



**TUESDAY, JUNE 20, 2023**  
**BOARD OF TRUSTEES REGULAR MEETING AGENDA**  
**7:00 PM SOUTH ROOM**

*Electronic file format: Hoover over agenda item to take you to the corresponding page.*

	Resp. Party	Action	Attachment
<b>1. MEETING OPENING</b>			
a. Call to order	JM		
b. Pledge of Allegiance	JM		
c. Roll Call	CB		
<b>2. PUBLIC COMMENT</b> (limit of 3 minutes per comment may be enforced)			
<b>3. CONSENT AGENDA</b>	JM	Motion to approve all items on the consent agenda, minus items pulled from consent	
a. Correspondence:			
b. Routine Bills – Bill List			1
c. Board Reports			
i. Treasurer Memo, May 2023			2
ii. Investment Report, May 2023			3
iii. Treasurer Financial Status Report, May 2023			4
iv. Township Manager, May 2023			5
d. Reports:			
i. Clinton County Sheriff-April 2023			6
<b>4. AGENDA APPROVAL</b>	JM	Motion	Agenda
<b>5. APPROVAL OF MINUTES</b>			
a. May 15, 2023 Regular Meeting	JM	Motion	7
<b>6. APPROVAL OF BILLS</b>			
a. Additional Bill List	JM	Motion	On Table
<b>7. PUBLIC HEARING</b>	N/A	N/A	N/A
<b>8. PENDING BUSINESS</b>	N/A	N/A	N/A
<b>9. NEW BUSINESS</b>			
a. Appointments to the Compensation Commission (Palmer, Vander Roest, & Bennett)	JM	Motion	8
b. Re-Appointment to Zoning Board of Appeals – Robert Walling	CB	Motion	9
c. 2022 Audit Presentation-Maner Costerisan-Aaron Stevens	JT	Motion	10
d. Township Bank Change	SB	Information	11
e. Columbarium Bid for Wacousta Cemetery	CB	Motion	12
f. Foundation Bid for Columbarium in Wacousta Cemetery	CB	Motion	13
g. Independence Day Holiday	JM	Motion	14
h. Township Office Work Schedule	JM	Discussion	N/A
<b>10. BOARD MEMBER AND PUBLIC COMMENT</b>			
<b>11. ADJOURNMENT</b>			

WATERTOWN CHARTER TOWNSHIP  
BILL LIST FOR MEETING  
JUNE 20, 2023

ATTACHMENT 1

VENDOR	PURPOSE	AMOUNT
<b>***PAYROLL PAID 05-31-23 ***</b>		
ELECTRONIC FEDERAL DEPOSIT	GF TWP SHARE SOCIAL SECURITY & MEDICARE	\$2,486.10
PAYROLL	GF PAYROLL FOR STAFF, BOARDS AND COMMITTEES	\$32,498.22
MERS	GF TWP SHARE RETIREMENT CONTRIBUTION COSTS	\$4,636.85
TOTAL		\$39,621.17
GENERAL FUND TOTAL	\$39,621.17	
<b>***BILLS PAID 06-01-23***</b>		
BRADFORD PRINTING INC	GF MAGNETIC VEHICLE SIGN	241.00
BUSINESS CREDIT CARD	GF TUBBS - CONFERENCE, ZOOM, TABLETS	1,617.66
	GF BROKOB - CONFERENCE, CANVA SUBSCRIPTION	660.59
	GF BIERGANS - CONFERENCE	518.06
	GF CASE - TOPSOIL, CONCRETE, TOOLS	282.18
	GF MINTON - OFFICE SUPPLIES, DUMP YOUR JUNK	587.69
CAPITAL EQUIPMENT & SUPPLY	GF MOWER BLADE	119.94
CHRISTY SOCHAY	GF MILEAGE REIMBURSEMENT	29.08
CLINTON COUNTY TREASURER	GF REIMBURSEMENT OF DRAIN PAYMENT	231.18
DONNA C. MINTON	GF MILEAGE REIMBURSEMENT	128.13
FRONTIER	GF BROADBAND	80.98
GOERGE-FLOWERS KAYLEA	GF REFUND DEPOSIT	150.00
GRANGER	GF DUMP YOUR JUNK DAY	1,246.95
HOLLY MADILL	GF MEDICAL REIMBURSEMENT	566.19
JEFFREY S. MACKENZIE	GF ASSESSOR 05/16-31/23	3,323.84
JOHN MAAHS	GF MEDICAL REIMBURSEMENT	84.44
LOOKING GLASS REGIONAL FIRE	GF BUDGET PAYMENT	50,153.27
MANER COSTERISAN	GF 2022 AUDIT	2,000.00
MCGINTY, HITCH, ET AL.	GF APRIL LEGAL FEES	1,820.00
MICHIGAN ASSOC OF PLANNING	GF ANNUAL GROUP MEMBERSHIP DUES	780.00
MICHIGAN MUNICIPAL LEAGUE	GF 7/01/23 - 7/01/24 POLICY PREMIUM	3,391.00
NORTHWESTERN MUTUAL LIFE	GF DISABILITY INSURANCE	974.02
PITNEY BOWES	GF LEASE	93.00
PROVIDENCE	GF MONTHLY TECHCARE	1,798.80
R.M. ELECTRIC, INC	GF CAMERA INSTALLATION	513.80
ROSE PEST SOLUTIONS	GF PEST CONTROL	69.00
S.C.C.M.U.A.	SF MONTHLY PAYMENT	38,122.47
STANDARD INSURANCE COMPANY	GF LIFE INSURANCE	209.64
TODD HUFNAGEL	GF MEDICAL REIMBURSEMENT	153.76
USA TODAY NETWORK	GF LEGAL POSTINGS	141.31
TOTAL		\$110,087.98
GENERAL FUND TOTAL	\$71,956.51	
SEWER FUND	\$38,122.47	

WATERTOWN CHARTER TOWNSHIP  
 BILL LIST FOR MEETING  
 JUNE 20, 2023

VENDOR	PURPOSE	AMOUNT
<b>***PAYROLL PAID 06-15-23 ***</b>		
ELECTRONIC FEDERAL DEPOSIT	GF TWP SHARE SOCIAL SECURITY & MEDICARE	\$2,459.42
PAYROLL	GF PAYROLL FOR STAFF, BOARDS AND COMMITTEES	\$32,133.22
MERS	GF TWP SHARE RETIREMENT CONTRIBUTION COSTS	\$4,714.99
TOTAL		\$39,307.63
GENERAL FUND TOTAL	\$39,307.63	
<b>***BILLS PAID 06-15-23***</b>		
ACD	GF TELEPHONE EQUIPMENT	234.37
CAROLYN BROKOB	GF MEDICAL & MILEAGE REIMBURSEMENT	430.97
CHRISTY SOCHAY	GF MILEAGE REIMBURSEMENT	60.26
CLINTON COUNTY ROAD COMMISSION	GF CHLORIDE	13,156.23
CLINTON COUNTY TREASURER	GF COUNTY TAX REFUND	14,145.29
CONSUMERS ENERGY	GF STREETLIGHTS	2,501.82
	GF PARK & RIDE LOT	37.17
	GF CEMETERY	48.44
	GF LOOKING GLASS PARK	28.81
	GF TOWNSHIP OFFICE & GYM	887.76
	GF HERITAGE PARK	36.11
	GF WATERTOWN CHARTER TOWNSHIP	227.03
CULLIGAN	GF BOTTLED WATER	14.00
DONNA MINTON	GF MILEAGE REIMBURSEMENT	34.06
FRONTIER	GF BROADBAND	80.98
GRANGER	GF TRASH REMOVAL	42.39
JEFFREY MACKENZIE	GF ASSESSOR 06/01-15/2023	3,323.84
JOHN DEERE FINANCIAL CREDIT CARD	GF MOWER BLADES	138.90
KENT COMMUNICATIONS	GF SUMMER TAX BILL POSTAGE	1,334.81
MICHIGAN FLEET FUELING	GF FUEL	172.79
MICHIGAN TOWNSHIP ASSOCIATION	GF ANNUAL DUES, CEMETERY MANAGEMENT BOOK	7,352.50
MPC CASHWAY LUMBER	GF LUMBER TO REPAIR BENCH	29.38
MUNICIPAL INSPECTION SERVICE	GF PERMITS	12,519.00
PARWEY	GF REFUND DEPOSIT	50.00
PROVIDENCE	GF DELL SERVER	6,575.95
R.M. ELECTRIC	GF BATHROOM LIGHT REPAIR	178.16
USA TODAY	GF LEGAL POSTING	48.65
VERIZON	GF CELL PHONES	135.46
WOW BUSINESS	GF INTERNET	166.50
TOTAL		\$63,991.63
GENERAL FUND TOTAL	\$63,991.63	

WATERTOWN CHARTER TOWNSHIP  
 BILL LIST FOR MEETING  
 JUNE 20, 2023

VENDOR	PURPOSE	AMOUNT
<b>***BILLS TO BE PAID 07-03-23***</b>		
JEFFREY S. MACKENZIE	GF ASSESSING SERVICES	\$3,323.84
LOOKING GLASS FIRE REGIONAL	GF MONTHLY PAYMENT	\$50,153.27
S.C.C.M.U.A.	SF MONTHLY SEWER	\$38,122.47
TOTAL		\$91,599.58
GENERAL FUND TOTAL		\$53,477.11
SEWER FUND TOTAL		\$38,122.47

**\*\*\*BILLS TO BE PAID AFTER BOARD APPROVAL\*\*\***

MCGINTY HITCH	GF MAY LEGAL FEES	\$822.50
TOTAL		\$822.50
GENERAL FUND TOTAL		\$822.50

**TREASURER’S INVESTMENT MEMO**

To: Supervisor Maahs, Clerk Brokob, Trustees Cooley, Hufnagel, Madill, and Hufnagel

From: Sue Biergans, Treasurer

RE: May Investment Activity

Date: June 6, 2023

During the month of May 2023, the following interest received:

MI-Class	Total Interest added	\$16,589.39
MI-Class Edge	Total Interest added	\$ 9,287.49
Multi-Bank Securities	Total Interest added	\$10,179.03
CIBC Bank	Total Interest added	\$ 712.47

Percent of investment portfolio per financial institution is:

CIBC	Consumers CU	Dart	Flagstar	Horizon	MI CLASS	MI CLASS EDGE	MBS	Mercantile
\$150,000.00	\$200,000.00	\$122,500.00	\$101,699.93	\$130,137.56	\$1,910,398.79	\$326,919.93	\$247,685.00	\$100,000.00
\$156,300.21		\$100,000.00		\$128,834.37	\$12,416.58	\$931,101.10	\$133,434.00	\$100,000.00
		\$122,500.00		\$103,449.83	\$5,046.12	\$10,345.58	\$133,324.50	\$200,000.00
					\$455,503.07	\$931,101.10	\$145,515.00	
					\$52,633.99	\$25,863.91	\$195,994.00	
					\$197,251.06		\$195,498.00	
					\$5,232.06		\$201,494.00	
					\$73,149.09		\$250,000.00	
					\$1,055,929.29		\$200,000.00	
					\$28,581.89		\$223,510.00	
							\$87,661.00	
							\$197,894.00	
							\$247,442.50	
							\$250,415.00	
							\$178,314.00	
							\$176,618.00	
							\$250,000.00	
\$306,300.21	\$200,000.00	\$345,000.00	\$101,699.93	\$362,421.76	\$3,796,141.94	\$2,225,331.62	\$3,314,799.00	\$400,000.00
\$11,051,694.46								
2.77%	1.81%	3.12%	0.92%	3.28%	34.35%	20.14%	29.99%	3.62%

SCHEDULE OF INVESTMENTS FOR MAY 2023

ATTACHMENT 3

ITEM #	Year	Fund or Investment Description	Purchase Amount	Adjustment + OR -	Purchase Date	Maturity Date	Interest %	Interest Earned	Value at Maturity	Market Value
<b>GENERAL FUND</b>										
24	2001	MI-Class		\$1,822,821.68	1-Oct-07	PMMA	5.16%	\$131,416.27	\$1,910,398.79	
19	2021	MI-Class EDGE	\$900,000.00		23-Dec-21	PMMA	2.97%	\$31,951.86	\$931,101.10	\$913,918.05
22	2019	MBS 4.5yrs	\$250,000.00		12-Nov-19	12-May-23	1.65%	\$11,662.96	Matured	\$247,685.00
24	2020	Horizon 3 yr	\$130,137.56		2-Dec-20	2-Dec-23	0.38%		\$130,137.56	
26	2020	MBS 5yr	\$150,000.00		30-Nov-20	28-Nov-25	0.50%	\$1,500.00	\$133,434.00	\$133,434.00
3	2021	Dart 2 yr	\$122,500.00		16-Apr-21	16-Apr-23	0.30%	\$966.14	Matured	
9	2021	Dart Bank	\$100,000.00		6-Aug-21	6-Aug-23	0.25%		\$100,000.00	
11	2021	MBS 5 yr Gov Bond	\$150,000.00		18-Aug-21	18-May-26	0.88%	\$1,640.63	\$133,324.50	\$133,324.50
1	2022	Mercantile 2 yr	\$100,000.00		10-Feb-22	10-Feb-24	0.30%		\$100,000.00	
3	2022	Horizon 1 yr	\$128,834.37		18-Apr-22	18-Apr-23	1.60%	\$2,061.35	Matured	
4	2022	MBS 3 yr.	\$150,000.00		6-Sep-22	8-Sep-25	3.40%	\$2,529.04	\$145,515.00	\$145,515.00
5	2022	MBS 2 yr.	\$200,000.00		2-Sep-22	20-Sep-24	3.40%	\$3,372.03	\$195,994.00	\$195,994.00
6	2022	MBS 3 yr.	\$200,000.00		20-Sep-22	20-Sep-25	3.70%	\$3,669.58	\$195,498.00	\$195,498.00
9	2022	Dart 13 months	\$122,500.00		25-Oct-22	25-Nov-23	3.75%		\$122,500.00	
11	2022	CIBC 18 months	\$150,000.00		3-Nov-22	3-May-24	4.20%		\$150,000.00	
12	2022	Horizon 2 yr	\$103,449.83		8-Dec-22	2-Dec-24	4.35%		\$103,449.83	
13	2022	MBS 2 yr.	\$200,000.00		15-Dec-22	16-Dec-24	5.00%	\$2,465.76	\$201,494.00	\$201,494.00
15	2022	FlagStar 1 yr	\$101,699.93		13-Dec-22	13-Dec-23	4.28%		\$101,699.93	
1	2023	MBS 5 yr.	\$250,000.00		20-Jan-23	20-Jan-26	4.75%	\$2,928.08	\$200,000.00	
2	2023	Mercantile 6 months	\$200,000.00		3-Mar-23	30-Aug-23	4.00%		\$200,000.00	
3	2023	Consumers Credit Union	\$200,000.00		6-Mar-23	6-Mar-23	4.85%		\$200,000.00	
4	2023	MBS 3 yr.	\$200,000.00		2-Mar-23	23-Mar-26	4.80%	\$815.34	\$200,000.00	
6	2023	Horizon 1 yr	\$128,834.37		18-Apr-23	18-Apr-24	4.53%		\$128,834.37	
7	2023	Dart Bank	\$122,500.00		16-Apr-23	16-May-24	4.90%		\$122,500.00	
8	2023	MBS 3 yr.	\$250,000.00		16-May-23	15-May-26	4.60%		\$247,685.00	
		<b>GENERAL FUND TOTAL</b>	<b>\$4,610,456.06</b>	<b>\$1,822,821.68</b>			<b>59.66%</b>	<b>\$176,531.09</b>	<b>\$6,003,566.08</b>	<b>\$1,428,361.55</b>
<b>CEMETERY IMP.</b>										
24	2001	MI-Class		\$49,000.00	1-Oct-07	PMMA	5.16%	\$4,581.89	\$28,581.89	
19	2021	MI-Class EDGE	\$25,000.00		23-Dec-21	PMMA	2.97%	\$939.20	\$25,863.91	25386.63
		<b>CEMETERY IMP. TOTAL</b>		<b>\$49,000.00</b>				<b>\$4,581.89</b>	<b>\$54,445.80</b>	
<b>CURRENT TAX</b>										
24	2001	MI-Class		-\$6,151.51	Dec 2010	PMMA	5.16%	\$4,462.78	\$5,046.12	
		<b>CURRENT TAX TOTAL</b>		<b>-\$6,151.51</b>				<b>\$4,462.78</b>	<b>\$5,046.12</b>	
<b>SEWER RECEIVING FUND</b>										
24	2001	MI-Class	\$115,000.00	\$1,740,492.48	1-Oct-07	PMMA	5.16%	\$100,436.81	\$1,055,929.29	
19	2021	MI-Class EDGE	\$900,000.00		23-Dec-21	PMMA	2.97%	\$31,951.86	\$931,101.10	\$913,918.05
2	2021	MBS 5 yr Gov Bond	\$250,000.00		28-Apr-21	28-Apr-26	1.00%	\$5,000.00	\$223,510.00	\$223,510.00
16	2021	CIBC 18 months	\$156,300.21		1-Nov-21	2-May-23	0.30%	\$712.47	Matured	
18	2021	MBS 5 yr	\$100,000.00		17-Dec-21	17-Dec-26	1.15%	\$1,150.01	\$87,661.00	\$87,661.00
7	2022	MBS 3 yr.	\$200,000.00		28-Sep-22	28-Mar-25	4.10%	\$4,066.30	\$197,894.00	\$197,894.00
8	2022	Mercantile 1 yr	\$100,000.00		8-Oct-22	8-Oct-23	2.01%		\$100,000.00	
10	2022	MBS 2 yr.	\$250,000.00		3-Oct-22	24-Sep-24	4.00%	\$5,013.70	\$247,442.50	\$247,442.50
14	2022	MBS 1 yr.	\$250,000.00		16-Dec-22	15-Dec-23	4.80%	\$2,958.91	\$250,415.00	\$250,415.00
5	2023	MBS 3 yr.	\$250,000.00		3-Apr-23	3-Apr-26	5.10%		\$250,000.00	
9	2023	CIBC 1 yr	\$156,300.21		2-May-23	1-May-24	4.90%		\$156,300.21	
		<b>SEWER REC TOTAL</b>	<b>\$2,727,600.42</b>	<b>\$1,740,492.48</b>			<b>10.57%</b>	<b>\$132,388.67</b>	<b>\$3,500,253.10</b>	<b>\$913,918.05</b>
<b>WATER FUND</b>										
24	2001	MI-Class	\$237,776.20	\$365,245.73	3-Apr-06	PMMA	5.16%	\$43,481.14	\$455,503.07	
19	2021	MI-Class EDGE	\$316,000.00		23-Dec-21	PMMA	2.97%	\$11,218.63	\$326,919.93	\$320,886.77
1	2021	MBS 5 yr GOV BOND	\$200,000.00		21-Apr-21	21-Apr-26	0.90%	\$2,700.00	\$178,314.00	\$178,314.00
		<b>WATER FUND TOTAL</b>	<b>\$753,776.20</b>	<b>\$365,245.73</b>			<b>9.02%</b>	<b>\$54,699.77</b>	<b>\$960,737.00</b>	<b>\$320,886.77</b>
<b>T.I.R.F.</b>										
24	2001	MI-Class	\$102,000.00	-\$105,857.87	21-May-01	PMMA	5.16%	\$26,274.45	\$12,416.58	
19	2021	MI-Class EDGE	\$10,000.00		23-Dec-21	PMMA	2.97%	\$355.02	\$10,345.58	\$10,154.66
13	2020	MBS 5yr	\$200,000.00		28-Jan-21	26-Jan-26	0.50%	\$2,856.52	\$176,618.00	\$176,618.00
		<b>T.I.R.F TOTAL</b>	<b>\$312,000.00</b>	<b>-\$105,857.87</b>			<b>8.62%</b>	<b>\$29,485.99</b>	<b>\$199,380.16</b>	
<b>STOLL ROAD PAVING</b> Bond paid in full 2021										
24	2001	MI-Class	\$528,136.10	-\$383,775.16	29-Nov-06	PMMA	5.16%	\$52,690.12	\$197,251.06	
		<b>STOLL RD PAVING TOTAL</b>	<b>\$528,136.10</b>	<b>-\$383,775.16</b>				<b>\$52,690.12</b>	<b>\$197,251.06</b>	
<b>STOLL RD WATER</b> Bond paid in full 2021										
24	2001	MI-Class	\$410,483.63	-\$417,919.90	29-Nov-06	PMMA	5.16%	\$12,468.33	\$5,232.06	
		<b>STOLL RD WATER TOTAL</b>	<b>\$410,483.63</b>	<b>-\$417,919.90</b>				<b>\$12,468.33</b>	<b>\$5,232.06</b>	
<b>STOLL RD SEWER</b> Bond paid in full 2021										
24	2001	MI-Class	\$1,942,691.91	-\$1,950,232.81	29-Nov-06	PMMA	5.16%	\$65,174.89	\$52,633.99	
		<b>STOLL RD SEWER TOTAL</b>	<b>\$1,942,691.91</b>	<b>-\$1,950,232.81</b>				<b>\$65,174.89</b>	<b>\$52,633.99</b>	
<b>WACOUSTA RD PAVING</b> Bond paid in full 2021										
24	2001	MI-Class	\$50,848.01	-\$16,528.36	13-Apr-07	PMMA	5.16%	\$38,829.44	\$73,149.09	
		<b>WACOUSTA RD PAVING TOTAL</b>	<b>\$50,848.01</b>	<b>-\$16,528.36</b>				<b>\$38,829.44</b>	<b>\$73,149.09</b>	
								<b>\$11,051,694.46</b>	<b>Total of principal</b>	

SUE BIERGANS, TREASURER  
 PMMA - Pooled Money Market Account, liquid funds  
 MMA - Money Market Account  
 GOV BOND - United States Government Bonds, full faith and credit of US Government  
 Analyzed Results of Huntington Bank, Accrual, 30 basis pts  
 MAY 2023

## Financial Status Report

MAY 2023

ACCOUNTS	BEGINNING BALANCE	FUNDS RECEIVED	FUNDS DISBURSED	ENDING BALANCE
<b>GENERAL FUND</b>				
CHECKING	\$ 12,910.73	\$ 245,473.95	\$ 244,906.77	\$ 13,477.91
SAVINGS ACCOUNT	\$ 2,867,695.76	\$ 243,985.74	\$ 206,802.31	\$ 2,904,879.19
INVESTMENTS	\$ 5,992,261.52	\$ 11,304.56		\$ 6,003,566.08
<b>TOTAL</b>	<b>\$ 8,872,868.01</b>	<b>\$ 500,764.25</b>	<b>\$ 451,709.08</b>	<b>\$ 8,921,923.18</b>
<b>CEMETERY IMPROVEMENT FUND</b>				
SAVINGS ACCOUNT	\$ 26,984.01	\$ 1,207.17	\$ 5.00	\$ 28,186.18
INVESTMENTS	\$ 54,238.81	\$ 206.99		\$ 54,445.80
<b>TOTAL</b>	<b>\$ 81,222.82</b>	<b>\$ 1,414.16</b>	<b>\$ 5.00</b>	<b>\$ 82,631.98</b>
<b>TAX</b>				
SAVINGS ACCOUNT	\$ 10,796.83		\$ 5.00	\$ 10,791.83
INVESTMENTS	\$ 5,024.10	\$ 22.02		\$ 5,046.12
<b>TOTAL</b>	<b>\$ 15,820.93</b>	<b>\$ 22.02</b>	<b>\$ 5.00</b>	<b>\$ 15,837.95</b>
<b>TIRF</b>				
SAVINGS ACCOUNT	\$ 64,620.50	\$ 2,202.57		\$ 66,823.07
INVESTMENTS	\$ 199,293.02	\$ 87.14		\$ 199,380.16
<b>TOTAL</b>	<b>\$ 263,913.52</b>	<b>\$ 2,289.71</b>	<b>\$ -</b>	<b>\$ 266,203.23</b>
<b>WATER DISTRICT #1</b>				
SAVINGS ACCOUNT	\$ 92,864.05	\$ 5,895.93		\$ 98,759.98
INVESTMENTS	\$ 957,708.54	\$ 3,028.46		\$ 960,737.00
<b>TOTAL</b>	<b>\$ 1,050,572.59</b>	<b>\$ 8,924.39</b>	<b>\$ -</b>	<b>\$ 1,059,496.98</b>
<b>SEWER RECEIVING FUND</b>				
SAVINGS ACCOUNT	\$ 594,873.18	\$ 18,480.94	\$39,201.47	\$ 574,152.65
INVESTMENTS	\$ 3,492,682.63	\$ 7,570.47		\$ 3,500,253.10
<b>TOTAL</b>	<b>\$ 4,087,555.81</b>	<b>\$ 26,051.41</b>	<b>\$ 39,201.47</b>	<b>\$ 4,074,405.75</b>
<b>WACOUSTA RD PAVING</b>				
INVESTMENTS	\$ 72,829.42	\$ 319.67	\$ -	\$ 73,149.09
<b>TOTAL</b>	<b>\$ 72,829.42</b>	<b>\$ 319.67</b>	<b>\$ -</b>	<b>\$ 73,149.09</b>
<b>STOLL ROAD PAVING</b>				
INVESTMENTS	\$ 196,389.07	\$ 861.99		\$ 197,251.06
<b>TOTAL</b>	<b>\$ 196,389.07</b>	<b>\$ 861.99</b>	<b>\$ -</b>	<b>\$ 197,251.06</b>
<b>STOLL ROAD WATER</b>				
INVESTMENTS	\$ 5,209.21	\$ 22.85		\$ 5,232.06
<b>TOTAL</b>	<b>\$ 5,209.21</b>	<b>\$ 22.85</b>	<b>\$ -</b>	<b>\$ 5,232.06</b>
<b>STOLL ROAD SEWER</b>				
INVESTMENTS	\$ 52,403.98	\$ 230.01		\$ 52,633.99
<b>TOTAL</b>	<b>\$ 52,403.98</b>	<b>\$ 230.01</b>	<b>\$ -</b>	<b>\$ 52,633.99</b>
<b>GRAND TOTAL</b>	<b>\$ 14,698,785.36</b>	<b>\$ 540,900.46</b>	<b>\$ 490,920.55</b>	<b>\$ 14,748,765.27</b>

To: Watertown Township Board  
From: Jennifer Tubbs, Watertown Township Manager  
Date: June 14, 2023  
RE: Township Manager's monthly report

---

**Committees/Meetings:**

- Attended TAMC Data Committee meeting
- Attended Meeting with the Michigan Infrastructure Council
- Attended TAMC Meeting
- Met with SCCMUA Budget and Finance Meeting
- Attended SCCMUA board meeting
- Attended LGRFA Board Meeting
- Attended Housing Tour
- Met with Clinton County Road Commission
- Attended public engagement meeting with Granger

**Economic Development:**

- Site Searches – four
- Related Correspondence – six
- Meetings – two

**Office Operation:**

- Staff related assistance – five

**Resident Relations:**

- Road complaints – one
- Resident questions/interactions/meetings – five

**Township Board Relations:**

- Board member related assistance – seven
- Board member meetings – five

**Miscellaneous:**

Chloride update –  
Township roads have had their first application of chloride for the season.

Granger –  
The public engagement meeting with Granger went well. Granger put on a presentation for the public regarding the possibility of using a portion of the landfill that is currently closed. Only a few residents attended, but their questions were answered in an open and welcoming format.

Wacousta School Update –  
Grand Ledge Public Schools was able to secure an appraiser and is currently going through that process.





CLINTON COUNTY SHERIFF'S OFFICE

1347 E. Townsend Rd  
St. Johns, MI 48879

SEAN DUSH  
Sheriff

Phone (989) 224-5200  
Fax (989) 224-1382

**TO: CLINTON COUNTY BOARD OF COMMISSIONERS,  
TOWNSHIP SUPERVISORS AND VILLAGE MAYORS**

**FROM: SEAN DUSH, SHERIFF**

A handwritten signature in black ink, appearing to read "Sean Dush", is written to the right of the "FROM:" line.

**DATE: MAY 9, 2023**

**SUBJECT: APRIL 2023 JAIL BILLING**

**The average daily population of inmates for the month of APRIL 2023 was 124 inmates. This total includes a daily average of 118 County Inmates and a daily average of 6 Inmates Housed for Other Jurisdictions.**

**Revenue for the month of APRIL 2023 was \$8505.00**

**MONTHLY JAIL COUNT  
APRIL 2023**

<b>DATE</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>	<b>BOARDER</b>	<b>CCSO</b>
1	104	26	130	6	124
2	93	28	121	6	115
3	92	26	118	6	112
4	91	27	118	6	112
5	93	29	122	6	116
6	92	30	122	6	116
7	93	30	123	6	117
8	94	32	126	6	120
9	96	34	130	6	124
10	98	30	128	6	122
11	95	30	125	6	119
12	99	31	130	6	124
13	99	29	128	6	122
14	97	31	128	5	123
15	92	28	120	5	115
16	93	28	121	5	116
17	91	29	120	5	115
18	91	30	121	6	115
19	93	29	122	6	116
20	91	29	120	6	114
21	91	29	120	6	114
22	96	29	125	6	119
23	97	31	128	6	122
24	94	29	123	6	117
25	94	28	122	6	116
26	96	30	126	6	120
27	95	31	126	6	120
28	98	30	128	6	122
29	96	30	126	6	120
30	98	30	128	6	122
<b>TOTALS</b>	<b>2842</b>	<b>883</b>	<b>3725</b>	<b>176</b>	<b>3549</b>
<b>DAILY AVERAGE</b>	<b>95</b>	<b>29</b>	<b>124</b>	<b>6</b>	<b>118</b>

## HOUSING TOTALS AND PAYMENTS RECEIVED 2023

JANUARY BILLING					
	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	62	2/1/2023	\$ 3,410.00	2/7/2023	\$ 3,410.00
CJRP - GROUP II	23	2/1/2023	\$ 920.00	2/7/2023	\$ 920.00
MDOC-DETAINEES	26	2/1/2023	\$ 910.00	2/6/2023	\$ 910.00
US FED MARSHALS - WEST	25	2/1/2023	\$ 1,200.00	2/8/2023	\$ 1,200.00
Totals	136		\$ 6,440.00		\$ 6,440.00
FEBRUARY BILLING					
	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	64	3/1/2023	\$ 3,520.00	3/7/2023	\$ 3,520.00
CJRP - GROUP II	15	3/8/2023	\$ 760.00	4/11/2023	\$ 760.00
MDOC-DETAINEES	16	3/1/2023	\$ 560.00	3/6/2023	\$ 560.00
US FED MARSHALS - WEST	1	3/1/2023	\$ 48.00	3/17/2023	\$ 48.00
Totals	96		\$ 4,888.00		\$ 4,888.00
MARCH BILLING					
	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	93	4/4/2023	\$ 5,115.00	4/12/2023	\$ 5,115.00
CJRP - GROUP II	114	4/4/2023	\$ 4,560.00	4/11/2023	\$ 4,560.00
MDOC-DETAINEES	3	4/5/2023	\$ 105.00	4/11/2023	\$ 105.00
US FED MARSHALS - WEST	0				
Totals	210		\$ 9,780.00		\$ 9,780.00
APRIL BILLING					
	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	90	5/2/2023	\$ 4,950.00		
CJRP - GROUP II	74	5/2/2023	\$ 2,960.00		
MDOC-DETAINEES	17	5/2/2023	\$ 595.00	5/5/2023	\$ 595.00
US FED MARSHALS - WEST	0				
Totals	181		\$ 8,505.00		\$ 595.00

**OUT COUNTY REVENUE COMPARISONS****2019-2023****JANUARY - DECEMBER**

<b>MONTH</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>JANUARY</b>	\$ 66,134.00	\$ 52,251.00	\$ 3,255.00	\$ -	\$ 6,440.00
<b>FEBRUARY</b>	\$ 60,711.00	\$ 51,775.00	\$ 1,435.00	\$ -	\$ 4,888.00
<b>MARCH</b>	\$ 84,443.00	\$ 40,849.00	\$ 1,730.00	\$ -	\$ 9,780.00
<b>APRIL</b>	\$ 63,550.00	\$ 12,730.00	\$ 215.00	\$ -	\$ 8,505.00
<b>MAY</b>	\$ 70,941.00	\$ 15,041.00	\$ 175.00	\$ 1,050.00	\$ -
<b>JUNE</b>	\$ 58,269.00	\$ 22,295.00	\$ 105.00	\$ 665.00	\$ -
<b>JULY</b>	\$ 47,829.00	\$ 27,835.00	\$ 525.00	\$ 2,900.00	\$ -
<b>AUGUST</b>	\$ 53,162.00	\$ 13,800.00	\$ 1,365.00	\$ 4,715.00	\$ -
<b>SEPTEMBER</b>	\$ 51,121.00	\$ 9,445.00	\$ 2,450.00	\$ 7,567.00	\$ -
<b>OCTOBER</b>	\$ 56,752.00	\$ 11,455.00	\$ 1,505.00	\$ 9,703.00	\$ -
<b>NOVEMBER</b>	\$ 59,685.00	\$ 6,005.00	\$ 1,225.00	\$ 8,347.00	\$ -
<b>DECEMBER</b>	\$ 59,529.00	\$ 5,575.00	\$ 1,085.00	\$ 7,356.00	\$ -
<b>TOTAL</b>	\$ 732,126.00	\$ 269,056.00	\$ 15,070.00	\$ 42,303.00	\$ 29,613.00
<b>AVERAGE</b>	\$ 61,010.50	\$ 22,421.33	\$ 1,255.83	\$ 3,525.25	\$ 2,467.75
<b>ACTUAL</b>	\$ 732,126.00	\$ 269,056.00	\$ 15,070.00	\$ 42,303.00	\$ 29,613.00
<b>Captain Tom Wirth</b>					

**CLINTON COUNTY**



**SHERIFF'S OFFICE**

**MONTH:** April of 2023

**TRAFFIC CRASHES**

	<b>APR 2023</b>	<b>YEAR TO DATE</b>	<b>2022 TOTALS</b>
<b>Fatal Crashes</b>	<b>0</b>	<b>4</b>	<b>4</b>
<b>Deaths</b>	<b>0</b>	<b>4</b>	<b>4</b>
<b>Personal Injury</b>	<b>6</b>	<b>25</b>	<b>110</b>
<b>Property Damage Crash</b>	<b>38</b>	<b>171</b>	<b>531</b>
<b>Car/Deer</b>	<b>49</b>	<b>249</b>	<b>1026</b>
<b>TOTAL</b>	<b>93</b>	<b>453</b>	<b>1677</b>

**TRAFFIC ENFORCEMENT**

	<b>APR 2023</b>	<b>YEAR TO DATE</b>	<b>2022 TOTALS</b>
<b>OUIL</b>	<b>6</b>	<b>25</b>	<b>118</b>
<b>Seatbelt</b>	<b>4</b>	<b>7</b>	<b>34</b>
<b>Total Traffic Citations</b>	<b>446</b>	<b>1633</b>	<b>5117</b>
<b>VCSA(Drugs)</b>	<b>8</b>	<b>19</b>	<b>52</b>

**COMPLAINT ACTIVITY**

	<b>APR 2023</b>	<b>YEAR TO DATE</b>	<b>2022 TOTALS</b>
<b>Self-Initiated Calls</b>	<b>1407</b>	<b>5756</b>	<b>16612</b>
<b>Calls for Service</b>	<b>551</b>	<b>2219</b>	<b>7812</b>
<b>Total Calls</b>	<b>1961</b>	<b>7990</b>	<b>24496</b>
<b>Written Reports</b>	<b>213</b>	<b>932</b>	<b>3160</b>

**APRIL 2023 TOWNSHIP TICKET  
TOTALS**

<b>BATH</b>	<b>3</b>
<b>BENGAL</b>	<b>27</b>
<b>BINGHAM</b>	<b>52</b>
<b>DALLAS</b>	<b>8</b>
<b>DEWITT</b>	<b>51</b>
<b>DUPLAIN</b>	<b>13</b>
<b>EAGLE</b>	<b>41</b>
<b>ESSEX</b>	<b>1</b>
<b>GREENBUSH</b>	<b>51</b>
<b>LEBANON</b>	<b>4</b>
<b>OLIVE</b>	<b>70</b>
<b>OVID</b>	<b>23</b>
<b>RILEY</b>	<b>5</b>
<b>VICTOR</b>	<b>13</b>
<b>WATERTOWN</b>	<b>68</b>
<b>WESTPHALIA</b>	<b>2</b>
<b>VILLAGE OF ELSIE</b>	<b>1</b>
<b>VILLAGE OF MAPLE RAPIDS</b>	<b>2</b>
<b>VILLAGE OF WESTPHALIA</b>	<b>2</b>
<b>VILLAGE OF FOWLER</b>	<b>1</b>
<b>CITY OF ST. JOHNS</b>	<b>8</b>
<b>CITY OF DEWITT</b>	<b>0</b>

# COMMUNICATIONS

## Number of Events by Nature

WATERTOWN TWP - 04/2023

Nature	# Events
9-1-1 HANG UP/OPEN LINE	5
ABANDONED VEHICLE	1
ALARM	7
ANIMAL COMPLAINTS/BITES	21
ASSAULT & BATTERY	1
ASSIST OTHER AGENCY	3
BARKING DOG	1
BE ON THE LOOKOUT	3
BUSINESS CONTACT/CHECK	14
CAR/DEER ACCIDENT	4
CARELESS DRIVING	1
CHECK SUBJECT(S)	1
CHECK VEHICLE	10
CIVIL /NEIGHBOR DISPUTE	1
CONTEMPT OF COURT	1
DNR/HUNTING TYPE	1
DRIVERS LICENSE VIOLATION	3
FIREWORKS	1
FOLLOW UP	2
FRAUD AND FRAUDULENT ACTIVITY	1
HARASSMENT AND THREATS	1
HIT AND RUN PDA	1
INSURANCE VIOLATIONS	1
LARCENY	1
MESSAGE DELIVERY	2
MISSING PERSON	1
MOTORIST ASSIST	7
NEGLECT CHILD/CHILD ABUSE	2
NOISE/LOUD PARTY	5

Nature	# Events
OPERATING WHILE INTOXICATED	1
PAPER SERVICE	1
PERSONAL INJURY ACCIDENT	1
PROPERTY CHECK	58
PROPERTY DAMAGE ACCIDENT	18
PSYCHIATRIC PERSON	1
REGISTRATION VIOLATIONS	2
REQUEST FOR SERVICE	7
SHOTS FIRED	1
SUSPICIOUS SITUATION	4
TRAFFIC HAZARD	4
TRAFFIC STOP	65
UNKNOWN ACCIDENT	1
VIN INSPECTION	1
WARRANT ARREST/PICKUP	5
WELFARE CHECK	1
<b>Total</b>	<b>274</b>



**Watertown Charter Township**  
**May 15, 2023 Board of Trustees Regular Meeting Minutes - DRAFT**

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**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 Todd Hufnagel, Trustee Holly Madill, and Trustee Ron Overton.

**BOARD MEMBERS ABSENT:** Trustee Chad Cooley

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

**PUBLIC PRESENT:** Ken Mitchell, David Bartkowiak, Ann Manning, and Rick Manning.

**2. PUBLIC COMMENT:**

Commissioner Ken Mitchell provided an update on MDOT and the Clinton County Prosecuting Attorney Office study.

**3. CONSENT AGENDA:**

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

**4. AGENDA APPROVAL:**

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

**5. APPROVAL OF MINUTES: April 17, 2023 – Regular Meeting**

Motion by Trustee Madill, seconded by Trustee Hufnagel, to approve the regular meeting minutes of April 17, 2023. Motion carried.

**6. APPROVAL OF BILLS:**

Motion by Treasurer Biergans, seconded by Trustee Hufnagel, to approve the additional bill on the table and bill list dated May 15, 2023. Motion carried.

**7. PUBLIC HEARING:** None

**8. PENDING BUSINESS:** None

**9. NEW BUSINESS:**

**a. DeWitt District Library Update**

**Watertown Charter Township**  
**May 15, 2023 Board of Trustees Regular Meeting Minutes - DRAFT**

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Glen Fischer from the DeWitt District Library provided an update on the library activities and programs. Director Fischer will bring some materials to the township to have available for the public.

**b. 2023 Citizen of the Year Resolution**

The honorary resolution proclaiming Ann Manning as the 2023 Watertown Charter Township Citizen of the Year was read aloud by Supervisor, Maahs. Community recognition will take place at the Memorial Day ceremony in the Wacousta Cemetery on Saturday, May 27, 2023.

*LET IT BE KNOWN, that it is a privilege to extend our sincerest praise and commendation to Ann Manning in acknowledgement of her attaining the distinct honor of being named the Watertown Charter Township "2023 CITIZEN OF THE YEAR."*

*Commitment, reliability, and integrity have been reflected in all of Ann's work in the community that enhances the quality of life in Watertown Charter Township. Ann is very active at the Wacousta Community United Methodist Church, Grand Ledge Public Schools, and in the local community.*

*Ann and her husband Rick have been married for almost 40 years. They have lived on the corner of Francis and Stoll Road for over 30 years raising their children Kara and Brad. Ann has been a Grand Ledge Public School bus driver for 31 years and is the lead trainer for new drivers. She is well loved and respected by the kids she transports as well as the parents and school staff. Miss Ann has taught hundreds of children to swim during her 25 years of teaching through the Grand Ledge swim programs. She helps train new lifeguards and swim instructors. She also teaches private swimming lessons and enjoys sharing how important water safety is. Miss Ann has a special gift of teaching and coached the Special Olympics swim team and took them to competition for many years. Ann is CPR and First Aid certified and shares her knowledge of these courses with family, friends, and community members free of charge.*

*In her free time, Ann enjoys sewing, crafting, being physically active, and time with girlfriends. Most of all she loves sharing her heart with her beloved grandchildren, Cal, Jordan, Luke, Clark, Camryn and James. In everything she does, Ann exudes kindness and a willingness to everyone in need, always with a smile on her face.*

*IN SPECIAL TRIBUTE, therefore, this document is adopted on May 15, 2023, by the Watertown Charter Township Board of Trustees to commend and congratulate Ann Manning as Watertown Charter Township's "2023 CITIZEN OF THE YEAR."*

Motion by Clerk Brokob, seconded by Treasurer Biergans, to adopt the resolution honoring Ann Manning as the 2023 Watertown Charter Township Citizen of the Year. Motion carried.

**c. SCCMUA Excess 2022 Funds**

Motion by Trustee Madill, seconded by Treasurer Biergans, to authorize the 2022 Southern Clinton County Municipal Utilities Authority (SCCMUA) fund balance of \$17,190 be transferred to the SCCMUA township sewer reserve account for the first State Revolving Fund payment. Motion carried.

**d. Groundwater Study Extension**

Motion by Clerk Brokob, seconded by Trustee Hufnagel, to authorize up to \$3,250 to conduct additional groundwater testing in the township, to be taken from Fund 591-Water. Motion carried.

**Watertown Charter Township**  
**May 15, 2023 Board of Trustees Regular Meeting Minutes - DRAFT**

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**10. BOARD MEMBER AND PUBLIC COMMENT:**

Trustee Madill suggested that students at MSU School of Planning, Design, and Construction could mockup various designs of Wacousta Elementary School for possible township use. The board agreed and Trustee Madill will work with the students to gauge interest.

Trustee Hufnagel asked about the cancelation of the annual triathlon as he has been asked by some residents. Due to lack of interest and the close of Harlow Canoe Rental, the triathlon was not held this year. It was suggested that it be modified next year and place it in the winter newsletter to see if there is interest for 2025.

Clerk Brokob requested anyone that sits on a committee provide minutes from meetings so they can be included in the packet each month.

An Open House will be held between Watertown and Granger to address resident questions on the recent request to amend the Solid Waste Management Plan on Tuesday, June 13, 2023, at 5:30PM in the township South Room.

Manager Tubbs is trying to plan a vacation this summer to visit her son who is abroad in the Air Force. Due to scheduling limitations, she will miss a Board of Trustees meeting. Her contract requires her to get prior authorization to miss a meeting. The board was very amenable to her request.

Video surveillance is now installed and running on the Recycling Center. Signs have been ordered to alert the public. There will also be cameras in three other exterior locations of the township hall.

**ADJOURNMENT: 7:47PM**

Date approved:

\_\_\_\_\_  
John Maahs, Supervisor

\_\_\_\_\_  
Carolyn Brokob, Clerk



12803 S. Wacousta Rd., Grand Ledge, MI 48837  
517-626-6593  
www.watertownmi.gov

## MEMORANDUM

**Date:** June 14, 2023  
**To:** Board of Trustees  
**From:** John Maahs, Supervisor  
**RE:** Compensation Commission Appointments

---

Per MCL 41.95(4)-(6) and Watertown Charter Townships Ordinance, the Compensation Commission shall consist of 5 members who are registered electors of the township, appointed to serve staggered 5-year terms except those initially appointed. The Compensation Commission is appointed by the supervisor subject to confirmation by a majority of the members elected and serving on the township board.

There are currently three vacancies on the Compensation Commission with various term expiration dates. Attached are applications from residents that have applied to serve on the Compensation Commission.

**Suggested Motion:** Motion to concur with Supervisor Maahs' recommendation and appoint Julia Bennett to serve on the Watertown Charter Township Compensation Commission with a term to expire January 1, 2025.

**Suggested Motion:** Motion to concur with Supervisor Maahs' recommendation and appoint Kristine Palmer to serve on the Watertown Charter Township Compensation Commission with a term to expire January 1, 2026.

**Suggested Motion:** Motion to concur with Supervisor Maahs' recommendation and appoint Virginia Vander Roest to serve on the Watertown Charter Township Compensation Commission with a term to expire January 1, 2027.



APPLICATION FOR TOWNSHIP COMMITTEES, BOARDS, AND COMMISSIONS

ATTACHMENT 8 RECEIVED

MAY 30 2023

WATERTOWN CHARTER TWP

Comp. Comm.

Name of Committee/Board/Commission ~~Board of Review~~

Name Kristine Palmer

Address

City/State/Zip

Home Phone

Business Phone N/A

Email Address N/A

Length of Residence in Watertown Charter Township 25 yrs

Occupation Retired

Employer

Business Address

Education K-12

Relevant Organizations/Affiliations Was on DeWitt Library Board

Please explain your interest in serving on this Committee/Commission/Board:

I am now retired and want to slowly get into helping our community by getting involved. The township employees are doing a great job. Would like to help out

Signature: Kristine Palmer Date: 5-30-21

Please Return Completed Application To:

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

For additional information regarding the duties and responsibilities of any committee, board, or commission, please contact the Township Clerk's Office. (517) 626-6593 or clerk@watertownmi.gov

SUBMIT FORM

JUN - 6 2023



APPLICATION FOR TOWNSHIP COMMITTEES,  
BOARDS, AND COMMISSIONS

WATERTOWN CHARTER TWP

Name of Committee/Board/Commission ~~Board of Review~~ Compensation Commission

Name Virginia Vander Roest

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Length of Residence in Watertown Charter Township 11 years

Occupation Implementation Manager

Employer VotingWorks

Business Address remote

Education B.A. Western Michigan University

Relevant Organizations/Affiliations Former Deputy City Clerk - City of Kalamazoo  
-12 years municipal gov.

Please explain your interest in serving on this Committee/Commission/Board:  
I'm looking for an opportunity to give back to my community  
& support my local government officials.

Signature: Virginia M. Roest Date: 6/6/23

Please Return Completed Application To: Watertown Charter Township Clerk  
12803 S. Wacousta Road  
Grand Ledge, MI 48837

For additional information regarding the duties and responsibilities of any committee, board, or commission,  
please contact the Township Clerk's Office. (517) 626-6593 or clerk@watertownmi.gov

SUBMIT FORM



APPLICATION FOR TOWNSHIP COMMITTEES,  
BOARDS, AND COMMISSIONS

RECEIVED

ATTACHMENT 8

JUN 12 2023

WATERTOWN CHARTER TWP

Name of Committee/Board/Commission Compensation Commission

Name Julia Bennett

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Length of Residence in Watertown Charter Township 23 yrs w/ parents + 5 yrs independently

Occupation Business owner / mother of three

Employer FWF

Business Address 4460 44<sup>th</sup> St. SE Ste D, Kentwood MI 44512

Education Bachelors of Science - MSU

Relevant Organizations/Affiliations Volunteer at St Gerard School  
2-3 times / month

Please explain your interest in serving on this Committee/Commission/Board:  
Help my township and stay involved / vocal / knowledgeable on current / community affairs

Signature: Julia Bennett Date: 6/10/23

Please Return Completed Application To: Watertown Charter Township Clerk  
12803 S. Wacousta Road  
Grand Ledge, MI 48837

For additional information regarding the duties and responsibilities of any committee, board, or commission, please contact the Township Clerk's Office. (517) 626-6593 or clerk@watertownmi.gov

SUBMIT FORM



APPLICATION FOR TOWNSHIP COMMITTEES,  
BOARDS, AND COMMISSIONS

ATTACHMENT 9  
WATERTOWN CHARTER TWP

JUN 12 2023

RECEIVED

TERM EXPIRES 6/9/2026

ZBA -3 year term

Name of Committee/Board/Commission

~~Compensation Commission~~

Name

Robert Walling

Address

City/State/Zip

Home Phone

Business Phone

Email Address

Length of Residence in Watertown Charter Township

13 yr

Occupation

Builder/Technology Commercial

Employer

SELF

Business Address

Education

Some college  
Licensed Michigan + Virginia Builder

Relevant Organizations/Affiliations

WATERTOWN Township Zoning Board of Appeals

Please explain your interest in serving on this Committee/Commission/Board:

Have served for 3 yrs, will continue if desired

Signature:

Date:

6/9/23

Please Return Completed Application To:

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

For additional information regarding the duties and responsibilities of any committee, board, or commission, please contact the Township Clerk's Office. (517) 626-6593 or clerk@watertownmi.gov

SUBMIT FORM



THE FINAL DRAFT OF THE WATERTOWN CHARTER TOWNSHIP  
2022 FINANCIAL AUDIT WAS NOT AVAILABLE AT THE TIME OF  
AGENDA DEADLINE.

A COPY WILL BE PROVIDED ON THE TABLE AT THE TUESDAY,  
JUNE 20, 2023 MEETING.

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**MEMORANDUM**

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**TO:** WATERTOWN TOWNSHIP BOARD OF TRUSTEES  
**FROM:** SUE BIERGANS, TREASURER  
**SUBJECT:** BANK TRANSITION  
**DATE:** 06/20/2023

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This is to inform you that we have begun the transition from Huntington Bank to Mercantile Bank.

The decision to change will result in improved interest income, reduced fees, and an improved customer service relationship.

Mercantile Bank is a five-star rated institution as well as being the largest Michigan based bank. The Mercantile Highlights Report is available for review, and they have offered to attend a board meeting to introduce themselves and answer any questions.



*Clerk's Office*  
**Carolyn A. Brokob, Clerk**  
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12803 S. Wacousta Rd, Grand Ledge MI 48837 | 517-626-6593

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**M E M O R A N D U M**

**TO:** Watertown Charter Township Board of Trustees  
**FROM:** Carolyn Brokob, Clerk  
**DATE:** June 14, 2023  
**SUBJECT:** Columbarium Purchase for Wacousta Cemetery

The idea of a cremains garden in the Wacousta Cemetery has been discussed by the Watertown Charter Township Cemetery Board for almost ten years. Various sites, drainage, and plotting have been explored. A columbarium as a possible solution for the cremains garden was recently explored and supported by the Cemetery Board. A columbarium is a free-standing structure made of granite that contains niches for the committal of cremains (ashes) of loved ones.

Cremation rates have had a steady increase since 1960. In 2022 the cremation rate is close to 60% with the national estimated rate of 80% by 2035, according to the National Funeral Directors Association 2022 Cremation & Burial Report.

The advantages of the installation of a columbarium to the Wacousta Cemetery are:

- A solution for using unplotted land. This saves green space and creates more land for expansion of vault burials. A columbarium utilizes vertical growth and is compact.
- A cost-effective solution for disposition.
- A sacred place of final rest. A columbarium provides a place for family and friends to gather in remembrance, memorialize and pay respect to loved ones.
- If there is a need to relocate the urn, the cremains have easier mobility than buried cremains.
- Lower long-term costs. The biggest cost of the cemetery is perpetual care. A columbarium requires less maintenance and upkeep.

Watertown Charter Township has planned and budgeted for this expense for many years. Phase 1 is the purchase of the columbarium, the foundation, and beginning the gardening landscape. It will likely be many years before Phases 2 and 3 are required by adding a second and third columbarium.

A Request for Proposal (RFP) was issued March 29, 2023, and sent out to eleven columbarium vendors. Five bids were received back by the deadline. The bid evaluation is attached. A point system was used for each requirement. A cost evaluation was also conducted.

The Cemetery Board voted on June 2, 2023, to recommend the bid be awarded to Brutsche (Wilbert Memorials). Brutsche was tied for the highest score along with a lower price. The total cost of the columbarium that includes freight, crane, and installation is \$23,840. Brutsche's supplier has this unit in stock so there will not be a 6-month lead time.

**Recommended Motion: Move to concur with the Cemetery Board's recommendation and authorize the purchase of a 48-niche granite columbarium from Brutsche for \$23,840 with a \$1,160 contingency for a total of \$25,000 from the cemetery capital outlay account.**



## BID EVALUATION-CLERKS DEPARTMENT

This bid evaluation tool may be used during the evaluation process for Request for Proposals (RFP) to document the results of the bid evaluation. The finalized document (or similar document) should be filed with the Notice of Intent to Award or Notice of Award (whichever comes first) to satisfy the requirement to provide public inspection of the recording of all bids received conforming to the solicitation.

**Solicitation Title/Event Name:** 48 Niche Columbarium (Cremains repository for Cemetery)

**Solicitation Date:** March 29, 2023

**Solicitation Due Date:** May 12, 2023 @ 2PM

**Issuing Officer:** Carolyn Brokob, Clerk

### Administrative Review:

During the administrative review, the issuing officer reviews all timely bids to determine suppliers' compliance with several basic requirements. The purpose of the administrative review process is to identify any responses which are not eligible for further evaluation. Space has been provided for up to seven suppliers. The table may be copied and inserted below if there are additional responding suppliers.

Requirements	Brutsche (Wilbert)	Premier Columbaria	Postal Products Unlimited	Nelson Granite	Inch Memorials
Timely Submission	Yes 3/3	Yes 4/11	Yes 5/11	Yes 5/12	Yes 5/12
Mandatory Requirements (supplier responded "yes" as appropriate and provided all required information)	Yes	No	No	Yes	No

Requirements	Brutsche (Wilbert)	Premier Columbaria	Postal Products Unlimited	Nelson Granite	Inch Memorials
Completed Cost Submission (either as line item or attached worksheet as applicable)	Yes	Yes	Yes	Yes	Yes
6 Wides X 4 High Niches – 24 each sided	Yes	Yes	Yes	Yes	Yes
12x12x12 inside dimensions	Yes	Yes	Yes	Yes (larger)	Yes
All Granite construction	Yes	Yes	Yes	Yes	Yes
Stainless Steel Dowels	Yes	Unknown	Unknown	Yes	Unknown
Double Shutter using channel design	Yes	Unknown	Unknown	Yes (Rosettes)	Unknown
Body-Polished Maple Granite Fronts-Polished Mahogany	Yes	Yes	No	Partial (all Mahogany)	Partial (Mahogany & grey)
Shutters 7/8" thick or more	Yes	Unknown	Unknown	Yes (4 spare)	Unknown
Delivery & Crane provided	Yes	Yes	Unknown	Yes	No (no crane)
<b>POINTS</b>	<b>18</b>	<b>12</b>	<b>8</b>	<b>17</b>	<b>9</b>

**Yes=2, No=0, Partial=1, Unknown=0**

**Second Phase of Evaluation:**

Following administrative review, the issuing officer may proceed with further evaluation of all suppliers that passed administrative review. Additional evaluation activities may include review/testing of samples, contacting client references (if requested) to verify previous work experience, etc. Examples are included below. Revise as needed to correspond to the RFQ requirements.

Requirements	Brutsche (Wilbert)	Premier Columbaria	Postal Products Unlimited	Nelson Granite	Inch Memorials
Credentials, qualifications & experience	Yes Excellent	Unknown	Unknown	Yes Excellent	Unknown
Examples of prior work	Yes	Unknown	Unknown	Yes MI Twp's	Unknown
Quality of Proposal	Yes	Unknown	Unknown	Yes	Yes
US Made or sourced	Yes	Unknown	Unknown	Partial N. America	Unknown
<b>POINTS</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>2</b>

**Yes=2, No=0, Partial=1, Unknown=0**

**TOTAL POINTS:**

Requirements	Brutsche (Wilbert)	Premier Columbaria	Postal Products Unlimited	Nelson Granite	Inch Memorials
	25	12	8	24	11

**Cost Evaluation:**

During the cost evaluation, the issuing officer will evaluate the cost proposals to identify the lowest priced supplier(s) using the identified cost evaluation methodology. Factors that may impact the cost evaluation are noted below:

Requirements	Brutsche (Wilbert)	Premier Columbaria	Postal Products Unlimited	Nelson Granite	Inch Memorials
	\$23,840	\$15,999	\$9,337	\$24,468	\$25,795

Please list the top ranked supplier(s) based on cost that will be recommended to the Committee/BOT for contract award:

Top Ranked Supplier(s)	Points	Estimated Cost
Insert #1 supplier: BRUTSCHE (WILBERT MEMORIALS)	25	\$23,840
Rationale if not company/supplier with most points and/or lowest cost bid		

NOTES:	
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**MEMORANDUM**

**TO:** Watertown Charter Township Board of Trustees  
**FROM:** Carolyn Brokob, Clerk  
**DATE:** June 14, 2023  
**SUBJECT:** Columbarium Foundation in Wacousta Cemetery

A Request for Proposal (RFP) was issued May 18, 2023, and sent out to twelve concrete and excavating contractors for the foundation required for placement of the Wacousta Cemetery Columbarium. The deadline for submission isn't until Friday, June 16, 2023. I plan to have the bid evaluation and recommendation for you to consider at the Tuesday, June 20, 2023, board meeting.

**MEMORANDUM**

To: Township Board  
From: John Maahs, Supervisor  
Date: June 13, 2023

Re: July 3<sup>rd</sup> office closure

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This year, July 4<sup>th</sup> falls on a Tuesday. In appreciation of a job well done by the township staff, I would like the board to consider closing the office on July 3<sup>rd</sup> to give the staff a long weekend to celebrate Independence Day. Regardless of the similar action that has been taken by multiple municipalities in our area, I would like the board to consider showing appreciation to the staff in this manner.

**Recommended Action:**

**To close the township offices on Tuesday, July 3, 2023.**