

Watertown Charter Township
12803 S. Wacousta Road, Grand Ledge MI 48837 | (517) 626-6593
December 19, 2022 Board of Trustees Regular Meeting Minutes

1. **CALL TO ORDER:** The meeting was called to order at 7:00PM by Supervisor John 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, and Trustee Holly Madill.

BOARD MEMBERS ABSENT: Trustee Ron Overton, with notice.

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

PUBLIC PRESENT: David Bartkowiak, Nick Schuler, Hannah Schuler, Dan Feldpausch, Cori Feldpausch, and Pam Brown.

2. **PUBLIC COMMENT:** None

3. **CONSENT AGENDA:**

Motion by Clerk Brokob, seconded by Trustee Cooley, to approve the consent agenda as presented. Motion carried.

4. **AGENDA APPROVAL:**

Motion by Trustee Madill, seconded by Clerk Brokob, to approve the agenda as presented. Motion carried.

5. **APPROVAL OF MINUTES: November 21, 2022 – Regular Meeting**

Motion by Clerk Brokob, seconded by Trustee Hufnagel, to approve the regular meeting minutes of November 21, 2022. Motion carried.

6. **APPROVAL OF BILLS:**

Motion by Treasurer Biergans, seconded by Trustee Hufnagel, to approve the bill list dated December 19, 2022. Motion carried.

7. **PUBLIC HEARING:** None

8. **PENDING BUSINESS:** None

9. **NEW BUSINESS:**

a. **Cemetery Board Re-Appointment: Sue Miller**

Motion by Clerk Brokob, seconded by Trustee Hufnagel, to appoint Sue Miller to the Watertown Charter Township Cemetery Board with a term that expires December 31, 2025. Motion carried.

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b. Southern Clinton County Municipal Utilities Authority Re-Appointment: Deb Adams

Motion by Trustee Madill, seconded by Trustee Hufnagel, to appoint Deb Adams to the Southern Clinton County Municipal Utilities Authority as a citizen representative on behalf of Watertown Charter Township with a term that expires December 31, 2025. Motion carried.

c. Compensation Commission Re-Appointment: David LaLumia

Motion by Trustee Hufnagel, seconded by Trustee Madill, to appoint David LaLumia to the Watertown Charter Township Compensation Commission with a term that expires December 31, 2028. Motion carried.

(d-g) Board of Review Re-Appointment: Hansbarger, Adams, Nelson, and Hurtekant

Motion by Clerk Brokob, seconded by Trustee Madill, to appoint Roger Hansbarger, Rick Adams, and Robert Bo Nelson as regular members and Brian Hurtekant as an alternate member to the Watertown Charter Township Board of Review with terms that expire January 1, 2025. Motion carried.

h. Board Appointments

Motion by Trustee Madill, seconded by Treasurer Biergans, to adopt the 2023 Board of Trustees committee assignments as presented.

Chair ProTempore

Ronald Overton
January 1, 2023 – December 31, 2023

Election Commission

Carolyn Brokob, Chair (Per Statute), Chad Cooley, Ron Overton
January 1, 2023 – December 31, 2023

Newsletter Advisory Committee

Holly Madill, Carolyn Brokob, Ron Overton
January 1, 2023 – December 31, 2023

Zoning Board of Appeals

Chad Cooley
January 1, 2023 – December 31, 2023

Groundwater Management Board

Andrea Polverento
January 1, 2023 - December 31, 2023

Looking Glass Regional Fire Authority

Todd Hufnagel, Jennifer Tubbs
January 1, 2023 - December 31, 2023

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Citizen of the Year Ad-Hoc Committee

John Maahs, Ron Overton

January 1, 2023 - December 31, 2023

Township Building Ad-Hoc Committee

Sue Biergans, Carolyn Brokob, Jennifer Tubbs, Deb Adams

January 1, 2023 - December 31, 2023

Policy Review Ad-Hoc Committee

Sue Biergans, Carolyn Brokob, Jennifer Tubbs

January 1, 2023 - December 31, 2023

Motion carried.

Trustee Madill acknowledged and thanked everyone's willingness to serve on various committees.

i. Supervisor's Appointment

Motion by Clerk Brokob, seconded by Trustee Madill, 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, 2023. Motion carried.

j. Resolution 12-19-2022-1: Resolution to Establish 2023 Board of Trustees Meeting Dates

Motion by Trustee Madill, seconded by Trustee Cooley, to waive the reading of Resolution 12-19-2022-1. Motion carried.

Motion by Clerk Brokob, seconded by Trustee Madill, to adopt Resolution 12-19-2022-1 – Resolution to Establish 2023 Board of Trustees Meeting Dates.

A roll call vote was recorded as follows:

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

No: None

Absent: Overton

Resolution adopted.

k. Resolution 12-19-2022-2: Michigan Public Act 152 of 2011

Motion by Trustee Cooley, seconded by Clerk Brokob, to waive the reading of Resolution 12-19-2022-2. Motion carried.

Motion by Trustee Madill, seconded by Trustee Cooley, to adopt Resolution 12-19-2022-2 – 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: Maahs, Brokob, Madill, Hufnagel, Biergans, Cooley

No: None

Absent: Overton

Resolution adopted.

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l. Resolution 12-19-2022-3: Authorization of Investment Institutions for Township Funds

Motion by Clerk Brokob, seconded by Trustee Cooley, to waive the reading of Resolution 12-19-2022-3. Motion carried.

Motion by Trustee Cooley, seconded by Trustee Hufnagel, to adopt Resolution 12-19-2022-3 – Authorization of Investment Institutions for Township Funds.

A roll call vote was recorded as follows:

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

No: None

Absent: Overton

Resolution adopted.

m. Resolution 12-19-2022-4: Resolution to Approve a Contract with the Southern Clinton County Municipal Utilities Authority

Brad Gurski from the Southern Clinton County Municipal Utilities Authority attended the meeting to discuss the proposed resolution and contract addressing capital projects.

Motion by Trustee Madill, seconded by Trustee Cooley, to waive the reading of Resolution 12-19-2022-4. Motion carried.

Motion by Trustee Hufnagel, seconded by Treasurer Biergans, to adopt Resolution 12-19-2022-4 – Resolution to Approve a Contract with the Southern Clinton County Municipal Utilities Authority.

A roll call vote was recorded as follows:

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

No: None

Absent: Overton

Resolution adopted.

n. Resolution 12-19-2022-5: Resolution in Support of Agriculture in Watertown Charter Township.

The Board of Trustees requested a resolution that addressed the support of farm preservation and land available for agriculture in response to the proposed mega site along the southwest border of the township. The resolution was read aloud by Manager Tubbs. The adopted resolution will be shared with local, county, and state government and on the township website. Discussion ensued regarding impacts to residents, public engagement, and the need for adequate infrastructure. A future resolution addressing those concerns may be drafted.

Motion by Trustee Madill, seconded by Trustee Hufnagel, to adopt Resolution 12-19-2022-5 – Resolution in Support of Agriculture in Watertown Charter Township.

A roll call vote was recorded as follows:

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

No: None

Absent: Overton

Resolution adopted.

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o. Joint Operating Agreement with Eagle Township.

Motion by Trustee Cooley, seconded by Treasurer Biergans, to approve the Joint Fire Authority Agreement between Eagle Township and Watertown Charter Township for a term of January 1, 2023, to December 31, 2029, as presented. Motion carried.

p. Budget Adjustments

The presented Budget Adjustments were amended to add \$10,000 to the Building Permit Fees line item taking it from \$158,000 to \$168,000.

ADD: <u>\$14,000.00</u>	TO: <u>101-446.000-801.008</u>	FROM: <u>101-000.001-699.000</u>
<i>Road Maintenance Payment to</i>	GENERAL FUND	GENERAL FUND
<i>be higher than anticipated.</i>	<u>ROAD COMMISSION</u>	<u>FUND BALANCE TRANSFER</u>

ADD: <u>\$3,000.00</u>	TO: <u>101-751.000-920.000</u>	FROM: <u>101-000.001-699.000</u>
<i>Parks & Rec</i>	GENERAL FUND	GENERAL FUND
<i>Utilities</i>	<u>UTILITIES</u>	<u>FUND BALANCE TRANSFER</u>

ADD: <u>\$168,000.00</u>	TO: <u>101-701.000-801.009</u>	FROM: <u>101-002.001-635.000</u>
<i>More Building Permits than</i>	GENERAL FUND	GENERAL FUND
<i>anticipated.</i>	<u>BUILDING PERMIT FEES</u>	<u>BUILDING PERMIT FEES -</u> <u>IND/COMM</u>

ADD: <u>\$11,500.00</u>	TO: <u>101-701.000-801.019</u>	FROM: <u>101-002.001-645.000</u>
<i>More Electrical Permits than</i>	GENERAL FUND	GENERAL FUND
<i>anticipated.</i>	<u>ELECTRICAL PERMIT FEES</u>	<u>ELECTRICAL PERMIT FEES</u>

ADD: <u>\$12,000.00</u>	TO: <u>101-701.000-801.020</u>	FROM: <u>101-002.001-646.000</u>
<i>More Mechanical Permits</i>	GENERAL FUND	GENERAL FUND
<i>than anticipated.</i>	<u>MECHANICAL PERMIT</u> <u>FEES</u>	<u>MECHANICAL PERMIT FEES</u>

ADD: <u>\$3,500.00</u>	TO: <u>101-701.000-801.021</u>	FROM: <u>101-002.001-647.000</u>
<i>More Plumbing Permits</i>	GENERAL FUND	GENERAL FUND
<i>than anticipated.</i>	<u>PLUMBING PERMIT</u> <u>FEES</u>	<u>PLUMBING PERMIT FEES</u>

ADD: <u>\$13,000.00</u>	TO: <u>101-701.000-801.010</u>	FROM: <u>101-000.001-699.000</u>
<i>Comp Dev</i>	GENERAL FUND	GENERAL FUND
<i>more than anticipated.</i>	<u>UTILITIES</u>	<u>FUND BALANCE TRANSFER</u>

ADD: <u>\$500.00</u>	TO: <u>101-277.002-840.000</u>	FROM: <u>101-000.001-699.000</u>
<i>Insurance & Bonds were more</i>	GENERAL FUND	GENERAL FUND
<i>than anticipated.</i>	<u>INSURANCE</u>	<u>FUND BALANCE TRANSFER</u>

ADD: <u>\$10.00</u>	TO: <u>591-536.001-856.000</u>	FROM: <u>591-000.001-699.000</u>
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*Bank charges were more
than anticipated.*

WATER FUND
BANK SERVICE CHARGE

WATER FUND
FUND BALANCE TRANSFER

ADD: \$1,500.00 TO: 101-448.000-920.006

FROM: 101-000.001-699.000

*Street Lights were more
than anticipated.*

GENERAL FUND
STREET LIGHTS

GENERAL FUND
FUND BALANCE TRANSFER

ADD: \$300.00 TO: 101-448.000-920.003

FROM: 101-000.001-699.000

*Street Lights were more
than anticipated.*

GENERAL FUND
STREET LIGHTS

GENERAL FUND
FUND BALANCE TRANSFER

ADD: \$200.00 TO: 101-448.000-920.004

FROM: 101-000.001-699.000

*Street Lights were more
than anticipated.*

GENERAL FUND
STREET LIGHTS

GENERAL FUND
FUND BALANCE TRANSFER

ADD: \$150.00 TO: 101-448.000-920.005

FROM: 101-000.001-699.000

*Street Lights were more
than anticipated.*

GENERAL FUND
STREET LIGHTS

GENERAL FUND
FUND BALANCE TRANSFER

ADD: \$200.00 TO: 101-448.000-920.007

FROM: 101-000.001-699.000

*Street Lights were more
than anticipated.*

GENERAL FUND
STREET LIGHTS

GENERAL FUND
FUND BALANCE TRANSFER

ADD: \$100.00 TO: 101-448.000-920.008

FROM: 101-000.001-699.000

*Street Lights were more
than anticipated.*

GENERAL FUND
STREET LIGHTS

GENERAL FUND
FUND BALANCE TRANSFER

ADD: \$1,500.00 TO: 101-448.000-920.010

FROM: 101-000.001-699.000

*Street Lights were more
than anticipated.*

GENERAL FUND
STREET LIGHTS

GENERAL FUND
FUND BALANCE TRANSFER

Motion by Clerk Brokob, seconded by Trustee Madill, to adopt the budget adjustments dated December 19, 2022, as amended. Motion carried.

q. Budget Reserves

An amended 2022 Fund Balance Reserve list dated December 19, 2022, was placed on the table to include a reserve account for cemetery.

Motion by Clerk Brokob, seconded by Trustee Hufnagel, to adopt the 2022 Fund Balance Reserves, Committed, and Assigned Funds as amended. Motion carried.

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r. Township Manager's Annual Review

Motion by Clerk Brokob, seconded by Treasurer Biergans, to accept and place on file the annual review of the Township Manager for 2022. Motion carried.

10. BOARD MEMBER AND PUBLIC COMMENT:

Staff addressed questions from Dan and Cori Feldpausch on the impacts of a potential mega site to the community.

ADJOURNMENT: 8:07PM

Date approved: January 17, 2023



John Maahs, Supervisor



Carolyn Brokob, Clerk