



# Rochester Hills

## Minutes - Draft

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### Public Safety and Infrastructure Technical Review Committee

*Jason Carlock, Jayson Graves, Greg Hooper, Walter Johnson, Jenny McCardell,  
Tom Stephens and Scott Struzik*

*Council Members: Dale A. Hetrick, Mark A. Tisdell*

*Youth Representatives: Lea Schulz and Natalie Vaglia*

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Thursday, March 2, 2017

6:00 PM

1000 Rochester Hills Drive

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#### Conference Room #221

### CALL TO ORDER

*Chairperson Johnson called the Public Safety and Infrastructure Technical Review Committee meeting to order at 6:05 p.m. Michigan Time.*

### ROLL CALL

**Present** 7 - Jason Carlock, Dale Hetrick, Walter Johnson, Jenny McCardell, Scott Struzik, Jayson Graves and Mark A. Tisdell

**Excused** 1 - Tom Stephens

**Absent** 1 - Greg Hooper

### PUBLIC COMMENTS

*Kevin Hamera - 1326 Kingsview, Rochester Hills, MI 48309 - expressed his gratitude to the Committee Members for looking at Kingsview road.*

### APPROVAL OF MINUTES

**2017-0100** Approval of Meeting Minutes - February 9, 2017

**Attachments:** [020917 Minutes.pdf](#)  
[Resolution \(Draft\).pdf](#)

A motion was made by Struzik, seconded by Graves, that this matter be Approved as Presented. The motion carried by the following vote:

**Aye** 7 - Carlock, Hetrick, Johnson, McCardell, Struzik, Graves and Tisdell

**Excused** 1 - Stephens

**Absent** 1 - Hooper

**Resolved**, that the Minutes of the Public Safety and Infrastructure Technical Review Committee meeting held on February 9, 2017 be approved as presented.

**Present** 7 - Jason Carlock, Greg Hooper, Walter Johnson, Jenny McCardell, Scott Struzik, Jayson Graves and Mark A. Tisdell

**Excused** 2 - Dale Hetrick and Tom Stephens  
(Member Hooper arrived at 6:19 p.m.)  
(Member Hetrick departed at 7:00 p.m. to attend the DMAC meeting)

## DISCUSSION ITEMS

**2016-0519** Proposed Revision to the SAD policy on paving gravel roads

**Attachments:** [SUPP SAD Flow Chart - PMD.pdf](#)  
[SUPP SAD Gantt Chart.pdf](#)  
[SAD FUNDING - Policy Review Comments By W. Johnson \(3\).pdf](#)  
[Alternate Resident Share Summaries.pdf](#)  
[SAD Participation Pymt Threshold Summary.pdf](#)  
[SUPP Special Assessment Checklist.pdf](#)  
[SAD Study Group Policy Review 2.7.17.pdf](#)  
[Proposed Schedule for Special Assessment District Gravel to Pavement Projects.pdf](#)  
[SUPP Considerations for Initiating SAD Policy Review.pdf](#)  
[Current Gravel Road Policy.pdf](#)  
[Walter Johnson SAD Policy Commentary.pdf](#)  
[Current & Proposed Paving Gravel Roads Policy.pdf](#)  
[Final Draft Postcard.pdf](#)  
[Paul Davis Memo.pdf](#)  
[Revised Gravel Road Policy.pdf](#)

**Chairperson Johnson** introduced Paul Davis, City Engineer and asked Mr. Davis to go through the proposed revisions made to the Special Assessment District Information for Paving Local Roads (attached to this file) ('SAD document') that had been discussed at the Committee's February 9, 2017 meeting.

**Mr. Davis** thanked the Committee and proceeded to review the proposed revisions to the SAD document page by page with the Committee Members.

He noted the following proposed revisions:

- Page 1 - 'an equal' changed to 'a supportable' increase;
- 'Subdivisions' changed to 'streets';
- The cost sharing intent changed from '60%/40%' to '40%/60% City/Property Owner';
- '\$5,000.00 cap' changed to '\$12,000.00 cap' per buildable lot cap applicable to 2017 SAD projects, subject to revision based on being indexed to inflation utilizing the Bureau of Labor Statistics;
- Combined assessment per buildable lot situations;
- Page 2 - 'The committee name was revised from police and local road funding'

- to 'Public Safety and Infrastructure';
- The paragraph under 'Call for Projects' is new;
- Revisions under the 'First Public Information Meeting';
- City Engineering, Treasury Department, staff members from the City Fiscal and Clerks Department will be in attendance;
- The Treasury Department will create the SAD petition template and provide it to the Clerk's Office;
- Page 3 - 'Receipt of Signed Petitions by the City' - Circulators of the petitions will have the months of November, December and January to obtain a 60% + 1 support of property owner signatures on their respective local street;
- The addition of the preceding language 'If this requirement is accomplished';
- 'A City Council agenda summary will be prepared for street petitions verified to have a minimum 60% + 1 support at a regularly scheduled meeting in February. City Council will be asked to accept each local street petition request, or streets if making a combined submission, for a potential SAD project and pass a resolution of support and removal of some language'
- The addition of the language ' 60% + 1 or greater' to the next paragraph;
- The addition of the following paragraphs: 'Capital Improvement Plan Project Submission', 'City Budget Incorporation of Qualifying SAD Project Candidates', and 'Approval to Proceed with Preliminary Engineering Design Phase';
- The addition of a sentence at the end of the paragraph 'Second Public Information Meeting', 'The second public information meeting will be planned for the month of May';
- The addition of two (2) sentences to the beginning of the paragraph 'Receipt of City Engineer's Report and Tentative Determination to Proceed' paragraph;
- Page 4 - The addition of 'Public Hearings on Necessity will be planned for the month of July' at the end of the 'Public Hearing on Necessity' paragraph;
- The addition of 'If the City Council decides to end the SAD process for a project subsequent to the public hearing, a resolution will be passed at the same July Public Hearing on Necessity meeting' at the end of the 'Determination to Continue S.A.D. Process' paragraph;
- The addition of the sentence 'The Treasury Department will create the Petitions of Objection and provide them to the City Clerk's office prior to the 14th day' at the end of the 'Objections to Improvements' paragraph;
- Revision of the 'of more than fifty (50) percent' language to '50% + 1';
- Under the paragraph titled 'Final Determination', the addition of the word 'draft' in the fifth line; the addition of the sentence 'This meeting will be planned for the month of August. At this same meeting, the City Council may need to decide whether the construction and construction engineering phases will be included in the next fiscal year budget prior to their typical adoption of the budget in late September';
- Page 5 - The addition of the word 'draft' in the paragraph title 'Draft Special Assessment Roll' and in front of 'special assessment';
- The addition of 'The submission of the draft special assessment roll to City Council will be targeted for September' at the end of the paragraph;
- The addition of the paragraph 'Public Hearing on the Draft Special Assessment Roll';
- The addition of the paragraph 'Proceed to Construct Improvement';
- Page 6 - revision of the paragraph 'Term of Special Assessment Installment Payments and Interest Rate' to remove some language and to insert 'based on

*a 15-year amortization schedule with the current SAD interest rate applied';*  
*- Page 7 - under the paragraph 'Additional Comments' - the addition of the sentence 'This policy shall be reviewed in three years (year 2020) for applicability and economics;*  
*- Page 8 - under the second paragraph of the page titled 'Local Road Policy and Funding Criteria For Paving Gravel Roads', the language '\$12,000 cost to the property owner for a 2017 SAD project' was added.*

*Discussion ensued by the Committee members regarding the proposed revisions.*

*The Committee members discussed both the Gantt chart and the flow chart (both attached) - proposed schedules for SAD Gravel to Pavement Projects.*

**Chairperson Johnson** expressed his concern that 60% of residents on a gravel street would not consider the 60/40 to be affordable and agreeable. He commented that it should be 50/50 between residents and the City. He also expressed concern that the proposed policy may be considered contrary to the language in the last road millage election educational material which indicated that the additional funds would also be used to provide 'Matching Funds' for SAD paving projects.

**Member Tisdell** suggested that Matching Funds could be interpreted in different ways.

**Member Hooper** suggested that the Committee recommend approval of the Special Assessment District Policy as developed by Paul Davis on March 2, 2017 with the deliberated changes made by the Committee at its meeting.

**A motion was made by Hooper, seconded by Carlock, that this matter be Approved. The motion carried by the following vote:**

**Aye** 6 - Carlock, Hooper, McCardell, Struzik, Graves and Tisdell

**Nay** 1 - Johnson

**Excused** 2 - Hetrick and Stephens

**Resolved**, that the Public Safety and Infrastructure Technical Review Committee recommends approval by City Council of the Special Assessment District Policy as developed by Paul Davis on March 2, 2017 with the deliberated changes.

## **ANY OTHER BUSINESS**

Joe Snyder, City CFO, suggested that the upcoming discussions should be in regard to police and fire funding. He noted that the Committee still had to finish the storm sewer discussions, but that possibly in May, the Committee could move on to police and fire funding.

## **NEXT MEETING DATE**

- Wednesday, April 19, 2017 - 6:00 p.m.

## ADJOURNMENT

*There being no further business before the Public Safety and Infrastructure Technical Review Committee, Chairperson Johnson adjourned the meeting at 8:00 p.m.*

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Walter Johnson, Chairperson

Prepared by Christine A. Wissbrun  
Recording Secretary, City Clerk's Office