

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

June 21, 2010 Board of Trustees Regular Meeting Minutes

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 a reduction in library hours.

Jack Enderle, Clinton County Commissioner, commented on the opening of Motz Park, updated county website, 180 day moratorium on medical marijuana, and vacancies on the County Planning Commission and Historical Commission.

Sgt. Kyle Knight, Clinton County Sheriff's Office, commented on the speed limit signs on Wacousta Road, and provided a report regarding DeWitt Township Police responses within Watertown Township.

CONSENT AGENDA:

Supervisor Adams noted the additional bill list, correspondence and reports on the table.

Motion by Trustee Weitzel, seconded by Trustee Mitchell, to approve the Consent Agenda as presented.

A roll call vote was recorded as follows:

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

No: Trustee Westrick

Motion carried.

AGENDA APPROVAL:

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

APPROVAL OF MINUTES:

Motion by Treasurer Thelen, seconded by Trustee Mitchell, to approve the May 17, 2010 Board of Trustees Regular Meeting Minutes as presented. Motion carried.

APPROVAL OF BILLS:

Motion by Trustee Weitzel, seconded by Treasurer Thelen to approve the special bill list dated June 21, 2010 as presented. Motion carried.

PENDING BUSINESS:

1. Citizen of the Year Recognition – Harriett Smith

Trustee Maahs presented resident Harriett Smith with a certificate of tribute on behalf of the Board of Trustees:

Watertown Charter Township | Special Tribute to Harriett Smith | 2010 Citizen of the Year

LET IT BE KNOWN that it is both an honor and a privilege to extend the sincerest praise and commendation to Harriett Smith in acknowledgement of her attaining the distinct honor of being named “2010 CITIZEN OF THE YEAR” for the Charter Township of Watertown.

Ability, commitment and integrity have been reflected in all of Harriett’s endeavors as a volunteer and educator throughout her years of community service. She has made many sacrifices on behalf of the community, willingly and unselfishly, and is always ready to shoulder a little extra responsibility or lend a helping hand in any circumstance.

Harriett, now retired, has been an effective educator in the Potterville School District where she taught high school for 23 years. Throughout her career in education, she never lost her expertise, interest, enthusiasm and total commitment. Active in church activities, she utilized her teaching skills by counseling junior high students at summer camp to make education fun, increase her students’ self esteem and to instill a desire to learn.

Harriett is Watertown Township’s appointed representative to the DeWitt Regional Library District where she serves as a board member and treasurer. She has served on a number of citizen committees in the township and her historical knowledge has been a benefit in the township’s master plan process along with her ability to work with government officials has gained her respect for her effective abilities.

An honor graduate of Michigan State University, Harriett and her husband, Robert (recently deceased and WWII veteran) have lived in the township for 62 years and have raised two children, Janet and Sharon.

Harriett has enriched the community with the generous use of her time and effort and over the years has proven to be a great friend to this community and a concerned citizen. She merits our highest praise.

In special tribute, therefore, this document is signed and dedicated to commend and congratulate Harriett Smith as Watertown Charter Township’s “2010 CITIZEN OF THE YEAR.”

**2. Dangerous Buildings Ordinance Ad Hoc Committee –
Planning Commission Representative Recommendation**

Motion by Trustee Weitzel, seconded by Trustee Maahs, to concur with the recommendation of the Planning Commission and appoint Donald Hartwick as the Planning Commission representative to the Dangerous Buildings Ordinance Ad Hoc Committee. Motion carried.

NEW BUSINESS:

1. Case No. 10-04 SLU/SPR – Deer Creek

No action taken. This item will be addressed at the July 19, 2010 regular board meeting.

2. Resolution No. 6-21-2010-1, Authorization of Investing Institutions

Motion by Treasurer Thelen, seconded by Trustee Mitchell, to waive the reading of Resolution No. 6-21-2010-1. Motion carried.

Motion by Trustee Weitzel, seconded by Treasurer Thelen, to adopt Resolution No. 6-21-2010-1, Authorization of Investing Institutions.

A roll call vote was recorded as follows:

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

No: None

Motion carried, resolution adopted.

3. Tax Foreclosed Property 19-150-140-000-003-00

No action taken.

4. 2010 Road Projects

Motion by Trustee Maahs, seconded by Treasurer Thelen, to approve the following road contract project numbers and costs: 497.015.157006 for \$10,000.00, 497.015.157007 for \$9,593.90, 497.015.159001 for \$12,393.90, 497.015.157003 for \$3,210.00, 497.015.157008 for \$21,945.00, and 497.015.157004 for \$17,833.00; with a total amount not to exceed \$74,975.80, to be taken from account number 801.008. Motion carried.

5. Creating Entrepreneurial Communities Project

Manager Tubbs presented a memo requesting that Watertown Township join with Bath Township, DeWitt Township and the City of DeWitt in applying to become a part of Michigan State University's "Creating Entrepreneurial Communities Project," a three year program which would utilize a community coaching model to guide community leadership teams through the process of developing entrepreneurship initiatives.

Motion by Trustee Mitchell, seconded by Trustee Maahs, to approve the application to the Michigan State University Creating Entrepreneurial Communities Project with an annual fee not to exceed \$3,750.00 payable over three years.

A roll call vote was recorded as follows:

Yes: Trustee Maahs, Trustee Mitchell, Trustee Westrick, Supervisor Adams

No: Clerk Freeman, Trustee Weitzel, Treasurer Thelen

Motion carried.

6. Job Description Changes

Motion by Trustee Weitzel, seconded by Trustee Maahs, to approve the Policy and Personnel Committee recommendation to amend the job descriptions for the Administrative Assistant and Clerk Assistant and that the corresponding changes in job duties from non-union to union necessitate the compensation of each position by \$2,500.00, resulting in an overall savings to the township of \$2,100.00, resulting in improved office efficiency.

A roll call vote was recorded as follows:

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

No: Trustee Westrick, Treasurer Thelen

Motion carried.

7. Vacation Policy

Motion by Trustee Weitzel, seconded by Treasurer Thelen, to approve the Policy and Personnel Committee recommendation to approve the vacation policy as presented and that all current employees that are negatively affected by this policy be grandfathered in at the current vacation policy numbers until such time the employee reaches 10 years of service. Motion carried.

Motion by Trustee Weitzel, seconded by Trustee Maahs, that the Township Manager and the Bookkeeping Coordinator work out an implementation schedule to convert to the new, accrual-based accumulation of vacation time. Motion carried.

8. Township Manager's Report

No action taken.

9. Budget Adjustment

Clerk Freeman provided a memo to the board outlining the following budget adjustment:

\$37,000.00 From: Account 101-000.000-393.036, General Fund, Fund Balance Reserve LGRFA Equipment
 To: Account 101-345.000-804.002, General Fund, LGRFA Equipment Reserve
 For: Watertown Township share, new fire truck chassis

Motion by Clerk Freeman, seconded by Treasurer Thelen, to approve the budget adjustment dated June 21, 2010 as presented.

DISCUSSION AND PUBLIC COMMENT: None.

ADJOURNMENT:

Motion by Trustee Maahs, seconded by Trustee Mitchell, to adjourn the meeting. Motion carried.

The meeting was adjourned at 9:18pm.

Date approved: July 19, 2010

Deborah Adams, Supervisor

Melissa Freeman, Clerk