apart as a community which appreciates its history and the importance of maintaining it, in the context of our ever-evolving world.

Related Employment Experience (Please indicate dates)

A. As a 26-year attorney with the Kitch Law Firm, I have developed general advocacy and analytical skills which assist me with the review of HDC submissions and discussions during meetings. As a part of my job, I negotiate issues frequently with "opposing" counsel on a nearly daily basis which has honed my diplomacy skills in terms of interacting with Franklin villagers and their representatives who present to the HDC. I believe these skills and this experience assist me in carrying out the duties of a HDC Commissioner. (1994-present)

Education: I have a JD from the University of Detroit and an AB from the University of Michigan Ann Arbor.

Past Experience or Other Relevant Information (Village Boards, Churches, Civic or Community Group, Memberships, Associations, etc. Attach resume or additional page if necessary): Lam currently on the Quality and Assurance Lam currently on the Quality and Assurance Lam currently on the Quality and Assurance Lam currently on the Quality and Assurance Lam currently on the Assistant JV/Varsity Ski Team Coach Lam currently on the Assistant JV/Varsity Ski Team Coach Lam currently on the Assistant JV/Varsity Ski Team Coach Lam currently on the Assistant JV/Varsity Ski Team Coach Lam currently on the Assistant JV/Varsity Ski Team Coach Lam currently on the Assistant JV/Varsity Ski Team Coach Lam currently on the Michigan Health and Hospital Association Lam currently on the Michigan Health and Hospital Association Lam currently on the Michigan Health and Hospital Association Lam currently on the Michigan Health and Hospital Association Lam currently on the Michigan Health and Hos

To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the Village of Franklin from which you or they derive direct compensation or financial benefit? If yes, please explain: n/a
Are you an elector in the Village of Franklin? yes

Signature of Applicant

Date

May 26, 2021



APPLICATION FOR VILLAGE BOARD OR COMMISSION (Please print clearly)

Historic District Commission____ Board/Commission of Interest Name Alex Stchekine Address 26210 Evelyn Ct Franklin Mi 48025 Home Phone 248705.3208 Cell E-mail lx.metal@gmail.com_____ Length of Residence 4 years ___Occupation Technical Facilities Manager, ISAIC Detroit Reason for interest __Currently serving on HDC_____ Related Employment Experience (Please indicate dates) A. Technical Facilities Manager, ISAIC Detroit 08/20-present B. Assembly Operations Manager, Shinola Detroit 2011-2020 C. Metalsmith, Lost Art Studio 2005 - 2012 Education: _____BFA, Metalsmithing Wayne State University Past Experience or Other Relevant Information (Village Boards, Churches, Civic or Community Group, Memberships, Associations, etc. Attach resume or additional page if necessary): ____Historic Bridge Preservation Workshop, Lansing Community College 2010 To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the Village of Franklin from which you or they derive direct compensation or financial benefit? If yes, please explain: NO Are you an elector in the Village of Franklin? Yes_____

5/24/21

Date

Signature of Applicant



APPLICATION FOR VILLAGE BOARD OR COMMISSION

(Please print clearly)

_Historic District Commission_____

	/Commission of Interest
MI 48025	
Cell _	_(586)219-8094
Occupation:	Cyber Risk and Legal Compliance Attorney. July 2018-Present
s of the past ach one of dImoved to an raise our preservation d with prote	hade the deliberate choice to make my home in historic cities st: Rome, Old Town Alexandria, Washington, D.C., and now these cities has a unique culture and character due to its Franklin because it IS a historic district. We are committed to family in a community that values the same notions we do: a, and architectural significance. I know that serving on this ecting the historic nature and buildings in the Village, and as a ith the utmost responsibility and humility.
ndicate date	es)
ms and prob	olution Center of Macomb County (May 2012-May 2015) Date cases to encourage settlement prior to trial. Coation, including, 40 hour training and co-mediation.
nent incention of the contract	motive (Oct. 2013-April 2016) ve proposals, service agreements, and NDAs. garding proposed regulations and legislation. onsiderations of business and economic strategies.
rocess for pr s), evaluatio	Global Media, USAGM (May 2016-July 2018) cocurements. on criteria, quality assurance plans and market research. olex competitive federal procurements up to \$10,000,000.
nformation: 020-present, deral Acquisi nd Legislation t, and legal a member of covider or covider? No	Languages & Literature, Minor: International Studies, U of Franklin Community Association (FCA) Secretary 2019-2020, United States Capitol Historic Tour Guide, United States ition Institute (FAI) Certified Contracting Officer's on Subject Matter Expert (SME) on U.S. Code and Directives, research and writing. of your immediate family have any direct financial or business entractor of the Village of Franklin from which you or they
	MI 48025

_05/12/2020__

Date

__/s/ Angelina Sulaka____

Signature of Applicant

26172 Meadow Drive Franklin, MI 48025

PROFESSIONAL SUMMARY

Federal Enterprise Risk Management and Legal Compliance Advisor with international work experience serving as Deputy Chief Risk Officer for the U.S. Agency for Global Media (USAGM), an independent executive agency that oversees the United States' international media networks. Accomplished Senior Risk Officer employing legal, analytical, and program management skills to establish and integrate the Enterprise Risk Management (ERM) function in accordance with the federal ERM maturity model and applicable guidance from OMB, NIST, and other authorities. Engaging program leader with congressional, manufacturing, and NGO experience in both the public and private sector in building multi-lingual and diverse teams to facilitate value-based risk management programs from cradle to grave to protect against fraud, security, reputational, and compliance risks. Recognized by Agency leadership for supervising risk owners and governance bodies in risk initiatives, including overseeing and tracking risk responses using Governance, Risk, and Compliance (GRC) tools to display dashboards that map enterprise risks to strategic objectives, contingencies, and internal controls. Strategic and persuasive oral and written communicator relied upon by leadership to demonstrate the role and importance of risk management in delivering stakeholder value inside and outside the organization. Nominated by Chief Risk Officer to serve on federal Small Agency Community of Practice (SACoP) of risk experts to be a contributor to new Cyber-ERM chapter of Federal ERM Playbook. Licensed Attorney, Certified Federal Contracting Officer Representative-Level II (COR II), Former Presidential Management Fellow (PMF) and Certified Court Mediator and Negotiator. Mother of 3, soon to be 4 students enrolled at Franklin Community Preschool in Franklin, MI. Active Federal Secret Security Clearance.

EXPERIENCE

U.S. Agency for Global Media (USAGM)
Policy Advisor, Risk and Legal Compliance

Detroit, MI/Washington, DC April 2020-Present

Leadership and Supervision

- Serve as Deputy Chief Risk Officer for the United States Agency for Global Media's (USAGM), an independent federal agency, overseeing public service media networks that provide unbiased news and information in countries where the press is restricted. USAGM entities include the Voice of America, Radio Free Europe/Radio Liberty, the Office of Cuba Broadcasting (Radio and TV Marti), Radio Free Asia, the Middle East Broadcasting Networks (Alhurra TV and Radio Sawa) and Open Technology Fund. USAGM programming has a measured audience of 350 million in more than 100 countries and in 62 languages.
- Act in the capacity of Agency CRO during frequent extended leave of the current CRO (4-week periods).
- Review and approve or reject employee leave requests and time and attendance inputs via WebTA while serving as Acting CRO.
- Mentor new USAGM colleagues as 1 of 20 selected employees to serve as Mentors for the Agency-wide formal mentoring program.
- Led the Agency transition from a manual risk identification and assessment process to an automated one, resulting in a 200% increase in employee engagement in the ERM process from FY 19 to FY 20.
- Mitigated Agency's Continuity of Operations (COOP) risk by writing position descriptions, analyzing resumes, recommending candidates, and conducting orientation for COOP/COVID Planning and Response Director.
- Increased communication and touchpoints for Office of Risk Management (ORM) staff by 50% by scheduling weekly staff meetings where Agency-wide risk functional leaders give status updates.
- Manage day-to-day operations of the Enterprise Risk Management function (ERMU) in ORM, reporting directly to the Chief Risk Officer (CRO).
- Led the integration of IT Security and Information Security Risk Management (ISRM) knowledge and function into ORM by selecting and supervising the Agency's IT Security Risk Subject Matter Expert (SME).
- Drafted justification and impact analysis for VP, CFO, and COO resulting in 25% increase of ERM staff.

- Reconciled and worked with OCFO, HR, and GC to manage a personnel dispute that resulted in multiple
 disciplinary actions, including a large RIF and consequential lawsuit, requiring extensive knowledge and
 application of supervisory administrative authority, Administrative Procedures Act, and federal regulations.
- Supervise a cross-functional risk governance body, the ERM Working Group (ERMWG), which is comprised
 of 25 senior-level division heads across the Agency that are responsible for identifying, assessing,
 responding to, monitoring, and reporting on Enterprise risks and controls.
- Achieve leadership priorities and deadlines by directing and monitoring the work of the ERMWG and RMC.
- Meet OIG milestones and deliverables by developing and executing an ERM project timeline aligned with the Federal ERM Maturity Model.
- Built awareness and support for USAGM's ORM by effectively and strategically managing the design, launch, implementation, and continuous improvement of the ERM cycle and Agency-wide risk programs.
- Advanced USAGM on the Federal ERM Maturity Model by defining, implementing, and repeating a documented process in accordance with authorities such as OMB Circular A-123, A-11, and NIST.
- Increased USAGM's risk culture by managing the team and directing the development and launch of an Agency-wide anonymous and confidential risk-reporting project using digital survey tool, *Microsoft Forms* and cloud platform, *SharePoint*.
- Optimized the implementation and communication of risk efforts by establishing weekly meetings with ORM staff to prioritize, manage, and review ERM integration with ISRM and Business Continuity (BC) functions.
- Initiate workflow processes for Risk Subgroup governance body that includes aggregating, refining, articulating and prioritizing 50+ enterprise risks that will serve as the Agency's risk register.

Risk Data Analysis, Monitoring, and Tool Utilization

- Negotiated a 39% cost savings in license fees in 1 year for USAGM's Governance, Risk, and Compliance (GRC) platform, Galvanize Highbond, by leveraging USAGM's existing relationship and position in the ERM community.
- Increased the Agency's maturity level on the Federal ERM Risk Maturity Model by configuring the GRC tool
 in accordance with OIG recommendations to show interdependencies and vulnerabilities among and
 between program offices, business processes, and operation systems.
- Introduced a centralized platform for real-time decision-making and risk reporting capabilities at the Agency by integrating GRC tools such as *Galvanize Highbond* and Gartner Risk Assessment Tool (G-RAT).
- Produced unique analytical and comparative risk reports and dashboards for OIG and GAO submission.
- Developed, enhanced, and implemented the Agency's use of risk monitoring and reporting tools, such as iServer, Galvanize Highbond, ACL Robotics, Gartner Risk Assessment Tool (RAT), Microsoft Forms and SharePoint to produce quarterly scorecards and dashboards for executive briefings and deliverables.
- Aggregated annual data from digital GRC tools to identify trends and make determinations on the effectiveness of controls, mitigation efforts, and risk ownership assignments.
- Created the content, workflow, and structure of a digital and anonymous risk-reporting function at USAGM using a confidential survey tool on *Microsoft Forms* accessible to all staff via the CRO portal.

Executive Reporting and Briefing of ERM Program

- Elevated the value of ERM by advising executives on the how enterprise risks map to the Agency's strategic objectives and impact business-level processes and systems.
- Identified emerging risks, vulnerabilities, and contingencies by directing and editing USAGM's Business Impact Analysis (BIA) Executive Report.
- Spearheaded the multi-divisional collaboration to establish a continuous and confidential risk-reporting mechanism at the bequest of new leadership's request to taking immediate steps to further the risk culture
- Designed and delivered formal and ad-hoc risk presentations on a frequent basis to identify trends, explain findings, make conclusions and provide counsel to the Risk Management Council (RMC).
- Mitigated compliance and financial risk by briefing Senior Agency executives on the recommendations and corrective action plans (CAPs) required by external stakeholders such as GAO, OIG, NIST, and others.

• Enhanced data-driven and risk-based decision-making at the Agency by preparing, aggregating, and synthesizing data in written and verbal form to the CRO and Risk Governance Bodies.

Advancement of the Federal Enterprise Risk Maturity Curve

- Drive growth and consistency in risk identification, assessment, response, monitoring and reporting of
 enterprise risks by designing and implementing the ERM process in accordance with the Federal
 Enterprise Maturity Model's program attributes and key practices.
- Ensure continuous growth and improvement across the 5 levels of the Federal Enterprise Risk Maturity Curve by maintaining an active assessment of the Agency's risk posture and risk culture.
- Generate support and champions for enhanced risk programming and automated tools through executive engagement.
- Institutionalize the ERM process at the Agency by creating a strategic communications campaign to highlight accomplishments, compliance, and results of the ERM program to external and internal stakeholders.
- Independently review, analyze, and advise on ERM maturity level criteria to brief executive leadership on findings and recommendations made by auditors.
- Provided management assurances per OMB circular A-11 and A-123 by delivering supervisory reports of how the ERMWG assessed the strength of internal controls using current records and historical data.
- Institutionalize behavior consistent with risk principles to build a strong risk culture by analyzing and aggregating divisional and agency-wide risk data.
- Proactively respond to and monitor emerging risks by documenting and tracking qualitative and quantitative risk control metrics against established risk tolerance levels.
- Advance the Agency's ERM function by designing risk scorecards, heat maps, and other tools and visuals.

Internal and Interagency ERM Leadership and Management

- Improve the Agency's risk outlook by facilitating communication and consultation process with stakeholders focused on the Agency's ERM trajectory, including strengths and opportunities.
- Mitigate enterprise risks identified in audit and investigative reports by developing, implementing, and tracking corrective action plans (CAPs) with cross-agency teams and reporting progress to leadership.
- Coordinate and integrate the ERM function with other Agency-wide functions, such as capital planning, project management, information security, and the workforce development and training.
- Nominated by the Agency CRO to collaborate with the Cyber-Risk Community of Interest (COI) on the writing and editing of a new Cyber-ERM chapter in the federal ERM Playbook.
- Lead the Risk Subgroup, a governance body of cross-functional senior staffers, through the development of the annual risk register and its distillation to the ERM Risk Profile.
- Respond to Financial and governance OIG audit requests by forging a strong relationship with other Agency-wide functions that have significant risk and internal control components such as the Office of the Chief Financial Officer and the Office of Management Services.
- Continuously monitor the status of risk response activities by proactively communicating with internal risk owners to get implementation progress updates.

Process Improvement, Best Practices and Benchmarking

- Propose and implement improvements to the ERM program, such as establishing the Agency's CRO portal and Risk-Tip line, by comparing and analyzing existing ERM practices against public and private sector leading practices.
- Serve on the Cyber-ERM Community of Interest (COI) to share case studies, best practices, opportunities and challenges with federal risk officers bolstering the ERM resources without additional funding or staff.
- Acquire time-tested ERM templates, frameworks, and research by leveraging large network of risk officers.
- Introduce risk culture benchmarking at USAGM to elicit data for decision-making on resources and targets.
- Continuously improve the effectiveness, awareness, and maturity of the ERM program by working and communicating with key leaders and influencers of USAGM staff to provide guidance, solicit feedback and obtain buy-in.

- Proactively address root causes, triggers, and risk controls by adopting fellow agency practice of narrowing risk statements.
- Improved processes and outreach by widening the participant pool by 13.5% and extending the deadline of the risk survey because of incorporated feedback from the risk governance bodies.

Research, Writing and Analysis

- Write technical and high-level analyses and assessments of key enterprise risks, including fraud, legal, compliance, financial, strategic, reputational, operational, and workforce risks.
- Mitigate the reputational, security, and financial exposure of Agency programs by conducting complex and authoritative research and analysis and distilling into executive briefings.
- Counsels Agency executives on potential litigation, security, and compliance risks to the Agency by researching, aggregating, and analyzing data from a legal and risk perspective.
- Write risk assessments with recommended courses of action by researching and analyzing OPM, ODNI, GAO, and OIG reports against binding federal authority and directives.
- Prepare, produce, and present written materials, such as ERM analyses and memoranda to the CRO, CEO, and other senior officials on program, security or fraud risks, resulting in executive action.
- Write talking points and create materials used by USAGM's CEO for meetings, speeches, interviews, press releases, and testimonies.
- Highlight the Agency's risk management practices by preparing immediate and well-researched responses and talking points to Congressional, the Office of the Inspector General (OIG), the U.S. Government Accountability Office (GAO), the press, and other public inquiries
- Provide risk and legal analysis of compliance issues, prepares written memos and gives recommendations.
- Write Agency responses to OIG audit requests relating to Information Security Risk Management (ISRM), ERM, and BC/DR efforts to increase compliance with FISMA, FITARA, NIST, and other federal authorities.

Risk Policy and Legal Compliance

- Enhanced grantee oversight and facilitated the closure of OIG recommendations by developing, drafting, and codifying policy that mandated networks to annually report IT Security risks to the CRO.
- Implemented audit recommendations that resulted in increased compliance by constructing and evaluating Agency-wide program alignment with OMB Circular A-11, A-129, A-123 guidelines and directives.
- Provide counsel and risk analysis on non-routine, costly, and controversial enterprise risk matters that impact Agency-wide policy and procedure by exercising discretion, sound judgement, and diplomacy.
- Interpret legislation, regulations, authoritative policy and rule-making to draft policy papers for leadership.
- Build, monitor, and implement compliance efforts that align with internal policy and federal guidance in the fields of information security risk management (ISRM), business continuity and disaster recovery (BC/DR).

Interagency Consultation and Negotiation

- Brief and consult with high-level officials at Departments of Commerce, Treasury, and State regarding the Agency's risk tolerance and appetite for fraud, security, compliance, and privacy.
- Establish appropriate enterprise risk paradigm and appetite by leading controversial and highly complex consultations, discussions and negotiations with leaders from other government agencies.
- Negotiate agreements with internal and external stakeholders, such as auditors, regulators, investigators, and other external parties by employing mediation and arbitration skills to high-risk and contentious issues.
- Presented findings and conclusions from the Agency's ERM integration with Cybersecurity Risk Management Framework (RMF) to federal risk professionals as part of the ERM-Cyber COI.
- Brief external and internal decision-makers on mitigation activities, emerging risks, and risk posture to facilitate risk-based discussions amongst senior executives and government officials.
- Engage and facilitate discussions with government officials on ERM, ISRM, and other risk-related matters, including compliance with GAO, OMB, OIG, and other entities that survey compliance and issue guidance.

Leadership and Supervision

- Acted in the capacity of Agency CRO during frequent extended leave of the current CRO (2 week periods).
- Identified and measured staff deliverables against set criteria for appraisals, invoices, and development.
- Managed day-to-day operations of the Enterprise Risk Management function (ERMU) in ORM, reporting directly to the Chief Risk Officer (CRO).
- Led the Technical Review Panel, selection process, and acquisition planning for all ORM's procurements.
- Managed and administered all Agency-wide risk contracts as COR II with the ability to oversee contracts up to \$25,000,000 (total contract value).
- Supervised the ERMWG on how to assess the strength of existing internal controls using current records and historical data to provide management assurances per OMB circular A-11 and A-123.
- Determined project deliverables, timelines, milestones, and reporting requirements to ensure ERM projects progress effectively and in budget.
- Expanded ORM staff by overseeing the hiring process, including writing position descriptions, evaluating resumes, interviewing candidates, drafting the final panel recommendation, and supervising Risk SMEs.
- Recruited by the CRO and Chief of Staff to facilitate the ERM process and deliver the Agency's 1st ERM Risk Profile in accordance with OMB Circular A-123.
- Achieved leadership priorities and deadlines by directing and monitoring the work of the ERMWG and RMC.
- Met OIG milestones and deliverables by developing and executing an ERM project timeline aligned with the Federal ERM Maturity Model.
- Developed Quality Assurance Surveillance Plans (QASPs) for all ERMU contractors, which includes setting
 detailed technical and administrative requirements, including prioritizing deliverables, establishing
 timelines, describing expectation levels, preparing work schedules, defining performance standards and
 evaluating outcomes.
- Supervised the team and managed the production of the Agency's first IT Security Risk register, resulting
 in the closure of a long-standing OIG recommendation and strengthening of USAGM's IT security posture.
- Secured funding for ERM activities by gaining top-level support through the facilitation of 1-on-1 meetings with Executive leadership
- Designed management techniques such as risk ownership teams and success measures to achieve enterprise-wide risk management goals of tracking the effectiveness of risk owners and controls.
- Plan and manage the creation, launch, execution and review of the ERM process for data-driven decision-making, greater compliance, strong security and privacy controls and enhanced risk culture.
- Built and supervised two intra-agency risk governance bodies of senior cross-divisional experts to oversee efficacy and improvement of USAGM's enterprise risk program.

Risk Data Analysis, Monitoring, and Tool Utilization

- Advanced the maturity of the Agency's ERM program by at least 1 level every fiscal year by implementing new dashboards consistent with Federal ERM Maturity Model requirement to automate the ERM process.
- Produced unique analytical and comparative risk reports and dashboards for OIG and GAO submission
- Developed, enhanced, and implemented the Agency's use of risk monitoring and reporting tools, such as iServer, Galvanize Highbond, ACL Robotics, Gartner Risk Assessment Tool (RAT), Microsoft Forms and SharePoint to produce quarterly scorecards and dashboards for executive briefings and deliverables.
- Increased the Agency's maturity level on the Federal ERM Risk Maturity Model by procuring its first GRC tool in accordance with OIG recommendations and other federal IT and risk compliance requirements to automate the ERM function using a Govcloud 508 compliant FedRamp certified platform.
- Created user-friendly visual and infographics with tables, pie charts, and heat graphs to show risk trends.

Executive Reporting and Briefing of ERM Program

- Mitigated compliance and financial risk by briefing Senior Agency executives on the recommendations and corrective action plans (CAPs) required by external stakeholders such as GAO, OIG, NIST, and others.
- Increased interest in serving on risk governance bodies by providing regular management reporting and executive summaries of the Agency's ERM program.
- Enhanced data-driven and risk-based decision-making at the Agency by preparing, aggregating, and synthesizing data in written and verbal form to the CRO and Risk Governance Bodies.
- Delivered executive briefings on progress of the Corrective Action Plan (CAP) for ERM and IT Risk.

Advancement of the Federal Enterprise Risk Maturity Curve

- Yielded additional data cuts and analyses of enterprise risks by introducing 25% more risk criteria in the Risk identification and assessment survey from FY19 to FY20.
- Converted risk managers into key leaders in strengthening risk culture and the delivery of organizational value, driving up the Agency's maturity level.
- Mitigated the reputational, security, and financial exposure of Agency programs by conducting complex and authoritative research and analysis and distilling into executive briefings.
- Wrote risk assessments with recommended courses of action by researching and analyzing OPM, ODNI, GAO, and OIG reports against binding federal authority and directives.

Process Improvement, Best Practices, and Benchmarking

- Advised business units on process improvements to address project management challenges by mitigating strategic, reputational, and talent management risks.
- Implemented best practices, lessons learned, and federal requirements to refine the Agency's ERM program by collaborating with other federal agencies and external entities.
- Counseled the ERM Working group on how to analyze enterprise risks consistent with ERM maturity levels and risk criteria to score risks and recommend tolerance levels and appropriate responses.
- Determined project deliverables, timelines, milestones, and reporting requirements to ensure ERM projects progress effectively and in budget.
- Enhanced day-to-day operations by teaching program leaders to incorporate risk management into activities and establishing operational procedures that limit risk exposure.
- Elevated the risk management function in significance by connecting its success to value maximization.

Internal and Interagency ERM Leadership and Management

- Improved the Agency's risk outlook by facilitating communication and consultation process with stakeholders focused on the Agency's ERM trajectory, including strengths and opportunities.
- Collaborated and communicated ERM priorities and programs throughout all levels of the Agency to promote and educate on the importance of risk ownership for all offices and staff members.
- Aligned risk mitigation strategies with the Agency's risk appetite and tolerance levels by leading sessions
 with risk owners on risk management principles, including root causes, triggers, and responses.
- Contributor to the Agency for Federal Enterprise Risk Management (AFERM) Small Agency Community of Practice (SACoP) group for federal risk officers.
- Managed the integration of risk management principles into financial and IT security programs.

Research, Writing, and Analysis

- Drafted technical and high-level analyses and assessments of key enterprise risks, including fraud, legal, compliance, financial, strategic, reputational, operational, and workforce risks.
- Writes, oversees, and directs the analysis, codification, and implementation of ERM policies, procedures and strategies to comport with federal guidance, Agency policy, and CEO directives for current and new USAGM staff.

Risk Policy & Legal Compliance

- Institutionalize ongoing relationship-building with internal and external stakeholders to enhance crossfunctional compliance efforts that leverage resources and expertise across the Agency.
- Interpret legislation, regulations, authoritative policy and rule-making to draft policy papers for leadership.
- Build, monitor, and implement compliance efforts that align with internal policy and federal guidance in the fields of information security risk management (ISRM), business continuity and disaster recovery (BC/DR).
- Provide risk and legal analysis of compliance issues, prepares written memos and gives recommendations.

Interagency Consultation and Negotiation

- Brief and consult with high-level officials at Departments of Commerce, Treasury, and State regarding the Agency's risk tolerance and appetite for fraud, security, compliance, and privacy.
- Establish appropriate enterprise risk paradigm and appetite by leading controversial and highly complex consultations, discussions and negotiations with leaders from other government agencies.
- Draft acquisition documents and lead the procurement and negotiation for risk-related contracts, including developing the Performance Work Statement, market research, source selection criteria, justifications, government cost estimates, and final selection memorandums.
- Liaise and negotiate on behalf of the Agency at interagency meetings with government and external stakeholders.
- Write Agency responses to OIG audit requests relating to Information Security Risk Management (ISRM), ERM, and BC/DR efforts to increase compliance with FISMA, FITARA, NIST, and other federal authorities.

U.S. Agency for Global Media (USAGM)
Procurement Analyst, Presidential Management Fellow (PMF)
(ERM Detail August-October 2018)

Washington, DC May 2016-July 2018

Federal Acquisition and Policy Compliance

- Managed the federal acquisition process for IT procurements from inception through award phase.
- Drafted Statements of Work (SOWs), Justification for Other than Full and Open Competition (JOFOCs), award criteria, Performance Work Statements (PWSs), and requests for proposals (RFPs).
- Led the acquisition planning process, including setting milestones and collaborating with the Office of Contracts, for all technology, business development and cybersecurity procurements up to \$25,000,000.00.
- Researched labor categories, cost of goods, fair market value for services, and other costs associated with procurements to calculate Independent Government Cost Estimates (IGCEs).

Research, Writing, and Analysis

- Established the governance structure and foundational documents for the Agency's CIO Council by drafting the delegation of authorities, CIO Council Charter, and Agency-wide CIO policies.
- Learned niche IT programs such as satellite distribution, transmitting station operations, and network controls to write technical documents and contracts for the OCIO.
- Researched media and broadcasting infrastructure, products, and operating systems to write and analyze industry and market availability of required goods and services for the IT programs.
- Enhanced OCIO compliance with FISMA, FITARA, and other IT security authorities by researching, analyzing, and drafting action memos for the CIO.
- Track amendments, recent legislative enactments, and draft memos to senior leadership analyzing anticipated regulatory impacts on the Agency's power, operations, and compliance.

Project Management

- Strategized with program managers to develop program requirements, allocate staffing resources, create acquisition plans and prioritize acquisitions and investments.
- Developed and maintained an acquisition-planning digital tool that tracks award progress, period of performances (PoPs), points of contact (POCs), and other relevant information.

Process Improvement, Best Practices, and Benchmarking

- Optimized the acquisition process by establishing effective workflow procedures and enhancements, such as standardized checklists, acquisition planning timelines, and COR approval criteria.
- Simplified the creation of requirement documents by created a procurement library of templates and exemplars for use by CORs and program managers.

U.S. Agency for Global Media Attorney-Advisor, Office of the General Counsel – Detail

Washington, DC February 2017-July 2017

International Trademark, Privacy, and Security Law

- Advise and ensure compliance with cybersecurity, trademark, and copyright laws and regulations.
- Review, synthesize, and summarize documents in the Agency's archives and personnel files for litigation.
- Mitigate international security and legal risk by working with outside counsel to secure and protect against
 unfair regulatory structures that negatively affected our journalists' ability to report the news.

Employment Litigation and Labor Relations

- Research, analyze, and draft, pleadings on claims against the Agency related to EEOC claims, merit protection, labor, employment, and administrative law.
- Draft communications to the Board on behalf of Senior Leadership on the Agency's public policy positions, such as Title VI, citizenship barriers, and other civil rights and discrimination-related issues.

FOIA and Administrative Law

- Write, index, and formalize ordinances, policy, directives, and resolutions for USAGM's administrative manual, including FOIA procedures.
- Present and prepare reports on legal and reputational risks for proposed action items and investments.
- Analyze, interpret, and advise on the implications of U.S. Code using legislative history, Congressional records, canons of statutory construction, Executive Orders, OMB guidance.

GKN North America Political & Corporate Affairs Manager

Auburn Hills, MI October 2013-April 2016

Legislative Advocacy and Business Development for U.S. Manufacturing

- Built GKN brand awareness and DC presence by meeting with relevant U.S. Agency officials at EXIM bank, Dept. of Commerce and Select USA, among others to promote and educate on GKN's domestic impact and manufacturing presence across the United States.
- Analyzed and advised executive officials regarding proposed regulations and legislation relevant to foreignowned U.S. subsidiaries, the manufacturing sector, int'l customs and exchanges, including CFIUS regulations, export controls, etc.
- Secured company endorsement and supported for the congressional reauthorization of the EXIM bank to
 continue the export of U.S. manufactured goods, such as Boeing aircrafts, as GKN is a Tier 1 supplier to
 Boeing and other OEMs that are strong proponents and major beneficiaries of the EXIM bank.

- Fostered new relationships with manufacturing associations, such as the National Association of Manufacturing (NAM) and the Organization for International Investment (OFII) to build partnerships, share best practices, and leveraged relationships and networks to advance common public policy goals.
- Briefed GC and Business Development executives on pending legislation that affected EXIM and other finance bureaus for its effect on U.S. exports, partnerships, or payments from suppliers and OEMs.
- Evaluated potential investment and economic development opportunities to align with business strategy.

International Relations and Political Affairs

- Mitigated reputational risk by building strong relationships with Members, regulators, and external stakeholders from states with GKN manufacturing plants.
- Advised senior leadership on the political, legal, and environmental considerations of business and economic development strategies from a national, state, and local government level.
- Identified and collaborated with high-level officials within and outside the U.S. Government, to include international leaders, trade associations and Government agencies, such as the Departments of Commerce, State and Treasury and the EXIM Bank to further U.S. manufacturing and export interests.
- Company liaison and advocate for communicating public entities, Congressional Members, and government.

Contracts, Service Agreements, and Legal Guidance

- Prepared contracts, grants, service agreements, and NDAs with external entities.
- Provided counsel on federal/state statutes; interpreted regulations and implemented safeguards.
- Synthesized technical, financial, and legislative data to provide comprehensive analysis and recommendations to executive leadership and divisional heads as well as external entities.

Thomas & Naughton, P.C Full-Time Criminal Law Clerk

Detroit, MI June 2012-September 2013

- Assisted in trial strategy for "Mega Case" of *U.S. v. Kilpatrick, et. al.*, including, designing exhibits, preparing witness examinations, organizing discovery, researching legal theory, and summarizing trials.
- Controlled research, statistical analysis, jury composition, and pleadings of Federal Jury Challenge.
- Drafted pleadings such as motions, briefs, and federal sentencing memoranda in addition to computing federal and state sentencing guidelines and presenting defense theories memorandum.
- Performed trial preparation, including opposition research, for white-collar crime and felony cases.

Resolution Center of Macomb/Wayne Mediation Center Certified Court Mediator

Wayne & Macomb County, MI May 2012-May 2015

- Mediated and facilitated small claims and probate cases to encourage settlement prior to trial.
- Completed State of Michigan mediation certification, including, 40 hour training and co-mediation.

Blake, Kirchner, Symonds, Larson, Kennedy & Smith, P.C Senior Law Clerk

Detroit, MI July 2011-May 2012

- Researched, drafted, and prepared civil pleadings for pre-litigation and litigation suits in Michigan.
- Corresponded verbally and in writing with clients regarding case status and developments.

Public Defender's Office of Washtenaw County Student Attorney, Felony Division

Ann Arbor, MI May-July 2011

Defended misdemeanor and first-time felony clients in court during preliminary hearings under MCR 8.120.

Examined, interviewed, and counseled clients and negotiated pleas with prosecutors.

16th Circuit Court of Michigan Law Clerk, former Chief Judge, current Michigan Supreme Court **Justice David Viviano**

Macomb County, MI May-July 2011

- Researched and drafted case summaries and opinions for the Judge for sentencing and hearings.
- Wrote memos for the Judge on recommended courses of action for motions of summary disposition.

The Edison Electric Institute **External Affairs Coordinator, President's Group**

Washington, D.C September 2008-June 2010

- Facilitated the merger of Media and Government Relations departments to launch advocacy campaigns.
- Wrote, researched, and finalized presentations, talking points, and memos for Executive Board meetings.
- Advised on fundraising, committee development, and grassroots campaigns for member companies.

U.S. Congresswoman Carolyn Maloney (NY-14) Project 2024 Public Service Intern, CosmoGirl! Magazine Government Blogger Mav-August 2008

- Selected as one of eight women nationwide to facilitate the progressive mission of Project 2024.
- Planned GOTV events and forums including writing extensions and remarks for Congressional Record.
- Responded to constituent inquiries of taxes, immigration, education, and property law.

U.S. Congressman Sander Levin (MI-12) **Legislative Intern**

Washington, D.C. May 2006-August 2008

New York, NY

- Analyzed legislation, drafted constituent correspondence, and oversaw quarterly constituent survey.
- Represented Member at meetings, hearings, and mark-ups; wrote talking points and recommendations.

EDUCATION

University of Detroit Mercy School of Law Juris Doctor, Ranked in top third of graduating class

Detroit, MI May 2013

Dean's Scholarship Award, Moot Court Board of Advocates, McGee Civil Rights Moot Court: National Competitor, Keenan Appellate Advocacy Competition: Brief Award & Finalist, Philip Greco Public Service Law Scholarship, LexisNexis Certification, Book Award in Criminal Law, Arab-Chaldean Law Association: President.

University of Michigan Bachelor of Arts, Political Science and Italian with Honors, Minor in International Studies Ann Arbor, MI May 2008

Italian Book Award Recipient: Top Performing Student in Italian, Sigma Iota Rho, International Studies Academic Honor Society, Order of Omega, National Greek Academic Honor Society, Alpha Phi Sorority, Middle Eastern Peace, published by the Institute of Mathematical Geography: Solstice, vol.18, no.2.

Universitá degli Studi di Roma Tre

Rome, Italy January-July 2007

Foreign Exchange Student, Political Science and International Economics

International Relations Intern at the United Nations International Crime and Research Institute (UNICRI).

CERTIFICATIONS AND LICENSES

Contracting Officer Representative (COR II), 2019 - Present Michigan Bar Association, Active and Good-standing Member, #P77738, 2013 – Present Certified Michigan Court Mediator, 2012-Present

MEMBERSHIPS

USAGM Mentoring Program-The Training Connection, 2021-present
Birmingham Public Schools, Health and Safety Task Force, Member, 2020-Present
USAGM Employee Association, Member, 2019 – Present
Federal ERM Small Agency Community of Practice (SACOP), Steering Committee Member, 2018 – Present
U.S. Presidential Management Fellow (PMF), 2015 Fellow/2018 graduate



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MEMO

To: President Lamott and Franklin Village Council

From: Heather Mydloski, Village Clerk

Date: June 10, 2021

Re: Historic District Study Committee Re-Appointments

I have included a document in this Council Packet that defines the Village Charter language for the HDSC for quick reference.

Below is an email from the State Historic Preservation Office (SHPO) regarding at which point in the process the committee should be dissolved.

SHPO: The study committee dissolves at the end of the process when the Village Council votes on whether to accept the final report or not. If they accepted, then they must pass an ordinance that reflects the change. See Section 399.203(3)(b) of Public Act 169. It does not state it specifically, but, unless Franklin has a standing study committee, that is the process because then administration of the district, if it is adopted, is turned over to the Historic District Commission.

LINK: https://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-169-of-1970.pdf

To ensure the guidelines are met, it is necessary to re-appoint the Historic District Study Committee.

Please note also, Chairman Gary Roberts informed me that the HDSC has completed the bulk of their responsibilities and the HDSC Report is forth coming and will be submitted to SHPO and to the Council.

All the following have agreed to continue their roles as Historic District Study Committee members, and are as follows:

- 1. Gary Roberts, Historic District Commission Chairman
- 2. Amanda Davis, Historic District Commission Consultant
- 3. Eileen Harryvan, Historic District Commission
- 4. Nena Downing, Planning Commission
- 5. Fred Gallasch, Village Resident

1230.09 ESTABLISHMENT, MODIFICATION OR ELIMINATION OF A HISTORIC DISTRICT.

- (a) <u>Establishment of Historic District Study Committee</u>. Before establishing, modifying or eliminating any Historic District, Council shall appoint a Historic District Study Committee. The Committee shall contain a majority of persons who have a clearly demonstrated interest in or knowledge of historic preservation, and shall contain representation from one or more duly organized local historic preservation organizations. The Historic District Study Committee shall be an ad hoc committee which may be established by Council to consider only specific proposed districts, projects or programs authorized by Council, and shall then be dissolved.
 - (b) <u>Duties of the Historic District Study Committee</u>.
 - (1) The Historic District Study Committee shall do all of the following:
- A. Conduct a photographic inventory of resources within each proposed Historic District, following procedures established or approved by the Michigan Department of History, Arts and Libraries;
- B. Conduct basic research of each proposed Historic District and the historic resources located within that District;
- C. Determine the total number of historic and non-historic resources within a proposed Historic District and the percentage of historic resources of that total. In evaluating the significance of the historic resources, the Committee shall be guided by the selection criteria for evaluation issued by the U.S. Secretary of the Interior for inclusion of resources in the National Register of Historic Places, as set forth in 36 CFR Part 60, and repeated below:

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association and:

- 1. That are associated with events that have made a significant contribution to the broad patterns of our history; or
 - 2. That are associated with the lives of persons significant in our past; or
- 3. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- 4. That have yielded, or may be likely to yield, information important in prehistory or history; and criteria established or approved by the Michigan Department of History, Arts and Libraries, if any;
- D. Prepare a preliminary Historic District Study Committee report that addresses at a minimum all of the following:

- 1. The charge of the Committee;
- 2. The composition of the Committee membership;
- 3. The Historic District or Districts studied;
- 4. The boundaries for each proposed Historic District in writing and on maps;
- 5. The history of each proposed Historic District:
- 6. The significance of each District as a whole, as well as a sufficient number of individual resources to fully represent the variety of resources found within the District, relative to the evaluation criteria:
- E. Transmit copies of the preliminary report for review to the Village Council, the Village Planning Commission, the Franklin Historic District Commission, the Michigan Department of History, Arts and Libraries, the Michigan Historical Commission and the State Historic Preservation Review Board; and
 - F. Make copies of the preliminary report available to the public.
- (2) The Village Council may prescribe the time for preparation and transmittal of the preliminary report if the Council deems it in the public interest to do so.
- (3) Not less than 60 nor more than 75 calendar days after the transmittal of the preliminary report, the Committee shall hold a public hearing. Notice will be published of the time, date and place of the hearing. Written notice shall be mailed by first class mail not less than 14 calendar days before the hearing to the owners of properties within the proposed Historic District, as listed on the tax rolls of the Village of Franklin.
- (4) The Committee shall have no other powers, express or implied, beyond those listed in this section, except as may be otherwise expressly authorized by ordinance or resolution of Council.
- (c) Actions to be Taken by the Historic District Study Committee and Village Council. After the date of the public hearing, the Historic District Study Committee and the Village Council shall, within the time prescribed by the Village Council, which shall not be more than one year, unless otherwise authorized by the Village Council, take the following actions:
- (1) The Committee shall prepare and submit a final report with its recommendation and the recommendation, if any, of the Village Planning Commission to the Village Council. If the recommendation is to establish, modify or eliminate a Historic District or Districts, the final report shall include a draft of a proposed ordinance or ordinances.
- (2) After receiving a final report that recommends the establishment, modification or elimination of a Historic District or Districts, the Village Council, at its discretion, may introduce and pass or reject an ordinance or ordinances establishing, modifying or eliminating one or more Historic Districts. If the Village Council passes an ordinance or ordinances establishing, modifying or eliminating one or more Historic Districts, the Village Council shall file a copy of that ordinance or ordinances, including a legal

description of the property or properties located within the Historic District or Districts, with the Register of Deeds. The Village Council shall not pass an ordinance establishing a contiguous Historic District less than 60 days after a majority of the property owners within the proposed Historic District, as listed on the Village tax rolls, have approved the establishment of the Historic District pursuant to a written petition.

- (3) At any time after expiration of the time limits set or prescribed by the Village Council pursuant to this section for the Historic District Study Committee to act, the Village Council may, in its discretion, proceed to introduce and pass or reject an ordinance as described in division (c)(2) hereof.
- (d) <u>Elimination of Districts</u>. If considering elimination of a Historic District, the Committee shall follow the procedures set forth above for issuing a preliminary report, holding a public hearing and issuing a final report, but with the intent of showing one or more of the following:
- (1) The Historic District has lost those physical characteristics that enabled establishment of the District.
 - (2) The Historic District was not significant in the way previously defined.
 - (3) The Historic District was established pursuant to defective procedures.
- (e) <u>Availability of Records</u>. All writings prepared, owned, used, in possession of or retained by the Committee in the performance of any official function shall be made available to the public.

(Ord. 2000-65. Passed 7-10-00; Ord. 2003-01. Passed 4-14-03.)



32325 Franklin Road, Franklin, Michigan 48025

FAX: (248) 626-0538 (248) 626-9666

www.franklin.mi.us

Memo

To: Bill Lamott, Village President and Village Council

From: Heather Mydloski, Village Clerk

Date: June 10, 2021

Re: Planning Commission Appointments

There are three (3) term limit expirations for the Historic District Commission for the terms ending on July 21, 2021.

Planning Commission

Peter Halick	7/21
Nena Downing	7/21
Paul Brakeman	7/21
Stuart Wooters, PhD Linda Hiller Novak	7/22 7/22
Rajaei Abbass	7/23
David Goldberg	7/23

The Village has received three (3) applications to include three (3) reappointments. Paul Brakeman, Nena Downing and Peter Halick are seeking reappointment.

1220.01 SCOPE, PURPOSE AND INTENT.

This chapter is adopted pursuant to the authority granted the Franklin Village Council under the Michigan Planning Enabling Act, Public Act 33 of 2008 (M.C.L.A. 125.3801 et seq.) and the Michigan Zoning Enabling Act, Public Act 110 of 2006 (M.C.L.A. 125.3101 et seq.), to establish a Planning Commission with the powers, duties and limitations provided by those Acts and conditions of this chapter and any future amendments to this chapter.

The purpose of this chapter is to provide that the Franklin Village Council shall hereby confirm the establishment under the Michigan Planning Enabling Act, Public Act 33 of 2008 (M.C.L.A. 125.3801 et seq.) of the Franklin Planning Commission formerly established under the Municipal Planning Act, Public Act 285 of 1931 (M.C.L.A. 125.31 et seq.); to establish the appointments, terms, and membership of the Commission; to identify the officers and the minimum number of meetings per year of the Planning Commission; and to prescribe the authority, powers and duties of the Planning Commission.

(Ord. 2011-06. Passed 6-13-11.)

1220.02 ESTABLISHMENT.

The Village Council hereby confirms the establishment under the Michigan Planning Enabling Act, Public Act 33 of 2008 (M.C.L.A. 125.3801 et seq.) of the Franklin Planning Commission formerly established under the Municipal Planning Act, Public Act 285 of 1931 (M.C.L.A. 125.31 et seq.). The Franklin Planning Commission shall have seven members. As of the effective date of this chapter, members of the Planning Commission shall continue to serve for the remainder of their existing terms so long as they continue to meet all of the eligibility requirements for Planning Commission membership set forth in the Michigan Planning Enabling Act, Public Act 33 of 2008 (M.C.L.A. 125.3815 et seq.).

(Ord. 2011-06. Passed 6-13-11; Ord. 2016-01. Passed 1-11-16.)

1220.03 APPOINTMENT AND TERM.

The Village President, with the approval of the Village Council by a majority vote of the members elected and serving, shall appoint all Planning Commission members. The Planning Commission shall serve for terms of three (3) years each. A Planning Commission member shall hold office until the member's successor is appointed. Vacancies shall be filled for the unexpired term in the same manner as the original appointment.

Planning Commission members shall be qualified electors of the Village. The membership of the Planning Commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the Village, in accordance with the major interests as they exist in the Village, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire geography of the Village to the extent practicable.

If a member misses four (4) consecutive meetings of the Commission, or twenty-five percent (25%) of the Commission meetings in any twelve (12) month consecutive term, unless such absences are excused by the Commission for reasons entered into the proceedings of the Commission at the time of each absence, then said position may be declared vacant by the Village Council.

(Ord. 2011-06. Passed 6-13-11.)

1220.04 REMOVAL OF MEMBERS.

The Village Council may remove a member of the Planning Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.

(Ord. 2011-06. Passed 6-13-11.)

1220.05 CONFLICT OF INTEREST.

Before casting a vote on a matter on which a Planning Commission member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Planning Commission. Failure of a member to disclose a potential conflict of interest as required by this section constitutes malfeasance in office.

For the purposes of this section, conflict of interest is defined as, and a Planning Commissioner shall declare a conflict of interest and abstain from participating in Planning Commission deliberations and voting on the request in the following circumstances:

- (a) An immediate family member is involved in a request for which the Planning Commission is asked to make a decision. An immediate family member shall include a spouse, mother, father, sister, brother, son, daughter, including an adopted child.
- (b) The Planning Commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency, or association.
- (c) The Planning Commission member owns or has a financial interest in neighboring property. For the purposes of this section, "neighboring property" shall include any property immediately adjoining the property involved in the request.
- (d) There is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining members of the Planning Commission.

(Ord. 2011-06. Passed 6-13-11.)

1220.06 OFFICERS AND COMMITTEES.

The Planning Commission shall elect a chairperson and a secretary from its members, and may create and fill other offices as it considers advisable. The term of each office

shall be one (1) year, with opportunity for reelection as specified in the Planning Commission bylaws.

(Ord. 2011-06. Passed 6-13-11.)



APPLICATION FOR VILLAGE BOARD OR COMMISSION

(Please print clearly)

<u>Planning Commission</u> Board/Commission of Interest

Name:

Paul Brakeman

Address:

27390 Wellington Franklin, Mi 48025

Cell <u>248-882-0782</u>

E-mail <u>paulbrakeman45@gmail.com</u>

Length of Residence 32 Years

Occupation: Energy Advisor at DTE

Reason for interest

I wish to continue to sit on the commission to hear the problems in the village and to be able to make a plan and solve the issue.

Related Employment Experience (Please indicate dates)

A. Real Estate manager 2017-2019

B. Planning Commissioner 2020-2021

Education:

Bachelor of Economics

Past Experience or Other Relevant Information (Village Boards, Churches, Civic or Community Group, Memberships, Associations, etc. Attach resume or additional page if necessary):

Sitting Planning Commissioner

To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the Village of Franklin from which you or they derive direct compensation or financial benefit? If yes, please explain:

NO.

Are you an elector in the Village of Franklin?

Yes.



RECEIVED

MAY 2 1 2021

VILLAGE OF FRANKLIN, MI

APPLICATION FOR VILLAGE BOARD OR COMMISSION

(Please print clearly)

Board/Commission of Interest

Name Neva Downing
Address 30645 Bruce Lane
Home Phone 348 8510444 Cell 348 302 8745
E-mail Snaps @ comcost. not
Length of Residence 21 Years Occupation Retired NWSE
Reason for interest Continue as commissioner
Related Employment Experience (Please indicate dates) A. Residential and commercial property owner-current B. Long time resident C. Member - Michigan Asson, of Planners - Seminar Traini Education:
Past Experience or Other Relevant Information (Village Boards, Churches, Civic or Community Group, Memberships, Associations, etc. Attach resume or additional page if necessary): Lyvent FWS trustee and recording Secretary, WWSC member, than 1 was community Group Monite Warten member, the identification of the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the Village of Franklin from which you or they derive direct compensation or financial benefit? If yes, please explain:
Are you an elector in the Village of Franklin? 465 Signature of Applicant Date 5:10:10.1



Signature of Applicant

APPLICATION FOR VILLAGE BOARD OR COMMISSION

Board/Commission of Interest (Please print clearly)	
Name: PETE HALICK	
Address: 26177 W. 13 MILE	
Home Phone: 248-388-3801 Cell: SAME	
E-mail: PHALICKE AOL. COM	
Length of Residence in the Village: 23 PS Occupation: BULDER	
Reason for interest: LOYE OF FRANKLIN	
Related Employment Experience (Please indicate dates). A. BULDER / ENGINEER / BUSINESS OWNER.	
В.	
C	
Past Experience or Other Relevant Information (Village Boards, Churches, Civic or Community Group, Memberships, Associations, etc. Attach resume or additional page if necessary): PASSIBENT SOCIETY OF MANUFACTURING ENGINEERS)OFM APTE
To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the Village of Franklin from which you or they derive direct compensation or financial benefit? If yes, please explain:	MT 16
Are you an elector or voter in the Village of Franklin?	
DIN 1 1	



32325 Franklin Road, Franklin, Michigan 48025

FAX: (248) 626-0538 (248) 626-9666

www.franklin.mi.us

Memo

To: Bill Lamott, Village President and Village Council

From: Heather Mydloski, Village Clerk

Date: June 10, 2021

Re: Zoning/Sign Board of Appeals Appointments

There are two (2) term limit expirations for the Zoning/Sign Board of Appeals for the terms ending on July 15, 2021.

Zoning/Sign Board of Appeals

Randy Brakeman	7/21	
Nick Bevins	7/21	
Linda Hiller Novak	7/22	
Fred Gallasch	7/22	
Stuart Greidanus	7/23	
Bruce Kueck	7/23	
J. Bennett Donaldson	7/23	
Mark Ziessow	7/23 (Alternate)	

The Village has received three (3) applications to include two (2) reappointments and one (1) new application. Randy Brakeman and Nick Bevins are seeking reappointment. Angelina Sulaka is a new applicant for the Zoning/Sign Board of Appeals.

1244.01 ESTABLISHMENT.

There is hereby established a Board of Zoning Appeals which shall perform its duties and exercise its powers as provided in Article VI of Act 110 of the Public Acts of 2006, as amended, in such a way that the objectives of this Zoning Code shall be observed, public safety secured and substantial justice done.

(Ord. 101. Passed 2-20-70; Ord. 2006-03. Passed 11-13-06.)

1244.02 MEMBERSHIP; APPOINTMENT; REMOVAL; VACANCIES.

The Board of Zoning Appeals, consisting of seven members, is hereby created to replace the Board heretofore created by the Village of Franklin in Ordinance No. 21, effective August 18, 1964. When the term of an individual member of the Board expires, the Village Council shall appoint a successor for a threeyear term from the date of expiration of said original member's term, except for the seventh member added by this section to the earlier six-man Board, which member shall be appointed for a three-year term at the time the next reappointment or appointment is made to the Board. All members shall be citizens of the United States and residents of the Village of Franklin and shall not be employees of the Village. One member of the Board shall be a member of the Village Planning Commission. One member of the Board may be a member of the Village Council, but shall not serve as chairperson of the Board. Members may be removed by the Village Council for misfeasance, malfeasance, or nonfeasance in office only after consideration of written charges and a public hearing. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest; failure to do so constitutes malfeasance in office. Any vacancy in the Board shall be filled by the Village Council for the remainder of the expired term.

Appointments to the Board shall be made annually on July 15. Vacancies of specific unexpired terms may be filled throughout the year. Each term shall begin on July 15 and end on July 14.

The Village Council may appoint not more than two alternate members for the same term as regular members to the Board. An alternate member may be called as specified to serve as a member of the Board in the absence of a regular member if the regular member will be unable to attend one or more meetings. An alternate member may also be called to serve as a member for the purpose of reaching a decision on a case in which a regular member has abstained for reasons of conflict of interest. The alternate member appointed shall serve in the case until a final decision is made. The alternate member has the same voting rights as a regular member of the Board.

(Ord. 101. Passed 2-20-70; Res. 98-116. Passed 6-8-98; Res. 98-117. Passed 6-8-98; Ord. 2006-03. Passed 11-13-06.)

1244.03 ELECTION OF OFFICERS.

The Chairperson, Vice Chairperson and Secretary of the Board of Zoning Appeals shall be elected annually by the members of the Board.

(Ord. 101. Passed 2-20-70.)

1244.04 MEETINGS.

All meetings of the Board of Zoning Appeals shall be held at the call of the Chairperson or, in his or her absence, the Vice Chairperson, and at such times as the Board may determine. All meetings of the Board shall be open to the public. The Board shall keep minutes of its proceedings, showing the vote of each member on each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its findings, proceedings at hearings and other official actions, all of which shall be immediately filed in the office of the Village Clerk and shall be a public record. A quorum shall consist of five members, and the Chairperson can vote on all matters.

(Ord. 101. Passed 2-20-70; Res. 84-149. Passed 12-10-84.)



RECEIVED

MAY 0 5 2021

VILLAGE OF FRANKLIN, MI

APPLICATION FOR VILLAGE BOARD OR COMMISSION

(Please print clearly)

_ZBA	_
Board/Commission of Interest	_

Name Randall Brakeman

Address 27390 Wellington Rd

Cell

248-882-0100

E-mail

rmbrakeman@comcast.net

Length of Residence 44 years

Occupation; Entrepreneur

Reason for interest: Being involved in the community, Giving back to the community, having an input in the preservation and maintaining of our ordinances

Related Employment Experience (Please indicate dates)

For the last 40 + years I have run and owned 4 sales and representative business' in Michigan. Usually concurrently.

Education: Cranbrook 1967, Michigan State BA 1972, Wayne State MBA 1976

Past Experience or Other Relevant Information (Village Boards, Churches, Civic or Community Group, Memberships, Associations, etc. Attach resume or additional page if necessary):

Chairman ZBA currently, Vice Chairman ZBA, Planning Commission vice chairman and member,

YMCA Indian Guides Federation Chief,

Member Franklin Community Association, DTE Trade Ally, Consumers Energy Trade Ally

To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the Village of Franklin from which you or they derive direct compensation or financial benefit? NO If yes, please explain:

Are you an voter in the Village of Franklin? YES

Signature of Applicant

Date May 5, 2021



APPLICATION FOR VILLAGE BOARD OR COMMISSION

(Please print clearly)

Zoning Board of Appeals Board/Commission of Interest

Name Nicholas Bevins
Address 25838 Hersheyvale Drive, Franklin, MI
Home Phone8147774083 Cellsame
E-mail <u>nickbevins@gmail.com</u>
Length of Residence 6.5 years Occupation Medical Physicist
Reason for interest: I began serving on the ZBA earlier this year when the seat was vacated by a previous member. Since then, I've participated in two ZBA calls. I entered the position with an interest in giving back to the Village and felt the ZBA would be a good fit given my experience on regulatory committees for my job. My initial experiences on the ZBA have been very positive, and I feel that I've approached each case with an appropriate balance of everyone's interests in mind. I would like to continue in this role and serve a full term as a member.
Related Employment Experience (Please indicate dates) AMedical Physicist, Henry Ford Health System, July 2014-now. This position has a good deal of regulatory matters to deal with, not too dissimilar in many ways from the types of ordinance interpretations the ZBA must deal with. Because of the way many regulations are written, finding the "spirit" of the rules is often the most important task. Education:Ph.D., Medical Physics, University of Wisconsin-Madison, 2012; M.S., Medical Physics, UW-Madison, 2007; B.S., Physics, Pennsylvania State University, 2007
Past Experience or Other Relevant Information (Village Boards, Churches, Civic or Community Group, Memberships, Associations, etc. Attach resume or additional page if necessary): _ I am a current member of the ZBA (as of March 2021). As mentioned above, I also have extensive regulatory and committee experience as part of my day job. Please see my previously submitted resume for a full list.
To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the Village of Franklin from which you or they derive direct compensation or financial benefit? If yes, please explain:
Are you an elector in the Village of Franklin? Yes
1/10hde 1965 000 5/4/2021
Signature of Applicant Date



APPLICATION FOR VILLAGE BOARD OR COMMISSION

(Please print clearly)

Zoning Board of Appeals_____

	Вс	oard/Commission of Interest
Name: Angelina Sulaka _		
Address: 26172 Meadow Drive, Frank	lin, MI 4802	25
Home PhoneN/A	Cell	(586)219-8094
E-mail: asulaka@gmail.com		
Length of Residence: 2 years	Occupat	tion: Cyber Risk and Legal Compliance Attorney; July 2018-Present
and decide appeals where it is alleged there in part of the zoning ordinance. I have praction part of the zoning ordinance. I have praction interpreting, applying, and writing policy, directly legal obligations, while still accomplishing in trained in legal writing, research, and analysiand ordinances. In addition, my professional	s an error of I ced in both th ectives, regula ss strategic go ss. Consequen experience w	y, I am a great fit for The Zoning Board of Appeals, because its purpose is to hear law, an error in the determination of the Village Building Official, or an ambiguity he private and public sector; thus, I have experience and considerable knowledge ations, and U.S. code. My job is to give counsel on how best to meet my Agency's oals and objectives. I understand the canons of statutory construction and amortly, it will not be difficult for me to interpret and apply the Village's zoning code working for the federal government means I am in a position of public trust that U.S. taxpayers, similar to the role of a ZBA member, as it represents Franklin's
Related Employment Experience (Plea	se indicate	dates)
Mediated and facilitated small claims a	and probate c	n Center of Macomb County (May 2012-May 2015) cases to encourage settlement prior to trial. n, including, 40 hour training and co-mediation.
 Public Affairs Manager, GKN Aerospace a Prepared contracts, grants, investmen Provided legal counsel to executive off Advised officials on legal and environn 	t incentive pro ficials regardir	oposals, service agreements, and NDAs.
•	ess for procure valuation crit	
Experience or Other Relevant Information Historical Society Member 2020-present, Fellow, Federal Acquisition Institute (FAI) Subject Matter Expert (SME) on U.S. Code writing. To the best of your knowledge, do you	Romance Lang rmation: Fra United States Certified Con e and Directive or a memb e provider o fit? No	guages & Literature, Minor: International Studies, U of M Past anklin Community Association (FCA) Secretary 2019-2020, Franklin is Capitol Historic Tour Guide, United States Presidential Management intracting Officer's Representative, Federal Regulatory and Legislation in ves, 10+ year experience in technical, grant, and legal research and in the ber of your immediate family have any direct financial or business for contractor of the Village of Franklin from which you or they derive
Signature of Applicant		Date

_05/12/2020_____

___/s/ Angelina Sulaka_____

26172 Meadow Drive Franklin, MI 48025

PROFESSIONAL SUMMARY

Federal Enterprise Risk Management and Legal Compliance Advisor with international work experience serving as Deputy Chief Risk Officer for the U.S. Agency for Global Media (USAGM), an independent executive agency that oversees the United States' international media networks. Accomplished Senior Risk Officer employing legal, analytical, and program management skills to establish and integrate the Enterprise Risk Management (ERM) function in accordance with the federal ERM maturity model and applicable guidance from OMB, NIST, and other authorities. Engaging program leader with congressional, manufacturing, and NGO experience in both the public and private sector in building multi-lingual and diverse teams to facilitate value-based risk management programs from cradle to grave to protect against fraud, security, reputational, and compliance risks. Recognized by Agency leadership for supervising risk owners and governance bodies in risk initiatives, including overseeing and tracking risk responses using Governance, Risk, and Compliance (GRC) tools to display dashboards that map enterprise risks to strategic objectives, contingencies, and internal controls. Strategic and persuasive oral and written communicator relied upon by leadership to demonstrate the role and importance of risk management in delivering stakeholder value inside and outside the organization. Nominated by Chief Risk Officer to serve on federal Small Agency Community of Practice (SACoP) of risk experts to be a contributor to new Cyber-ERM chapter of Federal ERM Playbook. Licensed Attorney, Certified Federal Contracting Officer Representative-Level II (COR II), Former Presidential Management Fellow (PMF) and Certified Court Mediator and Negotiator. Mother of 3, soon to be 4 students enrolled at Franklin Community Preschool in Franklin, MI. Active Federal Secret Security Clearance.

EXPERIENCE

U.S. Agency for Global Media (USAGM)
Policy Advisor, Risk and Legal Compliance

Detroit, MI/Washington, DC April 2020-Present

Leadership and Supervision

- Serve as Deputy Chief Risk Officer for the United States Agency for Global Media's (USAGM), an independent federal agency, overseeing public service media networks that provide unbiased news and information in countries where the press is restricted. USAGM entities include the Voice of America, Radio Free Europe/Radio Liberty, the Office of Cuba Broadcasting (Radio and TV Marti), Radio Free Asia, the Middle East Broadcasting Networks (Alhurra TV and Radio Sawa) and Open Technology Fund. USAGM programming has a measured audience of 350 million in more than 100 countries and in 62 languages.
- Act in the capacity of Agency CRO during frequent extended leave of the current CRO (4-week periods).
- Review and approve or reject employee leave requests and time and attendance inputs via WebTA while serving as Acting CRO.
- Mentor new USAGM colleagues as 1 of 20 selected employees to serve as Mentors for the Agency-wide formal mentoring program.
- Led the Agency transition from a manual risk identification and assessment process to an automated one, resulting in a 200% increase in employee engagement in the ERM process from FY 19 to FY 20.
- Mitigated Agency's Continuity of Operations (COOP) risk by writing position descriptions, analyzing resumes, recommending candidates, and conducting orientation for COOP/COVID Planning and Response Director.
- Increased communication and touchpoints for Office of Risk Management (ORM) staff by 50% by scheduling weekly staff meetings where Agency-wide risk functional leaders give status updates.
- Manage day-to-day operations of the Enterprise Risk Management function (ERMU) in ORM, reporting directly to the Chief Risk Officer (CRO).
- Led the integration of IT Security and Information Security Risk Management (ISRM) knowledge and function into ORM by selecting and supervising the Agency's IT Security Risk Subject Matter Expert (SME).
- Drafted justification and impact analysis for VP, CFO, and COO resulting in 25% increase of ERM staff.

- Reconciled and worked with OCFO, HR, and GC to manage a personnel dispute that resulted in multiple
 disciplinary actions, including a large RIF and consequential lawsuit, requiring extensive knowledge and
 application of supervisory administrative authority, Administrative Procedures Act, and federal regulations.
- Supervise a cross-functional risk governance body, the ERM Working Group (ERMWG), which is comprised
 of 25 senior-level division heads across the Agency that are responsible for identifying, assessing,
 responding to, monitoring, and reporting on Enterprise risks and controls.
- Achieve leadership priorities and deadlines by directing and monitoring the work of the ERMWG and RMC.
- Meet OIG milestones and deliverables by developing and executing an ERM project timeline aligned with the Federal ERM Maturity Model.
- Built awareness and support for USAGM's ORM by effectively and strategically managing the design, launch, implementation, and continuous improvement of the ERM cycle and Agency-wide risk programs.
- Advanced USAGM on the Federal ERM Maturity Model by defining, implementing, and repeating a documented process in accordance with authorities such as OMB Circular A-123, A-11, and NIST.
- Increased USAGM's risk culture by managing the team and directing the development and launch of an Agency-wide anonymous and confidential risk-reporting project using digital survey tool, *Microsoft Forms* and cloud platform, *SharePoint*.
- Optimized the implementation and communication of risk efforts by establishing weekly meetings with ORM staff to prioritize, manage, and review ERM integration with ISRM and Business Continuity (BC) functions.
- Initiate workflow processes for Risk Subgroup governance body that includes aggregating, refining, articulating and prioritizing 50+ enterprise risks that will serve as the Agency's risk register.

Risk Data Analysis, Monitoring, and Tool Utilization

- Negotiated a 39% cost savings in license fees in 1 year for USAGM's Governance, Risk, and Compliance (GRC) platform, Galvanize Highbond, by leveraging USAGM's existing relationship and position in the ERM community.
- Increased the Agency's maturity level on the Federal ERM Risk Maturity Model by configuring the GRC tool
 in accordance with OIG recommendations to show interdependencies and vulnerabilities among and
 between program offices, business processes, and operation systems.
- Introduced a centralized platform for real-time decision-making and risk reporting capabilities at the Agency by integrating GRC tools such as *Galvanize Highbond* and Gartner Risk Assessment Tool (G-RAT).
- Produced unique analytical and comparative risk reports and dashboards for OIG and GAO submission.
- Developed, enhanced, and implemented the Agency's use of risk monitoring and reporting tools, such as iServer, Galvanize Highbond, ACL Robotics, Gartner Risk Assessment Tool (RAT), Microsoft Forms and SharePoint to produce quarterly scorecards and dashboards for executive briefings and deliverables.
- Aggregated annual data from digital GRC tools to identify trends and make determinations on the effectiveness of controls, mitigation efforts, and risk ownership assignments.
- Created the content, workflow, and structure of a digital and anonymous risk-reporting function at USAGM using a confidential survey tool on *Microsoft Forms* accessible to all staff via the CRO portal.

Executive Reporting and Briefing of ERM Program

- Elevated the value of ERM by advising executives on the how enterprise risks map to the Agency's strategic objectives and impact business-level processes and systems.
- Identified emerging risks, vulnerabilities, and contingencies by directing and editing USAGM's Business Impact Analysis (BIA) Executive Report.
- Spearheaded the multi-divisional collaboration to establish a continuous and confidential risk-reporting mechanism at the bequest of new leadership's request to taking immediate steps to further the risk culture
- Designed and delivered formal and ad-hoc risk presentations on a frequent basis to identify trends, explain findings, make conclusions and provide counsel to the Risk Management Council (RMC).
- Mitigated compliance and financial risk by briefing Senior Agency executives on the recommendations and corrective action plans (CAPs) required by external stakeholders such as GAO, OIG, NIST, and others.

• Enhanced data-driven and risk-based decision-making at the Agency by preparing, aggregating, and synthesizing data in written and verbal form to the CRO and Risk Governance Bodies.

Advancement of the Federal Enterprise Risk Maturity Curve

- Drive growth and consistency in risk identification, assessment, response, monitoring and reporting of
 enterprise risks by designing and implementing the ERM process in accordance with the Federal
 Enterprise Maturity Model's program attributes and key practices.
- Ensure continuous growth and improvement across the 5 levels of the Federal Enterprise Risk Maturity Curve by maintaining an active assessment of the Agency's risk posture and risk culture.
- Generate support and champions for enhanced risk programming and automated tools through executive engagement.
- Institutionalize the ERM process at the Agency by creating a strategic communications campaign to highlight accomplishments, compliance, and results of the ERM program to external and internal stakeholders.
- Independently review, analyze, and advise on ERM maturity level criteria to brief executive leadership on findings and recommendations made by auditors.
- Provided management assurances per OMB circular A-11 and A-123 by delivering supervisory reports of how the ERMWG assessed the strength of internal controls using current records and historical data.
- Institutionalize behavior consistent with risk principles to build a strong risk culture by analyzing and aggregating divisional and agency-wide risk data.
- Proactively respond to and monitor emerging risks by documenting and tracking qualitative and quantitative risk control metrics against established risk tolerance levels.
- Advance the Agency's ERM function by designing risk scorecards, heat maps, and other tools and visuals.

Internal and Interagency ERM Leadership and Management

- Improve the Agency's risk outlook by facilitating communication and consultation process with stakeholders focused on the Agency's ERM trajectory, including strengths and opportunities.
- Mitigate enterprise risks identified in audit and investigative reports by developing, implementing, and tracking corrective action plans (CAPs) with cross-agency teams and reporting progress to leadership.
- Coordinate and integrate the ERM function with other Agency-wide functions, such as capital planning, project management, information security, and the workforce development and training.
- Nominated by the Agency CRO to collaborate with the Cyber-Risk Community of Interest (COI) on the writing and editing of a new Cyber-ERM chapter in the federal ERM Playbook.
- Lead the Risk Subgroup, a governance body of cross-functional senior staffers, through the development of the annual risk register and its distillation to the ERM Risk Profile.
- Respond to Financial and governance OIG audit requests by forging a strong relationship with other
 Agency-wide functions that have significant risk and internal control components such as the Office of the
 Chief Financial Officer and the Office of Management Services.
- Continuously monitor the status of risk response activities by proactively communicating with internal risk owners to get implementation progress updates.

Process Improvement, Best Practices and Benchmarking

- Propose and implement improvements to the ERM program, such as establishing the Agency's CRO portal and Risk-Tip line, by comparing and analyzing existing ERM practices against public and private sector leading practices.
- Serve on the Cyber-ERM Community of Interest (COI) to share case studies, best practices, opportunities and challenges with federal risk officers bolstering the ERM resources without additional funding or staff.
- Acquire time-tested ERM templates, frameworks, and research by leveraging large network of risk officers.
- Introduce risk culture benchmarking at USAGM to elicit data for decision-making on resources and targets.
- Continuously improve the effectiveness, awareness, and maturity of the ERM program by working and communicating with key leaders and influencers of USAGM staff to provide guidance, solicit feedback and obtain buy-in.

- Proactively address root causes, triggers, and risk controls by adopting fellow agency practice of narrowing risk statements.
- Improved processes and outreach by widening the participant pool by 13.5% and extending the deadline of the risk survey because of incorporated feedback from the risk governance bodies.

Research, Writing and Analysis

- Write technical and high-level analyses and assessments of key enterprise risks, including fraud, legal, compliance, financial, strategic, reputational, operational, and workforce risks.
- Mitigate the reputational, security, and financial exposure of Agency programs by conducting complex and authoritative research and analysis and distilling into executive briefings.
- Counsels Agency executives on potential litigation, security, and compliance risks to the Agency by researching, aggregating, and analyzing data from a legal and risk perspective.
- Write risk assessments with recommended courses of action by researching and analyzing OPM, ODNI, GAO, and OIG reports against binding federal authority and directives.
- Prepare, produce, and present written materials, such as ERM analyses and memoranda to the CRO, CEO, and other senior officials on program, security or fraud risks, resulting in executive action.
- Write talking points and create materials used by USAGM's CEO for meetings, speeches, interviews, press releases, and testimonies.
- Highlight the Agency's risk management practices by preparing immediate and well-researched responses and talking points to Congressional, the Office of the Inspector General (OIG), the U.S. Government Accountability Office (GAO), the press, and other public inquiries
- Provide risk and legal analysis of compliance issues, prepares written memos and gives recommendations.
- Write Agency responses to OIG audit requests relating to Information Security Risk Management (ISRM), ERM, and BC/DR efforts to increase compliance with FISMA, FITARA, NIST, and other federal authorities.

Risk Policy and Legal Compliance

- Enhanced grantee oversight and facilitated the closure of OIG recommendations by developing, drafting, and codifying policy that mandated networks to annually report IT Security risks to the CRO.
- Implemented audit recommendations that resulted in increased compliance by constructing and evaluating Agency-wide program alignment with OMB Circular A-11, A-129, A-123 guidelines and directives.
- Provide counsel and risk analysis on non-routine, costly, and controversial enterprise risk matters that impact Agency-wide policy and procedure by exercising discretion, sound judgement, and diplomacy.
- Interpret legislation, regulations, authoritative policy and rule-making to draft policy papers for leadership.
- Build, monitor, and implement compliance efforts that align with internal policy and federal guidance in the fields of information security risk management (ISRM), business continuity and disaster recovery (BC/DR).

Interagency Consultation and Negotiation

- Brief and consult with high-level officials at Departments of Commerce, Treasury, and State regarding the Agency's risk tolerance and appetite for fraud, security, compliance, and privacy.
- Establish appropriate enterprise risk paradigm and appetite by leading controversial and highly complex consultations, discussions and negotiations with leaders from other government agencies.
- Negotiate agreements with internal and external stakeholders, such as auditors, regulators, investigators, and other external parties by employing mediation and arbitration skills to high-risk and contentious issues.
- Presented findings and conclusions from the Agency's ERM integration with Cybersecurity Risk Management Framework (RMF) to federal risk professionals as part of the ERM-Cyber COI.
- Brief external and internal decision-makers on mitigation activities, emerging risks, and risk posture to facilitate risk-based discussions amongst senior executives and government officials.
- Engage and facilitate discussions with government officials on ERM, ISRM, and other risk-related matters, including compliance with GAO, OMB, OIG, and other entities that survey compliance and issue guidance.

Leadership and Supervision

- Acted in the capacity of Agency CRO during frequent extended leave of the current CRO (2 week periods).
- Identified and measured staff deliverables against set criteria for appraisals, invoices, and development.
- Managed day-to-day operations of the Enterprise Risk Management function (ERMU) in ORM, reporting directly to the Chief Risk Officer (CRO).
- Led the Technical Review Panel, selection process, and acquisition planning for all ORM's procurements.
- Managed and administered all Agency-wide risk contracts as COR II with the ability to oversee contracts up to \$25,000,000 (total contract value).
- Supervised the ERMWG on how to assess the strength of existing internal controls using current records and historical data to provide management assurances per OMB circular A-11 and A-123.
- Determined project deliverables, timelines, milestones, and reporting requirements to ensure ERM projects progress effectively and in budget.
- Expanded ORM staff by overseeing the hiring process, including writing position descriptions, evaluating resumes, interviewing candidates, drafting the final panel recommendation, and supervising Risk SMEs.
- Recruited by the CRO and Chief of Staff to facilitate the ERM process and deliver the Agency's 1st ERM Risk Profile in accordance with OMB Circular A-123.
- Achieved leadership priorities and deadlines by directing and monitoring the work of the ERMWG and RMC.
- Met OIG milestones and deliverables by developing and executing an ERM project timeline aligned with the Federal ERM Maturity Model.
- Developed Quality Assurance Surveillance Plans (QASPs) for all ERMU contractors, which includes setting
 detailed technical and administrative requirements, including prioritizing deliverables, establishing
 timelines, describing expectation levels, preparing work schedules, defining performance standards and
 evaluating outcomes.
- Supervised the team and managed the production of the Agency's first IT Security Risk register, resulting
 in the closure of a long-standing OIG recommendation and strengthening of USAGM's IT security posture.
- Secured funding for ERM activities by gaining top-level support through the facilitation of 1-on-1 meetings with Executive leadership
- Designed management techniques such as risk ownership teams and success measures to achieve enterprise-wide risk management goals of tracking the effectiveness of risk owners and controls.
- Plan and manage the creation, launch, execution and review of the ERM process for data-driven decision-making, greater compliance, strong security and privacy controls and enhanced risk culture.
- Built and supervised two intra-agency risk governance bodies of senior cross-divisional experts to oversee efficacy and improvement of USAGM's enterprise risk program.

Risk Data Analysis, Monitoring, and Tool Utilization

- Advanced the maturity of the Agency's ERM program by at least 1 level every fiscal year by implementing new dashboards consistent with Federal ERM Maturity Model requirement to automate the ERM process.
- Produced unique analytical and comparative risk reports and dashboards for OIG and GAO submission
- Developed, enhanced, and implemented the Agency's use of risk monitoring and reporting tools, such as iServer, Galvanize Highbond, ACL Robotics, Gartner Risk Assessment Tool (RAT), Microsoft Forms and SharePoint to produce quarterly scorecards and dashboards for executive briefings and deliverables.
- Increased the Agency's maturity level on the Federal ERM Risk Maturity Model by procuring its first GRC tool in accordance with OIG recommendations and other federal IT and risk compliance requirements to automate the ERM function using a Govcloud 508 compliant FedRamp certified platform.
- Created user-friendly visual and infographics with tables, pie charts, and heat graphs to show risk trends.

Executive Reporting and Briefing of ERM Program

- Mitigated compliance and financial risk by briefing Senior Agency executives on the recommendations and corrective action plans (CAPs) required by external stakeholders such as GAO, OIG, NIST, and others.
- Increased interest in serving on risk governance bodies by providing regular management reporting and executive summaries of the Agency's ERM program.
- Enhanced data-driven and risk-based decision-making at the Agency by preparing, aggregating, and synthesizing data in written and verbal form to the CRO and Risk Governance Bodies.
- Delivered executive briefings on progress of the Corrective Action Plan (CAP) for ERM and IT Risk.

Advancement of the Federal Enterprise Risk Maturity Curve

- Yielded additional data cuts and analyses of enterprise risks by introducing 25% more risk criteria in the Risk identification and assessment survey from FY19 to FY20.
- Converted risk managers into key leaders in strengthening risk culture and the delivery of organizational value, driving up the Agency's maturity level.
- Mitigated the reputational, security, and financial exposure of Agency programs by conducting complex and authoritative research and analysis and distilling into executive briefings.
- Wrote risk assessments with recommended courses of action by researching and analyzing OPM, ODNI, GAO, and OIG reports against binding federal authority and directives.

Process Improvement, Best Practices, and Benchmarking

- Advised business units on process improvements to address project management challenges by mitigating strategic, reputational, and talent management risks.
- Implemented best practices, lessons learned, and federal requirements to refine the Agency's ERM program by collaborating with other federal agencies and external entities.
- Counseled the ERM Working group on how to analyze enterprise risks consistent with ERM maturity levels and risk criteria to score risks and recommend tolerance levels and appropriate responses.
- Determined project deliverables, timelines, milestones, and reporting requirements to ensure ERM projects progress effectively and in budget.
- Enhanced day-to-day operations by teaching program leaders to incorporate risk management into activities and establishing operational procedures that limit risk exposure.
- Elevated the risk management function in significance by connecting its success to value maximization.

Internal and Interagency ERM Leadership and Management

- Improved the Agency's risk outlook by facilitating communication and consultation process with stakeholders focused on the Agency's ERM trajectory, including strengths and opportunities.
- Collaborated and communicated ERM priorities and programs throughout all levels of the Agency to promote and educate on the importance of risk ownership for all offices and staff members.
- Aligned risk mitigation strategies with the Agency's risk appetite and tolerance levels by leading sessions
 with risk owners on risk management principles, including root causes, triggers, and responses.
- Contributor to the Agency for Federal Enterprise Risk Management (AFERM) Small Agency Community of Practice (SACoP) group for federal risk officers.
- Managed the integration of risk management principles into financial and IT security programs.

Research, Writing, and Analysis

- Drafted technical and high-level analyses and assessments of key enterprise risks, including fraud, legal, compliance, financial, strategic, reputational, operational, and workforce risks.
- Writes, oversees, and directs the analysis, codification, and implementation of ERM policies, procedures and strategies to comport with federal guidance, Agency policy, and CEO directives for current and new USAGM staff.

Risk Policy & Legal Compliance

- Institutionalize ongoing relationship-building with internal and external stakeholders to enhance crossfunctional compliance efforts that leverage resources and expertise across the Agency.
- Interpret legislation, regulations, authoritative policy and rule-making to draft policy papers for leadership.
- Build, monitor, and implement compliance efforts that align with internal policy and federal guidance in the fields of information security risk management (ISRM), business continuity and disaster recovery (BC/DR).
- Provide risk and legal analysis of compliance issues, prepares written memos and gives recommendations.

Interagency Consultation and Negotiation

- Brief and consult with high-level officials at Departments of Commerce, Treasury, and State regarding the Agency's risk tolerance and appetite for fraud, security, compliance, and privacy.
- Establish appropriate enterprise risk paradigm and appetite by leading controversial and highly complex consultations, discussions and negotiations with leaders from other government agencies.
- Draft acquisition documents and lead the procurement and negotiation for risk-related contracts, including developing the Performance Work Statement, market research, source selection criteria, justifications, government cost estimates, and final selection memorandums.
- Liaise and negotiate on behalf of the Agency at interagency meetings with government and external stakeholders.
- Write Agency responses to OIG audit requests relating to Information Security Risk Management (ISRM), ERM, and BC/DR efforts to increase compliance with FISMA, FITARA, NIST, and other federal authorities.

U.S. Agency for Global Media (USAGM)
Procurement Analyst, Presidential Management Fellow (PMF)
(ERM Detail August-October 2018)

Washington, DC May 2016-July 2018

Federal Acquisition and Policy Compliance

- Managed the federal acquisition process for IT procurements from inception through award phase.
- Drafted Statements of Work (SOWs), Justification for Other than Full and Open Competition (JOFOCs), award criteria, Performance Work Statements (PWSs), and requests for proposals (RFPs).
- Led the acquisition planning process, including setting milestones and collaborating with the Office of Contracts, for all technology, business development and cybersecurity procurements up to \$25,000,000.00.
- Researched labor categories, cost of goods, fair market value for services, and other costs associated with procurements to calculate Independent Government Cost Estimates (IGCEs).

Research, Writing, and Analysis

- Established the governance structure and foundational documents for the Agency's CIO Council by drafting the delegation of authorities, CIO Council Charter, and Agency-wide CIO policies.
- Learned niche IT programs such as satellite distribution, transmitting station operations, and network controls to write technical documents and contracts for the OCIO.
- Researched media and broadcasting infrastructure, products, and operating systems to write and analyze industry and market availability of required goods and services for the IT programs.
- Enhanced OCIO compliance with FISMA, FITARA, and other IT security authorities by researching, analyzing, and drafting action memos for the CIO.
- Track amendments, recent legislative enactments, and draft memos to senior leadership analyzing anticipated regulatory impacts on the Agency's power, operations, and compliance.

Project Management

- Strategized with program managers to develop program requirements, allocate staffing resources, create acquisition plans and prioritize acquisitions and investments.
- Developed and maintained an acquisition-planning digital tool that tracks award progress, period of performances (PoPs), points of contact (POCs), and other relevant information.

Process Improvement, Best Practices, and Benchmarking

- Optimized the acquisition process by establishing effective workflow procedures and enhancements, such as standardized checklists, acquisition planning timelines, and COR approval criteria.
- Simplified the creation of requirement documents by created a procurement library of templates and exemplars for use by CORs and program managers.

U.S. Agency for Global Media Attorney-Advisor, Office of the General Counsel – Detail

Washington, DC February 2017-July 2017

International Trademark, Privacy, and Security Law

- Advise and ensure compliance with cybersecurity, trademark, and copyright laws and regulations.
- Review, synthesize, and summarize documents in the Agency's archives and personnel files for litigation.
- Mitigate international security and legal risk by working with outside counsel to secure and protect against
 unfair regulatory structures that negatively affected our journalists' ability to report the news.

Employment Litigation and Labor Relations

- Research, analyze, and draft, pleadings on claims against the Agency related to EEOC claims, merit protection, labor, employment, and administrative law.
- Draft communications to the Board on behalf of Senior Leadership on the Agency's public policy positions, such as Title VI, citizenship barriers, and other civil rights and discrimination-related issues.

FOIA and Administrative Law

- Write, index, and formalize ordinances, policy, directives, and resolutions for USAGM's administrative manual, including FOIA procedures.
- Present and prepare reports on legal and reputational risks for proposed action items and investments.
- Analyze, interpret, and advise on the implications of U.S. Code using legislative history, Congressional records, canons of statutory construction, Executive Orders, OMB guidance.

GKN North America Political & Corporate Affairs Manager

Auburn Hills, MI October 2013-April 2016

Legislative Advocacy and Business Development for U.S. Manufacturing

- Built GKN brand awareness and DC presence by meeting with relevant U.S. Agency officials at EXIM bank, Dept. of Commerce and Select USA, among others to promote and educate on GKN's domestic impact and manufacturing presence across the United States.
- Analyzed and advised executive officials regarding proposed regulations and legislation relevant to foreignowned U.S. subsidiaries, the manufacturing sector, int'l customs and exchanges, including CFIUS regulations, export controls, etc.
- Secured company endorsement and supported for the congressional reauthorization of the EXIM bank to continue the export of U.S. manufactured goods, such as Boeing aircrafts, as GKN is a Tier 1 supplier to Boeing and other OEMs that are strong proponents and major beneficiaries of the EXIM bank.

- Fostered new relationships with manufacturing associations, such as the National Association of
 Manufacturing (NAM) and the Organization for International Investment (OFII) to build partnerships, share
 best practices, and leveraged relationships and networks to advance common public policy goals.
- Briefed GC and Business Development executives on pending legislation that affected EXIM and other finance bureaus for its effect on U.S. exports, partnerships, or payments from suppliers and OEMs.
- Evaluated potential investment and economic development opportunities to align with business strategy.

International Relations and Political Affairs

- Mitigated reputational risk by building strong relationships with Members, regulators, and external stakeholders from states with GKN manufacturing plants.
- Advised senior leadership on the political, legal, and environmental considerations of business and economic development strategies from a national, state, and local government level.
- Identified and collaborated with high-level officials within and outside the U.S. Government, to include international leaders, trade associations and Government agencies, such as the Departments of Commerce, State and Treasury and the EXIM Bank to further U.S. manufacturing and export interests.
- Company liaison and advocate for communicating public entities, Congressional Members, and government.

Contracts, Service Agreements, and Legal Guidance

- Prepared contracts, grants, service agreements, and NDAs with external entities.
- Provided counsel on federal/state statutes; interpreted regulations and implemented safeguards.
- Synthesized technical, financial, and legislative data to provide comprehensive analysis and recommendations to executive leadership and divisional heads as well as external entities.

Thomas & Naughton, P.C Full-Time Criminal Law Clerk

Detroit, MI June 2012-September 2013

- Assisted in trial strategy for "Mega Case" of *U.S. v. Kilpatrick, et. al.*, including, designing exhibits, preparing witness examinations, organizing discovery, researching legal theory, and summarizing trials.
- Controlled research, statistical analysis, jury composition, and pleadings of Federal Jury Challenge.
- Drafted pleadings such as motions, briefs, and federal sentencing memoranda in addition to computing federal and state sentencing guidelines and presenting defense theories memorandum.
- Performed trial preparation, including opposition research, for white-collar crime and felony cases.

Resolution Center of Macomb/Wayne Mediation Center Certified Court Mediator

Wayne & Macomb County, MI May 2012-May 2015

- Mediated and facilitated small claims and probate cases to encourage settlement prior to trial.
- Completed State of Michigan mediation certification, including, 40 hour training and co-mediation.

Blake, Kirchner, Symonds, Larson, Kennedy & Smith, P.C Senior Law Clerk

Detroit, MI July 2011-May 2012

- Researched, drafted, and prepared civil pleadings for pre-litigation and litigation suits in Michigan.
- Corresponded verbally and in writing with clients regarding case status and developments.

Public Defender's Office of Washtenaw County Student Attorney, Felony Division

Ann Arbor, MI May-July 2011

Defended misdemeanor and first-time felony clients in court during preliminary hearings under MCR 8.120.

Examined, interviewed, and counseled clients and negotiated pleas with prosecutors.

16th Circuit Court of Michigan Law Clerk, former Chief Judge, current Michigan Supreme Court Justice David Viviano Macomb County, MI May-July 2011

- Researched and drafted case summaries and opinions for the Judge for sentencing and hearings.
- Wrote memos for the Judge on recommended courses of action for motions of summary disposition.

The Edison Electric Institute
External Affairs Coordinator, President's Group

Washington, D.C September 2008-June 2010

- Facilitated the merger of Media and Government Relations departments to launch advocacy campaigns.
- Wrote, researched, and finalized presentations, talking points, and memos for Executive Board meetings.
- Advised on fundraising, committee development, and grassroots campaigns for member companies.

U.S. Congresswoman Carolyn Maloney (NY-14)
Project 2024 Public Service Intern, CosmoGirl! Magazine Government Blogger

New York, NY Mav-August 2008

- Selected as one of eight women nationwide to facilitate the progressive mission of Project 2024.
- Planned GOTV events and forums including writing extensions and remarks for Congressional Record.
- Responded to constituent inquiries of taxes, immigration, education, and property law.

U.S. Congressman Sander Levin (MI-12) Legislative Intern Washington, D.C. May 2006-August 2008

- Analyzed legislation, drafted constituent correspondence, and oversaw quarterly constituent survey.
- Represented Member at meetings, hearings, and mark-ups; wrote talking points and recommendations.

EDUCATION

University of Detroit Mercy School of Law Juris Doctor, Ranked in top third of graduating class Detroit, MI May 2013

Dean's Scholarship Award, Moot Court Board of Advocates, McGee Civil Rights Moot Court: National Competitor, Keenan Appellate Advocacy Competition: Brief Award & Finalist, Philip Greco Public Service Law Scholarship, LexisNexis Certification, Book Award in Criminal Law, Arab-Chaldean Law Association: President.

University of Michigan Bachelor of Arts, *Political Science and Italian with Honors, Minor in International Studies* Ann Arbor, MI May 2008

• Italian Book Award Recipient: Top Performing Student in Italian, Sigma Iota Rho, International Studies Academic Honor Society, Order of Omega, National Greek Academic Honor Society, Alpha Phi Sorority, *Middle Eastern Peace*, published by the Institute of Mathematical Geography: Solstice, vol.18, no.2.

Universitá degli Studi di Roma Tre

Rome, Italy

Foreign Exchange Student, Political Science and International Economics

January-July 2007

International Relations Intern at the United Nations International Crime and Research Institute (UNICRI).

CERTIFICATIONS AND LICENSES

Contracting Officer Representative (COR II), 2019 - Present Michigan Bar Association, Active and Good-standing Member, #P77738, 2013 – Present Certified Michigan Court Mediator, 2012-Present

MEMBERSHIPS

USAGM Mentoring Program-The Training Connection, 2021-present
Birmingham Public Schools, Health and Safety Task Force, Member, 2020-Present
USAGM Employee Association, Member, 2019 – Present
Federal ERM Small Agency Community of Practice (SACOP), Steering Committee Member, 2018 – Present
U.S. Presidential Management Fellow (PMF), 2015 Fellow/2018 graduate



Village of Franklin 32325 Franklin Road Franklin, MI 48025 RECEIVED

JUN 0 2 2021

248-626-9666 VILLAGE OF FRANKLIN MI 248-626-0538 Fax

CIVIC EVENTS PERMIT

NAME OF EVENT:	Music on the Green					
ORGANIZATION:	Franklin Community Assoc	ation				
APPLICANT:	FCA Events Committee					
	Angie Hanke	PHONE #	‡: 248-760-4330	Email: anghanke@	yahoo.com	
DATE(S) OF EVENT	July 21, 2021					
TIME OF EVENT	7:00 pm - 10:00pm					
DETAILED DESCRIP	TION OF EVENT & LOC	ATION (attach :	separate she	et if needed):		
One night of music on the	he Village Green. Two Bands	playing on the Oakla	and County Show	v Truck. Food Trucks, Libra	ry Book Sale,	
possible participation f	rom Main Street Franklin and	d Franklin Historic S	ociety.			
WHERE WILL						
PARTICIPANTS PAR	K? Carol Road and The F	ranklin Community (Church			
Are You Requiring	Any Street Closure?	🗆 Yes 💻 No				
Please Attach a Ma	ap Showing Proposed S	treet Closure				
Temporary Sign Ne	eeded?	□Yes □ No	Are You R	equiring a Banner Ov	er Franklin Road?	
Sign application at	tached?	□Yes □ No	🗆 Yes 🗷 N	lo (Banner Policy Atta	iched)	
Have You Held This	s Event Here Before?	■ Yes 🗆 No		Number of Participar	•	
Does Your Organiza	ation Have any Affiliati	on with the Villa				
	affiliation? Community Or			Heren V		
Applicant further agrees that the Village may require reimbursement of Village incurred costs associated with Civic Event Permit (e.g. Police overtime, cleanup, damage to public propertyetc) If Banner requested, attach copy of insurance certificate. In consideration for this permit, the applicant agrees, to the fullest extent permitted by law. To release, indemnify, defend and hold harmless the Village of Franklin, the Franklin- Bingham Fire Department and their elected and appointed officials, boards, councils, commissions, employees, and volunteers from any liabilities, damages, losses, suits, claims, expenses, attorney fees and costs that arise from any injury or property damage relating to use of Village property by the Applicant or Applicant's employees, members, volunteers, contractors, agents, invitees, licensees, guests, attendees or participants. It is further agreed that the Applicant shall						
admitted to do business in	Michigan, naming the Village,	its elected and appoin	nted officials, bo	ards, councils, commissions,	e, with an insurance carrier licensed a employees, volunteers and the prope th coverage and coverage limits	
acceptable to the Village.	ba			6/2/2		
Authorized Signat	ture			Date		
Building Dept	Police Dept	Fire Dep	t	Franklin Church	Administrator	
Initials/Comment	Initials/Comment	Initials/Co	omment	Initials/Comment	Initials/Comment	
1 6-4-21	90 6/2/2021		Digitally sig Averbuch Disco-Trany 0=FFFD, ou	VAIL	N. Marel	
Jpdated 11/24/20	insurance	to	Date 2021.M.82 (4.10.15 G/09)		6/7/91	



TEMPORARY SIGN APPLICATION

DATE	STA	MF
ν	017	

32325 Franklin Rd • Franklin MI 48025-1199 • Phone (248) 626-9666 • Fax (248) 626-0538

Reason for Temporary Sign: FCA MUSIC ON THE GIZEEN
On a separate Sheet of Paper Show Sign Design & Message
Type of Sign Requested:
Banner X Ground
8-10 How Many Size of Sign:
Banner Ground
Location of Sign Placement: Franklin Rd, Historic District XYes No Village Green along Franklin Rd, Business District Corner of 14# Franklin Rd, Corner of 13 & Franklin Rd
Date of Sign Installation: Banner 7/16/2 Ground
Date of Sign Removal 7/21/21 Ground
Applicant Name Angre Hanke Phone 248-760-4330 ate 16/2/21
Approval: WD 6.42/ X Building Department ACT IN LUAO AIGHT & WALL M Private property w/ per mission

The applicant shall be responsible for 100% of all consultant fees incurred by the Village PLUS a 10% administrative fee.

Franklin Community Association



presents

MUSIC on the GREEN

Mock

JULY 21st
7-10pm
Franklin Village Green





June 2, 2021

Mr. Roger Fraser, Village Administrator Village of Franklin 32325 Franklin Road Franklin, MI 48025

RE: Proposed Village of Franklin Sewage Disposal System 2021/2022 Rates

Dear Mr. Fraser:

The Water Resources Commissioner's Office provides operation and maintenance services for the Village of Franklin Sewage Disposal System. Each year, the WRC conducts a review of the financial condition of the funds used for this system and provides recommendations for the operation, maintenance and capital improvements needed to maintain the system. Additionally, the WRC develops a budget, establishes a quarterly charge to be paid by the customer, and maintains a reserve fund in trust for the Village.

We have reviewed the financial condition of the Village of Franklin Sewage Disposal System fund for the operational period ending September 30, 2020. Based on the projected costs for operation and maintenance, the WRC recommends an increase of \$10.05 from \$287.57 to \$297.62 per unit per quarter for the 2021/2022 rate year.

The WRC also recommends that the alarm project non-prepaid quarterly charges per REU decrease from \$83.77 to \$82.33. Additionally, the post December 2014 installation non-prepaid quarterly charges shall be \$65.86 per REU.

We request that the enclosed charges be adopted by the Village Council, effective July 1, 2021. At your earliest convenience, please provide my office with a copy of the adopted ordinance.

If you have questions regarding this matter, please feel free to contact me at 248-858-1539.

Sincerely,

Ben L. Lewis

Ben L. Lewis, P.E. Manager

c: Heather Mydloski, Village Clerk William Miller, Oakland County Commissioner-District 14



ORDINANCE NO. 2021-XX

AN ORDINANCE TO AMEND SECTION 1042.13 OF CHAPTER 1042, SEWER USE AND USER CHARGES, OF PART TEN, TITLE FOUR OF THE CODIFIED ORDINANCES OF THE VILLAGE OF FRANKLIN, OAKLAND COUNTY, MICHIGAN, TO MODIFY SEWAGE DISPOSAL SYSTEM RATES AND CHARGES, AND REPEAL CONFLICTING ORDINANCES.

THE VILLAGE OF FRANKLIN ORDAINS:

<u>Section 1.</u> Section 1042.13 of Chapter 1042 of the Codified Ordinances of the Village of Franklin shall be amended, as follows:

1042.13 RATES AND CHARGES

The rates for use of the sewer system shall be as follows for all users of the system, whether inside or outside of the Village limits:

- (a) <u>Sewage Disposal Charge</u>. A quarterly charge for sewage disposal shall be made to each premise connected to the Village of Franklin Sewage Disposal System in the amount of two hundred ninety seven dollars and sixty two cents (\$297.62) per residential equivalent unit (REU) quarterly or as may be established from time to time. All residential customers with simplex grinder pump installations will be assigned a value of 1 REU. All residential customers with duplex or centrifugal pump installations will be assigned a value of 1.5 REUs. REU assignments for all nonresidential customers will be based on the current Schedule of Unit Assignment factors, as set forth in Section 1042.14.
- (b) For any customers who elected not to pre-pay for grinder pump alarm installations, the quarterly charge will be \$82.33 per REU, and \$65.86 per REU for those who installed their grinder pump alarm panel after December 31, 2014.
- (c) <u>Service Fee.</u> A fee of two hundred fifty dollars (\$250.00) per service call shall be charged for all customer-related grinder pump repairs or replacements due to system misuse, excessive water discharge, customer power interruptions, nongrinder pump odors, internal plumbing issues, sump pumps, well problems and other issues not directly related to the actual operation of the grinder pump. A customer may appeal the assessment of a service fee to the Village Administrator who may waive the fee upon determining the customer was not negligent or at fault for the service call.

(d) <u>Industrial Surcharge</u>. An industrial surcharge shall be levied against industrial and commercial customers contributing sewage to the system with concentrations of pollutants exceeding the levels described as follows:

275 milligrams per liter (mg/l) of Biochemical Oxygen Demand (BOD). 350 milligrams per liter (mg/l) of Total Suspended Solids (TSS). 12 milligrams per liter (mg/l) of Phosphorus (P). 100 milligrams per liter (mg/l) of Fats, Oils & Grease (FOG).

Amount of	Total Charge Per
Industrial Surcharge	Pound of Excess Pollutants
Biochemical Oxygen Demand (BOD)	\$0.347
Total Suspended Solids (TSS)	0.476
Phosphorus (P)	6.368
Fats, Oils & Grease (FOG)	0.111

It is assumed that normal domestic customers do not contribute sewage with concentrations of pollutants exceeding the above levels. Therefore, the Industrial Surcharge will not apply to domestic customers. Further, restaurants shall be exempt from Industrial Surcharge per Federal Court Order "Second Interim Order," dated July 10, 1981.

(e) <u>Industrial Waste Control (IWC)</u>. Each nonresidential user will be billed for industrial waste control based on an assigned water meter size from the following size schedule and the following charge schedule.

SIZE SCHEDULE

Units Assigned in Accordance with the Current	
Oakland County Water Commissioner's	Assigned Water
Schedule of Unit Assignment Factors	Meter Size (inches)
1-4	$5/8$ and $\frac{3}{4}$
5 - 10	1
11 - 20	1-1/2
21 - 32	2
33 - 64	3
65 - 100	4
101 - 200	6

CHARGE SCHEDULE

	Monthly Industrial
Meter Size (inches)	Waste Control (IWC) Charge
5/8	\$ 3.54
3/4	5.31
1	8.85
1-1/2	19.47
2	28.32
3	51.33
4	70.80
6	106.20
8	177.00
10	247.80
12	283.20
14	354.00
16	424.80
18	495.60

Non-residential users shall be defined as users other than those in single family houses, apartment buildings, condominiums, town houses, mobile homes, schools, churches, and municipal buildings.

<u>Section 2.</u> <u>Severability.</u> This ordinance and each Chapter, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable; and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, it is hereby provided that the remainder of this ordinance shall not be affected thereby.

Section 3. Repeal, Effective Date, Adoption.

- (1) <u>Repeal.</u> All regulatory provisions contained in other Village ordinances which conflict with the provisions of this ordinance are hereby repealed.
- (2) <u>Effective Date.</u> This ordinance shall become effective on July 1, 2021 after its publication on June XX, 2021.
- (3) <u>Adoption.</u> This ordinance was adopted by the Village Council of the Village of Franklin at a meeting thereof held on June 14, 2021.