

Agenda
Manchester Citizen Advisory Committee
Tuesday- May 7, 2019
7:00 pm

1. Call Meeting to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
5. Public Participation
6. Reports
 - a. Administration
 - b. Chair
 - c. Finance Committee
7. Old Business
8. New Business
 - a. Discuss FAQ's
 - b. Report Outline Review
9. Adjourn

Manchester Village Citizens Advisory Committee
Regular Meeting
Tuesday, April 23, 2019
Unapproved Minutes

1. CALL MEETING TO ORDER

Chair, Jim Keller, called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Denise Collins, Scott Dunsmore, Pat Fielder, Rick Finger, James Keller, Leslie Kiesel, Carol LaRock, Herb Mahony, Jack Gould

MEMBERS ABSENT:

OTHERS PRESENT: Jeff Wallace (Village Manager), Marty Tungate, Margene Dunsmore, Pat Vaillencourt, Mariah Fink, Laurie Carey, Lisa Moutinho, Peter Psarouthakis, Robert Guysky and Ron Milkey.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA- Keller proposed moving Old Business ahead of Reports to accommodate the guest speaker. A motion was made by Gould to approve as proposed, Mahony seconded. Motion passed.

4. APPROVAL OF MINUTES FOR PREVIOUS MEETING- A motion was made by Finger to approve, Gould seconded. Motion passed.

5. PUBLIC PARTICIPATION- Pat Vaillencourt

6. NEW BUSINESS-

- a. Mariah Fink, an attorney who was involved in the Dexter city status process, presented information regarding property tax assessments, elections and separation of assets. She gave pointers on the petition that would be signed by residents, talked about the charter process regarding city management and the steps involved in boundary approval.

7. REPORTS-

- a. Administration – Pat Vaillencourt, Village Council President, and Jeff Wallace, Village Manager, gave an overview of their meeting with the City of Jonesville and more details about becoming a city. The Jonesville representatives thought that cityhood was a benefit to their business sector and an overall positive move. They did run into a small boundary issue during the otherwise seamless process. It took about three years to complete the process from committee recommendation to charter completion. Jonesville kept a similar political structure, has not had any tax increases and was regarded as seamless in how the municipality functions. They went through a division of assets, which was an amicable process. Jonesville also mailed out FAQ's several times over the course of the three-year change. Additionally, they estimated the entire process cost \$60,000-\$65,000. Jonesville has added no staff as a result of the change to a city, though they contract an assessor for property assessments, and have not spent additional capital due to becoming a city. Keller suggested holding a public meeting in place of a Jonesville visit to get feedback from the community. Finger inquired about the availability of data or studies on how the separation of village from township affects the township. Wallace will check for this information.
- b. Chair – None
- c. Finance Committee – Wallace and Gould presented a revised version of tax changes for residents based on a home value of \$200,000 and an overview of the estimated impact on Manchester Township. LaRock asked for a percentage of the township's total budget rather than highlighting just a dollar value.

8. OLD BUSINESS-

- a. Jim Keller suggested inviting the public on May 7th to hear concerns and comments revolving around becoming a city. He also suggested starting the process of compiling and formatting the final report to fill in information as the process moves forward. Kiesel offered to start pulling together a final report structure and Collins offered to support. The Committee agreed that May 21st would be a better meeting to have public engagement.

- b. The Committee named a sub-committee of Kiesel and Finger to develop a Frequently Asked Questions information sheet.
9. **PUBLIC PARTICIPATION**- Peter Psarouthakis, Sharon Township Supervisor, expressed his concerns about the effects this could have on Sharon Township. They have developed a subcommittee to focus on this topic.

10. ADJOURN

A motion to adjourn was made by LaRock, seconded by Collins. Motion passed. Meeting adjourned at 8:44pm.

Respectfully submitted,
Leslie Kiesel

DRAFT – For Discussion Purposes ONLY
Village of Manchester
Citizens Advisory Committee
Final Report Outline

- 1. Process**
- 2. Population Comparison**
- 3. Becoming a City**
- 4. Transition Costs**
 - a. Incremental costs to become a city [insert chart]
- 5. Staffing Needs**
- 6. Tax Implications**
 - a. Current tax collection snap shot [insert chart]
 - b. Breakdown of Township millage & fees
- 7. “City” Scenario**
 - a. Effect on Village General Fund [insert chart]
 - b. Estimated effect on individual property owners [insert chart]
- 8. Impact on Business Property Owners**
- 9. Effect on Surrounding Townships**
- 10. Municipal Boundaries**
- 11. Public Image**
- 12. Considerations of City vs. Village**
- 13. Conclusion**
- 14. Resolution**

Committee Charge: Gather, analyze and present objective facts and a recommendation in an advisory report to the Village Council regarding incorporation as a home rule city.

FREQUENTLY ASKED QUESTIONS

May 7, 2019

1. Why is the Village looking to change to a City?

The Village of Manchester has considered becoming a city at different times over the years, dating as far back as the 1970s. In Michigan, cities have more autonomy than villages due to their municipal structure, which means villages and townships are tied together in certain decision making even if it's not beneficial for both village and township residents. Plus, in certain areas, such as tax collection, there are two layers of government as opposed to one, adding an extra layer that may not be necessary. Reflecting on the needs and interests of village residents and whether the current duplicative government structure serves the community and its future in the best way possible is what led to the exploration of becoming a city. At this stage, it's an exploratory process and no decision has been made on whether to pursue such an endeavor. The Village Council has appointed a Citizens Advisory Committee to investigate the process, review the pros and cons from similar communities that have completed cityhood initiatives and give feedback on how this will impact the village and the surrounding communities. The committee will deliver its findings in a report to Village Council once complete.

2. How is a city different from a village?

A city has less duplicative government than a village. A city is considered a primary local unit of government by the state. A village is a subunit of the township. A village is not considered a primary local unit of government by the state as it does not assess or collect taxes (except its own village tax) and it does not conduct county, state and national elections.¹

A city assumes the legally required duties of primary local units of government: 1. Assessing property 2. Collecting taxes for the county and schools 3. Conducting county, state and national elections. A city also provides local public services such as fire/police protection, water supply, sewage disposal, zoning, etc.²

3. Will Village residents vote on this? Yes

4. Would this change affect my property taxes?

The change would be that Village property owners would no longer pay Township taxes. The City would, however, need to contract for fire protection that is currently provided by Manchester Township via township property taxes. A new city tax to fund this contract would be necessary and likely similar in amount to the current Manchester Township fire millage.

¹ Michigan Municipal League, Municipal Report, *Impact of Changing from a Village to a City*, Updated January 2019

² Ibid.

5. How would the city pay for providing the required duties in #2 above?

The Village is currently providing many of these functions, either directly (water supply, sewage disposal, zoning), through contract (police protection) or through taxes to the Township (fire protection).

Collecting county and school taxes (pass through to these entities) would utilize existing Village operations

The assessment costs would be additional and would probably be contracted.

The additional costs associated with conducting county, state and national elections would be procuring voting equipment, training the clerk, staffing the polling station and publication of notices.

No additional Village staff would be required in providing these functions. Expenses for the additional work would be offset by the property tax administration fees currently collected by the Township.³

6. Would the Village still provide fire protection as a city?

Residents will continue to have fire protection services regardless of whether the community is a village or a city. If the Village of Manchester is incorporated as a city, officials would negotiate a contract for fire protection services. The taxes paid for fire protection would switch from township tax collection to city tax collection.

7. Would the Village still provide police protection as a city? Yes. Manchester, as a Village or City, would continue to contract with the Washtenaw County Sheriff Department for police coverage.

8. Would the Village limits change? The Village would propose keeping its current boundaries. The State Boundary Commission may initiate a change as part of its mandatory review.

9. Can we still be called a village? Yes

10. Would this affect current local events such as the Chicken Broil, Christmas in the Village, the Farmers Market, etc.? No

³ Chelsea Cityhood Study