

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

**Board of Trustees Regular Meeting
April 20, 2009 – 7:00pm**

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

BOARD 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:

Deb Plichta announced that the Wacousta Summer Celebration and Community Yard Sales will be taking place on June 5th and 6th from 9am-4pm; this will include events and activities throughout the community.

Kyle Knight, Clinton County Sheriff's Department, reported a fatal auto accident at the intersection of Airport and Cutler Roads. He also stated that May 18th marks the beginning of a seatbelt enforcement campaign on Grand River Avenue.

Jack Enderle, Clinton County Commissioner, reported on the County's Clean Community Event. He also stated that the airport incinerator application was voted down and that there will be a special meeting of the County Commissioners on May 7th at 7pm to consider a revised application.

Dan Klodt, Cubmaster/Wacousta Cub Scouts Pack #260, reported that the scouts cleaned up the Watertown Parkway Property on April 18th and filled a 4 yard dumpster. **Weitzel** requested that the Township Manager send a letter of appreciation to the pack.

CONSENT AGENDA:

Weitzel requested that the Township Manager's Report (Board Report item #5) be removed from Consent Agenda and be added to the Agenda. **Westrick** requested that the Township Clerk's Memo to Municipal Code Corporation (Correspondence item #9) be removed from Consent Agenda and be added to the Agenda. Motion by **Thelen** and seconded by **Mitchell** to approve the Consent Agenda as amended. **Motion carried.**

AGENDA APPROVAL:

Weitzel asked that establishing a Policy & Personnel Committee meeting date be added to the Agenda. **Tubbs** asked that her draft letter on the table to Mr. Harkins be added to the Agenda. **Adams** stated that establishing a Policy & Personnel Committee meeting date will become New Business item #20, the Township Manager's Report (Board Report item #5) will become New Business item #21, the Township

Clerk's Memo to Municipal Code Corporation (Correspondence item #9) will become New Business item #22 and the Township Manager's draft letter to Mr. Harkins will become New Business item #23. Motion by Weitzel and seconded by Maahs that the Agenda be approved as amended. Motion carried.

APPROVAL OF MINUTES:

March 16, 2009, Regular Meeting: Motion by Weitzel and seconded by Thelen that the minutes of the regular meeting of March 16, 2009 be approved as presented. Motion carried.

APPROVAL OF BILLS:

Adams noted the additional bill list on the table and also noted the correction to page two of the routine bill list in the packet. Motion by Thelen and seconded by Mitchell to approve the special bill list as presented at the April 20th, 2009 meeting. Motion carried.

NEW BUSINESS:

1. Appointments

A. Construction Board of Appeals

Adams explained that in the past this committee has been comprised of 4 members, which is contrary to the ordinance which states that there shall be 3 members; also the years of appointment need to be staggered. **Adams** further explained that the 3 applications for appointment that are in the packet were the first returned. The 4th is on the table, which was received after the meeting packets were assembled. She recommends that the 3 members who returned their applications first be re-appointed.

Motion by Weitzel and seconded by Maahs that Richard Turcotte be appointed to the Construction Board of Appeals with a term expiring April 30, 2012. Motion Carried.

Motion by Weitzel and seconded by Thelen that George Walter be appointed to the Construction Board of Appeals with a term expiring April 30, 2011. Motion carried.

Motion by Weitzel and seconded by Maahs that Gregory Minshall be appointed to the Construction Board of Appeals with a term expiring April 30, 2010.

A roll call vote was recorded as follows:

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

No: Thelen

Motion carried.

B. ZBA Representative From Planning Commission

Motion by Maahs and seconded by Weitzel that the Board of Trustees concurs with the recommendation of the Planning Commission and appoints Ronald Overton as the Planning

Commission representative to the Zoning Board of Appeals for a one-year term ending March 31, 2010. **Motion carried.**

2. **John Czarnecki, President of Clinton County Economic Alliance**

Mr. Czarnecki gave a brief presentation regarding the Clinton County Economic Alliance and highlighted their accomplishments and goals. He also stated that on May 14th from 6:30pm to 8:30pm they will be hosting a seminar entitled *Marketing Your Small Business* and to contact the Alliance for more information. No action taken.

3. **Resolution No. 04-202009-1: Extension of Renaissance Recovery Zone for Franchino Mold**

Tubbs presented the two year extension request. The original resolution to designate Franchino Mold & Engineering Company as a Renaissance Recovery Zone was adopted by the Township Board on November 19, 2007 (Resolution No. 11-192007-1) for a duration of five years (December 31, 2007 to December 31, 2012). Resolution No. 04-202009-1 would extend the expiration date to December 31, 2014. Bill Elliott, Human Resources Manager of Franchino Mold & Engineering was in attendance; he explained the need for the extension and described the equipment that the company will be purchasing.

Motion by **Weitzel** and seconded by **Maahs** to waive the reading of the resolution to extend the duration of the Tool and Die Renaissance Recovery Zone for Franchino Mold. **Motion carried.**

Motion by **Weitzel** and seconded by **Thelen** to adopt Resolution No. 04-202009-1, to extend for two years the Renaissance Recovery Zone for Franchino Mold & Engineering Company, 5867 W. Grand River Avenue, Lansing, Michigan.

A roll call vote was recorded as follows:

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

No: None

Motion carried.

7. **Looking Glass Regional Fire Authority – Purchase of Pumper Fire Apparatus**

Motion by **Weitzel** and seconded by **Maahs** to give the Looking Glass Regional Fire Authority authorization to begin the process of bidding for and purchasing a new fire pumper apparatus/truck. **Motion carried.**

4. **Assessor Contract**

Motion by **Maahs** and seconded by **Thelen** for approval of the two year assessing contract from May 1, 2009 to April 30, 2011 as presented. **Motion carried.**

5. **Purchase of Flag Holders For Cemetery**

Motion by **Maahs** and seconded by **Mitchell** to concur with the recommendation of the Cemetery Board to expend \$670.41 for 100 flag holders. **Motion carried.**

6. **Ordinance 32: First Reading**

Freeman introduced Ordinance No. 32 upon recommendation of the Planning Commission. It is an ordinance to correct various errors and omissions in Chapter 28 – Zoning that occurred during the codification process, as well as to define private and commercial kennels, strike language regarding the VSC Zoning District from the Grand River Overlay District, restrict the use of temporary storage containers, and permit the raising of large animals in accordance with state law. **Polverento** explained the changes.

Motion by **Weitzel** and seconded by **Maahs** that the first reading of Ordinance 32 be considered read and it be placed on the Agenda for the May regular meeting for final reading and vote. **Motion carried.**

8. **FOIA Policy**

Motion by **Freeman** and seconded by **Maahs** to refer the draft FOIA Policy to the Policy & Personnel Committee. **Motion carried.**

9. **Revising Resolutions**

Thelen explained the need for the two resolutions.

A. Resolution No. 04-202009-2: Resolution to Authorize a 1% Administration Fee

Motion by **Thelen** and seconded by **Weitzel** to waive the reading of Resolution 04-202009-2. **Motion carried.**

Motion by **Thelen** and seconded by **Maahs** to adopt Resolution No. 04-202009-2, a resolution to authorize a 1% administration fee.

A roll call vote was recorded as follows:

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

No: None

Motion carried, Resolution adopted.

B. Resolution No. 04-202009-3: Resolution to Impose a 3% Late Payment Penalty

Motion by **Thelen** and seconded by **Mitchell** to waive the reading of Resolution 04-202009-3. **Motion carried.**

Motion by **Thelen** and seconded by **Maahs** to adopt Resolution No. 04-202009-3, a resolution to impose a 3% late payment penalty.

A roll call vote was recorded as follows:

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

No: None

Motion carried, Resolution adopted.

10. **Master Plan – Next Steps**

Motion by **Maahs** and seconded by **Thelen** that the Watertown Charter Township Board of Trustees concurs with the recommendation of the Planning Commission to distribute the draft Master Plan to adjacent municipalities and Clinton County, for the mandatory 63 day review period. **Motion carried.**

11. **Watertown Parkway House & Property – Creation of Ad-Hoc Committee**

Tubbs explained that she attended the February meeting of the Parks & Recreation Committee and felt this item needed to be brought forward on behalf of the Parks & Recreation Committee. **Weitzel** explained that this committee will need to address not just recreation, but total development. **Thelen** and **Weitzel** both stated that they want to be members of this committee. Discussion followed as to who the 2 additional members of the committee should be. **Westrick** asked that the final report of the previous committee charged with this task be provided to the new committee.

Motion by **Freeman** and seconded by **Maahs** for the creation of an ad-hoc committee consisting of the Township Manager, the Planning Director, the Chair of the Parks & Recreation Committee, the Board Representative to the Parks and Recreation Committee, Trustee Weitzel, Treasurer Thelen, and up to 2 additional members to recommend an action plan for the Watertown Parkway land. **Motion carried.**

Motion by **Weitzel** and seconded by **Mitchell** to amend the main motion by indicating that the Supervisor appoint the 2 at-large members.

A roll call vote was recorded as follows:

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

No: Westrick

Motion carried.

12. **Parks & Recreation 5 Year Plan – Creation of Ad-Hoc Committee**

Tubbs explained that she attended the February meeting of the Parks & Recreation Committee and felt this item needed to be brought forward on behalf of the Parks & Recreation Committee.

Motion by **Thelen** and seconded by **Mitchell** for the creation of an ad-hoc committee consisting of the Planning Director, the Chair of the Parks and Recreation Committee, the Board Representative to the Parks and Recreation Committee and up to two additional Parks and Recreation Committee members, for the purposes of reviewing the Parks and Recreation Master Plan for compliance with DNR regulations and making recommendations as needed for Township Board adoption. **Motion carried.**

13. **Identity Theft Policy**

Motion by Maahs and seconded by Thelen that the Watertown Charter Township Board of Trustees adopts the Identity Theft Policy as presented and incorporates it into the township's policy handbook as Policy 8.3 under Miscellaneous Policies effective April 20, 2009. Motion carried.

14. **Mower**

Motion by Maahs and seconded by Thelen for approval of the bid with Capital Equipment for the purchase of the budgeted mower in an amount not to exceed \$11,925 including the \$5,000 trade-in credit for current mower with funds coming from account number 900-975.000.

A roll call vote was recorded as follows:

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

No: Westrick

Motion carried.

15. **Carpet Quotes**

Motion by Weitzel and seconded by Maahs for approval of the bid with Carpet Man for the replacement of the 18 year old township hall carpet in an amount not to exceed \$9,655 which is the contract price of \$8,655 with a \$1,000 contingency with the budgeted funds coming from account number 265-931.001.

A roll call vote was recorded as follows:

Yes: Adams, Thelen, Freeman, Maahs, Weitzel

No: Mitchell, Westrick

Motion carried.

16. **Window Quotes**

Westrick suggested that an energy audit take place before purchasing windows. Maahs suggested that the window purchase be delayed until more information is gathered with regard to an energy audit; there is no rush to purchase the windows. Tubbs stated that her intent is to find out more information before purchasing the windows and that she is also pursuing stimulus money, but needs Board action to take place in order to pursue these issues further.

Motion by Thelen and seconded by Mitchell to approve the quote for commercial grade windows for the south room and all east facing offices from Davis Glass & Screen in an amount not to exceed \$9,500 which is \$8,500 contract cost with \$1,000 contingency to come out of account number 265-931.001.

A roll call vote was recorded as follows:

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

No: Westrick

Motion carried.

Motion by Weitzel and seconded by Maahs that the Township Manager investigate the cost involved in an energy audit of the township buildings and report back to the Township Board. Motion carried.

17. Parking Lot & Well for Township Hall

Motion by Weitzel and seconded by Thelen for approval of the contract with C2AE for the development of plans to move the existing well located in the parking lot and design a water runoff plan to stop the erosion of the foundation of the gym in an amount not to exceed \$8,115 with the cost coming from the Building and Grounds Projects account number 101-000-393.027 into account number 101-265-931.001, Buildings and Grounds maintenance if necessary. Motion carried.

18. 2009 Road Projects

Motion by Maahs and seconded by Thelen for approval of presented road contracts with the following project numbers and costs:

497.015.157903 for \$35,130

497.015.157905 for \$40,180

497.015.157906 for \$10,590

497.015.157904 for \$11,998

489.015.159902 for \$20,124.80

489.015.159901 for \$29,785.20

497.015.157902 for \$4,000

490.015.150901 for \$100,000

with a total amount not to exceed \$251,808, to be taken from account number 801.008 and the remaining funds necessary to be taken from reserve account number 393.012. Motion carried.

19. Budget Adjustments

Freeman stated that the 2009 Board of Review budget needs to be increased.

Motion by Freeman and seconded by Thelen that a budget adjustment be made in the amount of \$500 to account number 101-247.000-702.001 from General Fund Fund Balance account number 101-000.001-699.000. Motion carried.

20. Establish a Policy & Personnel Committee Meeting Date

The date and time established for the next meeting of the Policy & Personnel Committee is Tuesday, May 19th at 3:00pm.

21. Township Manager's Report

The Board and the Township Manager discussed various items on her report. No action taken.

22. Township Clerk's Memo to Municipal Code Corporation

The Board discussed the memo sent by the Clerk to Municipal Code Corporation. No action taken.

23. Township Manager's Draft Letter to Mr. Harkins

Tubbs noted the letter on the table that she drafted to Mr. Harkins with regard to the drainage problems in Looking Glass Valley Park.

Motion by **Adams** and seconded by **Thelen** to authorize the Township Manager to send the draft letter to Rick Harkins. **Motion carried.**

PENDING BUSINESS:

1. Capital Improvements, Yearly Review

Motion by **Thelen** and seconded by **Maahs** that the Watertown Charter Township Board of Trustees accepts and places on file the 2008 review by the Planning Commission of the Capital Improvements Plan as amended. **Motion carried.**

DISCUSSION AND PUBLIC COMMENT:

Maahs reported that a resident of the township recently stated that he likes the idea of a wind turbine placed on the Watertown Parkway property.

ADJOURNMENT:

Motion by **Thelen** and seconded by **Maahs** to adjourn the meeting. The meeting was adjourned at 10:24PM.

Date approved: May 18, 2009

Deborah Adams, Supervisor

Melissa Freeman, Clerk