

Watertown Charter Township

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

December 21, 2020 Board of Trustees Regular Meeting Minutes

CALL TO ORDER: The electronic meeting was called to order at 7:00PM by Supervisor John Maahs with the Pledge of Allegiance.

BOARD MEMBERS PRESENT: Supervisor John Maahs, Clerk Deborah Adams, Treasurer Susan Biergans, Trustee Chad Cooley, Trustee Todd Hufnagel, Trustee Holly Madill, and Trustee Ron Overton.

BOARD MEMBERS ABSENT: None.

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

PUBLIC COMMENT:

Ken Mitchell, Clinton County Commissioner, made his monthly report to the board.

CONSENT AGENDA:

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

A roll call vote was recorded as follows:

Yes: Cooley, Maahs, Hufnagel, Overton, Adams, Madill, Biergans

No: None

Motion carried.

AGENDA APPROVAL:

Item 4A was added: DeWitt District Library Board Re-Appointment – Lysne Tait

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

A roll call vote was recorded as follows:

Yes: Madill, Adams, Maahs, Biergans, Cooley, Overton, Hufnagel

No: None

Motion carried.

APPROVAL OF MINUTES:

1. November 16, 2020 – Regular Meeting

Motion by Trustee Cooley, seconded by Trustee Hufnagel, to approve the regular meeting minutes of November 16, 2020, as presented.

A roll call vote was recorded as follows:

Yes: Cooley, Madill, Hufnagel, Biergans, Overton, Maahs, Adams

No: None

Motion carried.

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APPROVAL OF BILLS:

Supervisor Maahs noted that an additional bill list had been emailed to board members that morning.

Motion by Clerk Adams, seconded by Trustee Cooley, to approve the bill lists dated December 21, 2020, as presented.

A roll call vote was recorded as follows:

Yes: Maahs, Overton, Hufnagel, Adams, Cooley, Biergans, Madill

No: None

Motion carried.

NEW BUSINESS:

1. Board of Review Re-Appointment - Roger Hansbarger

Motion by Trustee Madill, seconded by Trustee Hufnagel, to re-appoint Roger Hansbarger to the Board of Review for a term ending January 1, 2023.

A roll call vote was recorded as follows:

Yes: Hufnagel, Adams, Cooley, Biergans, Madill, Overton, Maahs

No: None

Motion carried.

2. Board of Review Re-Appointment – Robert Nelson

Motion by Trustee Madill, seconded by Trustee Overton, to re-appoint Robert Nelson to the Board of Review for a term ending January 1, 2023.

A roll call vote was recorded as follows:

Yes: Cooley, Biergans, Madill, Overton, Maahs, Adams, Hufnagel

No: None

Motion carried.

3. Board of Review Re-Appointment – Richard Adams

Motion by Trustee Madill, seconded by Trustee Overton, to re-appoint Richard Adams to the Board of Review for a term ending January 1, 2023.

A roll call vote was recorded as follows:

Yes: Madill, Overton, Maahs, Adams, Hufnagel, Biergans, Cooley

No: None

Motion carried.

4. Marilyn Cotton, Cemetery Board Re-Appointment

Motion by Trustee Madill, seconded by Trustee Overton, to re-appoint Marilyn Cotton to the Cemetery Board for a term ending December 31, 2023.

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A roll call vote was recorded as follows:

Yes: Maahs, Adams, Hufnagel, Biergans, Cooley, Overton, Madill

No: None

Motion carried.

4A. DeWitt District Library Board Re-Appointment – Lysne Tait

Motion by Trustee Madill, seconded by Trustee Hufnagel, to re-appoint Lysne Tait to the DeWitt District Library Board for a term ending December 31, 2024.

A roll call vote was recorded as follows:

Yes: Maahs, Adams, Cooley, Overton, Madill, Biergans, Hufnagel

No: None

Motion carried.

5. Resolution 12-21-2020-1: Board of Trustees Meeting Dates

Motion by Trustee Madill, seconded by Trustee Cooley, to waive the reading of the resolution.

A roll call vote was recorded as follows:

Yes: Biergans, Adams, Cooley, Madill, Overton, Maahs, Hufnagel

No: None

Motion carried.

Motion by Trustee Madill, seconded by Clerk Adams, to adopt Resolution No. 12-21-2020-1: Resolution to Establish 2021 Meeting Dates.

A roll call vote was recorded as follows:

Yes: Hufnagel, Cooley, Madill, Biergans, Overton, Maahs, Adams

No: None

Resolution adopted.

6. Resolution 12-21-2020-2: Michigan Public Act 152 of 2011

Motion by Trustee Cooley, seconded by Trustee Overton, to waive the reading of the resolution.

A roll call vote was recorded as follows:

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

No: None

Motion carried.

Motion by Clerk Adams, seconded by Trustee Madill, to adopt Resolution No. 12-21-2020-2: a Resolution Electing to Comply with the Provisions of Michigan Public Act 152 of 2011, by exercising the Township's right to exempt itself from the requirements of the act.

A roll call vote was recorded as follows:

Yes: Overton, Maahs, Madill, Cooley, Hufnagel, Adams, Biergans

No: None

Resolution adopted.

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7. Resolution 12-21-2020-3: Bank Signature Authority

Motion by Trustee Madill, seconded by Trustee Overton, to waive the reading of the resolution.

A roll call vote was recorded as follows:

Yes: Maahs, Adams, Hufnagel, Biergans, Madill, Overton, Cooley

No: None

Motion carried.

Motion by Trustee Madill, seconded by Trustee Cooley, to adopt Resolution No. 12-21-2020-3: Bank Signature Authority.

A roll call vote was recorded as follows:

Yes: Overton, Biergans, Maahs, Madill, Cooley, Hufnagel, Adams

No: None

Resolution adopted.

8. MERS Addendum

Motion by Trustee Hufnagel, seconded by Trustee Cooley, to approve the Michigan Employee Retirement System Addendum as requested by MERS of Michigan.

A roll call vote was recorded as follows:

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

No: None

Absent: Overton

Motion carried.

9. Budget Adjustments

Amount:	To:	From:
\$2,500	101-400.000-801.000 General Fund – Professional Svcs - Attorney	101-000.001-699.000 General Fund - Fund Balance Transfer
\$6,500	101-445.000-807.000 General Fund – Drains-at-Large	101-000.001-699.000 General Fund – Fund Balance Transfer
\$5,000	462-277.000-999.000 General Fund – Streetlights Westwinds	101-000.001-699.000 General Fund – Fund Balance Transfer
\$5,500	101-400.000-801.006 General Fund – Professional Svcs - Engineer	101-002.001-613.000 General Fund – Site Plan Riview
\$123,000	101-400.000-801.009 General Fund – Building Permit Fees	101-002.001-635.000 General Fund – Building Permit Fees Ind/Comm
\$12,500	101-400.000-801.019 General Fund Electrical Permit Fees	101-002.001-645.000 General Fund – Electrical Permit Fees

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\$7,200	101-400.000-801.020 General Fund – Mechanical Permit fees	101-002.001-646.000 General Fund – Mechanical Permit Fees
\$4,200	101-400.000-801.021 General Fund – Plumbing Permit Fees	101-002.001-646.000 General Fund Plumbing Permit Fees
\$100	101-448.000-820.029 General Fund – Streetlights – Waterfront	101-000.001-699.000 General Fund – Fund Balance Transfer
\$50	101-448.000-820.030 General Fund – Streetlights – Watertown MDW	101-000.001-699.000 General Fund – Fund Balance Transfer
\$150	101-448.000-820.031 General Fund – Streetlights – Hidden Lakes	101-000.001-699.000 General Fund – Fund Balance Transfer
\$100	101-448.000-820.032 General Fund – Streetlights – Klein Farms	101-000.001-699.000 General Fund – Fund Balance Transfer
\$400	101-448.000-820.033 General Fund – Streetlights – Rosewood	101-000.001-699.000 General Fund – Fund Balance Transfer
\$75	101-448.000-820.028 General Fund – Streetlights – Westwind	101-000.001-699.000 General Fund – Fund Balance Transfer

Motion by Clerk Adams, seconded by Trustee Hufnagel, to approve the budget adjustments dated December 21, 2020, as presented.

A roll call vote was recorded as follows:

Yes: Maahs, Biergans, Cooley, Adams, Overton, Hufnagel, Madill

No: None

Motion carried.

10. Budget Reserves

Motion by Clerk Adams, seconded by Trustee Madill, to approve the budget reserves dated December 21, 2020, committed and assigned funds, as presented.

A roll call vote was recorded as follows:

Yes: Adams, Maahs, Overton, Hufnagel, Biergans, Cooley, Madill

No: None

Motion carried.

11. Township Manager's Annual Review

Motion by Trustee Madill, seconded by Trustee Hufnagel, to accept and place on file the Township Manager's Performance Appraisal dated December 15, 2020.

A roll call vote was recorded as follows:

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Yes: Maahs, Overton, Hufnagel, Adams, Biergans, Cooley, Madill

No: None

Motion carried.

12. Supervisor's Appointment

Motion by Trustee Hufnagel, seconded by Trustee Madill, to concur with Supervisor Maahs' recommendation and appoint Ronald Overton to serve as the Board of Trustees Representative to the Watertown Township Planning Commission with a term to expire December 31, 2021.

A roll call vote was recorded as follows:

Yes: Adams, Biergans, Cooley, Madill, Maahs, Hufnagel, Overton

No: None

Motion carried.

13. Board Appointments

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

Chair ProTempore

Ronald Overton

January 1, 2021 – December 31, 2021

Election Commission

Deborah Adams, Chair (Per Statute)

Chad Cooley & Ron Overton

January 1, 2021 – December 31, 2021

Newsletter Advisory Committee

Holly Madill, Deborah Adams, Ron Overton

January 1, 2021 – December 31, 2021

Zoning Board of Appeals

Chad Cooley

January 1, 2021 – December 31, 2021

Groundwater Management Board

Andrea Polverento

January 1, 2021 - December 31, 2021

SCCMUA

Jennifer Tubbs

January 1, 2021 – December 31, 2023

Looking Glass Regional Fire Authority

Jennifer Tubbs

January 1, 2021 - December 31, 2021

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Todd Hufnagel

January 1, 2021 – December 31, 2021

Citizen of the Year

John Maahs

Ron Overton

January 1, 2021 – December 31, 2021

A roll call vote was recorded as follows:

Yes: Madill, Overton, Hufnagel, Maahs, Cooley, Biergans, Adams

No: None

Motion carried.

14. Cost of Living and Salary Adjustments

Motion by Trustee Overton, seconded by Clerk Adams, to approve a 2.5% cost of living increase for the township full-time employees effective January 1, 2021.

A roll call vote was recorded as follows:

Yes: Overton, Biergans, Madill, Cooley, Hufnagel, Adams, Maahs,

No: None

Motion carried.

15. Road Contract – Arm Mowing

Motion by Trustee Overton, seconded by Trustee Hufnagel, to approve road contract number 497.015.157040 for \$7,000 as presented.

A roll call vote was recorded as follows:

Yes: Maahs, Overton, Hufnagel, Adams, Cooley, Biergans, Madill

No: None

Motion carried.

16. Michigan Mutual Aid Box Alarm System Association Agreement

Motion by Trustee Hufnagel, seconded by Trustee Cooley, to approve the Michigan Mutual Aid Box Alarm System Agreement and authorize the Looking Glass Regional Fire Authority and the township to sign the agreement.

A roll call vote was recorded as follows:

Yes: Cooley, Maahs, Hufnagel, Overton, Adams, Madill, Biergans

No: None

Motion carried.

DISCUSSION AND PUBLIC COMMENT:

Township Manager Tubbs discussed the difficulties this year presented, the great staff, and thanked the Board of Trustees for extra time off at the holidays.

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Trustee Madill asked a question on behalf of her neighbor – will bills for ambulance service charges be affected by the millage? The Township Manager will make a recommendation to bring to the Board.

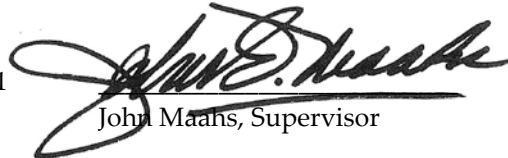
Township Manager Tubbs noted that the legislature extended virtual meetings until March 31, 2021.

Trustee Overton noted that township operations have gone well due to the Township Manager and staff.

Treasurer Biergans appreciates the warm welcome and support she has received.

ADJOURNMENT: The electronic meeting was adjourned at 7:55PM.

Date approved: January 19, 2021



John Maans, Supervisor



Deborah Adams, Clerk