

# Watertown Charter Township

12803 S. Wacousta Road, Grand Ledge MI 48837 | (517) 626-6593

## December 20, 2021 Board of Trustees Regular Meeting Minutes

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**CALL TO ORDER:** The meeting was called to order at 7:01PM by Supervisor John Maahs with the Pledge of Allegiance.

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

**BOARD MEMBERS ABSENT:** Treasurer Sue Biergans, absent with notice.

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

**PUBLIC COMMENT:** None

### CONSENT AGENDA:

Motion by Trustee Madill, seconded by Trustee Overton, to approve the consent agenda as presented. Motion carried.

### AGENDA APPROVAL:

Item 12 was added to new business: 2022 and 2023 Township Holiday Schedule.

Motion by Trustee Cooley, seconded by Trustee Hufnagel, to approve the agenda as amended. Motion carried.

### APPROVAL OF MINUTES:

#### 1. November 15, 2021 – Regular Meeting

Motion by Clerk Brokob, seconded by Trustee Madill, to approve the regular meeting minutes of November 15, 2021, as presented. Motion carried.

### APPROVAL OF BILLS:

Supervisor Maahs noted the additional bill list on the table and the bills in the packet.

Motion by Trustee Overton, seconded by Trustee Hufnagel, to approve the bill list dated December 20, 2021, and the bills presented in the packet. Motion carried.

### PENDING BUSINESS:

#### 1. Development Agreement

Manager Tubbs distributed and discussed the proposed Development Agreement with T.A. Forsberg, Inc. for the State/Stoll Road development known as Nottingham Fields and Links at Royal Scot. The Development Agreement included the Property Legal Description, Purchase Agreement, Land Contract, Site Plans, and Phase and Unit Breakdown.

Motion by Trustee Overton, seconded by Trustee Cooley, to approve to the Development Agreement with T.A. Forsberg, Inc. as presented, including the attached Land Contract, and to direct the Township Manager and Township Clerk to sign the documents.

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A roll call vote was recorded as follows:

Yes: Hufnagel, Brokob, Cooley, Madill, Overton, Maahs

No: None

Absent: Biergans

Motion carried.

### **NEW BUSINESS:**

#### **1. Looking Glass Regional Fire Authority Re-Appointment – Billy Crego**

Motion by Trustee Cooley, seconded by Trustee Hufnagel, to re-appoint Billy Crego to the Looking Glass Regional Fire Authority Board for a term ending December 31, 2024. Motion carried.

#### **2. Compensation Commission Re-Appointment – Francis McNamara**

Motion by Clerk Brokob, seconded by Trustee Cooley, to re-appoint Francis McNamara the Compensation Commission for a term ending January 1, 2026. Motion carried.

#### **3. Board Appointments**

Motion by Trustee Madill, seconded by Trustee Hufnagel, to approve the board appointments as presented. Motion carried.

#### **Chair ProTempore**

Ronald Overton

January 1, 2022 – December 31, 2022

#### **Election Commission**

Carolyn Brokob, Chair (Per Statute), Chad Cooley, Ron Overton

January 1, 2022 – December 31, 2022

#### **Newsletter Advisory Committee**

Holly Madill, Carolyn Brokob, Ron Overton

January 1, 2022 – December 31, 2022

#### **Zoning Board of Appeals**

Chad Cooley

January 1, 2022 – December 31, 2022

#### **Groundwater Management Board**

Andrea Polverento

January 1, 2022 - December 31, 2022

#### **Looking Glass Regional Fire Authority**

Jennifer Tubbs and Todd Hufnagel

January 1, 2022 - December 31, 2022

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### **Citizen of the Year Ad Hoc Committee**

John Maahs and Ron Overton

January 1, 2022 – December 31, 2022

### **Township Building Ad Hoc Committee**

Sue Biergans, Carolyn Brokob, Jennifer Tubbs, Deb Adams (Citizen Representative)

January 1, 2022 – December 31, 2022

### **4. Supervisor's Appointment**

Motion by Clerk Brokob, 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, 2022. Motion carried.

### **5. Resolution 12-20-2021-1: Board of Trustees Meeting Dates**

Motion by Trustee Overton, seconded by Trustee Madill, to waive the reading of Resolution No. 12-20-2021-1. Motion carried.

Motion by Trustee Overton, seconded by Trustee Cooley, to adopt Resolution No. 12-20-2021-1: Resolution to Establish 2022 Board of Trustees Meeting Dates.

A roll call vote was recorded as follows:

Yes: Maahs, Hufnagel, Cooley, Madill, Overton, Brokob

No: None

Absent: Biergans

Resolution adopted.

### **6. Resolution 12-20-2021-2: Michigan Public Act 152 of 2011**

Motion by Trustee Cooley, seconded by Trustee Overton, to waive the reading of Resolution No. 12-20-2021-2. Motion carried.

Motion by Trustee Cooley, seconded by Clerk Brokob, to adopt Resolution No. 12-20-2021-2: 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.

A roll call vote was recorded as follows:

Yes: Overton, Maahs, Madill, Cooley, Hufnagel, Brokob

No: None

Absent: Biergans

Resolution adopted.

### **7. Resolution 12-20-2021-3: Property Tax Payment Designee Appointments**

Motion by Trustee Overton, seconded by Trustee Cooley, to waive the reading of Resolution No. 12-20-2021-3. Motion carried.

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Motion by Trustee Overton, seconded by Trustee Cooley, to adopt Resolution No. 12-20-2021-3: Property Tax Payment Designee Appointments.

A roll call vote was recorded as follows:

Yes: Overton, Maahs, Madill, Cooley, Hufnagel, Brokob

No: None

Absent: Biergans

Resolution adopted.

### 8. Resolution 12-20-2021-4: Investment Institutions for Township Funds

Motion by Trustee Cooley, seconded by Trustee Madill, to waive the reading of Resolution No. 12-20-2024-4. Motion carried.

Motion by Clerk Brokob, seconded by Trustee Madill, to adopt Resolution No. 12-20-2021-4: Investment Institutions for Township Funds.

A roll call vote was recorded as follows:

Yes: Madill, Overton, Maahs, Cooley, Brokob, Hufnagel

No: None

Absent: Biergans

Resolution adopted.

### 9. Budget Adjustments

ADD: \$3,000.00 <b><i>Drains At Large Payment to be higher than anticipated.</i></b>	TO: 101-445.000-807.000 GENERAL FUND DRAINS - AT - LARGE	FROM: 101-000.001-699.000 GENERAL FUND FUND BALANCE TRANSFER
ADD: \$29,000.00 <b><i>Fund sewer project thru township</i></b>	TO: 590-527.007-801.023 SEWER FUND ARCADIA	FROM: 590-000.001-699.000 SEWER FUND FUND BALANCE TRANSFER
ADD: \$150,000.00 <b><i>More Building Permits than anticipated.</i></b>	TO: 101-701.000-801.009 GENERAL FUND BUILDING PERMIT FEES	FROM: 101-002.001-635.000 GENERAL FUND BUILDING PERMIT FEES - IND/COMM
ADD: \$19,400.00 <b><i>More Electrical Permits than anticipated.</i></b>	TO: 101-701.000-801.019 GENERAL FUND ELECTRICAL PERMIT FEES	FROM: 101-002.001-645.000 GENERAL FUND ELECTRICAL PERMIT FEES
ADD: \$12,375.00 <b><i>More Mechanical Permits than anticipated.</i></b>	TO: 101-701.000-801.020 GENERAL FUND MECHANICAL PERMIT FEES	FROM: 101-002.001-646.000 GENERAL FUND MECHANICAL PERMIT FEES
ADD: \$11,150.00 <b><i>More Plumbing Permits than anticipated.</i></b>	TO: 101-701.000-801.021 GENERAL FUND PLUMBING PERMIT FEES	FROM: 101-002.001-647.000 GENERAL FUND PLUMBING PERMIT FEES
ADD: \$3,000.00 <b><i>Sewer software support</i></b>	TO: 590-527.000-826.001 SEWER FUND	FROM: 590-000.001-699.000 SEWER FUND

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<i>more than anticipated.</i>	SOFTWARE MAINTENANCE	FUND BALANCE TRANSFER
ADD: \$500.00 <i>Utility postage more than anticipated.</i>	TO: 590-527.000-728.000 SEWER FUND SEWER POSTAGE	FROM: 590-000.001-699.000 SEWER FUND FUND BALANCE TRANSFER
ADD: \$9,500.00 <i>Hydrant charge more than anticipated.</i>	TO: 591-537.000-825.000 WATER FUND HYDRANT CHARGES	FROM: 591-000.001-699.000 WATER FUND FUND BALANCE TRANSFER
ADD: \$100.00 <i>Agent fees were more than anticipated.</i>	TO: 591-545.005-994.001 WATER FUND STOLL ROAD WATER	FROM: 591-000.001-699.000 WATER FUND FUND BALANCE TRANSFER
ADD: \$100.00 <i>Agent fees were more than anticipated.</i>	TO: 101-911.000-994.001 GENERAL FUND STOLL ROAD PAVING	FROM: 101-000.001-699.000 GENERAL FUND FUND BALANCE TRANSFER
ADD: \$1.00 <i>Bank charges were more than anticipated.</i>	TO: 401-441.000-856.000 TIRF BANK SERVICE CHARGE	FROM: 401-000.001-699.000 TIRF FUND BALANCE TRANSFER

Motion by Clerk Brokob, seconded by Trustee Cooley, to approve the budget adjustments dated December 20, 2021, as presented. Motion carried.

### 10. Budget Reserves

Motion by Clerk Brokob, seconded by Trustee Cooley, to approve the budget reserves dated December 20, 2021, committed and assigned funds, as presented. Motion carried.

### 11. Township Manager's Annual Review

Motion by Clerk Brokob, seconded by Trustee Madill, to accept and place on file the Township Manager's Performance Appraisal dated December 14, 2021. Motion carried.

### 12. 2022 and 2023 Watertown Charter Township Holiday Schedule

Motion by Trustee Cooley, seconded by Trustee Overton, to adopt the 2022 and 2023 Watertown Charter Township holiday schedule as presented. Motion carried.

### DISCUSSION AND PUBLIC COMMENT:

Planning Director Andrea Polverento invited the Board of Trustees to the Master Plan Open House on Wednesday, January 26, 2022, from 5:00-7:00PM.

Trustee Madill reminded the Board of Trustees about the retreat/facilitated dialogue on February 7, 2022, at 6:00PM and requested assistance from staff for a PowerPoint.

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ADJOURNMENT: 7:36PM.

Date approved January 18, 2022

  
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John Maahs, Supervisor

  
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Carolyn Brokob, Clerk