



12803 S. Wacousta Rd., Grand Ledge, MI 48837

517-626-6593

www.watertownmi.gov

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

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

	Resp. Party	Action	Attachment Number
I. MEETING OPENING			
A. Call to order	JM		
B. Pledge of Allegiance	JM		
C. Roll Call	CB		
II. PUBLIC COMMENT <i>(limit of 3 minutes per comment may be enforced)</i>			
III. CONSENT AGENDA	JM		
A. Correspondence <i>(Receive & Place on File):</i>			
1. Final Adopted ORV Ordinance for Clinton County			III-A-1
2. Public Hearing in Clinton County on Solid Waste Ordinance to increase annual cap of allowable cubic yards of waste to be landfilled within Clinton County			III-A-2
B. Routine Bills – Bill List <i>(Approval)</i>		Motion to approve all items on the consent agenda, minus items pulled from consent	III-B
C. Board Reports <i>(Receive & Place on File):</i>			
1. Planning Director, October 2023			III-C-1
2. Permitting Activities, October 2023			III-C-2
3. Treasurer Memo, October 2023			III-C-3
4. Investment Report, October 2023			III-C-4
5. Treasurer Financial Status Report, October 2023			III-C-5
6. Clerk Report, November 15, 2023			III-C-6
7. Township Manager, October 2023			III-C-7
D. Reports <i>(Receive & Place on File):</i>			
1. Looking Glass Regional Fire Authority Minutes – September 20, 2023			III-D-1
2. Commissioner, Ken Mitchell Report-November 2023			III-D-2
IV. AGENDA APPROVAL	JM	Motion	Agenda
V. APPROVAL OF MINUTES	JM	Motion	
A. October 16, 2023, Regular Meeting			V-A
VI. APPROVAL OF ADDITIONAL BILL LIST	JM	Motion	On Table
VII. PUBLIC HEARING <i>(5 Minute limit on comments may be enforced)</i>		Public Hearing	
A. 2024 Watertown Charter Township Budget	JT		VII-A
VIII. PENDING BUSINESS	N/A	N/A	N/A



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<p>IX. NEW BUSINESS</p> <p>A. Grand Ledge Area District Library Update-Lise Mitchell, Director</p> <p>B. Resolution 11-20-2023-1: Watertown Charter Township 2024 Budget Adoption</p> <p>C. Resolution 11-20-2023-2: American Rescue Plan Act</p> <p>D. Watertown Charter Township 2024 and 2025 Holiday Schedule</p> <p>E. Special Assessments for 2023 Winter Tax Roll</p>	<p>CB</p> <p>JT</p> <p>JT</p> <p>JT</p> <p>SB</p>	<p>Information</p> <p>Motion (RC)</p> <p>Motion (RC)</p> <p>Motion</p> <p>Motion</p>	<p>None</p> <p>IX-B</p> <p>IX-C</p> <p>IX-D</p> <p>IX-E</p>
<p>X. BOARD MEMBER AND PUBLIC COMMENT</p>			
<p>XI. ADJOURNMENT</p>			

NEXT MEETING SCHEDULED FOR DECEMBER 18, 2023

Watertown Charter Township will provide reasonable auxiliary aids and services to individuals with disabilities which are needed to fully participate in any Township meeting. Please provide 72 hours' notice. Contact Watertown Charter Township Clerk, Carolyn Brokob via email: clerk@watertownmi.gov or phone (517) 626-6593 to request the necessary assistance.

**STATE OF MICHIGAN
COUNTY OF CLINTON
ORV ORDINANCE**

An ordinance authorizing and regulating the operation of Off-Road Vehicles (ORVs) on roads in Clinton County, providing penalties for the violation thereof, and for the distribution of public funds resulting from those penalties pursuant to 2008 PA 240, as amended, which is incorporated by reference in its entirety.

THE COUNTY OF CLINTON ORDAINS:

Section 1. Definitions. As used in this ordinance, the following definitions shall apply:

- a) “County” means the County of Clinton.
- b) “Direct supervision” means the direct visual observation of the operator with the unaided or normally corrected eye, where the observer is able to come to the immediate aid of the operator.
- c) “Driver’s license” means an operator’s or chauffeur’s license, or permit issued to an individual by the Secretary of State under Chapter III of the Michigan Vehicle Code, 1949 PA 300, as amended, MCL 257.301 to 257.329, for that individual to operate a vehicle, whether or not conditions are attached to the license or permit.
- d) “Maintained portion” means the roadway and any shoulder of a road.
- e) “Operate” means to ride in or on, and be in actual physical control of, the operation of an ORV.
- f) “Operator” means a person who operates or is in actual physical control of the operation of an ORV.
- g) “ORV” means a motor-driven off-road recreation vehicle capable of cross-country travel without benefit of a road or trail, on or immediately over land, snow, ice, marsh, swampland, or other natural terrain. ORV includes, but is not limited to, a multitrack or multi-wheel drive vehicle, an ATV, a motorcycle or related 2-wheel vehicle, a vehicle with 3 or more wheels, an amphibious machine, a ground effect air cushion vehicle, or other means of transportation. ORV does not include a snowmobile, a farm vehicle being used for farming, a vehicle used for military, fire, emergency, or law enforcement purposes, a vehicle owned by a utility company or an oil or gas company when performing maintenance on its facilities or on property over which it has an easement, a construction or logging vehicle used in the performance of its common function, or a registered aircraft.

- h) “Road” means a county primary road or county local road as described in Section 5 of 1951 PA 51, as amended, MCL 247.655.
- i) “Safety Certificate” means a certificate issued pursuant to 1994 PA 451, as amended, MCL 324.81130, or a comparable ORV safety certificate issued under the authority of another state or a province of Canada.

Section 2. Designated Roads.

- a) An ORV may be operated only on the far right on the maintained portion of a county road.
- b) An ORV may not be operated on the road surface, roadway, shoulder or right-of-way of any State or Federal highway, including but not limited to M-21, M-100, I-96, I69, Business US-27, & 127, or any other State or Federal highway in Clinton County.
- c) A person operating an ORV on a County Road may cross an excluded road as indicated in paragraph (b) of this section for the sole purpose of continuing travel on the County Road. The crossing of the excluded road shall only be performed if the operation can be done safely and only at a right angle. The operator shall bring the vehicle to a complete stop before proceeding across the excluded road and shall yield the right-of-way to oncoming traffic.
- d) A township board of a township in the County may adopt an ordinance to close any roads within the boundaries of the township to the operation of ORVs permitted by the County, pursuant to MCL 324.81131(4).
- e) The Board of County Road Commissioners may close no more than 30% of the total linear miles of county roads located within the county to the operation of ORV’s that would otherwise be authorized for ORV operation pursuant to this ordinance, or a township ordinance under MCL 324.81131(3), but only when the Road Commission determines closing is necessary to protect the environment or if the operation of ORVs pose a particular and demonstrable threat to public safety.
- f) An ORV may not be operated on any City or Village Road surface, roadway, shoulder, or right-of-way in Clinton County, unless allowed by City or Village ordinance.

Section 3. Operating Conditions. Except as set forth herein or otherwise provided by law, an ORV meeting all the following conditions may be operated on a county road in the County:

- a) At a speed of no more than 25 miles per hour, or a lower posted ORV speed limit.
- b) With the flow of traffic.
- c) In a manner which does not interfere with traffic on the road.

- d) Traveling single file, except when overtaking and passing another ORV.
- e) While displaying a securely attached white-lighted headlight and red-lighted taillight with brake light at all times.
- f) By a person not less than 12 years of age.
- g) An ORV shall not be operated pursuant to this ordinance during the period of 30 minutes before sunset to 30 minutes after sunrise or when visibility is substantially reduced due to weather conditions unless displaying a lighted headlight and lighted taillight.
- h) A child who is less than 16 years of age shall not operate a 3-wheeled ORV.
- i) The ORV shall be equipped with a braking system that may be operated by hand or foot, capable of producing deceleration at 14 feet per second on level ground at a speed of 20 miles per hour; a red brake light, brighter than the taillight, visible from behind the vehicle when the brake is activated, and a throttle so designed that when the pressure used to advance the throttle is removed, the engine speed will immediately and automatically return to idle.
- j) The ORV shall be equipped with at least one mirror securely mounted and positioned on the ORV in such a manner to be able to clearly view traffic approaching from behind.
- k) Each operator and passenger must wear a crash helmet and protective eyewear approved by the United States Department of Transportation unless the vehicle is equipped with a roof that meets or exceeds standards for a crash helmet and the operator and each passenger is wearing a properly adjusted and fastened seat belt.
- l) While the ORV is equipped with a spark arrester type United States Forest Service approved muffler in good working order and in constant operation.
- m) Pursuant to noise emission standards defined by law.
- n) ORVs must not be operated in a manner that will cause damage to the road surface or shoulder. In this regard, prohibited activity includes but is not limited to actions such as “fishtailing” and spinning of tires that disperses gravel and creates ruts and other damage.

Section 4. License: Safety Certificate. A person less than 18 years of age shall not operate an ORV on a road in the County unless the person is in possession of a valid driver’s license or unless the person is under the direct supervision of a parent or guardian and has in his or her possession an ORV Safety Certificate.

Section 5. Registered Motor Vehicle. Unless a person possesses a valid driver's license, a person shall not operate an ORV on a road in the County if the ORV is registered as a motor vehicle, and either is more than 65 inches wide or has three wheels.

Section 6. Evidence. In a court action in this state, if competent evidence demonstrates that a vehicle that is permitted to operate on a road, street, or highway pursuant to the Michigan Vehicle Code was in a collision on a roadway with an ORV that is not registered under the Code, the operator of the ORV shall be considered prima facie negligent.

Section 7. Penalties. Any person who violates this ordinance is guilty of a municipal civil infraction and shall pay a civil fine of not less than \$250.00 and not more than \$500.00. In addition, a court may order the person to pay full restitution for any damage to the environment, a road, or public or private property damaged as a result of the violation.

Section 8. ORV Fund. The County Treasurer shall deposit all fines and damages collected under this ordinance into a fund to be designated as the ORV Fund. The Clinton County Board of Commissioners shall appropriate revenue in the ORV Fund as follows:

- a) Fifty percent to the Clinton County Road Commission for repairing damage to roads and the environment that may have been caused by ORVs, and for posting signs indicating ORV speed limits, or indicating whether roads are open or closed to the operation of ORVs.
- b) Fifty percent to the Clinton County Sheriff for ORV enforcement and training.

Section 9. Master Map. The County shall maintain a master map of all roads under the jurisdiction of the Clinton County Road Commission upon which shall be indicated those roads and parts or sections thereof upon which the operation of ORV's is permitted and prohibited pursuant to this Ordinance. The County shall make such master map available for interested groups or organizations to make copies for distribution to the general public, but shall have no obligation to incur any expense associated with the making of such copies.

Section 10. Repeal Clause. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 11. Savings Clause. This Ordinance shall in no manner affect pending litigation, either civil or criminal, founded or growing out of any Ordinance, Resolution, Order or parts thereof, hereby repealed, and this Ordinance shall in no manner affect any rights, claims, privileges, immunities or causes of action of the County, or other person, either criminal or civil, that may have already occurred, accrued or grown out of any Ordinance, Resolution, Order or policy, or any part thereof, hereby repealed.

Section 12. Validity and Severability. Should any portion of this Ordinance be found invalid for any reason, such a holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 13. Effective Date. This Ordinance shall be effective immediately after publication of notice of its adoption.

Section 14. Immunity Clause. Subject to section 5 of 1964 PA 170, MCL 691.1405, this state, a board of county road commissioners, a county board of commissioners, and a local unit of government are immune from tort liability for injuries or damages sustained by any person arising in any way out of the operation or use, on the maintained portion or unmaintained portion of a highway, road, or street, of an ORV. The immunity provided by this subsection does not apply to actions of an employee of this state, an employee of a board of county road commissioners, an employee of a county board of commissioners, or an employee of a local unit of government that constitute gross negligence. As used in this subsection, "gross negligence" means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.

This Ordinance was adopted by action of the Clinton County Board of Commissioners on October 31, 2023.

CLINTON COUNTY BOARD OF COMMISSIONERS

Chairperson

Robert Showers

Vice-Chairperson

Kenneth B. Mitchell

Members

Valerie Vail-Shirey

David W. Pohl

Bruce DeLong

John Andrews

Dwight Washington

**COURTHOUSE
100 E. STATE STREET
ST. JOHNS, MICHIGAN 48879-1571
989-224-5120**



Administrator/Controller

John F. Fuentes

Clerk of the Board

Debra A. Sutherland

NOTICE OF PUBLIC HEARING

Pursuant to the County Solid Waste Ordinance
Please take Notice that the
Clinton County Board of Commissioners
will hold a Public Hearing on:

Tuesday, November 28, 2023 at 9:00 a.m.

Clinton County Board of Commissioner's Room
100 E. State St., Ste. 2200
St. Johns, MI 48879

The purpose of this public hearing is to receive public input on the petition to increase the annual cap of allowable cubic yards of waste to be landfilled within Clinton County.

Debra A. Sutherland
Clerk of the Board of Commissioners
(989)224-5140

WATERTOWN CHARTER TOWNSHIP
 BILL LIST FOR MEETING
 NOVEMBER 20, 2023

Attachment III-B
 BOT Meeting 11-20-23

VENDOR	PURPOSE	AMOUNT
***PAYROLL PAID 10-31-23 ***		
ELECTRONIC FEDERAL DEPOSIT	GF TWP SHARE SOCIAL SECURITY & MEDICARE	\$2,563.85
PAYROLL	GF PAYROLL FOR STAFF, BOARDS AND COMMITTEES	\$33,514.42
MERS	GF TWP SHARE RETIREMENT CONTRIBUTION COSTS	\$4,953.42
TOTAL		\$41,031.69
GENERAL FUND TOTAL	\$41,031.69	
BILLS PAID 11-01-23		
BRADFORD PRINTING INC	GF PRE-PAYMENT OF FALL NEWSLETTER	670.00
BS & A SOFTWARE	GF ANNUAL SUPPORT	7,012.00
BUSINESS CREDIT CARD	GF POLVERENTO - CONFERENCE	277.89
	GF MINTON - SUBSCRIPTION, OFFICE SUPPLIES	392.64
	GF BROKOB - CONFERENCE, OFFICE SUPPLIES	232.13
	GF BIERGANS - ELECTION ENVELOPES	812.50
	GF TUBBS - SANTA EVENT SUPPLIES, BOT SUPPLIES	1,511.80
	GF CASE - TOOLS, CONCRETE, TRUCK PARTS	645.04
CAPITAL EQUIPMENT & SUPPLY	GF DUST COVER	24.27
CAROLYN BROKOB-BARTKOWIAK	GF DEPOSIT REFUND	150.00
CHRISTY SOCHAY	GF MILEAGE & MEDICAL REIMBURSEMENTS	3,621.96
DONNA C. MINTON	GF MEDICAL REIMBURSEMENT	3,172.88
JACOB SCHAEFER	GF GRAVE OPENINGS (X2)	550.00
JANES, TYLER	GF DEPOSIT REFUND	50.00
JEFFREY S. MACKENZIE	GF ASSESSOR 10/16-31/23	3,589.75
KENT COMMUNICATIONS, INC.	GF WINTER TAX BILL POSTAGE	1,426.77
LOOKING GLASS REGIONAL FIRE	GF BUDGET PAYMENT	50,153.27
MCGINTY, HITCH, ET AL.	GF SEPTEMBER LEGAL FEES	227.50
MENARD'S	GF WATER TANK, SUPPLIES	151.79
MICHIGAN TOWNSHIP ASSOCIATION	GF BROKOB FINANCIAL REPORTING WEBINAR	25.00
NORTHWESTERN MUTUAL LIFE	GF DISABILITY INSURANCE	974.02
PROVIDENCE	GF MONTHLY TECHCARE	1,921.10
QUILL CORPORATION	GF SUPPLIES	779.58
RICOH USA, INC	GF CONTRACT CHARGES	138.85
ROSE PEST SOLUTIONS	GF PEST CONTROL	69.00
S.C.C.M.U.A.	SF MONTHLY PAYMENT	38,122.47
SHELLY WARNER	GF REISSUE PARK REFUND CHECK	50.00
STANDARD INSURANCE COMPANY	GF LIFE INSURANCE	209.29
STRATZ, DOUG	GF DEPOSIT REFUND	150.00
SUE BIERGANS	GF MILEAGE REIMBURSEMENT	179.47
THELEN, DANIEL	GF DEPOSIT REFUND	50.00
USA TODAY NETWORK	GF LEGAL POSTINGS	492.45
ZARKOVICK, MARK	GF REFUND DEPOSIT	300.00
TOTAL		\$118,133.42
GENERAL FUND TOTAL	\$80,010.95	
SEWER FUND TOTAL	\$38,122.47	

WATERTOWN CHARTER TOWNSHIP
 BILL LIST FOR MEETING
 NOVEMBER 20, 2023

VENDOR	PURPOSE	AMOUNT
ELECTRONIC FEDERAL DEPOSIT	GF TWP SHARE SOCIAL SECURITY & MEDICARE	\$2,485.04
PAYROLL	GF PAYROLL FOR STAFF, BOARDS AND COMMITTEES	\$32,484.63
MERS	GF TWP SHARE RETIREMENT CONTRIBUTION COSTS	\$4,909.57
TOTAL		\$39,879.24
GENERAL FUND TOTAL	\$39,879.24	
BILLS PAID 11-15-23		
ACD.NET	GF TELEPHONE EQUIPMENT	234.53
CARQUEST	GF GATOR MIRROR	37.98
CHRISTY SOCHAY	GF MILEAGE REIMBURSEMENT	179.38
CLINTON COUNTY TREASURER	TF MOBILE HOME TAX - NOV DEC	375.00
CONSUMERS ENERGY	GF STREETLIGHTS	2,496.16
	GF PARK AND RIDE LOT	37.47
	GF WATERTOWN CHARTER TOWNSHIP	227.64
	GF CEMETERY	46.09
	GF HERITAGE PARK	39.60
	GF LOOKING GLASS PARK	28.79
	GF TOWNSHIP OFFICE & GYM	1,042.71
CULLIGAN OF LANSING MICHIGAN	GF BOTTLED WATER	61.00
DONNA C. MINTON	GF MEDICAL & MILEAGE REIMBURSEMENT	300.42
FRONTIER	GF BROADBAND	80.98
GRANGER	GF TRASH REMOVAL	42.39
JEFFREY S. MACKENZIE	GF ASSESSOR 11/01-15/2023	3,589.75
LANSING REGNL CHAMBER COMMERCE	GF CHAMBER DUES FOR 2024	450.00
MI DEPT OF ENVIRONMENTAL QUALITY	GF WATER SAMPLES & ANNUAL FEE	187.92
MICHIGAN FLEET FUELING	GF FUEL	320.32
MUNICIPAL INSPECTION SERVICES	GF PERMITS	16,416.50
POSTMASTER	GF 4TH QTR UB STAMPS	357.00
SPICER GROUP	GF WACOUSTA ELEMENTARY REVIEW	2,588.25
THE PLANT PROFESSIONALS	CF COLUMBARIUM PROJECT	4,084.84
TODD HUFNAGEL	GF MEDICAL REIMBURSEMENT	394.12
VERIZON WIRELESS	GF CELL PHONES	217.51
WOW! BUSINESS	GF INTERNET	176.76
TOTAL		\$33,186.22
GENERAL FUND TOTAL	\$28,369.38	
TRUST & AGENCY	\$375.00	
CEMETERY FUND	\$4,084.84	
SEWER FUND	357.00	

WATERTOWN CHARTER TOWNSHIP
 BILL LIST FOR MEETING
 NOVEMBER 20, 2023

VENDOR	PURPOSE	AMOUNT
BILLS TO BE PAID 12-01-23		
JEFFREY S. MACKENZIE	GF ASSESSING SERVICES	\$3,589.75
LOOKING GLASS FIRE REGIONAL	GF MONTHLY PAYMENT	\$50,153.27
S.C.C.M.U.A.	SF MONTHLY SEWER	\$38,122.47
TOTAL		
GENERAL FUND TOTAL		\$91,865.49
SEWER FUND TOTAL		\$53,743.02
		\$38,122.47
***BILLS TO BE PAID AFTER BOARD APPROVAL ***		
MCGINTY HITCH	OCTOBER LEGAL FEES	\$525.00
MICHIGAN ASSOC OF MUNICIPAL CLERKS	MEMBERSHIP	\$75.00
TOTAL		
GENERAL FUND TOTAL		\$600.00

MEMORANDUM

TO: WATERTOWN TOWNSHIP PLANNING COMMISSION
FROM: ANDREA Z. POLVERENTO, PLANNING DIRECTOR
SUBJECT: MONTHLY REPORT: OCTOBER 2023
DATE: OCTOBER 27, 2023

Meetings & Events

10/2 – Board of Trustees Special Budget Meeting
10/4-6 – MAP Conference
10/10 – Planning Commission Regular Meeting Cancelled
10/11 – Groundwater Management Board Meeting
10/16 – Board of Trustees Regular Meeting
10/26 – Groundwater Management Board Outreach & Education Committee Meeting

Enforcement

Wacousta Road – junk & junk vehicles – junk vehicles removed, some junk remains, notice pending.

Development

Lakeside Preserve Plat for Phase 10 has BEEN RECORDED! It's a Halloween miracle.
Peckham Farms received administrative approval for a minor parking lot project and an agricultural building that did not require site plan review.
Nottingham Phase 2: Progress has been made on the temporary construction/secondary access road, drainage outlet structure was installed. Remaining items include the road commission's required bond and final site work related to the access road. No additional permits will be issued until these items are completed.
Deer Creek contractor installed top course of asphalt on the remainder of Thunder Lane. Contractor did not request inspections from CCRC/CCDC/SCCMUA, etc., they are working with the installer on some outstanding concerns.
Due to the emergency cancellation of the regular Planning Commission meeting, the public hearing will need to be re-noticed. The applicant has asked to postpone rescheduling that hearing until they can address the deficiencies in their application. Staff has participated in meetings and calls with the applicant and their potential engineering firm to discuss the necessary improvements.

ZBA

The ZBA did not meet in October, and is not expected to meet in November.

Master Plan Update

Posted updated plan on website, mailings for 63-day review process distributed on Sept. 18. One comment has been received as of 10/27/23.

Other

Final report on the special area for groundwater testing was received, the report was presented at the Board of Trustees regular meeting. Mr. Rowe and Ms. Schnoebelen from Tri-County Regional Planning Commission shared their findings and answered questions from the Board and members of the public.

Staff completed newsletter articles for the fall newsletter regarding the master plan update, and how to address common utility questions.

Staff has been monitoring the progress of the solar/wind energy bills going through the state legislature.

Staff has updated the trade permit applications with new, detailed information and worked with the deputy clerk to post the updates on the website.

MAP Conference

I was able to attend several sessions and keynote events during the annual Michigan Association of Planning Conference. The legislative/legal update focused on the mining and wind/solar preemption legislation, as well as some updates on legal cases around using drones for zoning enforcement, drag racing as a land use, and landmark trees.

Author Alan Mallach (*Smaller Cities in a Shrinking World*) provided a presentation on social, economic and demographic trends in planning, and how slowing population growth in some areas, and increasing growth in others will affect land use globally. I attended the session regarding challenges to siting renewable energy projects. I found the session on Giga and Mega Projects useful – several suggestions were provided, including updating the definitions of industrial plants to include more modern uses, that I think the township can benefit from. The keynote luncheon dealt with recent updates to the APA Equity in Zoning guide. I attended a session about development projects attempting to plan for net zero water – creative stormwater management and onsite water use management strategies. Last, I was very impressed by the Barry County master plan, I attended a session which highlighted their innovative plan. It was also beneficial to see and network with other planning professionals. I appreciate the opportunity to attend.

Planning & Zoning Monthly Report - October 2023

Residential	Current Month	Year to Date
New Residences		19
Residential Additions		7
Accessory Buildings/Garages	2	14
Decks and Porches		10
Pools/Ponds/Hot Tubs	1	4
Home Occupations		1
Sign Permits		
Commercial/Industrial	Current Month	Year to Date
New /Remodel/Additions	1	4
Sign Permits	1	4
Cell Towers and Related		1
Residential Solar		1
Agricultural	Current Month	
AG Buildings		4

Certificates of Occupancy Issued:

	Current Month	Year to Date
Residential		10
Commercial/Industrial	1	6

TREASURER'S INVESTMENT MEMO

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

From: Sue Biergans, Treasurer

RE: October Investment Activity

Date: November 13, 2023

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

MI-Class	Total Interest added	\$16,746.76
MI-Class Edge	Total Interest added	\$12,542.87
Multi-Bank Securities	Total Interest added	\$ 8,207.23
Horizon Bank	Total Interest added	\$ 885.87
Mercantile Bank	Total Interest added	\$ 1,997.42
Dart Bank	Total Interest added	\$ 2,158.89

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	\$1,953,973.51	\$952,246.71	\$133,434.00	\$100,000.00
\$156,300.21		\$100,000.00		\$128,834.37	\$4.32	\$26,451.31	\$133,324.50	\$100,000.00
		\$122,500.00		\$103,449.83	\$5,161.21	\$952,246.71	\$145,515.00	\$250,000.00
					\$827,979.02	\$334,344.38	\$195,994.00	
					\$465,892.75	\$10,580.55	\$195,498.00	
					\$12,699.82		\$201,494.00	
					\$201,750.18		\$250,000.00	
					\$5,351.43		\$200,000.00	
					\$53,834.53		\$247,685.00	
					\$74,817.59		\$249,000.00	
							\$250,000.00	
							\$250,000.00	
							\$223,510.00	
							\$87,661.00	
							\$197,894.00	
							\$247,442.50	
							\$250,415.00	
							\$250,000.00	
							\$250,000.00	
							\$250,000.00	
							\$178,314.00	
							\$176,618.00	
\$306,300.21	\$200,000.00	\$345,000.00	\$101,699.93	\$362,421.76	\$3,601,464.36	\$2,275,869.66	\$4,563,799.00	\$450,000.00
\$12,206,554.92								
2.51%	1.64%	2.83%	0.83%	2.97%	29.50%	18.64%	37.39%	3.69%

SCHEDULE OF INVESTMENTS FOR OCTOBER 2023

ITEM #	Year	Fund or Investment Description	Purchase Amount	Adjustment + OR -	Purchase Date	Maturity Date	Interest %	Interest Earned	Value at Maturity	Market Value
GENERAL FUND										
24	2001	MI-Class		\$1,822,821.68	1-Oct-07	PMMA	5.47%	\$174,990.99	\$1,953,973.51	
19	2021	MI-Class EDGE	\$900,000.00		23-Dec-21	PMMA	5.23%	\$53,097.49	\$952,246.71	\$913,918.05
22	2019	MBS 4.5yrs	\$250,000.00		12-Nov-19	12-May-23	1.65%	\$12,002.00		\$247,685.00
24	2020	Horizon 3 yr	\$130,137.56		2-Dec-20	2-Dec-23	0.38%	\$125.88	\$130,137.56	
26	2020	MBS 5yr	\$150,000.00		30-Nov-20	28-Nov-25	0.50%	\$1,871.92	\$133,434.00	\$133,434.00
3	2021	Dart 2 yr	\$122,500.00		16-Apr-21	16-Apr-23	0.30%	\$966.14		
9	2021	Dart Bank	\$100,000.00		6-Aug-21	6-Aug-23	0.25%	\$502.49		
11	2021	MBS 5 yr Gov Bond	\$150,000.00		18-Aug-21	18-May-26	0.88%	\$2,296.88	\$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		
4	2022	MBS 3 yr.	\$150,000.00		6-Sep-22	8-Sep-25	3.40%	\$4,666.85	\$145,515.00	\$145,515.00
5	2022	MBS 2 yr.	\$200,000.00		2-Sep-22	20-Sep-24	3.40%	\$6,222.42	\$195,994.00	\$195,994.00
6	2022	MBS 3 yr.	\$200,000.00		20-Sep-22	20-Sep-25	3.70%	\$6,771.49	\$195,498.00	\$195,498.00
9	2022	Dart 13 months	\$122,500.00		25-Oct-22	25-Nov-23	3.75%	\$2,158.89		
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%	\$1,140.22	\$103,449.83	
13	2022	MBS 2 yr.	\$200,000.00		15-Dec-22	16-Dec-24	5.00%	\$6,660.59	\$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%	\$7,905.82	\$250,000.00	
2	2023	Mercantile 6 months	\$200,000.00		3-Mar-23	30-Aug-23	4.00%	\$3,966.51		
3	2023	Consumers Credit Union	\$200,000.00		6-Mar-23	6-Mar-24	4.85%		\$200,000.00	
4	2023	MBS 3 yr.	\$200,000.00		2-Mar-23	23-Mar-26	4.80%	\$4,839.44	\$200,000.00	
6	2023	Horizon 1 yr	\$128,834.37		18-Apr-23	18-Apr-24	4.53%	\$1,923.57	\$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	
10	2023	MBS 3 yr.	\$249,000.00		30-Jun-23	30-Jun-26	4.70%	\$1,955.84	\$249,000.00	
11	2023	MBS 3 yr.	\$250,000.00		27-Jul-23	27-Jul-26	4.75%	\$2,017.12	\$250,000.00	
12	2023	Mercantile 1 yr	\$250,000.00		31-Aug-23	30-Aug-24	5.05%		\$250,000.00	
14	2023	Dart 13 month	\$100,000.00		11-Aug-23	11-Sep-24	4.90%		\$100,000.00	
16	2023	MBS 5 yr.	\$250,000.00		27-Sep-23	27-Sep-28	5.00%		\$250,000.00	
18	2023	Dart 13 month	\$122,500.00		27-Oct-23	27-Nov-24	5.25%		\$122,500.00	
GENERAL FUND TOTAL			\$5,109,456.06	\$1,822,821.68			62.23%	\$242,088.28	\$6,867,286.41	\$1,428,361.55
CEMETERY IMP.										
24	2001	MI-Class		\$49,000.00	1-Oct-07	PMMA	5.47%	\$4,898.14	\$4.32	
19	2021	MI-Class EDGE	\$25,000.00		23-Dec-21	PMMA	5.23%	\$1,526.58	\$26,451.31	25386.63
CEMETERY IMP. TOTAL				\$49,000.00				\$4,898.14	\$26,455.63	
CURRENT TAX										
24	2001	MI-Class		-\$6,151.51	Dec 2010	PMMA	5.47%	\$4,577.87	\$5,161.21	
CURRENT TAX TOTAL				-\$6,151.51				\$4,577.87	\$5,161.21	
SEWER RECEIVING FUND										
24	2001	MI-Class	\$115,000.00	\$1,740,492.48	1-Oct-07	PMMA	5.47%	\$122,486.54	\$827,979.02	
19	2021	MI-Class EDGE	\$900,000.00		23-Dec-21	PMMA	5.23%	\$53,097.47	\$952,246.71	\$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		
18	2021	MBS 5 yr	\$100,000.00		17-Dec-21	17-Dec-26	1.15%	\$1,723.43	\$87,661.00	\$87,661.00
7	2022	MBS 3 yr.	\$200,000.00		28-Sep-22	28-Mar-25	4.10%	\$7,503.56	\$197,894.00	\$197,894.00
8	2022	Mercantile 1 yr	\$100,000.00		8-Oct-22	8-Oct-23	2.01%	\$1,997.42		
10	2022	MBS 2 yr.	\$250,000.00		3-Oct-22	24-Sep-24	4.00%	\$7,506.85	\$247,442.50	\$247,442.50
14	2022	MBS 1 yr.	\$250,000.00		16-Dec-22	15-Dec-23	4.80%	\$7,992.29	\$250,415.00	\$250,415.00
5	2023	MBS 3 yr.	\$250,000.00		3-Apr-23	3-Apr-26	5.10%	\$5,344.54	\$250,000.00	
9	2023	CIBC 1 yr	\$156,300.21		2-May-23	1-May-24	4.90%		\$156,300.21	
13	2023	MBS 1 yr.	\$250,000.00		2-Aug-23	1-Aug-24	5.25%		\$250,000.00	
15	2023	MBS 1 yr.	\$250,000.00		13-Sep-23	12-Sep-24	5.60%		\$250,000.00	
17	2023	Mercantile Bank 1 yr.	\$100,000.00		8-Oct-23	7-Oct-23	4.93%		\$100,000.00	
SEWER REC TOTAL			\$3,327,600.42	\$1,740,492.48			13.15%	\$175,584.01	\$3,793,448.44	\$913,918.05
WATER FUND										
24	2001	MI-Class	\$237,776.20	\$365,245.73	3-Apr-06	PMMA	5.47%	\$53,870.82	\$465,892.75	
19	2021	MI-Class EDGE	\$316,000.00		23-Dec-21	PMMA	5.23%	\$18,643.08	\$334,344.38	\$320,886.77
1	2021	MBS 5 yr GOV BOND	\$200,000.00		21-Apr-21	21-Apr-26	0.90%	\$3,600.00	\$178,314.00	\$178,314.00
WATER FUND TOTAL			\$753,776.20	\$365,245.73			11.60%	\$72,513.90	\$978,551.13	\$320,886.77
T.I.R.F.										
24	2001	MI-Class	\$102,000.00	-\$105,857.87	21-May-01	PMMA	5.47%	\$26,557.69	\$12,699.82	
19	2021	MI-Class EDGE	\$10,000.00		23-Dec-21	PMMA	5.23%	\$589.99	\$10,580.55	\$10,154.66
13	2020	MBS 5yr	\$200,000.00		28-Jan-21	26-Jan-26	0.50%	\$3,275.69	\$176,618.00	\$176,618.00
T.I.R.F TOTAL			\$312,000.00	-\$105,857.87			11.20%	\$30,423.37	\$199,898.37	
STOLL ROAD PAVING Bond paid in full 2021										
24	2001	MI-Class	\$528,136.10	-\$383,775.16	29-Nov-06	PMMA	5.47%	\$57,189.24	\$201,750.18	
STOLL RD PAVING TOTAL			\$528,136.10	-\$383,775.16				\$57,189.24	\$201,750.18	
STOLL RD WATER Bond paid in full 2021										
24	2001	MI-Class	\$410,483.63	-\$417,919.90	29-Nov-06	PMMA	5.47%	\$12,587.70	\$5,351.43	
STOLL RD WATER TOTAL			\$410,483.63	-\$417,919.90				\$12,587.70	\$5,351.43	
STOLL RD SEWER Bond paid in full 2021										
24	2001	MI-Class	\$1,942,691.91	-\$1,950,232.81	29-Nov-06	PMMA	5.47%	\$66,375.43	\$53,834.53	
STOLL RD SEWER TOTAL			\$1,942,691.91	-\$1,950,232.81				\$66,375.43	\$53,834.53	
WACOUSTA RD PAVING Bond paid in full 2021										
24	2001	MI-Class	\$50,848.01	-\$16,528.36	13-Apr-07	PMMA	5.47%	\$41,154.63	\$74,817.59	
WACOUSTA RD PAVING TOTAL			\$50,848.01	-\$16,528.36				\$41,154.63	\$74,817.59	
								\$12,206,554.92	Total of principal	

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
 OCTOBER 2023

Financial Status Report

OCTOBER 2023

ACCOUNTS	BEGINNING BALANCE	FUNDS RECEIVED	FUNDS DISBURSED	ENDING BALANCE
GENERAL FUND				
CHECKING	\$ 10,561.23	\$ 457,004.72	\$ 454,424.35	\$ 13,141.60
SAVINGS ACCOUNT	\$ 1,361,372.37	\$ 242,095.30	\$ 392,771.23	\$ 1,210,696.44
INVESTMENTS	\$ 6,853,159.04	\$ 14,127.37		\$ 6,867,286.41
TOTAL	\$ 8,225,092.64	\$ 713,227.39	\$ 847,195.58	\$ 8,091,124.45
CEMETERY IMPROVEMENT FUND				
SAVINGS ACCOUNT	\$ 30,384.73	\$ 26.80	\$ 16,136.05	\$ 14,275.48
INVESTMENTS	\$ 26,309.85	\$ 145.78		\$ 26,455.63
TOTAL	\$ 56,694.58	\$ 172.58	\$ 16,136.05	\$ 40,731.11
TAX				
SAVINGS ACCOUNT	\$ 137,282.82	\$ 51,783.48	\$ 164,266.99	\$ 24,799.31
INVESTMENTS	\$ 5,137.20	\$ 24.01		\$ 5,161.21
TOTAL	\$ 142,420.02	\$ 51,807.49	\$ 164,266.99	\$ 29,960.52
TIRF				
SAVINGS ACCOUNT	\$ 72,451.57	\$ 200.53		\$ 72,652.10
INVESTMENTS	\$ 199,780.97	\$ 117.40		\$ 199,898.37
TOTAL	\$ 272,232.54	\$ 317.93	\$ -	\$ 272,550.47
WATER DISTRICT #1				
SAVINGS ACCOUNT	\$ 97,984.84	\$ 156.64		\$ 98,141.48
INVESTMENTS	\$ 974,542.10	\$ 4,009.03		\$ 978,551.13
TOTAL	\$ 1,072,526.94	\$ 4,165.67	\$ -	\$ 1,076,692.61
SEWER RECEIVING FUND				
SAVINGS ACCOUNT	\$ 476,679.01	\$ 25,443.92	\$ 41,607.47	\$ 460,515.46
INVESTMENTS	\$ 3,784,350.29	\$ 9,098.15		\$ 3,793,448.44
TOTAL	\$ 4,261,029.30	\$ 34,542.07	\$ 41,607.47	\$ 4,253,963.90
WACOUSTA RD PAVING				
INVESTMENTS	\$ 74,469.67	\$ 347.92	\$ -	\$ 74,817.59
TOTAL	\$ 74,469.67	\$ 347.92	\$ -	\$ 74,817.59
STOLL ROAD PAVING				
INVESTMENTS	\$ 200,812.06	\$ 938.12		\$ 201,750.18
TOTAL	\$ 200,812.06	\$ 938.12	\$ -	\$ 201,750.18
STOLL ROAD WATER				
INVESTMENTS	\$ 5,326.54	\$ 24.89		\$ 5,351.43
TOTAL	\$ 5,326.54	\$ 24.89	\$ -	\$ 5,351.43
STOLL ROAD SEWER				
INVESTMENTS	\$ 53,584.21	\$ 250.32		\$ 53,834.53
TOTAL	\$ 53,584.21	\$ 250.32	\$ -	\$ 53,834.53
GRAND TOTAL	\$ 14,364,188.50	\$ 805,794.38	\$ 1,069,206.09	\$ 14,100,776.79



Clerk's Office
Carolyn A. Brokob, Clerk
cbrokob@watertownmi.gov
www.watertownmi.gov

12803 S. Wacousta Rd, Grand Ledge MI 48837 | 517-626-6593

ELECTION UPDATE – November 15, 2023

The Clerk's office has been focused on elections and preparation for 2024 election year with new election law changes. Along with elections, we are staying quite busy with cemetery business, FOIA, fall township newsletter, professional development, etc. but I wanted to share a more in-depth update with you on elections.

ELECTIONS

A special election was held on Tuesday, November 7, 2023, for all registered voters in the Grand Ledge School District to consider a millage renewal and increase for Eaton County Regional Education Service Agency. The millage passed in Watertown Charter Township and in total.

IN-PERSON VOTERS: 107

ABSENT VOTER BALLOTS ISSUED: 691

ABSENT VOTER BALLOTS RETURNED: 525

ABSENT VOTER BALLOTS TABULATED: 522 (3 did not cure signature issues by deadline)

PERCENT OF VOTES CAST COMPARED TO REGISTERED VOTERS: 24.68%

The election preparation and election day went smoothly with a small crew of Election Inspectors. The Bath Charter Township Clerk attended the Absent Voter Counting Board (AVCB) to observe prior to starting their own AVCB. The Clerks office had many interactions with residents with election related questions (email, phone, in-person) in the six weeks leading up to election day. Much of our work is related to absentee ballot administration.

The Early Voting (EV) contract with Clinton County was fully executed and the EV Plan is in its final stages. Watertown will supervise and provide election inspectors on the Sunday before each State and Federal election at DeWitt Charter Township. I visited EV *pilot* sites in the City of East Lansing and Delta Charter Township to observe the proposed process.

A voter registration event was held at the Grand Ledge Area District Library in collaboration with the League of Women Voters. I was honored to register a new voter turning 18 and a senior voter that had never voted before.

Advocacy work continues on many election bills in the Michigan Legislature through the Michigan Association of Municipal Clerks. The new ballot drop box was installed and video surveillance is in place. We continue to work with the contractor on hardware for video retention periods. Recognition of all election administrators and workers was made on Election Hero Day-November 6, 2023.

This week we received notices on suspicious election mail; warning about fentanyl being sent to various election officials in six states. The Presidential Primary date has been confirmed as February 27, 2024, so work will begin in December for that election. The election cycle will be continuous in 2024 with 3-4 elections being held.

To: Watertown Township Board
From: Jennifer Tubbs, Watertown Township Manager
Date: N12, 2023
RE: Township Manager's monthly report

Committees/Meetings:

- Attended SCCMUA board meeting
- Attended LGRFA Board Meeting
- Met with Grand Ledge Public Schools
- Attended TAMC Conference
- Attended budget meeting
- Attended TAMC meeting

Economic Development:

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

Office Operation:

- Staff related assistance – eleven

Held a staff meeting to discuss changes and the upcoming fall projects.

Resident Relations:

- Road complaints – six
- Resident questions/interactions/meetings – eleven

There has been concern regarding the ditching and berming project on Clark Road.

Township Board Relations:

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

Miscellaneous:

Volunteer Operation Center–

The township responded swiftly in response to the missing child emergency. Staff opened and staffed the community center, processed and fed over 700 people in the process. Words cannot capture the Watertown Township response and effort.

Wacousta School Update –

The township has received the report from the engineers on the building. It outlines specific areas of concern and gives a good basis to begin negotiations with school administration.

LOOKING GLASS REGIONAL FIRE AUTHORITY
7720 W. Grand River Hwy.
Grand Ledge MI 48837

Minutes of Looking Glass Regional Fire Authority Meeting
September 20, 2023
6 pm

CALL TO ORDER-The meeting was called to order at 6:00 pm

ROLL CALL-Board Members Present: Hufnagel, Crego, Clark and Tubbs, Strahle and Hill.

PUBLIC COMMENT-Check on

CORRESPONDENCE-Revised copy of contract for the Ambulance. Pumps on both vehicles need maintenance. Discovered a leak on the engine.

AGENDA APPROVAL- Motion by Tubbs, seconded by Crego to approve the agenda as amended. **Discussion:** Need to verify the LGRFA contract with the two townships. Various pieces of information conflict at this point so we need to verify what the actual expiration date is with both townships. Tubbs to double check so it won't be added as an agenda item.
Motion passed.

APPROVAL OF MINUTES-Motion by Tubbs, seconded by Hufnagel to approve the minutes of August 16, 2023. as presented. **Motion passed.**

APPROVAL OF BILL PAYMENTS- Motion by Tubbs, seconded by Strahle to approve the bill list dated September 16, 2023. **Motion passed.**

REPORTS

Chief's Report-The Chief sent the report to the board.

Chair's Report- If we continue the way we are going then things look to be under budget for the year. No big predictions but as long as no big expenses come along it appears to be ok even with truck repairs.

EXEC/FINANCIAL- Covered in Chairs report. North door was repaired again. Dennis said that it needs a stop.

FACILITY/EQUIPMENT COMMITTEE REPORT-New telephone installed.

DISCUSSION/ACTION ITEMS

1. Discussion/Action Updated Ambulance Purchase contract. Paint like the other vehicles in the fleet. Graphics similar to the others in the fleet. We will pay when we take delivery. Manufacturer will insure the vehicle on the way to the Kodiak facility. An attorney has looked at it and some recommendations were included. Clark added that it would be best to have a second signature on the proposal prior to sending it back. **Hufnagel** will sign the contract with **Clark**. -**Motion by Tubbs**, seconded by **Hufnagel** to approve the ambulance contract as presented dated: September 18, 2023. **Motion passed.**
2. Discussion/Action on recommendation to bid audit services for the fiscal year 2024. The website will include a note that LGRFA is looking for firms to bid on audit services for 2024. The bids have been sent out to 6 firms and one firm has bid already. - **Motion by Tubbs**, seconded by **Crego** to authorize the bidding out of audit services for fiscal year 2024. **Motion passed.**
3. Discussion/Action on building modifications. The pedestrian door was damaged by the wind and has been repaired but there have been other complaints regarding weather and ice issues related to that north door. There are continued issues with the door handle as well. There may be a few options to solve the issues. - **No Action**
4. Discussion/Action for miscellaneous truck repairs. Results from the Appollo assessment report showed that there were issues with the Tanker (Loose brackets, springs, and tires.) We may need to make a log that the checks for these various items on the truck. It was noted that the Apollo assessment should be completed yearly. It may be a good idea to budget for this yearly. The current cost to repair these items and replace the tires was approximately \$10,500. - **Motion by Tubbs**, seconded by **Hufnagel** to get all necessary emergency repairs on the LGRFA fire trucks. - **Motion passed.**

PUBLIC COMMENT-None

ADJOURNMENT- Meeting adjourned at 6:30 pm

Date Approved

, Secretary

Clinton County Ken Mitchell Monthly Report
November 2023

1. Presentation from CMH covering the formation of the Crisis Stabilization Unit (hopefully in operation in 2025)
2. Capital Regional Airport-Land to North that was proposed to be an additional landing strip is being researched for other uses like solar or manufacturing etc. Still to be decided, nothing but speculation at this time.
 - a. Programs discussed such as flight schools and mechanic schools
 - b. Partnerships with local educational units
 - c. Roadway improvements possible
 - d. No PFAS on airport site or surrounding wells
 - e. Cargo Ramp Expansion
 - f. Foreign Trade Zone Possible Expansion
3. Additional Funds given to CMH for services \$70K
4. Recycling program for county renewed
5. ARPA-\$16M, \$2.5 from County ARPA Funds, \$8M from Frontier
 - a. Broadband-Successful in achieving a grant for the county in partnership with Frontier. Work hopefully starting Summer of 2024 and taking approx. 2 years to finish.
6. Capital Improvements
 - a. Using \$200K already budgeted for repairs to Jail Showers
 - b. \$30K approved to provide maintenance to Fire Sprinkler System in Jail.
 - i. There are 215 Sprinkler Heads and a recent inspection found 99 were either corroded or damaged and require replacement.
 - ii. Remaining head are 20+ yrs old and will require frequent inspections in order to assure they will work if needed.
 - c. \$18K has been approved to cover a study to determine scope of work needed on the Fairgrounds Buildings.
 - i. \$100K has been budgeted for these repairs but before work is authorized, the BOC will approve or deny the suggested repairs.
7. Homeless Awareness Month Proclaimed by resolution.
8. Budget for 2024 approved
 - a. Discussion of \$100K allocated for contract with LEAP.
 - i. Motion made but failed to reduce this amount.
 - ii. Future discussion by BOC on reporting etc by LEAP to BOC

9. Authorized \$94,952 for the hiring of a assistant Prosecuting Attorney.
 - a. This granted the Prosecutor the ability to hire someone at a higher wage scale than entry. This person is starting at top scale level which is reflective of their skill set.
 - b. Working hard to support the prosecutor's office to help them do their job.

10. Authorized the Treasurer to hire a Deputy Treasurer who has the skill set to perform this duty.
 - a. This person will start at the top of the pay scale.

11. Authorized hiring a Friend of the Court Caseworker at the 1 Year pay level because of work experience.

12. EOC
 - a. Attended a EOC meeting and made arrangements for Watertown Township Administrator Jennifer Tubbs-Simms to discuss any issues the host facility had with the recent search/recovery event.

13. Juvenal Justice Changes-Discussion

14. Lawsuit brought vs Jail/County

15. ORV Ordinance Approved.

Watertown Charter Township

October 16, 2023, Board of Trustees Regular Meeting Minutes - DRAFT

1. **CALL TO ORDER:** The meeting was called to order at 7:00PM by Supervisor Maahs with the Pledge of Allegiance to the Flag of the United States of America. A moment of silence for civil reflection was observed.

BOARD MEMBERS PRESENT: Supervisor John Maahs, Treasurer Sue Biergans, Clerk Carolyn Brokob, Trustee Chad Cooley, Trustee Todd Hufnagel, Trustee Holly Madill (7:23PM), and Trustee Ron Overton.

BOARD MEMBERS ABSENT: None.

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

PUBLIC PRESENT: Garry Rowe, Deb Adams, Mike Frederick, Doug Steffen, Peg McCleod, Peter Psarouthakis, Lauren Schnoebelen, Brian Hurtekant, David Bartkowiak, and Ken Mitchell.

2. **PUBLIC COMMENT:**

Commissioner Ken Mitchell provided a monthly update. Topics discussed were proposed legislation on septic tank inspection, preempting local control on renewable energy projects, and the recent search and recovery event of the two-year-old boy in the township. Feedback was provided to Commissioner Mitchell that included the recommendation that the township be included in the after-action review (AAR) and residents continue to request township-wide emergency sirens. The Smart 9-1-1 app continues to be suggested to receive emergency alerts.

Doug Steffen and Mike Frederick provided an update from the Clinton County Road Commission. The new facility will be holding an open house on November 21, 2023, from 4PM-6PM. Two earmarked grants have been received for major road projects in Clinton County: Chander Road in Bath Township (\$10M) and a rural section of Dewitt Road, which will become a Class A all-season road to improve routes for milk trucks.

3. **CONSENT AGENDA:**

Addition of letter received anonymously on October 16, 2023, suggested a memorial tree be planted in Gloria Miller Looking Glass Valley Park in memory of Jermaine Jones. Addition of the Township Manager Board Report for September.

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

4. **AGENDA APPROVAL:**

Additions to the agenda:

New Business 9d – Office Closure between Christmas and New Year’s

New Business 9b - Resolution 10-16-2023-2: Honoring Jennifer Tubbs on 25 years of service

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

5. **APPROVAL OF MINUTES:**

- a. **September 18, 2023 – Regular Meeting**

Watertown Charter Township
October 16, 2023, Board of Trustees Regular Meeting Minutes - DRAFT

Motion by Clerk Brokob, seconded by Treasurer Biergans, to approve the regular meeting minutes of September 18, 2023. Motion carried unanimously.

b. September 18, 2023 – Closed Session Meeting

Motion by Clerk Brokob, seconded by Trustee Cooley, to approve the closed session meeting minutes of September 18, 2023. Motion carried unanimously.

c. October 2, 2023 – Special Budget Work Session Meeting

Change the start time from 7:01PM to 6:00PM.

Motion by Trustee Madill, seconded by Trustee Hufnagel, to approve the special budget work session meeting minutes of October 2, 2023, as amended. Motion carried unanimously.

6. APPROVAL OF BILLS:

Motion by Treasurer Biergans, seconded by Trustee Hufnagel, to approve the additional bill list on the table dated October 16, 2023. Motion carried unanimously.

7. PUBLIC HEARING: None

8. PENDING BUSINESS: None

9. NEW BUSINESS:

a. Resolution 10-16-2023-1: Opposition of Legislation Preempting Local Control for Siting and Permitting of Utility-Scale Renewable Facilities

Bills have been introduced in the House and Senate that supersede local authority in determining placement and permitting of large-scale wind and solar facilities by providing control to the Michigan Public Service Commission. The Michigan Township Association (MTA) has testified in opposition and is encouraging action by all townships, including contacting your legislators.

Motion by Trustee Madill, seconded by Trustee Hufnagel, to waive the reading of resolution 10-16-2023-1. Motion carried unanimously.

Motion by Clerk Brokob, seconded by Trustee Cooley, to adopt resolution 10-16-2023-1 as presented.

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

b. Resolution 10-16-2023-2: Honoring Township Manager, Jennifer Tubbs

Jennifer Tubbs, Watertown Charter Township Manager was honored for serving the township for 25 years. Jennifer provided comments about her appreciation of the staff and current board of trustees. Supervisor Maahs read the resolution into record.

WHEREAS, Jennifer Tubbs has served the citizens of the Watertown Charter Township for twenty-five years since October 13, 1998; and

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***WHEREAS,** Jennifer Tubbs initially served as Planning Director for 2 years and has faithfully served as Township Manager for twenty-three years; and*
***WHEREAS,** the township wishes to acknowledge and honor Jennifer's attributes that have contributed to her longevity and career milestones; and*
***WHEREAS,** Jennifer has led the township through challenging and unprecedented times which required creative ways of providing vital services; and*
***WHEREAS,** Jennifer has guided the township tirelessly, with insight, experience, and expertise; and*
***WHEREAS,** Jennifer's servant leadership has taken Watertown Charter Township on a journey to success with high levels of service, dedication, competence, and loyalty; and*
***WHEREAS,** Jennifer fosters a supportive culture within the office, is a valued colleague in the community, is a dedicated listener to residents, and is trusted by township elected officials; and*
***WHEREAS,** at a time when women still face systemic barriers to success and equality, Jennifer broke through barriers in a career typically held by men and has invited a seat at the table to other women through support and mentoring.*
***THEREFORE, BE IT RESOLVED** the Watertown Charter Township Board of Trustees extends its sincere gratitude for the twenty-five years of dedication and service that Jennifer Tubbs has imparted to residents, community, staff, and the Board of Trustees.*
***BE IT FURTHER RESOLVED** that the Board is grateful for Jennifer's continued service improving the quality of life for the people of Watertown Charter Township.*

Motion by Clerk Brokob, seconded by Treasurer Biergans, to adopt resolution 10-16-2023-2 Honoring Jennifer Tubbs for 25 Years of Service, as presented.

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

c. Office Closure between Christmas and New Year's - 2023

The township is closed on December 25th and December 26th for the holiday break. The township manager brought a recommendation forward to allow the staff to use two personal days on December 27th and 28th and minimal staff will come in on December 29, 2023, for last minute tax payment collections. Information on the closure will be advertised in the newsletter and on the website.

Motion by Treasurer Biergans, seconded by Trustee Hufnagel, to allow the township staff to use two personal days and close the township offices on December 27, 2023, and December 28, 2023. Motion carried unanimously.

d. Ground Water Study Results

Garry Rowe presented the results of additional groundwater testing in the special study area characterized by the active Grand River Landfill and a major set of roads which includes Interstate I-96, West Grand River Highway, and Wacousta Road. Homeowners and businesses have been advised about their groundwater chemistry and recommended testing every 2-3 years, with further assistance available from the Mid-Michigan District Health Department.

10. BOARD MEMBER AND PUBLIC COMMENT:

Peter Psarouthakis thanked the Watertown Township Board for adopting the resolution related to local control of utility-scale solar and wind project along with comments from his recent attendance at the House

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Committee on Energy, Communications, & Technology and meetings with Judy Allen from MTA. Peter sits on the Clinton County Planning Commission, and there has been much discussion with the Advisory Committee on Utility Scale Solar and Wind Zoning regulations with a current moratorium. The next meeting is October 26, 2023.

11. ADJOURNMENT: 8:20PM

Date approved:

John Maahs, Supervisor

Carolyn Brokob, Clerk

DRAFT

**WATERTOWN CHARTER TOWNSHIP
 GENERAL FUND
 BUDGET SUMMARY
 FISCAL YEAR 2024**

	Estimated for Year End 2023	Proposed for FY 2024
Revenue:		
General	\$4,019,301	\$3,219,976
Cemetery	\$9,000	\$9,500
Planning & Zoning	\$79,465	\$78,915
Parks & Recreation	\$5,000	\$5,000
Special Assessments	\$0	\$0
Total General Fund Revenues	\$4,112,766	\$3,313,391
Expenses:		
Township Trustees	\$69,911	\$72,133
Supervisor's Office	\$39,886	\$43,883
Elections	\$10,300	\$32,300
Assessing	\$90,248	\$91,981
Attorney's Fees	\$15,000	\$15,000
Clerk's Office	\$125,374	\$147,521
Board of Review	\$2,403	\$2,403
Treasurer's Office	\$136,792	\$149,030
General Office & Support Staff	\$706,579	\$774,375
Building & Grounds	\$277,322	\$241,002
Other Properties	\$201,100	\$51,100
Cemetery Operations	\$18,783	\$19,308
Public Health & Safety	\$669,750	\$180,578
Building Department	\$731	\$731
Planning & Zoning	\$229,567	\$235,958
Drains at Large	\$30,000	\$23,500
Highways & Roads	\$752,000	\$502,000
Street Lights	\$24,950	\$31,610
Parks & Recreation Operations	\$9,725	\$9,725
Employee Benefits	\$22,335	\$22,335
Insurance & Bonds	\$15,500	\$19,000
Fees, Refunds & Contingencies	\$6,060	\$6,060
Capital Improvements	\$296,000	\$546,000
General Funds Trans to Other Funds	\$0	\$0
Total General Fund Expenses	\$3,750,316	\$3,217,532

**WATERTOWN CHARTER TOWNSHIP
FIRE FUND
BUDGET SUMMARY
FISCAL YEAR 2024**

	Estimated for Year End 2023	Proposed for FY 2024
Revenue:		
Fire-EMS Millage	\$2,000	\$571,572
	\$0	\$0
	\$0	\$0
	\$0	\$0
	\$2,000	\$0
Total Fire Revenues	\$4,000	\$571,572
Expenses:		
Looking Glass Regional Fire	\$500	\$747,400
	\$30,000	\$0
	\$0	\$0
	\$60,500	\$0
Total Fire Expenses	\$91,000	\$747,400

DRAFT

**WATERTOWN CHARTER TOWNSHIP
TOWNSHIP IMPROVEMENT REVOLVING FUND
BUDGET SUMMARY
FISCAL YEAR 2024**

	Estimated for Year End 2023	Proposed for FY 2024
Revenue:		
Special Assessments	\$10,826	\$10,000
Interest Income	\$5,214	\$4,000
Transfers In from Other Funds	\$0	\$0
Fund Balance Transfer	\$0	\$0
Total Township Improvement Revenues	\$16,040	\$14,000
Expenses:		
Professional Svcs - Engineer	\$0	\$0
Professional Svcs - Clinton Co.	\$0	\$0
Board of Water & Light	\$0	\$0
Misc. Bank Charges	\$0	\$0
Transfer Out to Other Funds	\$0	\$0
Total Township Improvement Expenses	\$0	\$0

DRAFT

**WATERTOWN CHARTER TOWNSHIP
CEMETERY IMPROVEMENT
BUDGET SUMMARY
FISCAL YEAR 2024**

	Estimated for Year End 2023	Proposed for FY 2024
Revenue:		
Burial Rights Transfer Fee	\$0	\$0
Lot Sales	\$2,000	\$0
Interest Income	\$0	\$0
Transfers In from Other Funds	\$0	\$0
Fund Balance Transfer	\$0	\$0
Total Cemetery Improvement Revenues	\$2,000	\$0
Expenses:		
Other Expenses	\$30,000	\$0
Buy Back Cemetery Lots	\$500	\$0
Cemetery Capital Outlay	\$30,000	\$0
Transfer Out to Other Funds	\$0	\$0
Total Cemetery Improvement Expenses	\$60,500	\$0

DRAFT

WATERTOWN CHARTER TOWNSHIP

SEWER FUND BUDGET SUMMARY FISCAL YEAR 2024

		Estimated for Year End 2023	Proposed for FY 2024
Revenue:			
	Sewer Permits	\$1,400	\$1,400
	Federal Grant - CDBG Triton	\$0	\$0
	Developer Funds - CDBG Triton	\$0	\$0
	Sewer Hookup Fees	\$87,500	\$87,500
	Westwinds Hookup - Financed	\$2,850	\$2,850
	Sewer Billings	\$617,880	\$708,864
	Industrial Pretreatment Fees	\$6,400	\$6,400
	NSF Charges	\$105	\$105
	Late Payment Charges	\$3,015	\$3,015
	Interest Income	\$32,020	\$32,020
	Interest from Hook-up Fees	\$383	\$383
	Overpayments	\$0	\$0
	Transfer from General Fund	\$0	\$0
	Fund Balance Refund from SCCMUA	\$0	\$0
	Total Sewer Fund Revenues	\$751,553	\$842,538
Expenses:			
	Supplies	\$300	\$300
	Postage	\$650	\$650
	Computer Maintenance	\$3,279	\$3,279
	Attorney Services	\$0	\$0
	Engineering Services	\$0	\$35,000
	Industrial Pretreatment Charges	\$0	\$0
	Sewer Extension- Twp share of Construction	\$0	\$0
	Miscellaneous Bank Charges	\$0	\$0
	Lakeside Preserve Hookup refunds to Developer	\$0	\$0
	Special Assessment paid by Township	\$0	\$0
	Property Taxes Links at Royal Scot	\$0	\$0
	Other Expense	\$0	\$125,000
	Transfer Out to Other Funds	\$0	\$0
	Sewer Plant Administration	\$457,500	\$527,077
	CDBG - Township Expenses	\$0	\$0
	CDBG - Grant Expenses	\$0	\$0
	CDBG - Triton Expenses	\$0	\$0
	Total Sewer Fund Expenses	\$461,729	\$691,306

WATERTOWN CHARTER TOWNSHIP
WATER FUND
BUDGET SUMMARY
FISCAL YEAR 2024

	Estimated for	Proposed for
	Year End 2023	FY 2024
Revenue:		
Fire Hydrant User Fees	\$119,439	\$123,022
Connection Fees	\$35,200	\$0
Late Payment Charge	\$0	\$35,200
Interest Income	\$8,216	\$9,000
Fund Balance Transfer	\$0	\$0
Total Water Fund Revenues	\$162,855	\$167,222
Expenses:		
Professional Services - General Atty	\$0	\$0
Professional Services - Engineer	\$0	\$0
Professional Services - BWL	\$0	\$0
Miscellaneous Bank Charge	\$100	\$100
Legal Notices	\$0	\$0
Other Expenses - Assessments	\$0	\$0
Tax Tribunal Refunds	\$0	\$0
Transfer Out to Other Funds	\$0	\$0
Fire Hydrant Charges	\$121,899	\$114,531
Fire Hydrant Contingency Account	\$0	\$0
Total Water Fund Expenses	\$121,999	\$114,631

**WATERTOWN CHARTER TOWNSHIP
CLINTON COUNTY, MICHIGAN**

BUDGET RESOLUTION – 2024 GENERAL APPROPRIATIONS

WHEREAS, the Uniform Budgeting and Accounting Act (MI Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) requires among other things:

- A. That the Township pass general appropriations act for all funds except trust or agency, internal service, enterprise, debt service or capital project funds; and
- B. That the responsibility for the budget is designated; and
- C. That the budget includes revenues (by source) and expenditures (by budget centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget includes amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and

WHEREAS, each Township Officer has submitted an itemized estimate of anticipated expenditures for Township activities under his/her charge for the next calendar year; and

WHEREAS, the Township Board met and deliberated over the fiscal year 2024 General Fund Budget on October 2, 2023; and

WHEREAS, a public hearing was held November 20, 2023, by the Township Board on said proposed budget preceded by a notice published in a newspaper of general circulation (Lansing State Journal) on November 12, 2023, as required by Section 26 (MCL 42.26) of the Charter Township Act, and copies of the proposed General Fund Budget having been made available for public inspection; and

WHEREAS, all persons present at said public hearing were afforded an opportunity to be heard on said proposed budget; and

WHEREAS, the Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an amount equal to 4.3814 mills as authorized under State law and approved by the electorate; and

WHEREAS, such proposed budget includes a complete financial plan for the next calendar year of the Township as detailed in Section 25 of the Charter Township Act, with estimated General Fund revenues of \$3,313,391 and expenses of \$3,217,532; and

WHEREAS, the Township has levied 1.5 mills of the 3 mills approved by the Township electorate for fire and emergency services raising approximately \$571,572 of the \$747,400 fire and emergency services cost.

WHEREAS, the Township Board desires to appropriate monies for General Fund Activities for FY 2023;

NOW THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF WATERTOWN, CLINTON COUNTY, MICHIGAN, AS FOLLOWS:

1. The Watertown Charter Township Board adopts the FY2024 budget as outlined in attachment VII-A.
2. This budget is a cost centered budget, and appropriations are made based on the total of the line items in each department activity.
3. The Township Manager, Chief Administrative Officer, is designated responsible for the management of the General Fund Budget.
4. Budgetary transfers between General Fund Departments will be approved by the Township Board.

BE IT FURTHER RESOLVED that the Township will comply with all applicable statutes related to general appropriations and administration of the budget as outlined in PA 621 of 1978 and the Watertown Charter Township Policy Manual. Any provisions of this resolution in conflict with applicable statutes are void.

CERTIFICATION

I, the undersigned duly qualified Clerk of Watertown Charter Township, Clinton County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Township Board of Trustees of the Charter Township of Watertown, County of Clinton, Michigan at a regular meeting held on November 20, 2023 at 7:00PM prevailing Eastern Time and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

I further certify that the following Members were present at said meeting:

And that the following Members were absent:

A motion to adopt the foregoing resolution was made by

A vote on the foregoing resolution was as follows:

Yes:

No:

Resolution Declared: Adopted

Carolyn Brokob, Clerk

Date:

MEMORANDUM

To: Township Board
From: Jennifer Tubbs, Township Manager
Date: November 15, 2023

Re: American Rescue Plan Act Funding Resolution

Staff attended the Michigan Government Finance Officers Association Fall Training Institute in early October. The session on American Rescue Plan Act (ARPA) funding was led by several senior accounting consultants from several auditing firms. It was strongly recommended by the consultants and fellow attendees that if the Township had not yet allocated its ARPA funds, to use them on payroll, or general expenditures because the reporting functions are far easier.

The funds become a reimbursement to the township for already spent expenditures. The funds are still available to use and can be used for any of the projects the board approves; this will allow the board to have time to use the funds for specific projects. This will allow the township to complete the reporting progress.

Recommended Actions:

- 1. To wave the reading of the resolution**
- 2. To adopt the American Rescue Plan Act resolution 11-20-2023-2 as presented.**

**WATERTOWN CHARTER TOWNSHIP
CLINTON COUNTY, MICHIGAN**

**AMERICAN RESCUE PLAN ACT FUNDS AND CORONAVIRUS STATE AND LOCAL
FISCAL RECOVERY FUNDS PROGRAM RESOLUTION**

WHEREAS, the Federal American Rescue Plan Act (ARPA) created the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program to deliver \$350 billion for State, territories, municipalities, counties and Tribal governments; and

WHEREAS, the key objectives of these funds are to fight the pandemic and support families and businesses struggling with its public health and economic impacts, maintain vital public services even amid declines in revenue resulting from the crisis, and to build a strong, resilient, and equitable recovery by making investments that support long term growth and opportunity; and

WHEREAS, Watertown Charter Township was allocated \$576,096.36 and the township Board of Trustees and staff have determined to utilize the funds for general expenditure purposes under revenue loss for optimal reporting.

THEREFORE, BE IT RESOLVED that the Watertown Charter Township Board of Trustees authorizes the Township Manager to certify and report fund spending as required by the United States Federal Treasury.

CERTIFICATION

I, the undersigned duly qualified Clerk of Watertown Charter Township, Clinton County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Township Board of Trustees of the Charter Township of Watertown, County of Clinton, Michigan at a regular meeting held on November 20, 2023 at 7:00PM prevailing Eastern Time and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

I further certify that the following Members were present at said meeting: And that the following Members were absent:

A motion to adopt the foregoing resolution was made by and seconded by. A vote on the foregoing resolution was as follows:

Yes:

No:

Absent:

Resolution Declared:

Draft

**Township Holiday Schedule
(Observed 3yrs)**

Attachment IX-D
BOT Meeting 11-20-23

HOLIDAYS	2024	2025	2026
New Year's Day	1-Jan	1-Jan	1-Jan
Martin Luther King Day	15-Jan	20-Jan	19-Jan
President's Day	19-Feb	17-Feb	16-Feb
Memorial Day	27-May	26-May	25-May
Juneteenth	19-Jun	19-Jun	19-Jun
Independence Day	4-Jul	4-Jul	3-Jul
Labor Day	2-Sep	1-Sep	7-Sep
Veterans Day	11-Nov	11-Nov	11-Nov
Thanksgiving Day	28-Nov	27-Nov	26-Nov
Friday after Thanksgiving	29-Nov	28-Nov	27-Nov
Christmas Eve	24-Dec	23-Dec	24-Dec
Christmas	25-Dec	24-Dec	25-Dec
New Year's Eve	31-Dec	31-Dec	31-Dec
Friday after July 4th	5-Jul		
2 Staff Personal Days	Dec - 23, Dec-30		
Friday After Christmas		26-Dec	

MEMO FROM THE TREASURER

TO: Watertown Charter Township Board of Trustees, Supervisor Maahs, Clerk Brokob, Trustees, Overton, Madill, Cooley and Hufnagel.

FROM: Sue Biergans, Treasurer

RE: **Approval of Special Assessment Amounts to be placed on the 2023 Winter Tax Roll**

DATE: November 7, 2023

Drain Assessments to be placed on the 2023 winter tax statements are provided to the Treasurer's Department by the Clinton County Drain Commissioner. The total for 2023 drain assessments is \$111,795.22.

Delinquent Utility Bills to be placed on the 2023 winter tax statements total is \$20,970.69.

Suggested Motion: To approve the 2023 special assessment installment totals, to be placed on the 2023 Watertown Charter Township winter tax statement, in the total amount of \$132,765.91.