

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

**Board of Trustees Regular Meeting Minutes  
December 21, 2009 – 7:00pm**

**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:**

Harriet Smith, DeWitt Public Library Board, provided an update on the library and encouraged residents to visit the library and to attend library board meetings.

Jack Enderle, Clinton County Commissioner, commented on the county's Parks and Greenspace Commission, Motz Park construction, 2010 aerial funding and MSU Extension changes.

Jean Husby, 6818 Eaton Highway, commented on the manager's article in the most recent township newsletter, the township manager's performance review and the union contract.

**CONSENT AGENDA:**

Supervisor Adams noted the additional bill list on the table dated December 21, 2009. Motion by Treasurer Thelen, seconded by Trustee Mitchell to approve the Consent Agenda as presented.

A roll call vote was recorded as follows:

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

No: Trustee Westrick

Motion carried.

**AGENDA APPROVAL:**

A vacation request for the Planning Director was added to the agenda. Motion by Trustee Maahs, seconded by Treasurer Thelen, to approve the Agenda as amended. Motion carried.

**APPROVAL OF MINUTES:**

November 16, 2009 Regular Meeting: Motion by Treasurer Thelen, seconded by Trustee Maahs, to approve the regular meeting minutes of November 16, 2009 as presented. Motion carried.

**APPROVAL OF BILLS:**

Motion by Trustee Mitchell, seconded by Trustee Maahs to approve the bills as presented. Motion carried.

**NEW BUSINESS:**

**1. Resolution No. 12-212009-1, Authorizing Small Claims Activity by the Treasurer's Department**

Motion by Treasurer Thelen, seconded by Trustee Maahs to waive the reading of the resolution. Motion carried.

Motion by Treasurer Thelen, seconded by Trustee Maahs to adopt Resolution No. 12-212009-1, A Resolution Authorizing Small Claims Activity by the Treasurer's Department.

A roll call vote was recorded as follows:

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

No: None

Motion carried, resolution adopted.

**2. Resolution No. 12-212009-2, Establish 2010 Board of Trustees Meeting Dates**

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

Motion by Clerk Freeman, seconded by Treasurer Thelen, to adopt Resolution No. 12-212009-2, A Resolution to Establish 2010 Board of Trustees Meeting Dates.

A roll call vote was recorded as follows:

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

No: None

Motion carried, resolution adopted.

**3. Resolution No. 12-212009-3, 2010 Budget General Appropriations**

Motion by Clerk Freeman, seconded by Treasurer Thelen, to waive the reading of the resolution. Motion carried.

Trustee Westrick requested that the following statement be recorded in the minutes: "I will vote no on the 2010 budget because of the provision to pay health benefit reimbursements to the trustees and supervisor."

Motion by Treasurer Thelen, seconded by Trustee Mitchell to adopt Resolution No. 12-212009-3, Budget Resolution, 2010 General Appropriations.

A roll call vote was recorded as follows:

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

No: Trustee Westrick

Motion carried, resolution adopted.

**4. BS&A.net Upgrade**

Treasurer Thelen presented a request to the board to upgrade BS&A tax and assessing software for a cost of \$9,500.00 to upgrade, \$1,500.00 for installation and \$500.00 for training. She believes that the current BS&A software will not be supported by BS&A for much longer, and would like this purchase to take place prior to tougher budget years in the future. It was discussed by other board members that they believe BS&A will support the existing software for at least two years, before discontinuing support of the township's existing software.

Motion by Trustee Weitzel, seconded by Trustee Maahs, that the BS&A.net upgrade requested by the Treasurer be considered in the 2011 budget year.

A roll call vote was recorded as follows:

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

No: ~~Trustee~~ TREASURER Thelen, Trustee Westrick

Motion carried.

**5. Committee Appointments**

Motion by Trustee Weitzel, seconded by Trustee Maahs to appoint Frank Carroccio to the Sewer Board of Appeals for a term from December 31, 2009 to December 31, 2012. Motion carried.

Motion by Trustee Weitzel, seconded by Trustee Maahs to appoint Thomas Lowell to the Cemetery Board for a term from December 31, 2009 to December 31, 2012. Motion carried.

Motion by Trustee Maahs, seconded by Trustee Weitzel, to appoint Nancy Noyola to the Parks & Recreation Committee for a term from December 31, 2009 to December 31, 2012. Motion carried.

**6. Citizen of the Year Committee**

Adams provided a memo stating that this Committee should be officially formed for 2010 and that she recommends a three person committee consisting of two board members and one citizen member, with three year terms.

Motion by Trustee Weitzel, seconded by Trustee Mitchell, that Supervisor Adams, Trustee Maahs and Daniel Zay be appointed to the Citizen of the Year Committee with an expiration date of December 31, 2010. Motion carried.

**7. 2010 Board Appointments**

Supervisor Adams opened nominations for Chair Pro Tempore for 2010. Trustee Maahs was elected unanimously by the board to serve as Chair Pro Tempore for 2010.

Supervisor Adams presented an updated list of board appointments for 2010 as follows:

**2010 Board Appointments**

Citizen of the Year Committee	John Maahs Deborah Adams	December 31, 2010
Clinton County Waste Council	John Maahs	April 1, 2012 – 3 Year Term

Election Commission	Melissa Freeman Ken Mitchell George Weitzel	December 31, 2010
LGRFA	Deborah Adams Ken Mitchell	December 31, 2010
Newsletter Advisory Committee	George Weitzel Ken Mitchell Janice Thelen	December 31, 2010
Parks & Recreation Committee	Dale Westrick	December 31, 2010
Planning Commission	John Maahs	December 31, 2010 – 3 Year Term
Public Safety Committee	Ken Mitchell	December 31, 2010
SCCMUA	George Weitzel Jennifer Tubbs	December 31, 2010 – 3 Year Term December 31, 2011 – 3 Year Term
Zoning Board of Appeals	Janice Thelen	December 31, 2010

Motion by Trustee Maahs, seconded by Treasurer Thelen, that the board confirm the 2010 appointment list as presented for: Citizen of the Year Committee, Clinton County Waste Council, Election Commission, Looking Glass Regional Fire Authority, Newsletter Advisory Committee, Parks & Recreation Committee, Planning Commission, Public Safety Committee, Southern Clinton County Municipal Utility Authority and Zoning Board of Appeals. Motion carried.

**8. Eagle Township Loan Offer**

Supervisor Adams presented a memo to the board discussing a meeting that herself and Treasurer Thelen had with the Eagle Township Supervisor and Treasurer, where they discussed the possibility of Watertown Township loaning Eagle Township money for their share of the new Looking Glass Regional Fire Authority fire truck.

Motion by Trustee Weitzel, seconded by Treasurer Thelen, that the board of trustees approve extending a standard commercial loan to Eagle Township at a rate of 4.0% interest, with a 7 year payoff, with payments amortized over a 15 year period, for the purpose of purchasing and equipping the fire truck, and that if accepted by Eagle, the township manager work with the attorney and financial advisor as necessary to prepare the necessary agreement for board approval. Motion carried.

**9. Recording Policy**

No action taken.

**10. Local Officers Compensation Commission – 2010/2011 Salary Recommendation**

A copy of the Local Officers Compensation Commission 2010/2011 Salary Recommendation Resolution was provided to the board. Due to the economy and based on input received from the Supervisor, Clerk and Treasurer, the commission is not recommending salary increases for elected officials in 2010 and 2011.

Motion by Trustee Weitzel, seconded by Clerk Freeman, that the township board concurs with the resolution adopted by the Township Compensation Commission stating no salary increases in 2010 and 2011 for elected township board members and that the resolution be received and placed on file. Motion carried.

**11. Township Manager's Report**

No action taken.

**12. Survey of Watertown Parkway Property**

Manager Tubbs presented a memo and three bids to the board with regard to obtaining a survey of the Watertown Parkway property. There were questions regarding the scope of the survey. Manager Tubbs will research and bring this item back to the board for the January meeting. No action taken.

**13. Donated Artwork**

Treasurer Thelen presented a memo stating that a township resident has offered to donate a collection of historical paintings for display in the township hall/office. The board members viewed the paintings and expressed that the paintings would be a valuable asset to the township hall/office. It was agreed that the paintings would need to be framed for protection and display, which could be costly. The board will revisit this item at their January meeting so that there is time to brainstorm creative ways to display the artwork without cost. No action taken.

**14. Budget Adjustments**

Clerk Freeman presented a list of budget adjustments to the board.

Motion by Treasurer Thelen, seconded by Trustee Maahs, to approve the budget adjustments as presented at the December 21, 2009 board of trustees meeting. Motion carried.

**15. 2009 Budget Reserves**

Manager Tubbs presented a memo entitled "Moneys available to be put in fund balance reserves for use next year," dated December 21, 2009, which outlined various accounts from which to reserve available 2009 budget funds from. The board discussed the items and decided to delete the proposed reserve from account 101-253.000-957.000 and to reserve the remaining items as presented.

Motion by Trustee Weitzel, seconded by Trustee Maahs, to approve the moneys to be put in fund balance reserves for next year as amended by deleting item 101-253.000-957.000. Motion carried.

**16. Cancellation of December 29, 2009 Board Meeting**

Motion by Trustee Maahs, seconded by Treasurer Thelen to approve the cancellation of the December 29, 2009 board meeting. Motion carried.

**17. Township Manager's Performance Appraisal**

Supervisor Adams presented her performance appraisal of Manager Tubbs' job performance.

Motion by Trustee Weitzel, seconded by Trustee Maahs, that the township board concurs with Township Manager Jennifer Tubbs' "exceeds expectations" rated performance evaluation performed by the Township Supervisor in accordance with the manager's employment agreement and that the evaluation be received and placed in her personnel file.

A roll call vote was recorded as follows:

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

No: Trustee Westrick

Motion carried.

**19. Vacation Request – Planning Director**

Motion by Trustee Weitzel, seconded by Trustee Maahs to approve the request of Andrea Polverento, Planning Director, to authorize her to take vacation from January 18-22, 2010, prior to her anniversary date of February 14, 2010. Motion carried.

**18. Employment Contracts**

**A. Union Employment Contract**

Motion by Trustee Weitzel, seconded by Trustee Maahs to go into closed session for the purpose of discussing the union contract.

A roll call vote was recorded as follows:

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

No: None

Motion carried.

Motion by Trustee Weitzel, seconded by Trustee Maahs, that the township manager be included in the closed session of the township board to discuss the union contract changes. Motion carried.

Closed session commenced at 9:15pm and concluded at 9:30pm.

Motion by Trustee Weitzel, seconded by Trustee Maahs, that the Board of Trustees approve the employment agreement between Watertown Charter Township and Teamsters State, County and Municipal Workers Local 214 for the dates of January 1, 2010 to December 31, 2012.

A roll call vote was recorded as follows:

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

No: None

Motion carried.

Motion by Trustee Maahs, seconded by Trustee Mitchell, to approve the minutes of the closed session. Motion carried.

**B. Township Manager’s Employment Contract**

Trustee Weitzel reviewed the township manager’s January 1, 2010 – December 31, 2013 proposed employment contract with the board. The board discussed the proposed contract language.

Motion by Trustee Maahs, seconded by Trustee Mitchell, to approve the employment agreement between Watertown Township and Jennifer Tubbs for the dates of January 1, 2010 – December 31, 2013 as presented.

A roll call vote was recorded as follows:

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

No: Treasurer Thelen, Trustee Westrick

Motion carried.

**DISCUSSION AND PUBLIC COMMENT:**

Larry Barr, 6340 Eaton Highway, commented that he would like to see the donated artwork at the township hall, and suggested that perhaps there is someone in the township who could build frames for the artwork.

Jean Husby, 6810 Eaton Highway, asked who the committee members were who worked on the township manager’s contract. Supervisor Adams stated that she and Trustee Weitzel were on the committee, which was formed by the board on September 21, 2009.

Treasurer Thelen acknowledged the Parks & Recreation Committee for a very successful “Lunch with Santa” holiday party.

Planning Director Polverento stated that the Toys for Tots donations received at the township office were very abundant this year.

**ADJOURNMENT:** The meeting was adjourned at 9:50pm.

Date approved: January 18, 2010

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Deborah Adams, Supervisor

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Melissa Freeman, Clerk