

Watertown Charter Township
December 18, 2023, Board of Trustees Regular Meeting Minutes

- I. CALL TO ORDER:** The meeting was called to order at 7:01PM by Supervisor Maahs with the Pledge of Allegiance to the Flag of the United States of America.

BOARD MEMBERS PRESENT: Supervisor John Maahs, Treasurer Sue Biergans, Clerk Carolyn Brokob, Trustee Chad Cooley, Trustee Todd Hufnagel, Trustee Holly Madill, and Trustee Ron Overton.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Township Manager Jennifer Tubbs and Township Planning Director Andrea Polverento.

PUBLIC SIGNED-IN: Lyle Heaton

- II. PUBLIC COMMENT:** None

III. CONSENT AGENDA:

Motion by Trustee Cooley, seconded by Trustee Hufnagel, to approve the consent agenda as presented along with the bill list on the table. Motion carried unanimously.

IV. AGENDA APPROVAL:

Motion by Trustee Madill, seconded by Trustee Cooley, to approve the agenda as presented. Motion carried unanimously.

V. APPROVAL OF MINUTES:

Motion by Clerk Brokob, seconded by Treasurer Biergans, to approve the regular meeting minutes of November 20, 2023, as presented. Motion carried unanimously.

- VI. APPROVAL OF BILLS:** Action taken in consent agenda motion.

- VII. PUBLIC HEARING:** None

- VIII. PENDING BUSINESS:** None

IX. NEW BUSINESS:

A. Cemetery Board Appointment – Marilyn Cotton

Motion by Trustee Cooley, seconded by Trustee Madill, to reappoint Marilyn Cotton to the Watertown Charter Township Cemetery Board with a term that expires December 31, 2026. Motion carried.

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B. Board Appointments – 2024

Motion by Trustee Madill, seconded by Treasurer Biergans, to adopt the 2024 Board of Trustees committee assignments as presented. Motion carried.

C. Supervisor's Appointment to Planning Commission - 2024

Motion by Trustee Cooley, seconded by Trustee Hufnagel, to concur with Supervisor Maahs' recommendation and appoint Ronald Overton to serve as the Board of Trustees Representative to the Watertown Township Planning Commission with a term to expire December 31, 2024. Motion carried.

D. Resolution 12-18-2023-1: Board of Trustees 2024 Meeting Dates

Motion by Trustee Cooley, seconded by Trustee Madill, to waive the reading of resolution 12-18-2023-1. Motion carried unanimously.

Motion by Clerk Brokob, seconded by Treasurer Biergans, to adopt resolution 12-18-2023-1, resolution to establish 2024 Board of Trustees meeting dates.

Roll Call Vote: Those voting AYE were Cooley, Overton, Madill, Maahs, Hufnagel, Biergans, Brokob. Seven AYES, zero NAYS. Motion carried - resolution adopted.

E. Resolution 12-18-2023-2: Michigan Public Act 152 of 2011

Motion by Clerk Brokob, seconded by Trustee Hufnagel, to waive the reading of resolution 12-18-2023-2. Motion carried unanimously.

Motion by Trustee Madill, seconded by Trustee Cooley, to adopt resolution 12-18-2023-2, resolution electing to comply with the provisions of Michigan Public Act 152 of 2011, by exercising the township's right to exempt itself from the requirements of the act.

Roll Call Vote: Those voting AYE were Overton, Hufnagel, Maahs, Biergans, Madill, Brokob, Cooley. Seven AYES, zero NAYS. Motion carried - resolution adopted.

F. Resolution 12-18-2023-3: Investment Institutions for Township Funds

Motion by Treasurer Biergans, seconded by Trustee Cooley, to waive the reading of resolution 12-18-2023-3. Motion carried unanimously.

Motion by Trustee Cooley, seconded by Treasurer Biergans, to adopt resolution 12-18-2023-2, resolution authorizing of investment institutions for township funds.

Roll Call Vote: Those voting AYE were Overton, Hufnagel, Maahs, Biergans, Madill, Cooley, Brokob. Seven AYES, zero NAYS. Motion carried - resolution adopted.

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G. 2023 Budget Adjustments

Clerk Brokob requested an additional adjustment to Election Supplies 101.262.000.727.001 from \$2,000 to \$8,000 due to additional expenses being incurred due to new election law requirements. The board was agreeable to this request.

Motion by Clerk Brokob, seconded by Trustee Cooley, to adopt the budget adjustments dated December 18, 2023, as amended. Motion carried.

H. 2023 Fund Balance Reserves

Motion by Clerk Brokob, seconded by Treasurer Biergans, to adopt the 2023 Fund Balance Reserves, Committed, and Assigned Funds as presented. Motion carried.

I. Cost of Living Allowance Increase

Manager Tubbs distributed the memorandum outlining the cost-of-living increase and salary adjustments.

Motion by Trustee Cooley, seconded by Trustee Madill, to approve the budgeted 2024 cost of living increase and the cost-of-living adjustment for 2023 as presented. Motion carried unanimously.

J. Township Manager's Annual Review – 2023

Motion by Clerk Brokob, seconded by Trustee Madill, to accept and place on file the annual review of the Township Manager for 2023. Motion carried.

K. Amended Holiday Schedule 2024-2026

Motion by Trustee Cooley, seconded by Trustee Hufnagel, to adopt the amended 2024-2026 holiday schedule that was distributed at the meeting. Motion carried.

L. Fire Run Charges

Motion by Clerk Brokob, seconded by Trustee Overton, to discontinue billing township residents for fire services and continue to bill all nonresidents for services as is the current practice effective December 18, 2023. Motion carried.

Trustee Overton asked that this information be posted on the township website.

X. BOARD MEMBER AND PUBLIC COMMENT:

Trustee Madill thanked the staff, everyone that serves on committees, board members, and the public for attending the meeting.


Manger Tubbs is submitting a written offer to Grand Ledge Public Schools for the purchase of Wacousta Elementary.

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Resident Lyle Heaton thanked the township board for another year of continued service along with the clear and concise explanation on how the budget works.

XI. ADJOURNMENT: 7:34PM

Date approved:
January 16, 2024



John Maahs, Supervisor



Carolyn Brokob, Clerk