

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

**Board of Trustees Regular Meeting Minutes - DRAFT  
February 16, 2010 – 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:**

Harriett Smith, DeWitt Public Library Board, commented on the large-print section of the library and the library director's recent conference attendance.

Jack Enderle, Clinton County Commissioner, commented on dog licenses, wind ordinance and the "Greening Mid-Michigan" regional visioning workshop.

**CONSENT AGENDA:**

Supervisor Adams noted the additional bill list and email correspondence on the table. Correspondence items number 5 and number 7 were removed from Consent Agenda. Motion by Treasurer Thelen, seconded by Trustee Maahs, to approve the Consent Agenda as amended. Motion carried.

**AGENDA APPROVAL:**

Correspondence items number 5 and number 7 were added to the Agenda. Motion by Treasurer Thelen, seconded by Trustee Maahs, to approve the Agenda of February 16, 2010 as amended. Motion carried.

**APPROVAL OF MINUTES:**

Trustee Mitchell requested that "Absent with notice" be added behind his name on the attendance portion of the minutes. Motion by Treasurer Thelen, seconded by Trustee Mitchell, to approve the January 18, 2010 minutes as amended. Motion carried.

**APPROVAL OF BILLS:**

Motion by Trustee Maahs, seconded by Trustee Mitchell, to approve the bill list as presented.

A roll call vote was recorded as follows:

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

No: Trustee Westrick

Motion carried.

**NEW BUSINESS:**

**1. Appointment of Alternate Member for Board of Review**

A memo from the Township Assessor was provided to the board requesting that an alternate member be appointed to the Board of Review due to the anticipated absence of one of the regular members. An application to fill the alternate position was received from Richard Turcotte, which was presented to the board.

Motion by Trustee Weitzel, seconded by Trustee Maahs, that Richard M. Turcotte be appointed to serve as an alternate member on the Board of Review with a term expiring December 31, 2011. Motion carried.

**2. Case #10-01(A) Special Land Use Permit/Site Plan Review Amendments, The Links at Royal Scot**

Planning Director Polverento presented the case to the board.

Motion by Trustee Maahs, seconded by Treasurer Thelen, that the Board of Trustees concur with the recommendation of the Planning Commission and approve Case #10-01(A) SLU/SPR for Gravity Works, LLC, for amendments to Final Site Plan approval (original case numbers 05-07 SPR and 06-03 SPR) for Phases I and II of the RPUD/Site Condominium Subdivision known as "The Links at Royal Scot," provided that conformance to conditions 1-18, as noted below, are achieved to the satisfaction of the Township Zoning Administrator as being in accordance with the requirements of the Watertown Charter Township Zoning Ordinance. Motion carried.

Conditions of conformance to above stated motion:

1. The revised overall Site Plan dated January 14, 2010 shall serve as an amendment to the September 9, 2005 Overall Site Plan (depicting a total number of units of 156). Any changes to the Overall Site Plan shall be subject to the re-review and approval of the Planning Commission and Township Board.
2. The applicant must comply with the review and approval of the Michigan Department of Environmental Quality regarding any impact to the wetlands located on the property.
3. The applicant must comply with requirements of Clinton County Drain Commissioner.
4. A Final Grading Plan shall be submitted subject to the review and approval of the Clinton County Drain Commissioner and Township.
5. The applicant must comply with requirements of Clinton County Road Commission.
6. The applicant must comply with requirements of the Township Engineer to the satisfaction of the Township Zoning Administrator.
7. The applicant must comply with the requirements of the Southern Clinton County Municipal Utilities Authority.
8. The applicant must implement a solid waste management plan for the entire project subject to the review and comment by the Clinton County Department of Waste Management.
9. The Landscape Plan dated September 9, 2005 shall be implemented to the satisfaction and approval of the Zoning Administrator.
10. The proposed entrance sign along State Road shall be subject to the review and approval of the Zoning Administrator in accordance with Section 21.8 of the

- Watertown Charter Township Zoning Ordinance. A Sign and Building Permit will be required to be submitted.
11. The applicant shall comply with the applicable requirements of the State of Michigan Building Codes to the satisfaction of the Township Building Inspector, Municipal Inspection Services, LLC.
  12. Street lights shall be required to be installed throughout the Site Condominium Subdivision. The Township Board shall approve the design and style of the street lights per Section 14-117(k) of the Watertown Charter Township Subdivision Control Ordinance, which shall conform to the requirements of the public utility (Consumers Energy) providing the lighting.
  13. The applicant must submit a copy of the recorded Master Deed, Bylaws, and Rules and Regulations as required by the Watertown Charter Township Zoning Ordinance.
  14. The applicant must provide a copy of the Capital Region Airport Authority letter (dated August 29, 2005) to all prospective buyers.
  15. The applicant shall provide documentation from Royal Scot regarding roadway easements with underlying right-of-way from State Road.
  16. The applicant must submit updated Engineering Plans.
  17. The applicant must comply with all applicable State, Federal and Township laws.
  18. Carnoustie Drive shall be dedicated as a public road.

Motion by Trustee Maahs, seconded by Treasurer Thelen, that the Board of Trustees concur with the recommendation of the Planning Commission and approve Case #10-01(A) SLU/SPR for Gravity Works, LLC, for amendments to Special Land Use Permits #05-05 SLU and #05-06 SLUP to Phases I and II of the RPUD/Site Condominium Subdivision known as "The Links at Royal Scot," provided that conformance to the conditions 1-10, as noted below, are achieved to the satisfaction of the Township Zoning Administrator as being in accordance with the requirements of the Watertown Charter Township Zoning Ordinance. Motion carried.

Conditions of conformance to the above stated motion:

1. Applicant must receive approval for amendments to the Final Site Plan.
2. Applicant must comply with the review and approval of the Michigan Department of Environmental Quality regarding any impact to the wetlands located on the property.
3. Applicant must comply with the requirements of Clinton County Drain Commissioner.
4. Applicant must comply with the requirements of Clinton County Road Commission.
5. Applicant must comply with the requirements of the Township Engineer to the satisfaction of the Township Zoning Administrator.
6. Applicant must submit a copy of the recorded Master Deed and Bylaws of the Condominium Subdivision prior to any construction.
7. Applicant must comply with the requirements of the Southern Clinton County Municipal Utilities Authority.
8. Applicant must provide outlots as appropriate for utilities and future potential large-scale adjoining developments.
9. Applicant must implement a solid waste management plan for the entire project subject to the review and comment by the Clinton County Department of Waste Management.
10. Applicant must comply with all other applicable State, Federal and Township laws.

**3. Upgrading Server from Novell to Microsoft – Computer Committee Recommendations**

A memo was presented to the board on behalf of the Ad Hoc Computer Committee, with their final recommendations on the purchase of a new server, server installation and ongoing technical support for the township office. Three bids were also provided.

Motion by Trustee Weitzel, seconded by Trustee Mitchell, to approve the bid with Providence Consulting for the purchase and installation of the new server in an amount not to exceed \$13,605.00 to be paid from the budgeted funds for this project. Motion carried.

Motion by Trustee Weitzel, seconded by Trustee Maahs to direct the Township Manager and Network Administrator to negotiate a reduction in the ongoing expense of a service and backup contract to be brought back to the board for approval. Motion carried.

**4. Outsourcing Printing & Mailing of Tax Statements**

Treasurer Thelen presented a proposal requesting that the board consider outsourcing tax statement printing and mailing. It was the general consensus of the board that this task should remain an in-house function. No action taken.

**5. Capitol Area Emergency Services Consortium Membership Letter of Agreement**

Motion by Trustee Weitzel, seconded by Trustee Maahs, that the Watertown Charter Township Board has no objections entering into an agreement with the Capitol Area Emergency Services Consortium membership. Motion carried.

**6. Annual Performance Appraisal of Planning Director**

A favorable performance evaluation of Planning Director, Andrea Polverento, was completed by the Planning Commission Executive Committee and presented to the board by the Township Manager.

Motion by Trustee Maahs, seconded by Treasurer Thelen, to receive and place on file the performance appraisal for the Planning Director. Motion carried.

Motion by Trustee Maahs, seconded by Trustee Weitzel, that the Planning Director receive a one step pay increase to step three of the current approved township wage scale for this position in the amount of \$51,377.00. Motion carried.

**7. Budget Adjustment**

Motion by Clerk Freeman, seconded by Treasurer Thelen, to transfer \$4,600.00 from General Fund Unemployment Claim Reserve Account number 101-000.000-393.040 to General Fund Unemployment Claims Account number 101-260.000-724.000. Motion carried.

**8. Township Manager's Report**

Motion by Treasurer Thelen, seconded by Trustee Maahs, to accept and place on file, the Township Manager's Report dated January 13, 2010 to February 10, 2010. Motion carried.

**9. Correspondence Item No. 5, Email from John Clark Regarding Payment on Chassis Portion of New Fire Truck**

Motion by Trustee Maahs, seconded by Trustee Mitchell, that Watertown Township approves payment of our portion of the approximated \$150,000.00 for the chassis portion of the new fire truck in June or July 2010. Motion carried.

**10. Correspondence Item No. 7, Trustee Westrick Email**

No action taken.

**DISCUSSION AND PUBLIC COMMENT:**

Richard Turcotte, Planning Commission Chair, thanked the board for supporting the recommendations of the Planning Commission with regard to the performance appraisal of the Planning Director and the changes to SLU/SPR for The Links at Royal Scot.

Treasurer Thelen commented on the Looking Glass Regional Fire Authority's public service announcements that have been airing on television.

**ADJOURNMENT:** The meeting was adjourned at 7:55pm.

Date approved: \_\_\_\_\_

\_\_\_\_\_  
Deborah Adams, Supervisor

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Melissa Freeman, Clerk