

Watertown Charter Township

12803 S. Wacousta Road, Grand Ledge MI 48837 | (517) 626-6593

December 19, 2011 Board of Trustees Regular Meeting Minutes

CALL TO ORDER: The meeting was called to order at 7:00pm by Supervisor Deborah Adams with the Pledge of Allegiance.

BOARD MEMBERS PRESENT: Supervisor Deborah Adams, Clerk Melissa Freeman, Treasurer Janice Thelen, Trustee John Maahs, Trustee Ken Mitchell, Trustee George Weitzel and Trustee Dale Westrick

STAFF PRESENT: Township Manager Jennifer Tubbs and Planning Director Andrea Polverento

PUBLIC COMMENT:

Jack Enderle, Clinton County Commissioner, provided his monthly report to the board.

Sgt. Kyle Knight, Clinton County Sheriff's Office, provided his monthly report to the board.

CONSENT AGENDA:

Motion by Treasurer Thelen, seconded by Trustee Maahs, to approve the consent agenda as presented.

A roll call vote was recorded as follows:

Yes: Trustee Maahs, Supervisor Adams, Clerk Freeman, Treasurer Thelen, Trustee Mitchell, Trustee Weitzel

No: Trustee Westrick

Motion carried.

AGENDA APPROVAL:

Motion by Trustee Maahs, seconded by Treasurer Thelen, to approve the agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES:

November 21, 2011: Motion by Trustee Weitzel, seconded by Trustee Mitchell, to approve the meeting minutes of November 21, 2011 as presented. Motion carried unanimously.

APPROVAL OF BILLS:

Supervisor Adams noted the additional bill list on the table.

Motion by Treasurer Thelen, seconded by Trustee Mitchell, to approve the bill lists as presented. Motion carried unanimously.

PENDING BUSINESS:

1. Ordinance No. 38, Vendor Ordinance

Motion by Trustee Mitchell, seconded by Trustee Maahs, to schedule Ordinance No. 38, Vendors, for first reading at the January 2012 regularly scheduled meeting, an ordinance to establish regulations for vending and peddling within Watertown Charter Township. Motion carried unanimously.

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2. Ordinance No. 37, Zoning – Second Reading & Adoption

Motion by Treasurer Thelen, seconded by Trustee Maahs, to adopt, upon second reading, Ordinance No. 37, with an effective date of January 1, 2012, which is seven days following the publication date of December 25, 2011, and to approve the summary for publication as presented this day by the Township Clerk.

A roll call vote was recorded as follows:

Yes: Trustee Weitzel, Supervisor Adams, Trustee Maahs, Treasurer Thelen, Trustee Westrick,
Clerk Freeman, Trustee Mitchell

No: None

Motion carried, ordinance adopted.

NEW BUSINESS:

1. Committee Re-Appointments

Motion by Trustee Weitzel, seconded by Trustee Maahs, to re-appoint Jack Huntoon to the Parks & Recreation Committee for a three-year term, from December 31, 2011 to December 31, 2014. Motion carried unanimously.

Motion by Trustee Maahs, seconded by Trustee Mitchell, to re-appoint Joanne Gahan to the Sewer Board of Appeals for a three-year term, from December 31, 2011 to December 31, 2014. Motion carried unanimously.

Motion by Trustee Weitzel, seconded by Trustee Maahs, to re-appoint Marilyn Cotton to the Cemetery Board for a three-year term, from December 31, 2011 to December 31, 2014. Motion carried unanimously.

2. Compensation Commission Resignation

Motion by Treasurer Thelen, seconded by Trustee Mitchell, to accept the resignation of Marilyn Acker from the Compensation Commission effective immediately. Motion carried unanimously.

3. Budget Adjustments

Clerk Freeman presented the following budget adjustments to the board:

| | | |
|-------------|-------|---|
| \$40,000.00 | From: | 101-000.000-393.012, General Fund, Fund Balance Reserve Roads |
| | To: | 101-446.000-801.008, General Fund, Professional Services – Clinton County |
| | For: | 2010 Road contracts not completed until 2011 – 2010 funds reserved |
| \$500.00 | From: | 590-000.001-699.005, Sewer Fund – 5% Sewer Fund Revenue to General Fund |
| | To: | 590-527.000-999.007, Sewer Fund – 5% Sewer Fund Revenue to General Fund |
| | For: | Administration fee for general fund – more income |
| \$500.00 | From: | 591-000.001-699.006, Water Fund – 5% Water Fund Revenue to General Fund |
| | To: | 591-536.001-999.008, Water Fund – 5% Water Fund Revenue to General Fund |
| | For: | Administration fee for general fund – more income |

Motion by Treasurer Thelen, seconded by Clerk Freeman, to approve the budget adjustments as presented. Motion carried unanimously.

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4. 2012 Meeting Date Resolution

Motion by Clerk Freeman, seconded by Trustee Mitchell, to waive the reading of the resolution. Motion carried unanimously.

Motion by Clerk Freeman, seconded by Trustee Maahs, to adopt Resolution No. 12-19-2011-1, a resolution to establish 2012 Board of Trustees meeting dates.

A roll call vote was recorded as follows:

Yes: Clerk Freeman, Trustee Weitzel, Trustee Mitchell, Supervisor Adams, Trustee Maahs,
Trustee Westrick, Treasurer Thelen

No: None

Motion carried, resolution adopted.

5. Cemetery Software Report & Update

Motion by Trustee Weitzel, seconded by Trustee Maahs, to receive and place on file, the Cemetery Software Report & Update. Motion carried unanimously.

6. 2012 Board Appointments

Supervisor Adams presented the following list of Board appointments for the year of 2012:

| | |
|-------------------------------|--|
| Chair Pro Tempore | John Maahs, 12/31/2011 – 12/31/2012 |
| Citizen of the Year Committee | John Maahs and Deb Adams, 12/31/2011 – 12/31/2012 |
| Clinton County Waste Council | John Maahs, 4/1/2009 – 4/1/2012 - 3 Year Term |
| Election Commission | Melissa Freeman, Ken Mitchell and George Weitzel, 12/31/11 – 12/31/12 |
| LGRFA | Deb Adams and Ken Mitchell, 12/31/2011 – 12/31/2012 |
| Newsletter Advisory Committee | George Weitzel, Ken Mitchell and Janice Thelen, 12/31/2011 – 12/31/2012 |
| Parks & Recreation Committee | Dale Westrick, 12/31/2011 – 12/31/2012 |
| Planning Commission | John Maahs, 12/31/2010 – 12/31/2013 – 3 Year Term |
| Public Safety Committee | Ken Mitchell, 12/31/2011 – 12/31/2012 |
| SCCMUA | George Weitzel, 12/31/2010 – 12/31/2013 – 3 Year Term Jennifer Tubbs, 12/31/2011 – 12/31/2014 – 3 Year Term |
| Zoning Board of Appeals | Janice Thelen, 12/31/2011 – 12/31/2012 |

Motion by Trustee Mitchell, seconded by Treasurer Thelen, to concur with Supervisor Adams' recommendation and approve the 2012 Board appointment list as presented. Motion carried unanimously.

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7. 2011 Budget Reserves

Manager Tubbs presented the following list of items to reserve from the 2011 budget:

Election Accounts, Election Supplies & Equipment
\$1,500.00 – Reserve for Election Expenses, 101-000-393.029

101-210.000-801.000, Attorney Fees
\$22,000.00 – Reserve for Legal Expenses, 101-000-393.034

101-345.000-804.000 & 101-345.000-804.002, LGRFA Equipment Reserve
\$50,000.00 – Reserve for LGRFA Equipment Reserve, 101-000-393.036

General Office Accounts, General Office
\$37,000.00 – Reserve for General Office Projects, 101-000-393.022

Building & Grounds Accounts, Building & Grounds
\$35,000.00 – Reserve for Building & Grounds Projects, 101-000-393.027

Computer Equipment, Computer & Website, Capital Improvement
\$2,000.00 – 101-000.000-393.017

Treasurer Furniture, Treasurer Expenses
\$600.00 – 101-000.000-393.038

Zoning Ordinance Revisions, Zoning Plan Updates
\$1,500.00 – 101-000.000-393.039

TOTAL: \$149,600.00

Motion by Trustee Maahs, seconded by Trustee Mitchell, to approve the fund balance reserves dated December 19, 2011 as presented. Motion carried unanimously.

8. Staff Budgeted COLA for 2012

Motion by Trustee Weitzel, seconded by Trustee Maahs, to approve the budgeted 1.5% cost of living increase for the non-union staff effective January 1, 2012.

A roll call vote was recorded as follows:

Yes: Trustee Mitchell, Trustee Maahs, Trustee Weitzel, Treasurer Thelen, Supervisor Adams, Clerk Freeman

No: Trustee Westrick

Motion carried.

9. Township Manager's Report

Motion by Treasurer Thelen, seconded by Trustee Mitchell, to receive and place on file, the Township Manager's report. Motion carried unanimously.

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10. Township Manager's Annual Review

Supervisor Adams provided her annual performance appraisal of the Township Manager to the board.

Motion by Trustee Weitzel, seconded by Treasurer Thelen, to accept the Supervisor's review of the Township Manager and place it in her personnel file.

A roll call vote was recorded as follows:

Yes: Supervisor Adams, Trustee Mitchell, Trustee Weitzel, Clerk Freeman, Trustee Maahs, Treasurer Thelen

No: Trustee Westrick

Motion carried.

11. Energy Audit

No action taken.

12. Clinton County Economic Alliance Website

No action taken.

PUBLIC COMMENT: None

ADJOURNMENT:

Motion by Trustee Mitchell, seconded by Treasurer Thelen, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 8:15pm.

Date approved: January 16, 2012

Deborah Adams, Supervisor

Melissa Freeman, Clerk