

**PROCEEDINGS OF VILLAGE OF FRANKLIN  
VILLAGE COUNCIL SPECIAL MEETING  
TUESDAY, DECEMBER 2, 2014, 7:00 PM  
FRANKLIN VILLAGE HALL – BROUGHTON HOUSE  
32325 FRANKLIN ROAD, FRANKLIN, MICHIGAN 48025**

**I. CALL TO ORDER**

The meeting was called to order by Mike Seltzer, Trustee, at 7:05 P.M. at the Franklin Village Hall, Franklin, Michigan.

Staran advised the Council that in the absence of the President and President Pro-Tem, a formal vote is in order to choose an acting Chairman of tonight's meeting.

**Motion by Gordon, seconded by Moenck that Trustee Seltzer be the acting Chairman for the purpose of tonight's meeting.**

**Ayes: Gallasch, Gordon, Moenck**  
**Absent: Hansen, Kochensparger, Morrow**  
**Nays: None**  
**Abstain: Seltzer**  
**Motion carried.**

**II. ROLL CALL**

**Present:** Fred Gallasch, Brian Gordon, Judy Moenck, Mike Seltzer  
**Absent:** Pam Hansen, Jim Kochensparger, Tom Morrow  
**Also Present:** Jim Creech, Village Administrator  
Eileen Pulker, Village Clerk  
Lance Vainik, Treasurer  
John Staran, Village Attorney  
Katherine White, Executive Director of Main Street Franklin

**III. CONSIDER RESOLUTIONS AND AGREEMENTS RELATING TO THE MICHIGAN HERITAGE RESTORATION PROGRAM (MRHP) GRANT APPLICATION FOR THE BROUGHTON HOUSE REHABILITATION PROJECT.**

Creech led the discussion. He explained the Michigan Heritage Restoration Program (MRHP) grant, pointing out the Village's financial commitment, the working partnership with the Franklin Historical Society (FHS), the engineer's preliminary restoration report, and the contractor's proposal for the repairs to the Broughton House.

There was discussion regarding the Village's future funding capacity. Concern about the lack of public awareness and public support was voiced.

Katherine White answered specific questions about State Historic Preservation Office (SHPO) and the application.

Ann Lamott, President of the Franklin Historical Society, commented that the organization is ready and eager to take advantage of this needed opportunity.

**Motion by Moenck, seconded by Seltzer that the Memorandum of Understanding be signed by James Kochensparger, Village President, and Ann Lamott, President Franklin Historical Society.**

Gallasch clarified that the grant request would total two-hundred fifty thousand dollars (\$250,000), would include rehabilitation of the windows, and would have an approved overseer of all historic aspects of the project.

**#2014-122 Motion by Gordon, seconded by Seltzer to approve the Resolution to designate and earmark funds from undesignated General Fund balance of \$250,000 equaling the entire estimated cost of the Broughton House Rehabilitation Project as a part of the grant application through the MHRP and the Memorandum of Understanding to be signed by James Kochensparger, Village President and Ann Lamott, President of Franklin Historical Society (see attachment #1).**

**Ayes: Gallasch, Gordon, Moenck, Seltzer  
Absent: Hansen, Kochensparger, Morrow  
Nays: None  
Motion carried.**

**IV. CONSIDER CANCELLATION OF THE REGULAR VILLAGE COUNCIL MEETING SCHEDULED FOR DECEMBER 8, 2014.**

**#2014-123 Motion by Moenck, seconded by Seltzer to cancel the Regular Village Council meeting scheduled for December 8, 2014.**

**Ayes: Gallasch, Gordon, Moenck, Seltzer  
Absent: Hansen, Kochensparger, Morrow  
Nays: None  
Motion carried.**

**V. CONSIDER SCHEDULING SPECIAL VILLAGE COUNCIL MEETING ON PROPOSED DATE OF DECEMBER 15, 2014.**

**#2014-124 Motion by Gallasch, seconded by Moenck to schedule a Special Village Council meeting on December 15, 2014 at 7:00 PM.**

**Ayes: Gallasch, Gordon, Moenck, Seltzer  
Absent: Hansen, Kochensparger, Morrow  
Nays: None  
Motion carried.**

**VI. PUBLIC COMMENTS**

Suzanne McClow, Franklin Rd., as a citizen, supports the rehabilitation project. She further explained that she is suspending her position of Recording Secretary of the FHS Board, as she is a State of Michigan retiree.

Eileen Pulker, Village Clerk, will put this item on the Village Council agendas starting with December 2014, in order to keep the public apprised of the progress.

**V. ADJOURNMENT**

**Motion by Gordon, seconded by Moenck to adjourn the meeting.**

**Ayes: Gallasch, Gordon, Moenck, Seltzer**

**Absent: Hansen, Kochensparger, Morrow**

**Nays: None**

**Motion carried.**

There being no further business, the meeting adjourned at 7:45 P.M.

Respectfully submitted,

Gail Beke, Recording Secretary

\_\_\_\_\_  
Eileen H. Pulker, Clerk

\_\_\_\_\_  
Mike Seltzer, Acting Chairman

Attachment #1

Memorandum of Understanding  
Michigan Heritage Restoration Program (MHRP) Application

Date \_\_\_\_\_

Approval \_\_\_\_\_ Date: \_\_\_\_\_

Ann Lamott, President FHS

Approval \_\_\_\_\_ Date: \_\_\_\_\_

James Kochensparger, Village President

**Agreement Scope**

The Franklin Historical Society (FHS) and the Village of Franklin, (Village) voluntarily agree to enter into a cooperative arrangement as described in the balance of this Memorandum of Understanding (MOU) with regard to the 2014 Michigan Heritage Restoration Program (MHRP) for the Broughton House Rehabilitation Project (BHRP). This MOU is intended by the parties to assist them in the coordination of mutually beneficial activities and to serve as a written record of the intentions and responsibilities of each party at the time of signing the MOU, stated in good faith and with as much accuracy as possible. It is not intended that this document should confer contractual rights on any party or serve as the basis for any legal claim.

The Village will designate FHS to act as fiduciary for the Grant. The FHS will be authorized and directed to file a Grant application for the Village, with additional responsibilities assumed by each of the parties, including the Village which owns Broughton House, noted in this MOU. The process and standards followed will be those required by the Secretary of the Interior standards and/or the Village, whichever is stricter, with State Historic Preservation Office (SHPO) making the final determination.

The Michigan State Housing Development Authority (MSHDA), through its State Historic Preservation Office (SHPO) will provide a 2014 MHRP Grant award for BHRP of One-Hundred-fifty thousand dollars (\$150,000). The grant requires a 40% matching share which will be provided by Village. The matching share amounts to one-hundred thousand dollars (\$100,000). The TOTAL PROJECT COST from the grant award and the matching share totals two-hundred and fifty thousand dollars (\$250,000).

All grant administration requirements as outlined in the grant manual must be followed by the designated parties.

**Agreement Period**

This MOU is effective start date, until September 30, 2016, by and between FHS, having its principle place of business at 26165 Thirteen Mile Road. P.O. Box 250007, Franklin, MI 48025 and the Village of Franklin, having its principle place of business at 32325 Franklin, Road, Franklin, MI 48025.

This MOU may be modified or amended in writing upon agreement of both parties to this MOU.

**Agreement Components**

As a partner of BHRP

FHS will:

1. Consult with the Village on an ongoing basis to facilitate the administration of the grant

agreement.

2. Participate in an initial site visit with MSHDA/SHPO staff and the Village.
3. Submit Village's documentation of the bidding process and consultant contracts, and recommend contractor selection to MSHDA/SHPO.
4. Execute contract agreement between Village and the selected contractors for the performance of work necessary to complete the Grant Project, and submit copy of contractor agreement to MSHDA/SHPO.
5. Participate in regular meetings to ensure that the work is proceeding according to the project scope and timetable.
6. Provide weekly site observation.
7. Review and approve Village recommended pay requests.
8. Submit Village's request for final reimbursement request to MSHDA/SHPO.
9. Submit Village's final completion report to MSHDA/SHPO.

Village will:

1. Provide the information to the FHS for submittal to MSHDA/SHPO for the Grant Project.
2. Provide financial information with support documentation to verify project financing.
3. Supply ownership documentation to FHS as outlined in the MHRP grant manual.
4. Provide contact person(s) for the Grant Project who will attend regularly scheduled meetings and provide site observation.
5. Participate in initial site visit with MSHDA/SHPO staff and FHS.
6. Provide access, as required to complete the Grant Project, to the buildings and surrounding grounds.
7. Approve all final plans prior to construction.
8. Issue RFPs, advertise for bids, and participate in a selection committee to evaluate bids and select a contractor.
9. Execute the construction bidding process including, but not limited to: writing RFPs, organizing public bid openings, and creating a selection committee comprised of representatives from Village to evaluate bids and select a contractor.
10. Prepare and submit quarterly progress reports to MSHDA/SHPO describing the project work completed and accounting for any deviation from the approved performance schedule and budget.
11. Keep FHS informed of the progress of the Grant Project. Notify or seek approval from MSHDA/SHPO through the FHS of any proposed changes in the scope of work or budget prior to implementing the change.
11. Pay all invoices and project expenses and submit copies to the FHS.
12. Execute the Grant required easement, record the easement with the Register of Deeds and return the original to MSDHA/SHPO.
13. Ensure that the project sign required by the MHRP Grant is erected prior to the commencement of construction work
14. Require all contractors' consultants indemnify Village as well as list the Village as additional insured.
15. Require that all contractors' consultants have contract provisions that indemnify the Village as well as list the Village and FHS as additional insured.
16. Prepare final reimbursement request for FHS to submit to MSHDA/SHPO.
17. Prepare final completion report for FHS to submit to MSHDA/SHPO.