

**Watertown Charter Township
12803 S. Wacousta Road
Grand Ledge MI 48837**

**Board of Trustees Regular Meeting
December 15, 2008 – 7:00pm**

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

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

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

PUBLIC COMMENT:

- **Jack Enderle**, County Commissioner, provided meeting dates and times for the County Commission.
- **Sgt. Kyle Knight**, Clinton County Sheriff's Department, reported 183 car/deer accidents last month, 19 of them occurred in Watertown Township. He also reported several fatal traffic accidents.
- **Paul Schaefer**, 7041 Howe Road, presented a petition addressing the dangers present at the intersection of Francis and Howe roads. The petition asks that a traffic control device be installed and/or that the speed limit be reduced. **Sgt. Knight** stated that he would present a traffic study of this intersection at the January Board meeting. **Tubbs** stated that the township will work with the road commission as the road commission has jurisdiction over the roads.

PUBLIC HEARING: Budget 2009 General Appropriations

Public hearing was opened at 7:15pm.

- **Jean Husby**, 6810 Eaton Hwy, asked about the changes that have been made since the last budget meeting. **Tubbs** explained a correction on page 1 of 49: reduction to \$18,000 for line 101721. Husby also commented on healthcare costs, revenue base in relation to the IFT's, building/grounds costs and the Planning Director's salary.

Public hearing was closed at 7:20pm.

CONSENT AGENDA:

Weitzel asked who would be responding to correspondence number 12, which was received from a resident. **Thelen** stated that she would send a reply on December 16th. Motion by **Thelen** and seconded by **Maahs** to approve the Consent Agenda as presented. **Motion carried.**

AGENDA APPROVAL:

Weitzel added public hearing regarding health insurance (becomes item #13). **Tubbs** added a vacation request from the Planning Director (becomes item #14). Motion by **Thelen** and seconded by **Mitchell** to approve the regular meeting agenda as amended. **Motion carried.**

APPROVAL OF MINUTES:

- **November 17, 2008, Regular meeting:** Weitzel asked that in the motion on page 2, item #6, the word "is" previous to the word "scheduled" be changed to "be." Motion by Weitzel and seconded by Maahs that the minutes of the regular meeting on November 17, 2008 be approved as amended. Motion carried.

- **November 25, 2008, Special joint meeting with Eagle Township:** Motion by Weitzel and seconded by Mitchell to approve the minutes of the Board of Trustees special joint meeting with Eagle Township Board of Trustees on November 25, 2008. Motion Carried.

APPROVAL OF BILLS:

Adams noted the additional bill list on the table dated December 15, 2008, in addition to the original bill list in the packet. Motion by Thelen and seconded by Mitchell to approve the bill lists as presented. Motion carried.

PENDING BUSINESS: None

NEW BUSINESS:

1. Appointments

- a) **Cemetery Board: Re-appointment of Marilyn Cotton for a 3 year term to expire December 31, 2011:** Motion by Adams and seconded by Mitchell to re-appoint Marilyn Cotton to the Cemetery Board for a 3 year term to expire December 31, 2011. Motion carried.
- b) **Parks & Recreation Committee: Re-appointment of Jack Huntoon for a 3 year term to expire December 31, 2011:** Motion by Weitzel and seconded by Thelen that Jack Huntoon be re-appointed to the Parks & Recreation Committee for a 3 year term to expire December 31, 2011. Motion carried. **New appointments for Dan Zay and Donna Case:** Motion by Adams and seconded by Maahs that Dan Zay be appointed to the Parks & Recreation Committee with a term to expire December 31, 2009 and that Donna Case be appointed to the Parks & Recreation Committee for a term to expire December 31, 2011. Motion carried.
- c) **Environmental Affairs Committee:** **Adams** stated that this committee will be suspended at this time and will not continue to be a standing committee. The **Township Manager** will write letters to the present members to thank them for their service and that they will be contacted in the future if the need arises to re-activate the committee.
- d) **Sewer Board of Appeals: Re-appointment of Joanne Gahan for a 3 year term to expire to expire December 31, 2011:** Motion by Weitzel and seconded by Thelen that Joanne Gahan be re-appointed to the Sewer Board of Appeals for a 3 year term to expire December 31, 2011. Motion carried.
- e) **DeWitt Public Library: Re-appointment of Harriet Smith for a 3 year term to expire December 31, 2011:** Motion by Weitzel and seconded by Mitchell that Harriet Smith be re-appointed to the DeWitt Public Library Board for a 3 year term to expire December 31, 2011. Motion carried.
- f) **Board of Review: Re-appointments of H. Roger Hansbarger, Gary Salisbury and Scott Eavey, for a term from noon on January 1, 2009 to noon on January 1, 2011:** Motion by Adams and seconded by Maahs that Roger Hansbarger, Scott Eavey and Gary Salisbury be re-appointed to the Board of Review for terms to run from noon January 1, 2009 to noon January 1, 2011. Motion carried.

- g) **Board member committee appointments:** **Adams** explained that she revised the list of appointments. She also eliminated the Clinton County Township Officers Association, the Environmental Issues Committee, the Red Team and the Road Conditions Committee. The Board will return to this item later in the meeting.
2. **Wacousta Preschool – Request for Charitable Gaming License – Texas Hold'em.**
Freeman explained that Sara Gooley, president of the preschool, presented this request. **Freeman** stated that she obtained as much information that she could from Ms. Gooley and asked that a representative from the preschool attend this meeting in order to answer questions from the Board. No representative was in attendance of this meeting. **Weitzel** had numerous questions: How many events will the school be participating in? How many can be held? What percentage of the profits will the school receive? **Adams** doesn't feel that enough information has been provided. She would like to see copies of all documents that the school is required to provide to the State Lottery Bureau. Also, the Board would like an opportunity to speak with a representative from the school.
Motion by **Weitzel** and seconded by **Maahs** that the request for the charitable gaming license for Texas Hold'em for the Wacousta Preschool be tabled for documentation and representation. **Motion Carried.**
3. **Resolution No. 12-152008-1, Budget Resolution 2009 General Appropriations.**
Motion by **Adams** and seconded by **Thelen** to waive the reading of resolution no. 12-152008-1. **Motion Carried.**
Motion by **Weitzel** and seconded by **Maahs** that resolution no. 12-152008-1 Budget Resolution 2009 General Appropriations be adopted.
A Roll Call Vote was recorded as follows:
Yes: Weitzel, Maahs, Adams, Freeman, Mitchell
No: Thelen, Westrick
Motion carried, resolution adopted.
4. **Township office shredder.**
Tubbs explained that the office needs a shredder that is HIPAA compliant and presented 3 quotes.
Motion by **Maahs** and seconded by **Thelen** for approval of the purchase of the GBC 5570M Micro-Cut Shredder, with a 3 year, on-site warranty (number 3 in the quotes) from CBI in an amount not to exceed \$1,490.00 from account number 260-727. **Motion carried.**
5. **Resolution No. 12-152008-2: Cemetery Fee Schedule.**
Weitzel explained that he has no problem raising rates for non-residents. **Weitzel** added that he would like the term "disinterment" replaced with "exhumation" and that the items with wording regarding "Infant" be re-worded as "Infant Vault." Motion by **Weitzel** and seconded by **Maahs** to table for language corrections. **Motion carried.**
6. **Watertown Charter Township Community Recreation Plan for Year 2008 through Year 2013.**
Motion by **Weitzel** and seconded by **Maahs** that the Township Board receives the Watertown Charter Township Parks and Recreation Master Plan for 2008 to 2013, presented by the Michigan State University Practicum students on April 21, 2008, as a township guide for parks and recreation and place it on file. **Motion passed.**

7. **Resolution No. 12-152008-3: Bank Signature Authority.**

Motion by Thelen and seconded by Maahs to waive the reading of resolution no. 12-152008-3.

Motion carried.

Motion by Thelen and seconded by Maahs to adopt resolution no. 12-152008-3: Bank Signature Authority.

A Roll Call Vote was recorded as follows:

Yes: Maahs, Westrick, Mitchell, Adams, Weitzel, Freeman, Thelen

No: None

Motion carried, resolution adopted.

8. **Meeting Dates – 2009.**

Motion by Weitzel and seconded by Maahs to adopt the Watertown Charter Township meeting dates for 2009. Motion Carried.

9. **Policy & Personnel Committee.**

a) **Cost of living increase – non-union positions:** Motion by Weitzel and seconded by Maahs that the Board of Trustees concurs with the Policy & Personnel Committee's recommendation that the non-union positions of Planning Director, Bookkeeping Coordinator and Administrative Assistant receive a 3% cost of living increase effective January 1, 2009. Motion Carried.

b) **Performance Evaluation – Township Manager:** Motion by Weitzel and seconded by Maahs that the Township Board concurs with the recommendation of the Policy & Personnel Committee of the Township Supervisor's performance evaluation for the Township Manager and recommends approval and the evaluation placed in her personnel file.

A Roll Call Vote was recorded as follows:

Yes: Westrick, Weitzel, Adams, Freeman, Mitchell, Maahs

No: Thelen

Motion carried.

c) **Report on job descriptions and theft prevention policy:** Weitzel explained that the Policy & Personnel Committee referred the theft prevention policy to the Township Manager for review and recommendation. They have also referred to the Township Manager: loans and donations. They also reviewed the changes to the job descriptions and the committee placed this item on the committee's May agenda for consideration as prescribed in Board Policy 1.2 – Job Descriptions.

10. **December 30, 2008 Board Meeting.**

Tubbs explained that there is no need for this meeting as the Board is addressing budget adjustments this evening. The Board decided to keep the meeting scheduled in case it is needed.

11. **Charettes (Codification).**

Weitzel explained that he would like the Codification project back on track. Motion by Weitzel and seconded by Maahs to appoint the Township Clerk, Township Manager and the Planning Director as a committee of three to review the current Codification of Ordinances to:

- Define the existing status of the project
- Issues to be resolved
- Projected costs
- Analysis of problems and any alternative approaches
- Estimated time frame for project completion
- Report their findings to the Township Board at the regular meeting on January 19, 2009

Motion Carried.

12. Budget Adjustments and fund balance reserves.

Thelen stated that she would like to reserve the remaining balance from the Parks & Recreation budget, not to exceed \$2,000.00 for crusher dust for the ball fields. Motion by **Thelen** and seconded by **Maahs** that the 2008 fund balance reserves be approved as amended.

A Roll Call Vote was recorded as follows:

Yes: Adams, Weitzel, Freeman, Thelen, Westrick, Mitchell, Maahs

No: None

Motion carried.

Motion by **Maahs** and seconded by **Thelen** to approve the budget adjustments dated December 15, 2008 with four amounts, with two for the general fund to general fund, one for the sewer fund to sewer fund and one for the water fund to water fund.

A Roll Call Vote was recorded as follows:

Yes: Maahs, Thelen, Mitchell, Weitzel, Westrick, Adams, Freeman

No: None

Motion carried.

13. Question regarding public hearing for health insurance amendment.

Weitzel asked why this item was not on the agenda. **Tubbs** explained that she sought attorney opinion and was advised that this matter does not require public hearing. Further, she has heard from Board members that the wording should include health insurance only for full-time employees and full-time elected officials. Since it was not clear to her what wording the Board would like included in the amendment, she decided to not bring it back until the January regular Board meeting so that she could find out what wording the Board wants included in the amendment. As she understands it, the Board wants only full-time employees and full-time elected officials covered by health insurance and will prepare this item for the January meeting.

14. Vacation Request.

Tubbs asked the Board to approve the Planning Director's vacation request and asked that the vacation policy be addressed by the Policy & Personnel Committee.

Motion by **Weitzel** and seconded by **Maahs** to approve the request of Andrea Polverento, Planning Director, to authorize her to take vacation from January 19 to 23, 2009, prior to her anniversary date of February 14, 2009. **Motion carried.**

Motion by **Adams** and seconded by **Maahs** that the vacation policy be referred to the Policy & Personnel Committee for review and recommendation. **Motion carried.**

The meeting was recessed from 9:20pm to 9:25pm.

1. g) Board member committee appointments.

Adams presented an updated list. **Thelen** stated that she would like to step down from the Parks & Recreation Committee. **Westrick** expressed his interest in being appointed to the Parks & Recreation Committee. There is a vacancy on the Newsletter Advisory Committee and Thelen offered that she would like to be appointed.

Updated list of Board member committee appointments:

Chair Pro Tempore - John Maahs - December 31, 2009

Clinton County Waste Council - John Maahs - December 31, 2009

Election Commission - Melissa Freeman, Ken Mitchell, George Weitzel - December 31, 2009

Looking Glass Regional Fire Authority Board - Deb Adams and Ken Mitchell - December 31, 2009

Newsletter Advisory Committee - Ken Mitchell, George Weitzel, Janice Thelen - December 31, 2009

Parks & Recreation Committee - Dale Westrick - December 31, 2009
Planning Commission - John Maahs - December 31, 2010
Public Safety Committee - Ken Mitchell - December 31, 2009
SCCMUA - Jennifer Tubbs - December 31, 2011
SCCMUA - George Weitzel - December 31, 2010
Zoning Board of Appeals - Janice Thelen-December 31, 2009

Motion by **Weitzel** and seconded by **Maahs** to accept the Board member committee appointments as amended and presented on December 15, 2008. **Motion carried.**

DISCUSSION AND PUBLIC COMMENT:

- **Jean Husby**, 6810 Eaton Hwy, asked about township fund investments and commented on the evaluation process of the Township Manager.
- **Thelen** reported on a very successful Brunch with Santa.

ADJOURNMENT: The meeting was adjourned at 9:38pm.

Date approved: January 19, 2009

Deborah Adams, Supervisor

Melissa Freeman, Clerk