

REGULAR MEETING
RAISIN CHARTER TOWNSHIP
BOARD OF TRUSTEES
3266 Gady Road
Adrian, MI 49221
December 11, 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: Russ Mead, Marge McDermott, Tom Hawkins, Deb Brousseau, Jackie Schultz, and Dale Witt
Absent: Kami Johnson

4. COMMUNICATIONS:

IRS Publication 15b –Schultz spoke to two attorneys and 2 CPA’s as we were getting conflicting information as to whether we needed to report the miles or not. Clarification was provided by MTA CPA Consultant David Williamson. We will need to report the mileage as wages. Later in the meeting we will discuss budget amendments to accommodate this additional expense.

Resignation – Clerk Schultz distributed her letter of resignation to the township board. Schultz’ last official day will be December 31, 2017. Schultz read her resignation letter to the board and the board accepted her resignation by consent with no vote taken.

2018 CVTRS – CVTRS paperwork has been submitted to the State and accepted.

Park Plan – The 5-year Park & Recreation Plan has been submitted to the DNR.

Microbrewery – Witt reviewed the process when a new use is requested by a business. Since our ordinance didn’t already allow for a microbrewery, it was necessary to make an amendment to the ordinance before we could sign the paperwork allowing this use in the township.

5. PUBLIC COMMENT:

Public Comments were shared by Norm Nash and Richard Westgate.

6. APPROVAL of CONSENT AGENDA:

Accounts Payable	\$ 15,602.96
Payroll	\$ 36,827.04
Total Payables & Payroll	\$ 52,430.00

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

7. APPROVAL OF AGENDA:

Motion Mead, support Hawkins to add under new business, Item 9.6 – Clerk Vacancy to the agenda, M/C, all

Motion Brousseau, support McDermott to approve the agenda with the addition of Item 9.6 – Clerk Vacancy, M/C, all

8. UNFINISHED BUSINESS:

8.1 – 2017 Financial Status Review & Resolution

Mead shared financial analysis information related to excess revenue over expense projections. Board members complimented him on the documents presented. Discussion included how we should strategically position ourselves for the future and how excess monies should be designated. Additional discussion and decision tabled until a later date.

9. NEW BUSINESS:

9.1 – Tax Foreclosure Property (RAO-109-1590-00)

Motion Hawkins, support Mead to have the Supervisor send a letter to the County Treasurer indicating that the Township has chosen to reject taking ownership of this property.
M/C, all

9.2 – Coverage Options for Township Liability Insurance

Witt asked if the Township board would like to consider changing our amounts of coverage for Zoning Monetary Damages and Loss of Salary/Fringe Benefits. Item tabled until a later date.

9.3 – Appointment of Park Committee Member – Bernadette Pratt

Motion Hawkins, support McDermott to appoint Bernadette Pratt as a member of the Park Committee. This appointment will be for a 1-year term.
M/C, all

9.4 – Correction to October 9, 2017 Minutes – Inspection Rate

Motion Mead, support McDermott to amend the October 9, 2017 minutes to reflect a rate of \$40.67 for Raisin Township Inspections.
M/C, all

9.5 – HVAC Unit Replacement at the RCC

Three bids were presented for replacement of the HVAC unit at the RCC.

Adrian Mechanical - \$9,230.00

Simpkins Maintenance and More - \$8,000.00

Whitcher Plumbing & Heating - \$7,234.00 (Witt indicated this was the maximum cost but could be less since bid included taxes and permit fees)

Motion Hawkins, support Mead to accept the bid from Whitcher Plumbing & Heating for the amount not to exceed \$7,234.00.

M/C, all

9.6 – Clerk Vacancy

The position must be filled within 45 days after the Clerk's resignation. Witt will have the job posting placed on the website and in the newspaper. Schultz indicated that she would be willing to train the new Clerk as time permits. There will be additional discussion related to next steps at the board meeting on December 26, 2017.

10. UPCOMING EVENTS

No upcoming events

11. ADJOURN MEETING

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

Meeting adjourned at 8:22 p.m.

Dale Witt, Supervisor

Jackie Schultz, Clerk