

SPECIAL MEETING
RAISIN CHARTER TOWNSHIP
BOARD OF TRUSTEES
3266 Gady Road - Adrian, MI 49221
December 26, 2017 at 10:00 A.M.

1. CALL TO ORDER:

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

Members Present: Russ Mead, Marge McDermott, Tom Hawkins, Deb Brousseau, Kami Johnson, Jackie Schultz, Dale Witt

2. COMMUNICATIONS:

RCC Heat – Witt shared that the HVAC unit is in the process of being replaced and should be completed within a couple of days.

3. PUBLIC COMMENT:

No items of public comment.

4. PURPOSE OF THE MEETING – YEAR-END BUSINESS

A. Township Clerk's Resignation (vote on letter dated 12/11/17)

Hawkins mentioned that while he would accept the resignation he is sad to see Schultz leave. Witt agreed and stated that Schultz' contribution to the township would be greatly missed.

Motion Brousseau, support Mead to accept the resignation of Clerk Schultz submitted to the Board on 12/11/2017 and effective 12/31/17. M/C, all

B. Hiring of Deputy Clerk (Jan Hoffman) and Pay Rate

It was clarified that effective January 1, 2018, the Deputy Clerk would assume the role and responsibility of the Clerk. She would no longer be expected to work at the window since it wouldn't be reasonable to expect her to hold down two jobs.

Motion Hawkins, support Brousseau to hire Jan Hoffman at her current rate of pay to fulfill the duties of Clerk effective January 1, 2018.

Motion Mead, support Hawkins to amend Hawkins' motion to increase the Deputy Clerk compensation to \$10.00 per hour effective January 1, 2018. M/C, all

Motion to approve Hawkins' original motion as amended by Mead to increase the Deputy Clerk compensation to \$10.00 per hour and to hire Jan Hoffman to fulfill the duties of Clerk effective January 1, 2018. M/C, all

C. Consulting Contract Option with Jackie Schultz

Motion Mead, support Hawkins to establish a consulting contract with Jackie Schultz on an as needed basis. The rate will be \$50.00 per call plus \$20.00 per hour after the first hour. This contract will remain in effect from January 1, 2018 through February 15, 2018 and Schultz will keep a log of activities for board review. M/C, all

D. Township Board Vacancy – Clerk

Motion Johnson, support Brousseau to approve the interim clerk hiring process and schedule of meetings. M/C, all

E. Approval of Minutes – 12/13/17 Special Meeting

Motion Brousseau, support Johnson to approve the minutes from the special meeting and closed session on 12/13/17. M/C, all

F. Budget Amendments

Motion Schultz, support Hawkins to approve the amendments as presented to the 2017 budget. M/C, all

G. Payment of Monthly Bills – Approval

Accounts Payable	\$ 37,304.95
Payroll	\$ 28,402.82
Total Payables & Payroll	\$ 65,707.77

Motion Johnson, support Mead to approve the bills as presented. M/C, all

Hawkins requested that the order of Agenda items be moved to address item K, L, and M before H, I and J. Board agreed by consent for agenda change.

K. Coverage Options for the Township Liability Insurance

Motion Brousseau, support Hawkins to continue liability coverage at the current rates for zoning and loss of salary/fringe for 2018. M/C, all

L. 2019 Township Calendar

Witt presented a township calendar with the option of one (1) meeting per month. There was discussion as to whether it would be better to have one scheduled meeting with additional special meetings if needed or if it would be better to schedule two (2) meetings per month so there are less special meetings.

Motion Brousseau, support Hawkins to have two (2) board meetings per month on the 2nd Monday and the 4th Monday of each month at 6:30 pm. M/C, 6 yes and 1 no

Motion Brousseau, support Hawkins to accept the calendar dates as presented for Board of Review, Planning Commission, and Dump Days. M/C, all

M. 2018 Poverty Exemption Guidelines

Witt presented the information related to the poverty exemption.

Motion Hawkins, support McDermott to approve Resolution # 2017-122617 to adopt the 2018 Guidelines for Poverty Exemption with income guidelines at 15% above the 2018 Federal Poverty Guideline.

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

Hawkins excused himself and left the meeting at 11:30 am.

H. Fiscal Planning Presentation / Discussion

Schultz made a presentation to the board related to how fund balance can be used for capital purchases. Based on information from our auditor, Meredith Francis, having funds in separate accounts doesn't serve a purpose since the monies in the fund balance can be used to amend the budget at any time in order to make large purchases. We would just need to notate why our expenses are over revenues in a given year.

I. 2017 Financial Status Review – Capital Funds

There was a considerable amount of discussion related to whether the Board should set aside monies in order to fund future capital purchases. Questions were raised as to whether the Board is supporting projects if monies aren't set aside in a specific capital fund. No decision was made related to setting aside monies at this time.

J. Revisions to the Township Employee Manual

Witt asked the board to review the manual for discussions that will begin in January. He mentioned that many of the changes are in the benefits section of the manual. Item tabled until a later date for further discussion.

5. ADJOURN MEETING

Motion Brousseau, support Johnson to adjourn the meeting at 12:09 P.M.
M/C all

Dale Witt, Supervisor

Jackie Schultz, Clerk