

REGULAR MEETING
RAISIN CHARTER TOWNSHIP
BOARD OF TRUSTEES
3266 Gady Road
Adrian, MI 49221
August 14, 2017 at 6:30 P.M.

1. **CALL TO ORDER:** Meeting called to order at 6:30 P.M. by supervisor Dale Witt.
2. **WELCOME, PLEDGE, INVOCATION:** Pledge and moment of silence.
3. **ROLL CALL:** Present: Tom Hawkins, Marge McDermott, Russ Mead, Deb Brousseau, Kami Johnson, Jackie Schultz, and Dale Witt

4. COMMUNICATIONS:

Movie in the Park – McDermott shared that the First movie in the park was a success.

Worker's Comp On-Site Audit – Schultz stated that we will be having an on-site audit for Worker's Compensation in September.

Welcome & Thank You – Supervisor Witt thanked the individuals that interviewed for the Trustee position and welcomed Deb Brousseau to the board.

Parks & Recreation Committee Guidelines – The revised guidelines were included in the board packet. There is now a vacant position on the Committee since Brousseau is now on the board. We will discuss this at a future meeting.

Raisin Works – Bill Spychr resigned from his position with Raisin Works. Witt has started the process of replacing this position.

Wilmoth Road – Update from the county road commission that this project is projected to be completed in mid-October.

2018 Budget – Department heads have been asked to submit budget requests for 2018. Budget projection discussions will begin with the board in September.

Assessing – Our contract with Lenawee County for assessing will increase by \$0.375 cents per parcel up to \$12.875 per parcel. This only affects real, personal, and exempt properties. The parcel count for this year is 3,678 and the count for last year was 3,676. The contract will increase approximately by \$1,400 for the next 12 months.

5. PUBLIC COMMENT:

Public Comments were shared by Richard Westgate and Jim Palmer.

6. APPROVAL of CONSENT AGENDA:

Accounts Payable	\$ 50,185.52
Payroll	\$ 45,100.40
Total Payables & Payroll	\$ 95,285.92

Board action included the approval for the purchase of three (3) sets of turn out gear for a cost of \$5,506.65 plus shipping.

Motion Hawkins, support Mead to approve the consent agenda as presented. M/C, all

7. APPROVAL OF AGENDA:

Motion Brousseau, support Johnson to approve the agenda as written. M/C, all

8. UNFINISHED BUSINESS:

8.1 RFP (Request for Proposal) for Financial Audit Services – Bid Selection

After discussion related to the bids that were submitted, the board came to a consensus that we should accept the bid from Meredith Francis, CPA, PC.

Notion Hawkins, support Brousseau to accept the bid presented by Meridith Francis, CPA, PC for financial audit services in the amount of \$6,850.00 per year for 3 years.

Roll Call Vote: Mead – yes, McDermott – yes, Hawkins – yes, Johnson – yes, Brousseau – yes, Schultz – yes, Witt – yes Motion carried

8.2 Credit Card Policy – Revision and Resolution #2017-081417

Board reviewed the credit card policy and it was suggested by Mead that we change the second bullet point under use of credit card to read “Officers and employees will be given a purchase limit” et all.

Motion Hawkins, support Brousseau that the board adopt Resolution #2017-081417 allowing the development a credit card policy.

Roll Call Vote: McDermott – yes, Hawkins – yes, Johnson – yes, Mead – yes, Brousseau – yes, Schultz – yes, Witt – yes

Motion Hawkins, support Johnson to approve the Credit Card Policy as presented with the addition of the words Officers and to bullet point #2. Motion carries, 6 yes/1 no

9. NEW BUSINESS:

9.1 Grant Agreement for Precinct 3 ePoll book (computer) - Approval

Schultz asked for approval from the board to sign a grant agreement with the state to provide a computer for the 3rd precinct.

Motion Mead, support Johnson to allow the Clerk Schultz to sign the grant agreement on behalf of Raisin Charter Township. M/C, all

9.2 Artwork/Mural for RCC - Discussion

Schultz presented to the board an idea for consideration which would allow local school districts to participate in the development of a mural for the outside south side of the RCC. After discussion it was the consensus of the board the Schultz will approach the school districts and see if they would like to participate in a mural project for the RCC. All artwork will be approved by the board prior to painting the exterior.

9.3 Election Requirements for Precinct 3

Schultz shared with the board several developments related to the new precinct. There will be the need for additional equipment and those items will be brought to the board as a budget amendment at the next meeting. Schultz asked for the assistance of the board members in recruiting individuals to work on election day. Applications are available at the township.

10. UPCOMING EVENTS


No upcoming events.

11. ADJOURN MEETING

Motion Johnson, support Brousseau to adjourn meeting. M/C, all

Meeting adjourned at 8:00 p.m.


Dale Witt, Supervisor


Jackie Schultz, Clerk