

SECOND REGULAR MEETING  
RAISIN CHARTER TOWNSHIP  
BOARD OF TRUSTEES  
5525 Occidental Hwy  
Tecumseh, MI 49286  
December 26, 2016  
10:00 A.M.

Meeting called to order at 10:00 A.M. by supervisor Dale Witt.

Members present: Kami Johnson, Thomas Hawkins, Larry Crittenden, Russ Mead, Marge McDermott, Jackie Schultz and Dale Witt.

Members absent: None

**COMMUNICATIONS:**

Holloway – Witt provided an estimate for repair of the well at Holloway. The buyer requested to spilt the cost of the repair as a condition of purchase. No concerns noted to do this.

Park Committee – Witt included a note from an individual that is very interested in serving on the park committee.

Resignation – Jim Colburn turned in his resignation from the Planning Commission. A copy of his letter was included with the board packet. Witt will provide a service notation for him.

Employee Manual – Witt mentioned that we will be reviewing the current employee manual in 2017.

Financial Report – There was a question raised at the 12/12 meeting regarding the financial report. Kami explained that the 3 public safety bank accounts are for specific purposes and are kept separate from the general fund monies. The current balances in those accounts were questioned. Since they were set-up prior to Kami's tenure, more research would need to be done to determine the purpose of those funds.

Equalization Invoices – Schultz provided a reconciliation of the invoices from Lenawee County Equalization. Due to an error, we needed to make an additional payment of \$2,021.70 for assessing services as well as the \$6,984.40 for basic GF in order to complete the payments that were due by December 31<sup>st</sup>.

Accounts Payable – Schultz provided a list of Accounts Payable and indicated which would be 'past due' by the time we have our next meeting in January. There was discussion around the current Accounts Payable Policy. It was decided that it would be best to approve accounts payable at both board meetings rather than holding them for the first meeting.

Website – Hawkins has been working on the website. He was able to find some cost savings. He is also working on remodeling the website. It is currently in a staging area. When it is ready, he will provide a link for review before it is live on the web.

Snow Plowing – Crittenden mentioned that he has received complaints from people about plowing of secondary roads. Witt has also received complaints. These have been relayed to Lenawee County Road

Commission. Some people don't understand that plowing is a county rather than township responsibility. Tom mentioned that there is also a link on the website directing people to call LCRC directly.

Information – Township Offices will be closed on January 2nd for the holiday. Payroll will be one day later.

**PUBLIC COMMENT:**

Jim Palmer mentioned that he thought the money in the Fire Insurance Holding account was from a fire. Johnson said the amount currently in there was a balance prior to when she became treasurer. Palmer also asked when the Road Commission meeting was being held and if it is an open meeting. Witt mentioned that it is an open meeting and the Township annual meeting is scheduled for January 24<sup>th</sup> at 1pm, at the LCRC.

**APPROVAL of AGENDA:**

Motion Hawkins, second Johnson to approve agenda as written.  
M/C all.

**OLD BUSINESS:**

5.1 Resolution #2016-122616 – Adopt Lenawee County Solid Waste Plan

Motion Hawkins, support Crittenden to adopt Resolution #2016-122616 for the amendment to the Lenawee County Solid Waste Plan.

Discussion: Mead is concerned that some of the funding options should not have been included in the plan because they could pass the cost onto the municipalities rather than absorbing the cost in the county budget. Larry prefers this plan rather than a state mandate. With the current plan we would get to vote on a tax increase. Tom read the plan again and stated that they are leaning toward a user fee for those that utilize the Lenawee County solid waste options.

Roll Call Vote: Johnson – Yes, Hawkins – Yes, Crittenden – Yes, Mead – No, McDermott – Yes, Schultz – Yes, Witt – Yes  
Motion carried

**NEW BUSINESS:**

6.1 2017 Township Calendar

Motion Johnson, second McDermott to approve calendar as presented  
M/C all

6.2 Approval for payment of year-end bills

Accounts Payable	\$230,278.25
Payroll	\$19,275.75
Total Accounts Payable	\$249,554.00

Motion Crittenden, second Johnson to approve payment of accounts payable year-end bills

Discussion: Mead asked about the 2017 bills that are being prepaid in 2016. Schultz indicated that the journal entries have already been completed to move these expenses to the correct year. Mead asked if there was a detailed report that indicates which road projects were completed their estimates and the ending cost of those projects. Witt will provide this information to the board. Hawkins would like Lenawee County Road Commission to be held accountable for the condition of the work done on Centennial. Schultz mentioned that the total Accounts Payable would be increased by \$2,021.70 because of the additional check that needed to be cut to Lenawee County Equalization.

M/C all

### 6.3 Budget Amendments

The following amendments to the budget are requested for year-end:

#### Fund 101 – General

Increase Dept 215 Clerk: \$425.00

Increase Dept 253 Treasurer: \$50.00

Increase Dept 255 Deputy Treasurer: \$10.00

Increase Dept 262 Elections: \$3,000.00

Decrease Dept 301 Police: \$3,485.00 (Dept. Line #860 will be used)

#### Fund 245 – SAD

Increase 451 Road Maintenance: \$21,978.13

#### Fund 249 – Building

Increase 375 Plumbing Insp: \$1,000.00

Decrease 373 Electrical Insp: \$1,000.00

Witt also noted that the additional expenses for the road fund will reduce the fund balance.

Motion Johnson, second Hawkins to approve the budget amendments as presented.

M/C all

### 6.4 Board, Commission, Committee assignments

Board of Review – 2-year term January 1, 2017 – January 1, 2019

- Mike Bartolo
- Jerimiah Johnson
- Shannon Lucas

Planning Commission – 3-year term December 2016 – December 2019

- Cheryl Benham
- Larry Crittenden – Board Representative

Board of Appeals – 3-year term

- No Appointments (last appointments made December 2015-December 2018)
- Tom Hawkins – Board Representative

- Note: Need to consider moving to a staggered term for regular members.

Parks Committee

- Debra Brousseau
- Kitty Wagner
- Ken Kendall
- Marge McDermott – Board Representative

Other(Trustee Assistance)

- Emergency Management Plan – Russ Mead
- Website Revisions – Tom Hawkins

Motion Schultz, second Johnson to approve the assignments a presented

Discussion: Mead mentioned that the parks policy states that the committee needs to have 7 members. He was asking if all 7 should be appointed before the parks committee begins their organizational meetings. He also suggested contacting people that ran for office but didn't get elected to see if they might have an interest in serving. Dale said he would reach out to them and ask.

M/C all

**ADJOURNMENT:**

Motion Mead, second McDermott to adjourn meeting at 11:25 A.M.

M/C all.

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Dale Witt, Supervisor

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Jackie Schultz, Clerk