

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

**Board of Trustees Special Meeting Minutes
September 30, 2009 – 5:00pm**

CALL TO ORDER: The meeting was called to order at 5:07pm by Supervisor Deborah Adams with the Pledge of Allegiance.

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

BOARD MEMBERS ABSENT: Treasurer Janice Thelen, absent with notice.

STAFF PRESENT: Township Manager Jennifer Tubbs.

PUBLIC COMMENT: None.

AGENDA APPROVAL:

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

NEW BUSINESS:

1. Work Session – Proposed 2010 Township Budget

Manager Tubbs explained that revenues are down \$100,000 from last year and that state revenue sharing has decreased, but the budget is balanced and there have been no cuts in services.

The board reviewed the entire proposed budget line by line and discussed various items. Manager Tubbs clarified that the numbers would remain as the manager’s recommended numbers unless the board specified a different number.

Changes were requested by the board to the following lines:

Page	Account No.	Description	Changed From/To
R7	101610.001	Residential Zoning Permits	From \$2,730 to \$2,000
E10	253957	Education & Training	From \$3,400 to \$2,200
E12	2607300.002	BS&A Web Update	From \$3,000 to \$2,000 & delete explanation
E13	260955	Regional Economic Dev.	From \$5,000 to \$3,000
E14	260957	Education & Training	From \$4,100 to \$3,100
E19	276729	Computer Supplies	From \$1,800 to \$2,100
E21	345804.002	LGRFA Equipment Reserve	From \$30,000 to \$54,000
E33	900975	Bldg/Grounds-New Equipment	Delete explanation
E33	900980.001	Capital Equipment – Computers	Change explanation to read “Server”
E34	999000	Sewer Fund	Delete explanation

Items discussed that require further research or discussion at next meeting:

E10, Treasurer's Department, 253860, Travel: Trustee Westrick would like a breakdown from the Treasurer regarding her travel budget.

E21, Public Safety & Health, 345804, Looking Glass Regional Fire Authority: Manager Tubbs will have an updated amount for next meeting, as the LGRFA budget has not been finalized at this time.

E29, Parks & Recreation, 751732.002, Bruce Harlow Memorial Expenses: This account may be able to be deleted, Manager Tubbs will check.

DISCUSSION AND PUBLIC COMMENT: The special budget meeting scheduled for Wednesday, October 14 was cancelled. The next/final scheduled special budget meeting is Wednesday, October 28 at 5:30pm.

ADJOURNMENT: The meeting was adjourned at 6:55pm.

Date approved: October 19, 2009

Deborah Adams, Supervisor

Melissa Freeman, Clerk