12803 S. Wacousta Rd., Grand Ledge, MI 48837
517-626-6593
517-626-6405 (Fax)
www.WatertownTownship.com

BOARD OF TRUSTEES REGULAR MEETING AGENDA
DECEMBER 18, 2017 – 7:00PM

CALL TO ORDER – PLEDGE OF ALLEGIANCE – ROLL CALL

PUBLIC COMMENT

CONSENT AGENDA

Correspondence, Routine Bills, & Board Reports

AGENDA APPROVAL

APPROVAL OF MINUTES

1. November 20, 2017 Board of Trustees Regular Meeting
2. November 27, 2017 Joint Special Meeting with Eagle Township

APPROVAL OF BILLS

PENDING BUSINESS

1. Parks Commemoration
2. Resolution 11-20-2017-2: Resolution Requesting Call of County of Clinton Sewage Disposal System Limited Tax General Obligation Bonds (Watertown Charter Township) (JLT)
3. Resolution 11-20-2017-3: Resolution Authorizing Prepayment and Call of Bonds (JLT)

NEW BUSINESS

1. Marilyn Cotton, Cemetery Board Re-Appointment (DA)
2. David LaLumia, Compensation Commission Re-Appointment (DA)
3. Resolution 12-18-2017-1: Resolution to Establish 2018 Board of Trustees Meeting Dates (DA)
4. Resolution 12-19-2017-2: Michigan Public Act 152 of 2011 (JT)
5. Resolution 12-18-2017-3: Resolution Establishing Township Poverty Guidelines (JT)
6. Budget Adjustments (DA)
7. Budget Reserves (DA)
8. Supervisor's Appointment (JM)
9. Board Appointments (JM)
10. Township Manager's Annual Review and Contract (JM)
11. Cost of Living and Salary Adjustments (JT)
12. Establish Board Retreat Meeting Date (JT)

DISCUSSION & PUBLIC COMMENT

ADJOURNMENT

12803 S. Wacousta Rd., Grand Ledge, MI 48837
517-626-6593
517-626-6405 (Fax)
www.WatertownTownship.com

DECEMBER 18, 2017 BOARD PACKET CONTENTS

CORRESPONDENCE

BOARD REPORTS

1. Janice Thelen, October Treasurer's Report
2. Janice Thelen, October Investment Memo and Report
3. Janice Thelen, November Investment Memo and Report
4. Amy Kinney, Planning and Zoning Assistant's October Report
5. Jennifer Tubbs, Township Manager's November Report

APPROVAL OF MINUTES

1. November 20, 2017 Board of Trustees Regular Meeting

APPROVAL OF BILLS

1. McGinty, Hitch, Housefield, Person, Yeadon & Anderson, P.C.

REPORTS

1. DeWitt District Library September 14, 2017 Minutes
2. DeWitt District Library October 12, 2017 Minutes

PENDING BUSINESS

1. Parks Commemoration
2. Resolution 11-20-2017-2: Resolution Requesting Call of County of Clinton Sewage Disposal System Limited Tax General Obligation Bonds (Watertown Charter Township) (JLT)
3. Resolution 11-20-2017-3: Resolution Authorizing Prepayment and Call of Bonds (JLT)

NEW BUSINESS

1. Marilyn Cotton, Cemetery Board Re-Appointment (DA)
2. David LaLumia, Compensation Commission Re-Appointment (DA)
3. Resolution 12-18-2017-1: Resolution to Establish 2018 Board of Trustees Meeting Dates (DA)
4. Resolution 12-19-2017-2: Michigan Public Act 152 of 2011 (JT)
5. Resolution 12-18-2017-3: Resolution Establishing Township Poverty Guidelines (JT)
6. Budget Adjustments (DA)
7. Budget Reserves (DA)
8. Supervisor's Appointment (JM)
9. Board Appointments (JM)
10. Township Manager's Annual Review and Contract (JM)
11. Cost of Living and Salary Adjustments (JT)
12. Establish Board Retreat Meeting Date (JT)

WATERTOWN CHARTER TOWNSHIP
BILL LIST FOR MEETING
DECEMBER 18, 2017

VENDOR		PURPOSE		AMOUNT
		*****PAYROLL PAID 11-30-17 *****		
ELECTRONIC FEDERAL DEPOSIT	GF	TWP SHARE SOCIAL SECURITY & MEDICARE		$1,907.33
PAYROLL	GF	PAYROLL FOR STAFF, BOARDS AND COMMITTEES		$24,933.03
MERS	GF	TWP SHARE PENSION COSTS		$2,824.72
TOTAL				$29,665.08
GENERAL FUND TOTAL			$29,665.08	
		*****BILLS PAID 12-01-17*****		
AMY L. KINNEY	GF	MILEAGE REIMB - 14.6 MILES		$7.82
ANDREW CASE	GF	MEDICAL REIMBURSEMENT		$500.00
CAPITAL AREA HUMANE SOCIETY	GF	SECURITY DEPOSIT REFUND		$50.00
CHRISTY SOCHAY	GF	MEDICAL REIMBURSEMENT		$208.88
CLINTON COUNTY ROAD COMMISSION	GF	GRAVEL FOREST HILL - HERBISON TO HOWE		$27,063.23
CLINTON COUNTY ROAD COMMISSION	GF	GRAVEL GROVE - STATE TO STOLL		$28,364.57
CLINTON COUNTY ROAD COMMISSION	GF	GRAVEL LOWELL - STATE TO STOLL		$30,740.00
CLINTON COUNTY ROAD COMMISSION	GF	GRAVEL FOREST HILL - CLARK TO STOLL		$28,381.34
CLINTON COUNTY ROAD COMMISSION	GF	GRAVEL FOREST HILL - STOLL TO DEAD END		$10,501.37
CLINTON COUNTY ROAD COMMISSION	GF	GRAVEL FOREST HILL - EATON HWY TO GRAND RIVER		$28,534.76
CLINTON COUNTY ROAD COMMISSION	GF	GRAVEL FOREST HILL - HOWE TO CUTLER		$27,767.13
CLINTON COUNTY ROAD COMMISSION	GF	GRAVEL FOREST HILL - CLARK TO HERBISON		$28,779.62
CLINTON COUNTY ROAD COMMISSION	GF	GRAVEL HERBISON - BAUER E TO ASHPHALT		$13,859.28
DONNA C. CASE	GF	MILEAGE REIMB - 48 MILES		$54.04
DONNA CASE	GF	CLEANING SVCS 11/16/17 - 11/30/17		$487.50
FRONTIER	GF	CEMETERY PHONE		$64.58
HAMMOND FARMS NORTH	GF	SOIL DELIVERY FOR PARKS		$231.00
HASSELBRING CLARK	GF	COPIER MAINTENANCE CONTRACT		$284.43
HUHN, CLINT	GF	SECURITY DEPOSIT REFUND		$150.00
JANE WYSKOWSKI	GF	SECURITY DEPOSIT REFUND		$150.00
JEFFREY S. MACKENZIE	GF	ASSESSING SVCS 11/16/17 - 11/30/17		$2,839.48
LANSING REGIONAL CHAMBER	GF	ANNUAL BUSINESS MEMBERSHIP DUES		$440.00
MENARD'S	GF	MAINTENANCE TOOLS & SUPPLIES		$219.02
MICHIGAN.COM	GF	NOVEMBER 2017 LEGAL NOTICES		$179.98
PROVIDENCE	GF	DECEMBER 2017 TECHCARE		$1,229.50
QUILL CORPORATION	GF	OFFICE SUPPLIES		$216.88
ROSE PEST SOLUTIONS	GF	PEST CONTROL CONTRACT		$55.00
ROSEMARY LOPEZ	GF	SECURITY DEPOSIT REFUND		$300.00
S.C.C.M.U.A.	SWR	DECEMBER 2017 BUDGET PAYMENT		$28,523.20
SOHN LINEN SERVICE, INC.	GF	OFFICE FLOOR MATS		$60.50
SPICER GROUP	GF	SITE PLAN REVIEW - WALKER TRANSPORT		$500.00
TODD HUFNAGEL	GF	MEDICAL REIMBURSEMENT		$383.37
TOTAL				$261,126.48
GENERAL FUND TOTAL			$232,603.28	
SEWER FUND TOTAL			$28,523.20	

WATERTOWN CHARTER TOWNSHIP
BILL LIST FOR MEETING
DECEMBER 18, 2017

VENDOR		PURPOSE		AMOUNT
		*****PAYROLL PAID 12-15-17 *****		
ELECTRONIC FEDERAL DEPOSIT	GF	TWP SHARE SOCIAL SECURITY & MEDICARE		$1,755.10
PAYROLL	GF	PAYROLL FOR STAFF, BOARDS AND COMMITTEES		$22,942.11
MERS	GF	TWP SHARE PENSION COSTS		$2,731.26
TOTAL				$27,428.47
GENERAL FUND TOTAL			$27,428.47	
		*****BILLS PAID 12-15-17*****		
ANDREA Z. POLVERENTO	GF	MEDICAL REIMBURSEMENT		$500.00
BUSINESS CARD	GF	CLEANING SUPPLIES & DINNER WITH SANTA SUPPLIES		$681.49
BUSINESS CARD	GF	REPAIR WORK ON TRUCK & MAINTENANCE SUPPLIES		$453.83
CAPITAL EQUIPMENT & SUPPLY	GF	AIR COMPRESSOR RENTAL		$60.00
CARQUEST	GF	PART FOR TRUCK		$41.42
CHRISTY SOCHAY	GF	MILEAGE REIMB - 90.4 MILES		$48.36
CONSUMERS ENERGY	GF	ELECTRIC & GAS - TWP OFFICE & GYM		$981.89
CONSUMERS ENERGY	GF	ELECTRIC - STREETLIGHTS TWP SHARE		$295.47
CONSUMERS ENERGY	GF	ELECTRIC - PARK & RIDE LOT		$29.64
CONSUMERS ENERGY	GF	ELECTRIC - CEMETERY		$43.56
CONSUMERS ENERGY	GF	ELECTRIC - LOOKING GLASS PARK		$28.77
CONSUMERS ENERGY	GF	ELECTRIC - HERITAGE PARK		$31.21
CONSUMERS ENERGY	GF	ELECTRIC - LGVP NEW PAVILION		$23.42
CULLIGAN OF LANSING MICHIGAN	GF	BOTTLED WATER & RUSTBUSTER		$37.00
DONNA C. CASE	GF	MILEAGE REIMB - 43 MILES		$23.01
DONNA CASE	GF	CLEANING SVCS 12/1/17 - 12/15/17		$487.50
GRANGER	GF	TRASH PICK UP		$33.60
HEMPSTED, MARK & ELENA	GF	2017 SUMMER TAX REFUND/MTT#17-000345		$227.59
JANICE THELEN	GF	MEDICAL REIMBURSEMENT		$3,456.83
JANICE THELEN	GF	MILEAGE REIMB - 1400 MILES & CONFERENCE MEAL		$766.68
JEFFREY S. MACKENZIE	GF	ASSESSING SVCS 12/1/17 - 12/15/17		$2,839.48
JENNIFER TUBBS SWEET	GF	MEDICAL REIMBURSEMENT		$2,000.00
JOHN DEERE FINANCIAL	GF	MAINTENANCE TOOLS & SUPPLIES		$27.40
KENT COMMUNICATIONS, INC.	GF	PROCESS & MAILING OF TAX BILLS		$779.03
MICHIGAN FLEET FUELING	GF	GAS FOR TRUCK & EQUIPMENT		$216.08
MICHIGAN COMPANY, INC.	GF	SUPPLIES TO WAX GYM FLOOR		$560.99
MUNICIPAL INSPECTION SERVICES	GF	NOVEMBER 2017 INSPECTIONS		$13,175.50
PITNEY BOWES	GF	INK FOR POSTAGE MACHINE		$169.98
PITNEY BOWES	GF	QUARTERLY POSTAGE MACHINE LEASE		$93.00
RONALD OVERTON	GF	MEDICAL REIMBURSEMENT		$66.12
SOHN LINEN SERVICE, INC.	GF	OFFICE FLOOR MATS		$62.50
TRACTOR SUPPLY CREDIT PLAN	GF	MAINTENANCE TOOLS & SUPPLIES		$12.97
VERIZON WIRELESS	GF	TWP CELL PHONES		$166.31
WOW! BUSINESS	GF	OFFICE INTERNET & PHONES		$259.70
TOTAL				$28,680.33
GENERAL FUND TOTAL			$28,680.33	

WATERTOWN CHARTER TOWNSHIP
BILL LIST FOR MEETING
DECEMBER 18, 2017

VENDOR		PURPOSE		AMOUNT
		*****BILLS TO BE PAID 12-29-17*****		
AMERICAN CONCRETE LIVING	GF	FILL & RAISE BACK OF POLE BARN		$1,000.00
DECKER AGENCY	GF	2018 PUBLIC ENTITY INSURANCE PACKAGE		$12,936.00
DEBORAH ADAMS	GF	MEDICAL REIMBURSEMENT		$1,168.86
DONNA CASE	GF	CLEANING SERVICES		$487.50
JEFFREY S. MACKENZIE	GF	ASSESSING SERVICES		$2,839.48
NORTHWESTERN MUTUAL LIFE INS	GF	DISABILITY INSURANCE		$751.13
PHYSICIANS HEALTH PLAN	GF	HEALTH INSURANCE		$5,957.80
STANDARD INSURANCE COMPANY	GF	GROUP LIFE INSURANCE		$183.15
TOTAL				$25,323.92
GENERAL FUND TOTAL			$25,323.92	
		*****BILLS TO BE PAID 01-15-17*****		
JOHN MAAHS	GF	MEDICAL REIMBURSEMENT		$1,236.43
MI ASSOC OF MUNICIPAL CLERKS	GF	2018 MEMBERSHIP DUES - CLERK		$60.00
MI ASSOC OF MUNICIPAL CLERKS	GF	2018 MEMBERSHIP DUES - DEPUTY CLERK		$60.00
TOTAL				$1,356.43
GENERAL FUND TOTAL			$1,356.43	

WATERTOWN CHARTER TOWNSHIP
BILL LIST FOR MEETING
DECEMBER 18, 2017

VENDOR		PURPOSE	AMOUNT
BILLS TO BE PAID AFTER BOARD APPROVAL			
MCGINTY, HITCH, ET AL.	GF	NOVEMBER 2017 LEGAL FEES	$90.00
TOTAL			$90.00
GENERAL FUND TOTAL			$90.00

McGinty, Hitch, Person, Yeadon & Anderson, P.C.
Attorneys at Law
P.O. Box 2502
East Lansing, MI 48826
(517) 351-0280
Fed I.D. #38-2060103

Page: 1
12/01/2017

Watertown Township
12803 Wacousta Rd.
Grand Ledge MI. 48837

ACCOUNT NO. 1242-001M
STATEMENT NO: 196

ATTN: Accounts Payable

Zoning Code Administration

			HOURS	
11/27/2017	TMY	Receive and review of documents or letters. Review of file or materials. Draft correspondence to client x2. Legal research. Telephone conference with Zoning Administrator.	0.60	90.00
		FOR CURRENT SERVICES RENDERED	0.60	90.00
		PREVIOUS BALANCE		$45.00
		TOTAL CURRENT WORK		90.00
12/01/2017		Payment received		-45.00
		BALANCE DUE		$90.00

Please make checks payable to "McGinty, Hitch, et al."

PLEASE INDICATE ACCOUNT NUMBER ON REMITTANCE

McGinty, Hitch, Person, Yeadon & Anderson, P.C.
Attorneys at Law
P.O. Box 2502
East Lansing, MI 48826
(517) 351-0280
Fed I.D. #38-2060103

Page: 1
12/01/2017

Watertown Township
12803 Wacousta Rd.
Grand Ledge MI. 48837

ACCOUNT NO. 1242M

ATTN: Accounts Payable

PREVIOUS BALANCE	FEES	EXPENSES	ADVANCES	PAYMENTS	BALANCE
Zoning Code Administration					
45.00	90.00	0.00	0.00	-45.00	$90.00

Please make checks payable to "McGinty, Hitch, et al."

PLEASE INDICATE ACCOUNT NUMBER ON REMITTANCE

Watertown Charter Township

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

November 20, 2017 Board of Trustees Regular Meeting Minutes – DRAFT

CALL TO ORDER: The 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 Janice Thelen, 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:

Assistant Chief Mike Roman, Delta Charter Township Fire Department, provided his monthly report to the Board.

CONSENT AGENDA:

Motion by Treasurer Thelen, seconded by Trustee Overton, to approve the consent agenda as presented. Motion carried.

AGENDA APPROVAL:

Item 7 was added: Special Assessments
Item 8 was added: Early Payment of Wacousta Road Bond
Item 9 was added: Township Phone System

Motion by Clerk Adams, seconded by Treasurer Thelen, to approve the agenda as amended. Motion carried.

APPROVAL OF MINUTES:

1. October 16, 2017 – Regular Meeting

Motion by Treasurer Thelen, seconded by Trustee Cooley, to approve the regular meeting minutes of October 16, 2017, as presented. Motion carried.

APPROVAL OF BILLS:

Supervisor Maahs noted the additional bill list on the table.

Motion by Trustee Madill, seconded by Trustee Hufnagel, to approve the bill lists dated November 20, 2017, as presented in the Board packet and on the table. Motion carried.

PUBLIC HEARING:

Township Manager Tubbs introduced the 2018 budget. The public hearing was opened at 7:09PM. Dale Westrick, 9041 W. Herbison, made comments regarding the fund balance at the township being higher than neighboring communities; the general government costs are too high, and the amounts spent on recreation and culture are too low. The public hearing was closed at 7:15PM.

PENDING BUSINESS

1. State Road Property

Motion by Trustee Overton, seconded by Trustee Cooley, to direct the township manager to seek proposals and interview potential realtors to list both the State and Stoll Road properties and to bring a recommendation back to the township board for approval. Motion carried.

2. Parks Commemoration

Motion by Trustee Overton, seconded by Treasurer Thelen, to rename the Looking Glass Valley Park to the Gloria Miller Looking Glass Valley Park and to name the new pavilion in Looking Glass Valley Park the Jack Huntoon Pavilion and to direct the township manager to prepare a presentation for the December meeting and to have new signs designed for dedication in the spring. Motion carried.

NEW BUSINESS:

1. Case No. 17-08 SLU- HD Ventures, 16350 Felton Road

Motion by Trustee Overton, seconded by Trustee Hufnagel, that the Board of Trustees concur with the recommendation of the Planning Commission and approve Case No. 17-08 SLU for HD Ventures, LLC, for a truck and freight terminal and maintenance facility to utilize an existing building located at 16350 Felton Road, in Section 36 of Watertown Charter Township, provided that conformance to the conditions 1-6 as noted, are achieved to the satisfaction of the Township Zoning Administrator as being in accordance with the requirements of the Watertown Charter Township Zoning Ordinance.

Conditions of Special Land Use Permit:

1. Applicant shall receive approval for and meet all requirements for final site plan review.
2. Applicant shall comply with the conditions of approval for Variance No. 17-05 ZBA.
3. Applicant is authorized to continue use of the private well on the site until such time as any failure or similar condition occurs, at such time connection to the public water supply shall be mandatory and all requirements of the Lansing Board of Water and Light shall be met.
4. The parking and staging areas shall be maintained as a dustless surface.
5. Applicant shall provide a copy of spill plan to address actions to be taken in the event of a spill of any hazardous, flammable and/or petroleum-type materials.
6. Truck traffic shall utilize Felton Road via Grand River Ave. Truck traffic shall not use State Road.

A roll call vote was recorded as follows:
Yes: Cooley, Madill, Thelen, Maahs, Adams, Overton, Hufnagel
No: None
Motion carried.

2. Resolution No. 11-20-2107-1, Budget Resolution – 2018 General Appropriations

Motion by Treasurer Thelen, seconded by Trustee Hufnagel, to waive the reading of Resolution 11-20-2017-1, Budget Resolution – 2018 General Appropriations. Motion carried.

Motion by Treasurer Thelen, seconded by Trustee Hufnagel, to adopt Resolution No. 11-20-2017-1, Budget Resolution – 2018 General Appropriations.

A roll call vote was recorded as follows:
Yes: Adams, Madill, Hufnagel, Cooley, Overton, Maahs, Thelen
No: None
Resolution adopted.

3. Township Survey

Motion by Trustee Overton, seconded by Clerk Adams, to direct the township manager to research the issue of a township survey and bring back options at the December meeting of the Board of Trustees. Motion carried.

4. Resolution 11-20-2017-2, Resolution Requesting Call of County of Clinton Sewage Disposal System Limited Tax General Obligation Bonds (Watertown Charter Township)

Motion by Trustee Overton, seconded by Trustee Madill, to table this issue until the December, 2017 meeting of the Board of Trustees.

A roll call vote was recorded as follows:
Yes: Overton, Cooley, Adams, Madill, Maahs, Hufnagel
No: Thelen
Motion carried.

5. Collection Agency Policy

Motion by Clerk Adams, seconded by Treasurer Thelen, to adopt board policy 4.17 as presented, Motion carried.

6. Community Development Block Grant Close-out

Motion by Trustee Madill, seconded by Trustee Overton, to accept and place on file the Michigan Economic Development Corporation Conditional Certificate of Completion and to thank Donna Case and other staff for their work on this project. Motion carried.

DRAFT

7. Special Assessments

Motion by Treasurer Thelen, seconded by Trustee Cooley, to approve the special assessments for delinquent utility bills in the amount of $12,603.06, and drain assessments in the amount of $116,652.89. Motion carried.

Motion by Treasurer Thelen, seconded by Trustee Madill, to approve an amendment to the Hidden Lakes Streetlight District, increasing the total assessment from the previously approved $2,412.24 to $2,412.25, a difference of $0.01. Motion carried.

8. Early payment of Wacousta Road Bond

No action taken.

9. Township Phone System

Motion by Overton, seconded by Trustee Hufnagel, to pre-purchase the phone equipment through ACD in an amount not to exceed $5,000, and approve the service contract with ACD with a monthly cost of $169.20 per month, which would also necessitate a DSL costing $50 per month and a static IP address costing $15 per month. Motion carried.

PUBLIC COMMENT:

None.

ADJOURNMENT: The meeting was adjourned at 8:39PM.

Date approved: _____ _____ _____

John Maahs, Supervisor Deborah Adams, Clerk

DRAFT

Watertown Charter Township

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

November 27, 2017 Board of Trustees Special Joint Meeting with Eagle Township Minutes - DRAFT

CALL TO ORDER: The 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 Janice Thelen, Trustee Chad Cooley, Trustee Todd Hufnagel, Trustee Holly Madill, and Trustee Ron Overton.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Township Manager Jennifer Tubbs.

ALSO PRESENT: Members of the Eagle Township Board of Trustees.

PUBLIC COMMENT:
None.

AGENDA APPROVAL:

Motion by Treasurer Thelen, seconded by Trustee Overton, to approve the agenda as presented. Motion carried.

NEW BUSINESS:

1. Amendment to Eagle Township and Watertown Charter Township Joint Fire Authority Agreement

Motion by Trustee Overton, seconded by Trustee Cooley, to approve the Eagle Township and Watertown Charter Township Joint Fire Authority Agreement as presented on November 27, 2017.

A roll call vote was recorded as follows:
Yes: Maahs, Cooley, Adams, Thelen, Overton, Hufnagel, Madill
No: None
Motion carried.

2. Proposed Looking Glass Regional Fire Authority Capital Outlay for 2018 for Paving

Motion by Clerk Adams, seconded by Trustee Hufnagel, to have the township manager and the Facilities Committee of the Looking Glass Regional Fire Authority research the issue of paving the parking lot at the Authority and bring alternatives and recommendations back to a future joint meeting of the Watertown and Eagle Boards.

3. Discussion and Action Regarding any Additional Looking Glass Regional Fire Authority Matters

No action was taken.

PUBLIC COMMENT:

None.

ADJOURNMENT: The meeting was adjourned at 6:58PM.

Date approved: _____ _____ _____

John Maahs, Supervisor Deborah Adams, Clerk

DRAFT

TREASURER'S REPORT - OCTOBER 2017

ACCOUNTS	BEGINNING BALANCE	FUNDS RECEIVED	FUNDS DISBURSED	ENDING BALANCE
GENERAL FUND CHECKING	**$ 71,915.37**	$ 985,476.47	$ 952,916.19	**$ 104,475.65**
				$ -
				$ -
SAVINGS ACCOUNT	**$ 1,297,920.98**	$ 26,180.50	$ 136,706.93	**$ 1,187,394.55**
INVESTMENTS	**$ 3,613,282.10**	$ -	$ -	**$ 3,613,282.10**
TOTAL	**$ 4,911,203.08**	**$ 26,180.50**	**$ 136,706.93**	**$ 4,800,676.65**
CEMETERY IMPROVEMENT FUND				
SAVINGS ACCOUNT	$ 7,531.22	$ 0.86	$ -	**$ 7,532.08**
INVESTMENTS	$ 50,102.10	$ -	$ -	**$ 50,102.10**
TOTAL	**$ 57,633.32**	**$ 0.86**	**$ -**	**$ 57,634.18**
SEWER RECEIVING FUND				
SAVINGS ACCOUNT	$ 132,569.40	$ 820,764.79	$ 833,851.45	**$ 119,482.74**
INVESTMENTS	$ 1,832,001.17	$ 800,000.00	$ 800,000.00	**$ 1,832,001.17**
TOTAL	**$ 1,964,570.57**	**$ 1,620,764.79**	**$ 1,633,851.45**	**$ 1,951,483.91**
WATER DISTRICT #1				
SAVINGS ACCOUNT	$ 38,776.48	$ 6,919.03	$ -	**$ 45,695.51**
INVESTMENTS	$ 627,598.49	$ -	$ -	**$ 627,598.49**
TOTAL	**$ 666,374.97**	**$ 6,919.03**	**$ -**	**$ 673,294.00**
WACOUSTA RD PAVING				
SAVINGS ACCOUNT	$ 2,321.37	$ 0.06		**$ 2,321.43**
INVESTMENTS	$ 2,802.07	$ -	$ -	**$ 2,802.07**
TOTAL	**$ 5,123.44**	**$ 0.06**	**$ -**	**$ 5,123.50**
WESTWIND SEWER				
SAVINGS ACCOUNT	$ 3,101.36	$ 0.31	$ -	**$ 3,101.67**
INVESTMENTS	$ 19,487.20	$ -	$ -	**$ 19,487.20**
TOTAL	**$ 22,588.56**	**$ 0.31**	**$ -**	**$ 22,588.87**
GRAND RIVER WATER EXT '03				
SAVINGS ACCOUNT	$ 2,727.12	$ 0.34		**$ 2,727.46**
INVESTMENTS	$ 38,351.05	$ -	$ -	**$ 38,351.05**
TOTAL	**$ 41,078.17**	**$ 0.34**	**$ -**	**$ 41,078.51**

TREASURER'S REPORT - OCTOBER 2017

TAX				
SAVINGS ACCOUNT	$ 44,667.26	$ 24,195.41	$ 47,400.91	**$ 21,461.76**
INVESTMENTS	$ 2,032.58	$ -	$ -	**$ 2,032.58**
TOTAL	**$ 46,699.84**	**$ 24,195.41**	**$ 47,400.91**	**$ 23,494.34**

TIRF				
SAVINGS ACCOUNT	$ 9,448.30	$ 1.16	$ -	**$ 9,449.46**
INVESTMENTS	$ 221,156.16	$ -	$ -	**$ 221,156.16**
TOTAL	**$ 230,604.46**	**$ 1.16**	**$ -**	**$ 230,605.62**

GRAND RIVER SEWER EXT '03				
SAVINGS ACCOUNT	$ 1,330.58	$ 212.50		**$ 1,543.08**
INVESTEMENTS	$ 396,862.81	$ -	$ 250,000.00	**$ 146,862.81**
TOTAL	**$ 398,193.39**	**$ 212.50**	**$ 250,000.00**	**$ 148,405.89**
STOLL ROAD WATER				
SAVINGS ACCOUNT	$ 1,451.12	$ 0.18		**$ 1,451.30**
INVESTMENTS	$ 11,453.38	$ -	$ -	**$ 11,453.38**
TOTAL	**$ 12,904.50**	**$ 0.18**	**$ -**	**$ 12,904.68**
STOLL ROAD PAVING				
SAVINGS ACCOUNT	$ 1,229.12	$ 0.15		**$ 1,229.27**
INVESTMENTS	$ 192,337.55	$ -	$ -	**$ 192,337.55**
TOTAL	**$ 193,566.67**	**$ 0.15**	**$ -**	**$ 193,566.82**
STOLL ROAD SEWER				
SAVINGS ACCOUNT	$ 655.07	$ 0.07		**$ 655.14**
INVESTMENTS	$ 94,901.17	$ -	$ -	**$ 94,901.17**
TOTAL	**$ 95,556.24**	**$ 0.07**	**$ -**	**$ 95,556.31**
GRAND TOTAL	**$ 8,646,097.21**	**$ 1,678,275.36**	**$ 2,067,959.29**	**$ 8,256,413.28**

TREASURER'S INVESTMENT REPORT

TO: Supervisor Maahs, Clerk Adams, Trustees Hufnagel, Overton, Cooley and Madill
FROM: Janice Thelen, Treasurer
RE: October 2017 Investment Activity
DATE: November 28, 2017

During the month of October 2017, the following investments matured or had funds withdrawn:

Account	Investment	Interest	Principal
Sewer Receiving	24-01		$800,000.00

During the month of October 2017, the following investments were purchased or had funds/interest added.

Fund	Institute	Invest#	Interest	Principal
Sewer Receiving	Umbaugh	21-17	1.64%	$197,690.00
	Umbaugh	22-17	2.05%	$150,000.00
	Umbaugh	23-17	0.80%	$452,310.00

During the month of October 2017, the following interest has been recognized.

	Investment #	Amount
General Fund	13-17	$ 203.84
	19-17	$ 203.84
Water Improvement	22-15	$ 84.93
	5-17	$ 229.32

During the month of October 2017, the percent of investment portfolio per financial institution is:

Institution	Total amt invested	Percentage
*****Capitol National	$ 100,000.00	1.0%
Chase	$ 293,582.90	4.0%
* Comerica	$ 200,000.00	3.0%
Dart	$ 344,732.68	5.0%
* FlagStar	$ 150,904.26	2.0%
Horizon Bank	$ 253,817.91	4.0%
*Huntington Bank	$ 162,000.00	2.0%
* Independent	$ 225,000.00	3.0%
******MBIA	$2,073,442.66	31.0%
MBS	$2,248,887.42	34.0%
* Mercantile	$ 200,000.00	3.0%
Talmer/Chemical Bank	$ 300,000.00	4.0%
*****The Private Bank	$ 100,000.00	1.0%
*****Wolverine	$ 200,000.00	3.0%
Portfolio Totals	$6,852,367.83	100%

Of the Total Investment Portfolio: FDIC covers 43%, 21% is held in a Triple A rated asset backed liquid pool, 3% is held in Commercial Paper and 16% is invested in US Government Bonds. *Investments are fully FDIC insured; ** Triple A rated asset backed pooled liquid fund. All investments follow the approved Township Investment Policy.

Analyzed Results of Huntington banking relationship, Earnings Credit vs Fees. Dec. 2016 – Nov. 2017

	Earnings Credit	Fees	Net	Accrued Fees
October 2017	$223.47	-$191.44	-$32.03	-$284.67

SCHEDULE OF INVESTMENTS FOR OCTOBER 2017

ITEM #	YR	FUND or INV. DESCRIPTION	PURCHASE AMOUNT	ADJUSTMENT + OR -	PURCHASE DATE	MATURITY DATE	INT%	INTEREST YTD	VALUE AT MATURITY	MARKET VALUE
		GENERAL FUND								
24	1	MI-Class		330,311.06	01-OCT-07	PMMA	1.19%	$20,628.77	$350,939.83	
25	11	FlagStar MMA	50,000.00		14-Nov-11	MMA	0.35%	$904.26	$50,904.26	
18	13	Huntington Bk	240,000.00	-$242,362.07	28-Aug-13	MMA	0.30%	$2,362.07	$0.00	
1	15	Mercantile 2yr	sold		19-Feb-15	19-Feb-17	0.55%	$1,135.89	$0.00	
3	15	Talmer Bank 2 yr	sold		12-Mar-15	12-Mar-17	0.55%	$1,685.73	sold	
11	15	Dart 90wks	sold		1-May-15	20-JAN-17	1.925%	$3,374.21	sold	
19	15	MBS 3 yr GOV BOND	300,000.00		29-Oct-15	29-Oct-18	1.12%	$5,040.00	$300,000.00	$ 298,734.00
1	16	Wolverine 18mth	sold		26-Jan-16	26-Jul-17	1.05%	$1,598.70	sold	
2	16	Horizon 3yr	125,000.00		20-Jan-16	20-Jan-19	0.75%		$125,000.00	
4	16	Flagstar 18mths	sold		12-Feb-16	14-Aug-17	0.85%	$1,300.31	sold	
6	16	Independent 360dys	sold		12-Feb-16	5-Feb-17	0.75%	$750.00	sold	
7	16	Independent 1 yr	sold		17-Mar-16	12-Mar-17	0.80%	$1,000.00	sold	
9	16	Talmer Bank 1 yr	sold		16-Mar-16	13-Mar-17	0.75%	$1,156.01	sold	
10	16	Comerica 1yr	sold		4-Apr-16	4-Apr-17	0.37%	$748.21	sold	
11	16	The Private BK 1yr	sold		11-Apr-16	11-Apr-17	0.75%	$760.42	sold	
19	16	Wolverine 1yr	sold		26-Aug-16	26-Aug-17	0.90%	$1,569.47	sold	
20	16	Horizon 3yr	128,817.91		23-Aug-16	23-Aug-19	0.44%		$128,817.91	
23	16	Dart 18mth	244,732.68		7-Oct-16	"7-Apr-18	0.50%		$244,732.68	
25	16	Huntington Bk 9mth	sold		29-Nov-16	"29-Aug-17	0.70%	$185.77	sold	
26	16	Huntington BK 1 yr	80,000.00		23-Nov-16	24-Nov-17	0.75%	$92.18	$80,000.00	$ 79,965.60
27	16	Huntington BK 18mth	82,000.00		23-Nov-16	23-May-18	0.90%	$460.84	$82,000.00	$ 81,780.24
28	16	MBS 5yr GOV BOND	123,887.42		22-Nov-16	9-Nov-21	1.50%	$937.50	$123,887.42	$ 123,428.15
1	17	MBS 5 yr GOV BOND	250,000.00		27-Jan-17	27-Jan-22	1.50%	$1,875.00	$250,000.00	$ 249,412.50
3	17	Dart 2 yr	100,000.00		3-Feb-17	3-Feb-19	1.25%		$100,000.00	
4	17	Independent 1 yr	100,000.00		5-Feb-17	5-Feb-18	0.85%		$100,000.00	
6	17	Mercantile 1yr	100,000.00		27-Feb-17	27-Mar-18	0.84%		$100,000.00	
8	17	Chemical 3yr	150,000.00		13-Mar-17	13-Mar-20	1.50%		$150,000.00	
9	17	Chemical 1yr	150,000.00		13-Mar-17	13-Mar-18	1.10%		$150,000.00	
10	17	Independent 4mths	sold		20-Mar-17	10-Jul-17	0.70%	$291.67	sold	
11	17	Comerica 15mth	200,000.00		4-Apr-17	7-Jul-18	1.12%		$200,000.00	
12	17	The Private BK 1yr	100,000.00		11-Apr-17	11-Apr-18	1.05%		$100,000.00	
13	17	MBS 32mths	150,000.00		24-Apr-17	24-Jan-20	1.60%	$802.20	$150,000.00	$ 149,436.00
14	17	Independent 1 yr	125,000.00		10-Jul-17	10-Jul-18	1.20%		$125,000.00	
15	17	Chase 18mths	150,000.00		14-Jul-17	1-Jan-19	0.95%		$150,000.00	
16	17	Capitol National 1 yr	52,000.00		23-Jul-17	23-Jul-18	0.25%		$52,000.00	
17	17	Wolverine 2yr	100,000.00		26-Jul-17	26-Jul-19	1.30%		$100,000.00	
18	17	FlagStar 9mths	100,000.00		14-Aug-17	14-May-18	1.30%		$100,000.00	
19	17	MBS 4mth	200,000.00		18-Aug-17	18-Dec-17	1.20%		$200,000.00	$ 200,040.00
20	17	Wolverine 268 days	100,000.00		30-Aug-17	25-May-18	0.90%		$100,000.00	
		GENERAL FUND TOTAL	**$3,501,438.01**	**$87,948.99**	**$0.00**	**$0.00**		**$48,659.21**	**$3,613,282.10**	**$ 1,182,796.49**
		CEMETERY IMP.								
24	1	MI-Class		$18,000.00	01-OCT-07	PMMA	1.19%	$1,102.10	$19,102.10	
17	16	Capitol National 1yr	sold		23-Jul-16	23-Jul-17	0.25%	$78.67	sold	
16	17	Capitol National 1yr	$31,000.00		23-Jul-17	23-Jul-18	0.25%		$31,000.00	
		CEMETERY IMP. TOTAL	**$31,000.00**	**$18,000.00**				**$1,180.77**	**$50,102.10**	**$ -**
		CURRENT TAX								
24	1	MI-Class		$357.77	Dec 2010	PMMA	1.19%	$1,674.81	$2,032.58	
		CURRENT TAX TOTAL	**$0.00**	**$357.77**				**$1,674.81**	**$2,032.58**	**$ -**
		WESTWIND SEWER	Bond paid in full 2020							
24	1	MI-Class		$16,992.43	13-DEC-07	PMMA	1.19%	$2,494.77	$19,487.20	
2	2	Chase MMA		-$570.01	01-Mar-10	MMA	0.03%	$570.01		$ -
		WESTWIND SEWER TOTAL	**$0.00**	**$16,422.42**				**$3,064.78**	**$19,487.20**	**$ -**
		GRD RIVER WATER EXT 03	Bond paid in full 2018							
24	1	MI-Class	$160,000.00	-$136,547.27	9-JUN-05	PMMA	1.19%	$14,898.32	$38,351.05	
17	16	Capitol National 1yr	sold		23-Jul-16	23-Jul-17	0.25%	$131.97	sold	
		GRD RV WATER EX 03 TOTAL	**$160,000.00**	**-$136,547.27**				**$15,030.29**	**$38,351.05**	**$ -**

SCHEDULE OF INVESTMENTS FOR OCTOBER 2017

ITEM #	YR	FUND or INV. DESCRIPTION	PURCHASE AMOUNT	ADJUSTMENT + OR -	PURCHASE DATE	MATURITY DATE	INT%	INTEREST YTD	VALUE AT MATURITY	MARKET VALUE
		SEWER RECEIVING FUND								
2	2	CHASE MMA		-$10,357.52	20-DEC-02	MMA	0.03%	$20,940.42	$ 10,582.90	
24	1	MI-Class	$115,000.00	$240,367.02	01-OCT-07	PMMA	1.19%	$8,051.25	$ 363,418.27	
16	15	Mercantile 18mths	sold		12-Aug-15	12-Feb-17	0.40%	$688.55	sold	
12	16	Chase 2yr	$133,000.00		29-Apr-16	29-Apr-18	0.46%		$ 133,000.00	
21	16	MBS 5yr GOV BOND	$175,000.00		7-Oct-16	7-Oct-21	1.50%	$1,312.50	$ 175,000.00	$ 169,853.25
29	16	MBS 3yrs	$100,000.00		30-Dec-16	30-Dec-19	1.55%	$1,027.67	$ 100,000.00	$ 99,565.00
2	17	MBS 3 yr	$150,000.00		8-Feb-17	10-Feb-20	1.80%	$1,227.33	$ 150,000.00	$ 149,553.00
7	17	Mercantile 13mths yr	$100,000.00		12-Feb-17	27-Mar-18	0.84%		$ 100,000.00	
21	17	Umbaugh - Commercial Paper	$197,690.00		26-Oct-17	"24-Jul-18	1.64%		$ 197,690.00	$ 200,000.00
22	17	Umbaugh 3 year	$150,000.00		27-Oct-17	27-Oct-2020	2.05%		$ 150,000.00	
23	17	Umbaugh	$452,310.00		19-Oct-17	MMA	0.80%		$ 452,310.00	
		SEWER REC TOTAL	**$1,573,000.00**	**$230,009.50**				**$33,247.72**	**$1,832,001.17**	**$ 618,971.25**
		WATER FUND								
24	1	MI-Class	$237,776.20	-$126,046.19	3-APR-06	PMMA	1.19%	$15,868.48	$ 127,598.49	
22	15	MBS 26mths	$100,000.00		2-Nov-15	4-Dec-17	1.00%	$1,545.74	$ 100,000.00	$ 100,018.00
8	16	MBS 5yr GOV BOND	$150,000.00		30-Mar-16	30-Mar-21	2.77%	$2,772.41	$ 150,000.00	$ 148,458.00
22	16	MBS 5yr GOV BOND	$100,000.00		7-Oct-16	7-Oct-21	1.50%	$1,500.00	$ 100,000.00	$ 97,059.00
5	17	MBS 3yr	$150,000.00		15-Feb-17	15-Feb-20	1.80%	$1,560.84	$ 150,000.00	$ 150,045.00
		WATER FUND TOTAL	**$737,776.20**	**-$126,046.19**				**$23,247.47**	**$627,598.49**	**$ 495,580.00**
		T.I.R.F.								
24	1	MI-Class	$102,000.00	-$104,857.87	21-MAY-01	PMMA	1.19%	$24,014.03	$21,156.16	
18	16	MBS 5yr	$200,000.00		31-Aug-16	31-Aug-21	1.600%	$3,200.01	$200,000.00	$ 195,696.00
		T.I.R.F TOTAL	**$302,000.00**	**-$104,857.87**				**$27,214.04**	**$221,156.16**	**$ 195,696.00**
		GRD RIVER SEWER EX-03	Bond paid in full 2018							
24	1	MI-Class	$36,000.00	-$25,570.85	13-DEC-05	MMA	1.19%	$19,433.66	$ 29,862.81	
2	2	Chase	$100,879.67	-$101,814.65	01-Mar-10	MMA	0.03%	$934.98	$ -	
20	15	MBS 2 yr	sold		28-Oct-15	30-Oct-17	1.00%	$3,965.77	sold	
17	16	Capitol National 1 yr	sold		23-Jul-16	23-Jul-17	0.25%	$43.14	sold	
24	16	MBS 18mth	$100,000.00		9-Nov-16	9-May-18	0.85%	$421.51	$ 100,000.00	$ 99,771.00
16	17	Capitol National 1 yr	$17,000.00		23-Jul-17	23-Jul-18	0.25%		$ 17,000.00	
GRD RIVER SEWER EXT-03			**$253,879.67**	**-$127,385.50**				**$24,799.06**	**$146,862.81**	**$ 99,771.00**
		STOLL ROAD PAVING	Bond paid in full 2021							
24	1	MI-Class	$528,336.10	-$371,495.48	29-NOV-06	PMMA	1.19%	$35,496.93	$192,337.55	
		STOLL RD PAVING TOTAL	**$528,336.10**	**-$371,495.48**				**$35,496.93**	**$192,337.55**	**$ -**
		STOLL RD WATER	Bond paid in full 2021							
24	1	MI-Class	$410,483.63	-$406,796.92	29-NOV-06	PMMA	1.19%	$7,766.67	$11,453.38	
		STOLL RD WATER TOTAL	**$410,483.63**	**-$406,796.92**				**$7,766.67**	**$11,453.38**	**$ -**
		STOLL RD SEWER	Bond paid in full 2021							
24	1	MI-Class	$1,942,691.91	-$1,903,429.36	29-NOV-06	PMMA	1.19%	$55,638.62	$94,901.17	
		STOLL RD SEWER TOTAL	**$1,942,691.91**	**-$1,903,429.36**				**$55,638.62**	**$94,901.17**	**$ -**
		WACOUSTA RD PAVING	Bond paid in full 2021							
24	1	Mi-Class	$50,848.01	-$49,657.00	13-APR-07	PMMA	1.19%	$1,611.06	$2,802.07	
		WACOUSTA RD PAVNG TOTAL	**$50,848.01**	**-$49,657.00**				**$1,611.06**	**$2,802.07**	**$ -**

JANICE THELEN, TREASURER, OCTOBER 2017 **$6,852,367.83**

PMMA - Pooled Money Market Account, liquid funds

MMA - Money Market Account

GOV BOND - United States Government Bonds, full faith and credit of US Government

	Income	Fees	Net	Accrual
Analyzed Results of Huntington Bank, Accural, 30 basis pts				
October 2017	**$ 223.47**	(191.44)	$ 32.03	**-$ 284.67**

TREASURER'S INVESTMENT REPORT

TO: Supervisor Maahs, Clerk Adams, Trustees Hufnagel, Overton, Cooley and Madill
FROM: Janice Thelen, Treasurer
RE: November 2017 Investment Activity
DATE: December 12, 2017

During the month of November 2017, the following investments matured or had funds withdrawn:

Account	Investment	Interest	Principal
General Fund	26-16	$973.67	$ 80,000.00

During the month of November 2017, the following investments were purchased or had funds/interest added.

Fund	Institute	Invest#	Interest	Principal

During the month of November 2017, there were no new investments.

During the month of November 2017, the following interest has been recognized.

	Investment #	Amount
General Fund	19-15	$1,680.00
	13-17	$ 197.26
	19-17	$ 197.26
Sewer Receiving	21-16	$1,312.50
	29-16	$ 259.04
Water Improvement	22-15	$ 82.19
	8-16	$ 843.75
	22-16	$ 750.00
	5-17	$ 221.92
Grand River Sewer Ext 03	20-15	$ 432.51

During the month of November 2017, the percent of investment portfolio per financial institution is:

Institution	Total amt invested	Percentage
*****Capitol National	$ 100,000.00	1.0%
Chase	$ 293,582.90	4.0%
* Comerica	$ 200,000.00	3.0%
Dart	$ 344,732.68	5.0%
* FlagStar	$ 150,904.26	2.0%
Horizon Bank	$ 253,817.91	4.0%
*Huntington Bank	$ 82,000.00	1.0%
* Independent	$ 225,000.00	3.0%
******MBIA	$1,273,442.66	20.0%
MBS	$2,248,887.42	34.0%
* Mercantile	$ 200,000.00	3.0%
Talmer/Chemical Bank	$ 300,000.00	4.0%
*****The Private Bank	$ 100,000.00	1.0%
Umbaugh	$ 800,000.00	12.0%
*****Wolverine	$ 200,000.00	3.0%
Portfolio Totals	$6,772,367.83	100%

Of the Total Investment Portfolio: FDIC covers 53%, 20% is held in a Triple A rated asset backed liquid pool, 3% is held in Commercial Paper and 16% is invested in US Government Bonds. *Investments are fully FDIC insured; ** Triple A rated asset backed pooled liquid fund. All investments follow the approved Township Investment Policy.

Analyzed Results of Huntington banking relationship, Earnings Credit vs Fees. Dec. 2016 – Nov. 2017

	Earnings Credit	Fees	Net	Accrued Fees
November 2017	$207.75	-$200.94	$6.81	-$277.86

SCHEDULE OF INVESTMENTS FOR NOVEMBER 2017

ITEM #	YR	FUND or INV. DESCRIPTION	PURCHASE AMOUNT	ADJUSTMENT + OR -	PURCHASE DATE	MATURITY DATE	INT%	INTEREST YTD	VALUE AT MATURITY	MARKET VALUE
		GENERAL FUND								
24	1	MI-Class		330,311.06	01-OCT-07	PMMA	1.19%	$20,628.77	$350,939.83	
25	11	FlagStar MMA	50,000.00		14-Nov-11	MMA	0.35%	$904.26	$50,904.26	
18	13	Huntington Bk	240,000.00	-$242,362.07	28-Aug-13	MMA	0.30%	$2,362.07	$0.00	
1	15	Mercantile 2yr	sold		19-Feb-15	19-Feb-17	0.55%	$1,135.89	$0.00	
3	15	Talmer Bank 2 yr	sold		12-Mar-15	12-Mar-17	0.55%	$1,685.73	sold	
11	15	Dart 90wks	sold		1-May-15	20-JAN-17	1.925%	$3,374.21	sold	
19	15	MBS 3 yr GOV BOND	300,000.00		29-Oct-15	29-Oct-18	1.12%	$6,720.00	$300,000.00	$ 298,734.00
1	16	Wolverine 18mth	sold		26-Jan-16	26-Jul-17	1.05%	$1,598.70	sold	
2	16	Horizon 3yr	125,000.00		20-Jan-16	20-Jan-19	0.75%		$125,000.00	
4	16	Flagstar 18mths	sold		12-Feb-16	14-Aug-17	0.85%	$1,300.31	sold	
6	16	Independent 360dys	sold		12-Feb-16	5-Feb-17	0.75%	$750.00	sold	
7	16	Independent 1 yr	sold		17-Mar-16	12-Mar-17	0.80%	$1,000.00	sold	
9	16	Talmer Bank 1 yr	sold		16-Mar-16	13-Mar-17	0.75%	$1,156.01	sold	
10	16	Comerica 1yr	sold		4-Apr-16	4-Apr-17	0.37%	$748.21	sold	
11	16	The Private BK 1yr	sold		11-Apr-16	11-Apr-17	0.75%	$760.42	sold	
19	16	Wolverine 1yr	sold		26-Aug-16	26-Aug-17	0.90%	$1,569.47	sold	
20	16	Horizon 3yr	128,817.91		23-Aug-16	23-Aug-19	0.44%		$128,817.91	
23	16	Dart 18mth	244,732.68		7-Oct-16	"7-Apr-18	0.50%		$244,732.68	
25	16	Huntington Bk 9mth	sold		29-Nov-16	"29-Aug-17	0.70%	$185.77	sold	
26	16	Huntington BK 1 yr	sold		23-Nov-16	24-Nov-17	0.75%	$92.18	sold	
27	16	Huntington BK 18mth	82,000.00		23-Nov-16	23-May-18	0.90%	$460.84	$82,000.00	$ 81,780.24
28	16	MBS 5yr GOV BOND	123,887.42		22-Nov-16	9-Nov-21	1.50%	$937.50	$123,887.42	$ 122,866.25
1	17	MBS 5 yr GOV BOND	250,000.00		27-Jan-17	27-Jan-22	1.50%	$1,875.00	$250,000.00	$ 249,090.00
3	17	Dart 2 yr	100,000.00		3-Feb-17	3-Feb-19	1.25%		$100,000.00	
4	17	Independent 1 yr	100,000.00		5-Feb-17	5-Feb-18	0.85%		$100,000.00	
6	17	Mercantile 1yr	100,000.00		27-Feb-17	27-Mar-18	0.84%		$100,000.00	
8	17	Chemical 3yr	150,000.00		13-Mar-17	13-Mar-20	1.50%		$150,000.00	
9	17	Chemical 1yr	150,000.00		13-Mar-17	13-Mar-18	1.10%		$150,000.00	
10	17	Independent 4mths	sold		20-Mar-17	10-Jul-17	0.70%	$291.67	sold	
11	17	Comerica 15mth	200,000.00		4-Apr-17	7-Jul-18	1.12%		$200,000.00	
12	17	The Private BK 1yr	100,000.00		11-Apr-17	11-Apr-18	1.05%		$100,000.00	
13	17	MBS 32mths	150,000.00		24-Apr-17	24-Jan-20	1.60%	$1,203.30	$150,000.00	$ 149,188.50
14	17	Independent 1 yr	125,000.00		10-Jul-17	10-Jul-18	1.20%		$125,000.00	
15	17	Chase 18mths	150,000.00		14-Jul-17	1-Jan-19	0.95%		$150,000.00	
16	17	Capitol National 1 yr	52,000.00		23-Jul-17	23-Jul-18	0.25%		$52,000.00	
17	17	Wolverine 2yr	100,000.00		26-Jul-17	26-Jul-19	1.30%		$100,000.00	
18	17	FlagStar 9mths	100,000.00		14-Aug-17	14-May-18	1.30%		$100,000.00	
19	17	MBS 4mth	200,000.00		18-Aug-17	18-Dec-17	1.20%	$401.10	$200,000.00	$ 200,016.00
20	17	Wolverine 268 days	100,000.00		30-Aug-17	25-May-18	0.90%		$100,000.00	
		GENERAL FUND TOTAL	**$3,421,438.01**	**$87,948.99**	**$0.00**	**$0.00**		**$51,141.41**	**$3,533,282.10**	**$ 1,101,674.99**
		CEMETERY IMP.								
24	1	MI-Class		$18,000.00	01-OCT-07	PMMA	1.19%	$1,102.10	$19,102.10	
17	16	Capitol National 1yr	sold		23-Jul-16	23-Jul-17	0.25%	$78.67	sold	
16	17	Capitol National 1yr	$31,000.00		23-Jul-17	23-Jul-18	0.25%		$31,000.00	
		CEMETERY IMP. TOTAL	**$31,000.00**	**$18,000.00**				**$1,180.77**	**$50,102.10**	**$ -**
		CURRENT TAX								
24	1	MI-Class		$357.77	Dec 2010	PMMA	1.19%	$1,674.81	$2,032.58	
		CURRENT TAX TOTAL	**$0.00**	**$357.77**				**$1,674.81**	**$2,032.58**	**$ -**
		WESTWIND SEWER	Bond paid in full 2020							
24	1	MI-Class		$16,992.43	13-DEC-07	PMMA	1.19%	$2,494.77	$19,487.20	
2	2	Chase MMA		-$570.01	01-Mar-10	MMA	0.03%	$570.01		$ -
		WESTWIND SEWER TOTAL	**$0.00**	**$16,422.42**				**$3,064.78**	**$19,487.20**	**$ -**
		GRD RIVER WATER EXT 03	Bond paid in full 2018							
24	1	MI-Class	$160,000.00	-$136,547.27	9-JUN-05	PMMA	1.19%	$14,898.32	$38,351.05	
17	16	Capitol National 1yr	sold		23-Jul-16	23-Jul-17	0.25%	$131.97	sold	
		GRD RV WATER EX 03 TOTAL	**$160,000.00**	**-$136,547.27**				**$15,030.29**	**$38,351.05**	**$ -**

SCHEDULE OF INVESTMENTS FOR NOVEMBER 2017

ITEM #	YR	FUND or INV. DESCRIPTION	PURCHASE AMOUNT	ADJUSTMENT + OR -	PURCHASE DATE	MATURITY DATE	INT%	INTEREST YTD	VALUE AT MATURITY	MARKET VALUE
		SEWER RECEIVING FUND								
2	2	CHASE MMA		-$10,357.52	20-DEC-02	MMA	0.03%	$20,940.42	$ 10,582.90	
24	1	MI-Class	$115,000.00	$240,367.02	01-OCT-07	PMMA	1.19%	$8,051.25	$ 363,418.27	
16	15	Mercantile 18mths	sold		12-Aug-15	12-Feb-17	0.40%	$688.55	sold	
12	16	Chase 2yr	$133,000.00		29-Apr-16	29-Apr-18	0.46%		$ 133,000.00	
21	16	MBS 5yr GOV BOND	$175,000.00		7-Oct-16	7-Oct-21	1.50%	$2,625.00	$ 175,000.00	$ 169,155.00
29	16	MBS 3yrs	$100,000.00		30-Dec-16	30-Dec-19	1.55%	$1,286.71	$ 100,000.00	$ 99,407.00
2	17	MBS 3 yr	$150,000.00		8-Feb-17	10-Feb-20	1.80%	$1,227.33	$ 150,000.00	$ 149,296.50
7	17	Mercantile 13mths yr	$100,000.00		12-Feb-17	27-Mar-18	0.84%		$ 100,000.00	
21	17	Umbaugh - Commercial Paper	$197,690.00		26-Oct-17	"24-Jul-18	1.64%		$ 197,690.00	$ 200,000.00
22	17	Umbaugh 3 year	$150,000.00		27-Oct-17	27-Oct-2020	2.05%		$ 150,000.00	
23	17	Umbaugh	$452,310.00		19-Oct-17	MMA	0.80%		$ 452,310.00	
		SEWER REC TOTAL	**$1,573,000.00**	**$230,009.50**				**$34,819.26**	**$1,832,001.17**	**$ 617,858.50**
		WATER FUND								
24	1	MI-Class	$237,776.20	-$126,046.19	3-APR-06	PMMA	1.19%	$15,868.48	$ 127,598.49	
22	15	MBS 26mths	$100,000.00		2-Nov-15	4-Dec-17	1.00%	$1,630.67	$ 100,000.00	$ 100,002.00
8	16	MBS 5yr GOV BOND	$150,000.00		30-Mar-16	30-Mar-21	2.77%	$3,616.16	$ 150,000.00	$ 147,981.00
22	16	MBS 5yr GOV BOND	$100,000.00		7-Oct-16	7-Oct-21	1.50%	$2,250.00	$ 100,000.00	$ 96,660.00
5	17	MBS 3yr	$150,000.00		15-Feb-17	15-Feb-20	1.80%	$1,790.16	$ 150,000.00	$ 149,767.50
		WATER FUND TOTAL	**$737,776.20**	**-$126,046.19**				**$25,155.47**	**$627,598.49**	**$ 494,410.50**
		T.I.R.F.								
24	1	MI-Class	$102,000.00	-$104,857.87	21-MAY-01	PMMA	1.19%	$24,014.03	$21,156.16	
18	16	MBS 5yr	$200,000.00		31-Aug-16	31-Aug-21	1.600%	$3,200.01	$200,000.00	$ 195,376.00
		T.I.R.F TOTAL	**$302,000.00**	**-$104,857.87**				**$27,214.04**	**$221,156.16**	**$ 195,376.00**
		GRD RIVER SEWER EX-03	Bond paid in full 2018							
24	1	MI-Class	$36,000.00	-$25,570.85	13-DEC-05	MMA	1.19%	$19,433.66	$ 29,862.81	
2	2	Chase	$100,879.67	-$101,814.65	01-Mar-10	MMA	0.03%	$934.98	$ -	
20	15	MBS 2 yr	sold		28-Oct-15	30-Oct-17	1.00%	$4,398.28	sold	
17	16	Capitol National 1 yr	sold		23-Jul-16	23-Jul-17	0.25%	$43.14	sold	
24	16	MBS 18mth	$100,000.00		9-Nov-16	9-May-18	0.85%	$421.51	$ 100,000.00	$ 99,783.00
16	17	Capitol National 1 yr	$17,000.00		23-Jul-17	23-Jul-18	0.25%		$ 17,000.00	
GRD RIVER SEWER EXT-03			**$253,879.67**	**-$127,385.50**				**$25,231.57**	**$146,862.81**	**$ 99,783.00**
		STOLL ROAD PAVING	Bond paid in full 2021							
24	1	MI-Class	$528,336.10	-$371,495.48	29-NOV-06	PMMA	1.19%	$35,496.93	$192,337.55	
		STOLL RD PAVING TOTAL	**$528,336.10**	**-$371,495.48**				**$35,496.93**	**$192,337.55**	**$ -**
		STOLL RD WATER	Bond paid in full 2021							
24	1	MI-Class	$410,483.63	-$406,796.92	29-NOV-06	PMMA	1.19%	$7,766.67	$11,453.38	
		STOLL RD WATER TOTAL	**$410,483.63**	**-$406,796.92**				**$7,766.67**	**$11,453.38**	**$ -**
		STOLL RD SEWER	Bond paid in full 2021							
24	1	MI-Class	$1,942,691.91	-$1,903,429.36	29-NOV-06	PMMA	1.19%	$55,638.62	$94,901.17	
		STOLL RD SEWER TOTAL	**$1,942,691.91**	**-$1,903,429.36**				**$55,638.62**	**$94,901.17**	**$ -**
		WACOUSTA RD PAVING	Bond paid in full 2021							
24	1	Mi-Class	$50,848.01	-$49,657.00	13-APR-07	PMMA	1.19%	$1,611.06	$2,802.07	
		WACOUSTA RD PAVNG TOTAL	**$50,848.01**	**-$49,657.00**				**$1,611.06**	**$2,802.07**	**$ -**

JANICE THELEN, TREASURER, NOVEMBER 2017 **$6,772,367.83**

PMMA - Pooled Money Market Account, liquid funds

MMA - Money Market Account

GOV BOND - United States Government Bonds, full faith and credit of US Government

	Income	Fees	Net	Accrual
Analyzed Results of Huntington Bank, Accural, 30 basis pts				
November 2017	**$ 207.75**	(200.94)	$ 6.81	**-$ 277.86**

Planning & Zoning Assistant Monthly Report – November 2017

Zoning Permits Issued:

Residential	Current Month	Year to Date	Notes
New Residence	1	23	
Residential Addition		1	
Accessory Building/Garage	1	7	
Decks and Porches		6	
Pools/Ponds/Hot Tubs		5	
Home Occupations			
Sign Permits		2	
Commercial/Industrial	**Current Month**	**Year to Date**	
New/Remodel/Additions		2	
Sign Permits		2	
Cell Towers and Related		2	
	Current Month	**Year to Date**	
Agricultural		2	

Certificates of Occupancy Issued:

	Current Month	Year to Date	Notes
Residential	**1**	**22**	
Commercial/Industrial			

Memorandum

To: Watertown Township Board
From: Jennifer Tubbs, Watertown Township Manager
Date: December 13, 2017

RE: Township Manager's monthly report

Committees/Meetings:

- Attended Transportation Asset Management Council Data Committee Meeting
- Attended TAMC Council meeting
- Attended SCCMUA Personnel Committee meeting
- Attended SCCMUA Board Meeting
- Attended the Lansing Chamber of Commerce Economic Club Luncheon
- Attended the Township Dine with Santa event
- Attended the joint Watertown and Eagle Board meeting

Economic Development:

- Site Searches – one
- Related Correspondence – zero
- Meetings – zero

Office Operation:

- Staff related assistance – five

Resident Relations:

- Road complaints – zero
- Resident questions/interactions/meetings – seventeen

Township Board Relations:

- Board member related assistance – 14
- Board member meetings – seven

Miscellaneous:

Dine with Santa Event-
The Dine with Santa event was well attended with over 100 children counted. People in attendance really seemed to enjoy the event and fun was had by all. Staff does an excellent job of preparing and manning this event, with a special thanks to Santa! The volunteers deserve a recognition as well for helping to make the event run so smoothly.

Ice Rink in Looking Glass Valley Park-
There is an interest from residents to do an ice rink in Looking Glass Valley Park this winter. The township currently has functioning pumps, the fire department donated hoses and the warming house has been cleaned in preparations. Staff will have suggested operating procedures and a process for operations ready for discussion at the township board meeting.

DEWITT DISTRICT LIBRARY (DDL)

13101 Schavey Road, DeWitt, Michigan 48820

September 14, 2017 Meeting Minutes

A. The meeting was called to order by President Byars at 5:00 PM.

Members Present: Brian Byars, Matt Boeve, Bill Fullmer, Tony Spagnuolo, Paul Perpich, Wayne Summers and Lysne Tait
Also Present: Director Jennifer Balcom, Library patrons Abby Lorenzen and her son Alex Lorenzen
Members Absent: None

B. Approval of Agenda:

Summers moved to approve the agenda. Tait second. Motion approved unanimous.

C. Consent Agenda:

1. Approval of August 10, 2017 Minutes
2. Treasurer Report through August, 2017
3. Communication

Tait moved to approve the consent agenda. Perpich second. Motion approved unanimous.

D. Public Comment:

1. Alex Lorenzen returned to speak regarding the board policy requiring that children must be 10 years old or older to be in the library without parental supervision. He explained that he has been visiting the library alone without incident and checks out and returns books by himself. He again offered justifications for being allowed to continue doing so. Abby Lorenzen again addressed the board supporting her son's position.

E. Reports:

1. Director's Report. The Director indicated circulation and other measures were up substantially in August. Two staff training actions were taken last month. Notice that Beth Johnson resigned after 10 years here to take a full time position. This will alter filling vacancies at this time. Also, Grubaugh Orthodontics and Vitek Dentistry donated a phone and device charging station to the Library. Her report was placed on file.

2. Friends of the Library. Lysne Tait noted the Friends group met yesterday. They still need to find a way to increase membership to increase effectiveness.

F. Pending Business:

1. Unattended Children Policy. After identifying several pros and cons of setting any age, and much discussion:

   Summers moved to lower the age from 10 to 8 years of age. Perpich second. Motion approved unanimous.

2. Strategic Plan/Annual Goals for 2017-18. The goals were reviewed and discussed. No action taken.

G. New Business:

1. Library of Things Policy and Agreement. The board reviewed the Policy and Agreement draft and got clarifications where needed.

   Tait moved to approve the draft Policy and Agreement, subject to attorney approval. Summers second. Motion passed unanimous.

2. DDL & Friends of the Library Memo of Understanding. The board discussed the draft and the Director will bring it back next month with clarifications.

3. Employee Vacation Payout after separation from employment. Following some good board review and discussion the Director will bring it back next month with clarifications.

4. MEL Visiting Patron. The board discussed this matter.

   Summers moved to participate in this new initiative. Boeve second. Motion passed unanimous.

5. Staff Development Day. The Director recommended closing for a staff development day in February.

   Spagnuolo moved to approve February 19, 2018 as staff development day. Boeve second. Motion passed unanimous.

6. Annex use by DeWitt Schools. This was discussed to clarify how it would be used and how it related to current policy. No further action was required to implement.

H. Board Member Comments: None.

I. Public Comment: None.

J. Adjournment: The meeting adjourned at 6:34 PM, having completed the agenda.

Next Regular Meetings: October 12, 2017, 5:00 PM, DDL Annex
November 9, 2017, 5:00 PM, DDL Annex

Respectfully submitted by Bill Fullmer, Secretary

DEWITT DISTRICT LIBRARY (DDL)

13101 Schavey Road, DeWitt, Michigan 48820

October 12, 2017 Proposed Meeting Minutes

A. The meeting was called to order by Vice President Perpich at 5:00 PM. Perpich appointed Summers as Acting Secretary in the absence of Secretary Fulmer.

Members Present: Paul Perpich, Wayne Summers, Lysne Tait and Tony Spagnuolo
Also Present: Director Jennifer Balcom
Members Absent: Brian Byars, Matt Boeve and Bill Fulmer

B. Approval of Agenda:

Motion to approve as presented by Tait with a second by Spagnuolo. Approved unanimously.

C. Consent Agenda:

1. Approval of September 14, 2017 Minutes
2. Treasurer Report through September, 2017
3. Correspondence

Tait moved to approve the consent agenda. Spagnuolo second. Motion passed unanimously.

D. Public Comment: None

E. Reports:

1. Director's Report. Director Balcom stated the City of DeWitt had mistakenly given approximately $7,000 of library tax revenue to the transit authority. The error has been corrected. Also, the library was contacted by Disney concerning an illegal movie download from the library wireless router. In response the library has blocked P2P sharing and the user from using the library wireless Internet. Balcom reported attendance at programs, door count, and circulation numbers were up significantly last month from a year ago.

2. Friends of the Library. Tait announced the next Friends of the Library meeting will be on November 7, 2017 at 5:45 PM at the Looking Glass Brewery as long as it has opened by that date.

F. Pending Business:

1. Friends of the DeWitt District Library and DeWitt District Library Memorandum of Understanding. The memorandum outlines the procedure to be used by staff to collect and deposit money for the Friends.

Summers moved to approve the Friends of the DeWitt District Library and DeWitt District Library Memorandum of Understanding as presented. Spagnuolo second. The Motion passed unanimously.

2. Employee Vacation Payout after Separation of Employment policy. Balcom presented and explained changes recommended by the library attorney to the policy proposal first reviewed in September.

   Tait moved to approve the policy as presented. Spagnuolo second. The motion passed unanimously.

G. New Business:

1. Michigan Municipal League Liability and Property Pool insurance renewal rates were presented by Balcom.

   Spagnuolo moved to approve the insurance renewal rates as presented. Tait seconded. The motion passed unanimously.

2. Virtual Card Memo of Understanding with the DeWitt Public Schools. The library has created virtual cards for all DeWitt High School students and staff using their current student IDs. The cards will be activated once the Memo of Understanding has been approved. Balcom further reported the school would like us to eventually include all students and staff in the district along with investigating other ways we can partner.

   Tait moved to approve the Virtual Card Memorandum of Understanding as presented. Spagnuolo second. The motion passed unanimously.

3. Hoopla change. Unlike our other online databases, Hoopla charges the library for each use. Since use is expected to rise with the addition of DeWitt High School virtual cards, Balcom announced she intends to limit the number of check-outs to 3 per month per patron until we see what the usage numbers and costs will be so we can stay on the approved budget.

H. Board Member Comments: None

I. Public Comment: None

J. Adjournment: The meeting adjourned at 5:43 PM having completed the agenda.

Next Meetings: November 9, 2017, 5:00 PM, DDL Annex
December 14, 2017, 5:00 PM, DDL Annex

Respectfully submitted by Wayne Summers, Acting Secretary

Materials for this item will be provided at the meeting.

MEMORANDUM

To: Township Board
From: Jennifer Tubbs
Date: December 11, 2017

Re: Westwind/Lakeside Preserve Bond

Township Treasurer and staff have been reviewing all of the township bonds over the past year. One of the first bonds reviewed was the Westwind/Lakeside Preserve Special Assessment Bond because the township is responsible for such a large portion of the payment. This bond was for the installation of sewer through the Westwind and Lakeside Preserve Subdivision. Watertown Township has a long standing policy which requires the township to pay for the oversizing of new sewer pipes for future development. The township is responsible for nearly $100,000 in oversizing costs associated with this bond. The township had planned to pay its portion of the oversizing costs at the end of the bond, which it is now currently doing.

Unfortunately, the township has had to cover much more than the original intended $100,000. When the recession hit, interest rates plummeted which means that the township collected substantially less than was originally intended in interest on the money invested from the special assessment collection.

The Westwind/Lakeside Preserve bond was a 20 year bond that will fully mature in 2020. Accompanying this memo is a spreadsheet that illustrates the specifics. The remaining principal, interest and fees are approximately $197, 970. If the township chooses to pay the bond off now it will cost $185,970, saving the township approximately $12,000.

It is my recommendation that this bond be paid off early and save the township $12,000. In order to do that there are three actions needed:

Motion to waive the reading of the resolution

Motion to adopt the resolution 11-20-2017-2, a resolution requesting the call of County of Clinton Sewage Disposal System Limited Tax General Obligation bond.

Motion to approve the early payoff of the Westwind/Lakeside Preserve Special Assessment bond from the General Fund Account #101-269.000-932.001 saving the township approximately $12,000 in interest and fees.

Current Bond Information for Westwind Sewer and Wacousta Road Paving Special Assessment Districts

Revenue

	paymt in full	Investment - as of October 2017	Savings - as of October 2017	Remaining Special Assessment Payments to be collected	Approximate Total Revenue
Westwind Sewer (20 yr assessment)	2000-2020	$ 19,487.20	$ 3,101.67	$ 55,489.79	*$ 78,078.66*
Wacousta Road Paving (15year assessment)	2007-2021	$ 2,802.07	$ 2,321.37	$ 57,084.03	*$ 62,207.47*

Remaining expenses if bonds are not paid off early

	Principal	Interest	Agent Fee	Total Expense	Approx. Revenue compared to expenses
Westwind Sewer	$ 180,000.00	$ 15,720.00	$ 2,250.00	*$ 197,970.00*	$ (119,891.34)
Wacousta Road Paving	$ 90,000.00	$ 9,557.50	$ 1,200.00	*$ 100,757.50*	$ (38,550.03)

Investment and Savings Revenue are current as of October 2017

The township participated in the costs of both of these projects. The township committed $77,000.00 toward the Westwind project and $43,000.00 for the Wacousta Road project and is responsible for any shortage typically caused by lack of investment interest, or by residents paying off their assessments early.

If the township chooses to pay the bonds off early instead of making the township required payments, it will save:	Interest	Agent Fee	Total Approx Savings
Westwind Sewer	$ 10,500.00	$ 1,500.00	$ 12,000.00
Wacousta Road Paving	$ 7,568.00	$ 1,185.00	$ 8,753.00
Total	$ 18,068.00	$ 2,685.00	$ 20,753.00

WATERTOWN CHARTER TOWNSHIP
CLINTON COUNTY, MICHIGAN

RESOLUTION REQUESTING CALL OF COUNTY OF CLINTON
SEWAGE DISPOSAL SYSTEM LIMITED TAX GENERAL OBLIGATION BONDS

WHEREAS, the Charter Township of Watertown (the "Township") entered into a contract with the County of Clinton, Michigan (the County") dated April 25, 2000 (the "Contract") for the construction and financing of sanitary sewer system improvements to service the Township; and

WHEREAS, in order to finance the sanitary sewer system improvements, the County issued its Sewage Disposal System Limited Tax General Obligation Bonds (Watertown Charter Township) dated as of June 14, 2006 (the "Bonds"), and under the Contract the Township pays the County the amount necessary to pay the Bonds; and

WHEREAS, the Township makes its payments to the County under the Contract from collections of assessments, and in case of the insufficiency of the special assessments, the principal and interest on the Bonds are payable from the general funds of the Township; and

WHEREAS, the Bonds are now subject to redemption prior to maturity on any interest payment date at par and accrued interest to the date fixed for redemption; and

WHEREAS, the Contract provides that the Township may pay moneys to the County with the written request that said additional funds be used to call Bonds for redemption prior to maturity, in which event the County shall be obligated to apply and use said moneys for such purpose to the fullest extent possible; and

WHEREAS, the Township has sufficient funds on hand for the purpose of calling the Bonds maturing on March 1, 2019 and March 1, 2020 for redemption prior to maturity on March 1, 2018; and

WHEREAS, if the 2019 and 2020 maturities of the Bonds are called for redemption prior to maturity, then the Township would save on debt service costs by not owing interest which would otherwise have accrued after the call date.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Call for Redemption. The Township hereby determines that it is in the best interest of the Township to advance funds to call the 2019 and 2020 maturities of the Bonds for redemption prior to maturity and save on debt service costs. The Township shall reimburse itself for the monies advanced to call the 2019 and 2020 maturities of the Bonds from future collections of assessments, and consequently the property owners are not excused from paying the assessments even though the Bonds are paid off.

The Township Treasurer is hereby directed to request the County Treasurer to take all steps necessary to call the 2019 and 2020 maturities of the Bonds for redemption prior to maturity on March 1, 2018. The Township Treasurer is hereby directed to transfer to the County, or to The Bank of New York Mellon Trust Company, N.A., as successor Transfer Agent for the Bonds, from such sources as are legally available to the Township, sufficient moneys to pay the principal of and interest on the 2019 and 2020 maturities of the Bonds at redemption prior to their maturity on March 1, 2018.

Other Actions. The officers, administrators, agents and attorneys of the Township are authorized and directed to take all other actions necessary and convenient to facilitate the call of the 2019 and 2020 maturities of the Bonds for redemption prior to maturity in accordance with this resolution, and to pay any costs relating to call of the Bonds including but not limited to costs of mailing of notices, legal costs, financial advisor and transfer agent fees.

Conflicting Resolutions. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

CERTIFICATION

I, the undersigned duly qualified Clerk of Watertown Charter Township, Clinton County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Township Board of Trustees of the Charter Township of Watertown, County of Clinton, Michigan at a regular meeting held on December 18, 2017 at 7:00PM prevailing Eastern Time and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

I further certify that the following Members were present at said meeting: Supervisor Maahs, Clerk Adams, Treasurer Thelen, Trustee Cooley, Trustee Hufnagel, Trustee Madill, and Trustee Overton

And that the following Members were absent: None

A motion to adopt the foregoing resolution was made by _____ and seconded by _____.

A vote on the foregoing resolution was as follows:
Yes:
No:

Resolution Declared:

_____ _____
Deborah G. Adams, Clerk Date

MEMORANDUM

To: Township Board
From: Jennifer Tubbs
Date: December 11, 2017

Re: Wacousta Road Bond

The Township Treasurer and staff have identified the Wacousta Road Special Assessment bond as an additional bond to consider paying off early. The Wacousta Road Bond was a result of a resident petition request to pave Wacousta Road from Grand River to Eaton Highway. The township contributed the normal maintenance costs of $43,000 toward the initial paving of Wacousta Road.

The Wacousta Road bond is a 15 year bond that will fully mature in 2021. Accompanying this memo is a spreadsheet that illustrates the specifics. The remaining principal, interest and fees are approximately $100, 757. The township chose to make the township contribution toward this bond at the end of the bond. If the township chooses to pay the bond off now it will cost approximately $92,004 saving the township approximately $8753.

It is my recommendation that this bond be paid off early and save the township $8753. In order to do that there are three actions needed:

Motion to waive the reading of the resolution

Motion to adopt the resolution 11-20-3, a resolution requesting the call of County of Clinton Sewage Disposal System Limited Tax General Obligation bond.

Motion to approve the early payoff of the Wacousta Road Special Assessment bond from the General Fund Account #101-910.000-991.000 saving the township approximately $8753 in interest and fees.

Current Bond Information for Westwind Sewer and Wacousta Road Paving Special Assessment Districts

Revenue

	paymt in full	Investment - as of October 2017	Savings - as of October 2017	Remaining Special Assessment Payments to be collected	Approximate Total Revenue
Westwind Sewer (20 yr assessment)	2000-2020	$ 19,487.20	$ 3,101.67	$ 55,489.79	*$ 78,078.66*
Wacousta Road Paving (15year assessment)	2007-2021	$ 2,802.07	$ 2,321.37	$ 57,084.03	*$ 62,207.47*

Remaining expenses if bonds are not paid off early

	Principal	Interest	Agent Fee	Total Expense	Approx. Revenue compared to expenses
Westwind Sewer	$ 180,000.00	$ 15,720.00	$ 2,250.00	*$ 197,970.00*	$ (119,891.34)
Wacousta Road Paving	$ 90,000.00	$ 9,557.50	$ 1,200.00	*$ 100,757.50*	$ (38,550.03)

Investment and Savings Revenue are current as of October 2017

The township participated in the costs of both of these projects. The township committed $77,000.00 toward the Westwind project and $43,000.00 for the Wacousta Road project and is responsible for any shortage typically caused by lack of investment interest, or by residents paying off their assessments early.

If the township chooses to pay the bonds off early instead of making the township required payments, it will save:	Interest	Agent Fee	Total Approx Savings
Westwind Sewer	$ 10,500.00	$ 1,500.00	$ 12,000.00
Wacousta Road Paving	$ 7,568.00	$ 1,185.00	$ 8,753.00
Total	$ 18,068.00	$ 2,685.00	$ 20,753.00

WATERTOWN CHARTER TOWNSHIP
CLINTON COUNTY, MICHIGAN

RESOLUTION AUTHORIZING PREPAYMENT AND CALL OF BONDS

WHEREAS, the Charter Township of Watertown, County of Clinton, State of Michigan (the "Township") has previously issued its Special Assessment Bonds, Series 2006A (General Obligation Limited Tax) in the original principal amount of $345,000, dated as of September 14, 2006 (the "Bonds"); and

WHEREAS, the Township pledged to pay the Bonds from collections of assessments levied on the Wacousta Road Special Assessment District; and

WHEREAS, the Township also pledged the limited tax full faith and credit of the Township for payment of the Bonds, and in case of the insufficiency of the special assessments, the principal and interest on the Bonds are payable from the general funds of the Township as a first budget obligation; and

WHEREAS, the Bonds maturing on or after August 1, 2017 are subject to redemption prior to maturity at the option of the Township on any date on or after August I, 2016, at par plus accrued interest to the date fixed for redemption; and

WHEREAS, the Township has sufficient funds on hand for the purpose of calling the Bonds maturing on August 1, 2018, August 1, 2019, August 1, 2020 and August 1, 2021 (the "Outstanding Bonds") for redemption prior to maturity on January 1, 2018; and

WHEREAS, if the Township calls the Outstanding Bonds for redemption prior to maturity, then the Township would save on debt service costs by not owing interest which would otherwise have accrued after the call date.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Call for Redemption. The Township hereby determines that it is in the best interest of the Township to advance funds to call the Outstanding Bonds for redemption prior to maturity and save on debt service costs. The Township shall reimburse itself for the monies advanced to call the Outstanding Bonds from future collections of assessments levied on the Wacousta Road Special Assessment District, and consequently the property owners are not excused from paying the assessments even though the Bonds are paid off

The Township Treasurer is hereby directed to take all steps necessary to call the Outstanding Bonds for redemption prior to maturity on January 1, 2018. The Township Treasurer is hereby directed to transfer to U.S. Bank National Association, as successor Transfer Agent for the Bonds (the "Transfer Agent"), from the Debt Retirement Fund for the Bonds and from such other sources as are legally available to the Township, sufficient moneys to pay the principal of and interest on the Outstanding Bonds at redemption prior to their maturity on

January 1, 2018.

2. Direction to Transfer Agent. The Transfer Agent is hereby directed to call the Outstanding Bonds for redemption on January I, 2018 by mailing notice of redemption to the registered owners of the Outstanding Bonds not less than thirty (30) days prior to the date fixed for redemption, and to take all action on behalf of the Township legally required to effect the call of the Outstanding Bonds for redemption.

3. Other Actions. The officers, administrators, agents and attorneys of the Township are authorized and directed to take all other actions necessary and convenient to facilitate the call of the Outstanding Bonds for redemption prior to maturity in accordance with this resolution, and to pay any costs relating to call of the Outstanding Bonds including but not limited to costs of mailing of notices, legal costs, financial advisor and transfer agent fees.

4. Conflicting Resolutions. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

CERTIFICATION

I, the undersigned duly qualified Clerk of Watertown Charter Township, Clinton County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Township Board of Trustees of the Charter Township of Watertown, County of Clinton, Michigan at a regular meeting held on December 18, 2017 at 7:00PM prevailing Eastern Time and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

I further certify that the following Members were present at said meeting: Supervisor Maahs, Clerk Adams, Treasurer Thelen, Trustee Cooley, Trustee Hufnagel, Trustee Madill, and Trustee Overton

And that the following Members were absent: None

A motion to adopt the foregoing resolution was made by _____and seconded by _____.

A vote on the foregoing resolution was as follows:
Yes:
No:

Resolution Declared:

_____ _____

Deborah G. Adams, Clerk Date

Watertown Charter Township

APPLICATION FOR TOWNSHIP COMMITTEES, BOARDS AND COMMISSIONS

Name of Committee/Board/Commission: Cemetary Board

Name: Marilyn Cotton
Address:
City/State/Zip:
~~Home~~ Cell Phone:
Business Phone:
Email Address:

Length of Residence in Watertown Charter Township: 59 yr.

Occupation: Retired
Employer:
Business Address:

Education: 12th gr.

Relevant Organizations/Affiliations: Clinton Co 4-H Council

Please explain your interest in serving on this Committee/Commission/Board:
I have served on this committee in the past and would like to continue.

Signature: Marilyn Cotton Date: 11-27-17

Please Return Completed Application To:

Deborah Adams, Clerk
Watertown Charter Township
12803 S. Wacousta Road
Grand Ledge, MI 48837
(517) 626-6593 Phone | (517) 626-6405 Fax
DAdams@WatertownTownship.com

For additional information regarding the duties and responsibilities of any committee, board or commission, please contact the Township Clerk's Office.

Watertown Charter Township

APPLICATION FOR TOWNSHIP COMMITTEES, BOARDS AND COMMISSIONS

Name of Committee/Board/Commission: Compensation Commission

Name: David A. LaLumia

Address:

City/State/Zip:

Home Phone:

Business Phone:

Email Address:

Length of Residence in Watertown Charter Township: 20 years

Occupation: CEO

Employer: Healthcare Association of MI

Business Address:

Education: MSW – U of Michigan

Relevant Organizations/Affiliations: —

Please explain your interest in serving on this Committee/Commission/Board:

Fair, equitable and competitive compensation for elected township officials

Signature: David A. LaLumia Date: 11/15/17

Please Return Completed Application To:

Deborah Adams, Clerk
Watertown Charter Township
12803 S. Wacousta Road
Grand Ledge, MI 48837
(517) 626-6593 Phone | (517) 626-6405 Fax
DAdams@WatertownTownship.com

For additional information regarding the duties and responsibilities of any committee, board or commission, please contact the Township Clerk's Office.

WATERTOWN CHARTER TOWNSHIP
CLINTON COUNTY, MICHIGAN

RESOLUTION TO ESTABLISH 2018 BOARD OF TRUSTEES MEETING DATES

WHEREAS, Michigan Compiled Law 41.72a requires that the Township Board provide by resolution for the time and place of its regular meetings, and;

WHEREAS, the State of Michigan has enacted PA267 of 1976, the "Open Meetings Act," which requires a public body to give prior public notice of all regular meetings and that said notice shall provide the dates, time and place of meetings, and;

WHEREAS, it is the desire of the Watertown Charter Township Board of Trustees, a public body, to conduct its business in an open forum, in compliance with said Act;

THEREFORE, BE IT RESOLVED that the Watertown Charter Township Board of Trustees will hold regular meetings during the fiscal year beginning January 1, 2018 and ending December 31, 2018, on the following dates at 7:00PM at the Watertown Charter Township Hall, located at 12803 S. Wacousta Road, Grand Ledge, MI 48837:

January 15, 2018
February 20, 2018 (Tuesday)
March 19, 2018
April 16, 2018
May 21, 2018
June 18, 2018
July 16, 2018
August 20, 2018
September 17, 2018
October 1, 2018 – Special Budget
October 15, 2018
October 29, 2018 – Special Budget
November 19, 2018
December 17, 2018

CERTIFICATION

I, the undersigned duly qualified Clerk of Watertown Charter Township, Clinton County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Township Board of Trustees of the Charter Township of Watertown, County of Clinton, Michigan at a regular meeting held on December 18, 2017 at 7:00PM and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

I further certify that the following Members were present at said meeting:

And that the following Members were absent:

A motion to adopt the foregoing resolution was made by _____ and seconded by _____.

A vote on the foregoing resolution was as follows:

Yes:

No:

Resolution Declared:

_____ _____

Deborah G. Adams, Clerk Date

WATERTOWN CHARTER TOWNSHIP
CLINTON COUNTY, MICHIGAN

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.

WHEREAS, on September 27, 2011, the Publicly Funded Health Insurance Contribution Act, Act No. 152 of the Public Acts of Michigan of 2011 (Act 152), became effective in the State of Michigan; and

WHEREAS, Act 152 establishes standards and a process with respect to medical benefit plans offered by public employers; and

WHEREAS, the Board of Trustees of Watertown Charter Township has historically recognized, in its role as steward for the public funds entrusted to it, that it must efficiently manage those limited resources; and

WHEREAS, the Board of Trustees of Watertown Charter Township constantly engages in a review of expenditures in order to maximize the value it receives for goods and services; and

WHEREAS, the Board of Trustees of Watertown Charter Township believes that, as the elected representatives for the township and answerable directly to the township's voters, it is best positioned to determine what benefits ought to be offered in order to attract and retain the best qualified township employees at the lowest overall costs; and

WHEREAS, the Board of Trustees of Watertown Charter Township further believes that compensation determinations for township employees are most properly the responsibility of the township's elected representatives, and not the State of Michigan or its officials; and

WHEREAS, to express its support for home rule government and to recognize that it is the township board's duty to manage township affairs in order to be most responsive to township voters, taxpayers and residents.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Section 8 of Act 152, the Charter Township of Watertown hereby exempts itself from the requirements of Act 152 for the next succeeding year, 2018.

CERTIFICATION

I, the undersigned duly qualified Clerk of Watertown Charter Township, Clinton County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Township Board of Trustees of the Charter Township of Watertown, County of Clinton, Michigan at a regular meeting held on December 18, 2017 at 7:00PM prevailing Eastern Time and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

I further certify that the following members were present at said meeting: Supervisor Maahs, Clerk Adams, Treasurer Thelen, Trustee Cooley, Trustee Hufnagel, Trustee Madill, and Trustee Overton.

And that the following members were absent: None
A motion to adopt the foregoing resolution was made by _____and
seconded by _____.

A vote on the foregoing resolution was as follows:
Yes:

No:

Resolution Declared:

_____ _____
Date
Deborah G. Adams, Clerk

WATERTOWN CHARTER TOWNSHIP
CLINTON COUNTY, MICHIGAN

RESOLUTION ESTABLISHING TOWNSHIP POVERTY GUIDELINES

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the township board; and

WHEREAS, the homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994(MCL 211.7u); and

WHEREAS, pursuant to PA 390, 1994, Watertown Charter Township, Clinton County, adopts the following guidelines for the supervisor and board of review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

1) Be an owner of and occupy as a principal residence the property for which an exemption is requested;

2) File a claim with the supervisor or board of review, accompanied by federal and state income tax returns for all persons residing in the residence, including any property tax credit returns filed in the immediately preceding year or current year;

3) Produce deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requeste;

4) Produce a valid drivers' license or other form of identification if requested.

5) Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget.

6) Meet the Township guidelines for asset level for all persons residing in the residence. The guideline for assets is no more than 60% of the current federal poverty guidelines established each year by the office of the management and budget for size of the family unit, but in no case to exceed $10,000. Some assets would be exempt: they would include the residence and one automobile. In special circumstances such as two residents working in separate

locations, two automobiles could be exempt at the discretion of the Supervisor or the Board of Review.

7) The application for the exemption shall be filed after January 1, but before the day prior to the last day of board of review.

8) Any additional eligibility requirements as determined by the township board;

NOW, THEREFORE, BE IT RESOVED that the board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the board of review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communicated in writing to the claimant.

CERTIFICATION

I, the undersigned duly qualified Clerk of Watertown Charter Township, Clinton County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Township Board of Trustees of the Charter Township of Watertown, County of Clinton, Michigan at a regular meeting held on December 18, 2017 at 7:00PM prevailing Eastern Time and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

I further certify that the following Members were present at said meeting: Supervisor Maahs, Clerk Adams, Treasurer Thelen, Trustee Cooley, Trustee Hufnagel, Trustee Madill, and Trustee Overton

And that the following Members were absent: None

A motion to adopt the foregoing resolution was made by _____ and seconded by _____.

A vote on the foregoing resolution was as follows:
Yes:
No:

Resolution Declared:

_____ _____
Deborah G. Adams, Clerk Date

BUDGET ADJUSTMENTS

December 18, 2017 Board of Trustees Meeting

ADD: $20,000.00	TO: 101-400.000-801.009	FROM: 101-002.001-635.000	
More Industrial & Commercial Building Permits than anticipated.	GENERAL FUND BUILDING PERMIT FEES	GENERAL FUND BUILDING PERMIT FEES-IND/COMM	
ADD: $25,000.00	TO: 101-400.000-801.009	FROM: 101-002.001-636.000	
More Residential Building Permits than anticipated.	GENERAL FUND BUILDING PERMIT FEES	GENERAL FUND BUILDING PERMIT FEES-RES	
ADD: $15,000.00	TO: 101-400.000-801.019	FROM: 101-002.001-645.000	
More Electrical Permits than anticipated.	GENERAL FUND ELECTRICAL PERMIT FEES	GENERAL FUND ELECTRICAL PERMIT FEES	
ADD: $10,000.00	TO: 101-400.000-801.020	FROM: 101-002.001-646.000	
More Mechanical Permits than anticipated.	GENERAL FUND MECHANICAL PERMIT FEES	GENERAL FUND MECHANICAL PERMIT FEES	
ADD: $5,000.00	TO: 101-400.000-801.021	FROM: 101-002.001-647.000	
More Plumbing Permits than anticipated.	GENERAL FUND PLUMBING PERMIT FEES	GENERAL FUND PLUMBING PERMIT FEES	
ADD: $115,000.00	TO: 101-446.000-801.008	FROM: 101-000.001-699.000	
Pull funding from reserves for 2017 road projects.	GENERAL FUND PROFESSIONAL SVCS - CLINTON CO.	GENERAL FUND FUND BALANCE TRANSFER	
ADD: $250.00	TO: 101-448.000-820.029	FROM: 101-000.001-699.000	
Electric bills were more than anticipated.	GENERAL FUND STREETLIGHTS - WATERFRONT	GENERAL FUND FUND BALANCE TRANSFER	
ADD: $150.00	TO: 101-448.000-820.030	FROM: 101-000.001-699.000	
Electric bills were more than anticipated.	GENERAL FUND STREETLIGHTS - WATERTOWN MDW	GENERAL FUND FUND BALANCE TRANSFER	
ADD: $350.00	TO: 101-448.000-820.031	FROM: 101-000.001-699.000	
Electric bills were more than anticipated.	GENERAL FUND STREETLIGHTS - HIDDEN LAKES	GENERAL FUND FUND BALANCE TRANSFER	
ADD: $50.00	TO: 101-448.000-820.032	FROM: 101-000.001-699.000	
Electric bills were more than anticipated.	GENERAL FUND STREETLIGHTS - KLEIN FARMS	GENERAL FUND FUND BALANCE TRANSFER	
ADD: $150.00	TO: 101-448.000-820.033	FROM: 101-000.001-699.000	
Electric bills were more than anticipated.	GENERAL FUND STREETLIGHTS - ROSEWOOD	GENERAL FUND FUND BALANCE TRANSFER	
ADD: $1,700.00	TO: 101-448.000-820.034	FROM: 101-000.001-699.000	
Electric bills were more than anticipated.	GENERAL FUND STREETLIGHTS - LAKESIDE	GENERAL FUND FUND BALANCE TRANSFER	
ADD: $500.00	TO: 101-861.000-722.000	FROM: 101-000.001-699.000	
Disability Insurance more than anticipated.	GENERAL FUND DISABILITY INSURANCE	GENERAL FUND FUND BALANCE TRANSFER	

12/13/2017

BUDGET ADJUSTMENTS

December 18, 2017 Board of Trustees Meeting

ADD:	$800.00	TO:	101-861.000-723.000 GENERAL FUND WORKERS COMP INSURANCE	FROM:	101-000.001-699.000 GENERAL FUND FUND BALANCE TRANSFER
Workers Comp Insurance more than anticipated.					
ADD:	$1.00	TO:	101-911.000-995.000 GENERAL FUND STOLL RD INTEREST EXPENSE	FROM:	101-000.001-699.000 GENERAL FUND FUND BALANCE TRANSFER
Interest Expense on Stoll Bond was more than anticipated.					

12/13/2017

2017 FUND BALANCE RESERVES
COMMITTED & ASSIGNED FUNDS

DECEMBER 18, 2017

From The Manager's Office:

Park Improvements ***101-000.000-393.052***	**$4,500.00**
LGRFA Reserve ***101-000.000-393.053***	**$50,000.00**
New Township Building ***101-000.000-393.058***	**$130,000.00** **(estimated increase in fund balance for 2017)**
Tribunals & Contingencies ***101-000.000-393.064***	**$5,000.00**
Total Committed & Assigned Funds **(To be voted on by the Board of Trustees)**	**$189,500.00**

WATERTOWN
CHARTER TOWNSHIP

12803 S. Wacousta Rd., Grand Ledge, MI 48837
517-626-6593
517-626-6405 (Fax)
www.WatertownTownship.com

Date: December 13, 2017

To: Board of Trustees

From: John Maahs, Supervisor

RE: **Supervisor's Appointment**

I recommend the re-appointment of Ron Overton as the Board of Trustees Representative to the Planning Commission with a term to expire December 31, 2018.

Suggested Motion: Motion 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, 2018.

12803 S. Wacousta Rd., Grand Ledge, MI 48837
517-626-6593
517-626-6405 (Fax)
www.WatertownTownship.com

Date: December 13, 2017

To: Board of Trustees

From: John Maahs, Supervisor

RE: **Board Appointments**

The following is a list of board appointments. I have made suggestions for fulfilling these appointments for discussion and consideration.

Chair ProTempore
Ronald Overton
January 1, 2018 – December 31, 2018

Election Commission
Deborah Adams, Chair (Per Statute)
Chad Cooley & Todd Hufnagel
January 1, 2018 – December 31, 2018

Newsletter Advisory Committee
John Maahs (Chair), Deborah Adams, Janice Thelen
January 1, 2018 – December 31, 2018

Zoning Board of Appeals
Janice Thelen
January 1, 2018 – December 31, 2018

Groundwater Managment Board
Andrea Polverento
January 1, 2018 - December 31, 2018

12803 S. Wacousta Rd., Grand Ledge, MI 48837
517-626-6593
517-626-6405 (Fax)
www.WatertownTownship.com

Looking Glass Regional Fire Authority
Deborah Adams
January 1, 2018 - December 31, 2018

Todd Hufnagel
January 1, 2018 - December 31, 2018

WATERTOWN CHARTER TOWNSHIP
PERFORMANCE APPRAISAL
Managerial / Professional

Name: Jennifer Tubbs Effective Date: 12-12-17

Department: Supervisor's Department Position title: Township Manager

Type of Appraisal: X Annual For the period January 1, 2017 to December 31, 2017

Appraised by: John E. Maahs, Supervisor
Name *Title*

This performance appraisal was discussed with me on:

_____ _____
Date *Employee's Signature*

Performance appraisal is a significant responsibility of managers and supervisors. It should be conducted professionally and serve the communication needs of the township and employees. A copy of the performance appraisal should be given to the employee after a thorough discussion of the content.

Appraisers should evaluate all factors related to performance within the position and determine an overall evaluation of the employee's performance utilizing the following scale:

Rating Scale

5 – Substantially Exceeds Expectations	Performance is clearly and consistently excellent. Far exceeds expectations of what is required and should be accomplished.
4 – Exceeds Expectations	The employee performs all duties and responsibilities competently; and in many areas, exceeds the level of performance expected.
3 – Fully Competent	The employee performs all duties and responsibilities at a fully competent level.
2 – Achievement Near Expectations	The employee performs most duties and responsibilities at an acceptable level. There are areas for development before total competency can be achieved.
1 – Fails to Achieve Expectations	The employee does not perform duties and responsibilities at an acceptable level. Significant development is required.

Rate each performance factor by the following numeric codes:

5 – Substantially Exceeds Expectations
4 – Exceeds Expectations
3 – Fully Competent
2 – Achievement Near Expectations
1 – Fails to Achieve Expectations

IMPACT ON ORGANIZATIONAL SUCCESS	Code Level
EFFORT: *The degree to which the employee does his/her best.*	*5.1*
DEPENDABILITY: *The extent to which the employee can be counted on the carry out instructions, be on the job and fulfill responsibilities. Meets schedules and deadlines.*	*5.1*
ATTITUDE: *Cooperativeness, sincerity and interest necessary to maintain proper relations and work harmoniously with others. Readiness to observe and adhere to company policies.*	*5.1*
SELF-DEVELOPMENT: *An awareness of strengths, weaknesses, interests, etc., and a plan to work on deficiencies.*	*5.1*

COMMENTS:
Jennifer has a consistently cooperative, hardworking and dependable approach to her duties. She can be counted on to work efficiently with agencies, board members, staff, and residents alike. Jennifer goes above and beyond our highest expectations.

COMPLEXITY, JUDGMENT AND PLANNING	Code Level
PLANNING*: Establishing priorities, setting objectives, budgeting resources and scheduling workload.*	*5.1*
DECISION MAKING: *Making prompt, timely, sound decisions or recommendations after considering all relevant factors and evaluating probable outcomes. The ability to make constructive suggestions.*	*5.1*
QUANTITY OF WORK: *Volume of work regularly produced; speed and consistency of output.*	*5.1*
QUALITY OF WORK: *Extent to which work produced meets quality requirements of accuracy, thoroughness of effectiveness.*	*5.1*
JOB KNOWLEDGE: *Knowledge of the techniques, skills, equipment, procedures and materials.*	*5.1*
COST CONSCIOUSNESS: *Operating efficiently, using sound judgment to minimize costs and maintain expenses within budget.*	*5.1*

COMMENTS:
Jennifer's judgment and problem solving abilities are exceptional. She knows her job thoroughly. She does excellent work and is in demand on boards and committees throughout this area due to the high level of professionalism she demonstrates.

EXTERNAL / INTERNAL RELATIONS	Code level
COMMUNICATION: *Interpersonal and written communications with all levels of Internal and external contacts in a clear, precise, and convincing manner.*	*5.1*
EQUAL EMPLOYMENT OPPORTUNITY: *Sensitivity and treatment; affirmative action participation and results.*	*5.1*
SAFETY: *Interest, understanding and cooperation necessary to maintain safe working environment. Readiness to analyze and eliminate risks.*	*5.1*

COMMENTS:
Jennifer is an excellent communicator and works well with staff and residents, setting a good example for the high standards desired at the office.

CHARACTER OF FUNCTION OR ORGANIZATION MANAGEMENT	Code level
ORGANIZING: *Arrangement of work for most effective handling and elimination of unnecessary activities.*	*5.1*
DIRECTING: *Delegating, motivating, coordinating, and promoting innovation in achieving goals.*	*5.1*

COMMENTS:
The township staff has gotten smaller over the past few years. Jennifer has done an excellent job of arranging work, cross-training, and organizing the office to ensure that there is no reduction in service to our residents, allowing maximum efficiency despite a reduced staff.

SCOPE OF FUNCTION OF ORGANIZATION MANAGEMENT	Code level
SUPERVISION: *Selecting, training, guiding and evaluating subordinates in helping to build an effective organization.*	*5.1*

COMMENTS:
Jennifer is a highly competent supervisor, who guides staff in creating a productive, comfortable work atmosphere that provides excellent service to township residents.

CHANGES IN POSITION OR RESPONSIBILITIES

Have position and responsibilities of the employee changed significantly since the last rating?

No.

If yes, attach updated job description.

PERFORMANCE SUMMARY

Considering all the preceding performance factors, the overall rating is:

COMMENTS (if necessary):

	Code level
WORK-RELATED STRENGTHS: **Jennifer does a great job as township manager. She is an asset to the township. Her experience enhances her ability to accomplish as much and as well as she does. She is willing to think outside the box and work towards long term goals. She initiates actions that benefit the community and residents. The job offers challenges that she meets with ease. We are fortunate to have her.**	5.1

DEVELOPMENTAL AREAS:
Continue to assess the township's long term goals and work with others to share knowledge and skills.

MEMORANDUM

To: Watertown Township Board
From: John Maahs, Township Supervisor
Date: December 13, 2017

Re: Township Manager Employment Agreement

Attached is a spreadsheet comparing township managers in the region in areas of comparable size as well as the committee negotiated proposed employment agreement for the township manager. The proposed contract is for a 5 year period and includes no salary increases other than what is granted to all employees. The contract includes a car allowance and an increase in the medical reimbursement but the medical buyout remains the same. In addition there were a few non-economic language corrections.

The total compensation package with the additions is less than the 2017 total compensation package if the medical coverage option was utilized.

Recommended Action:

Move approval of the five year employment agreement with Jennifer Tubbs beginning January 1, 2018 as presented.

Manager Salary Comparison

Community	Year of Contract *note some are 2015 numbers	Salary	Retirement	Deferred Comp/ 457 Plan	Auto	Vacation	Additional Life Insurance Policy	Medical Insurnace	Severance	Total Compensation * The amount associated with a defined benefit pension are not included	
Meridian Twp- 25+ years of experience as manager	2017	$115,260	Defined Benefit Pension + 12% of salary deposit In ICMA retirement plan	1.5% of salary no match required	$800 a month, or car of choosing and all expenses including for personal use	25 days in addition to days allowed to all employees in the employment manual	$1,000	Medical, Dental, Optical, Life Insurance	9 months full pay and benefits		
		$115,260	**$13,831**	**$1,728**	**$9,600**	**30 to 50 days**	**$1,000**	**$22,500**		**$163,919**	*
Delta Township- 6+ years experience as manager	2017	$113,300	Defined Benefit Pension + 12.5% of salary deposit in defined contribution retirement plan		$400	20 days in addition to what is allowed in the employee manual		$22,500	6 months full pay and benefits		
		$113,300	**$14,162**	**0**	**$4,800**	**30 to 45 days**		**$22,500**		**$154,762**	*
Dewitt Township- 10 yrs manger experience	2017	$101,592	11% of salary in DC Plan		$450	21 days additional					
		$101,592	**$11,175**	**0**	**$5,400**			**$22,500**		**$140,667**	
Grand Ledge, 2 years in community	2015	$100,942	Defined Benefit		$500			$22,500	4 months pay and benefits		
		$100,942			**$6,000**			**$22,500**		**$129,442**	*

Community	Year of Contract *note some are 2015 numbers	Salary	Pension	Deferred Comp/547	Auto	Vacation	Additional Life Insurance Policy	Medical Insurnace	Severance	Total Compensation * The cost associated with a defined benefit pension are not included	
Bath Township - 3 yrs in community	2017	$88,576	Defined Benefit with a 2.5 multiplier with Township 10% contribution		Township Car	10 days additional		$22,500			
		$88,576	**$8,857**					**$22,500**		**$119,933**	*
Dewitt City 4 yrs in community	**2015**	$80,000	Defined Benefit Pension with a 17.02%	+5% deferred comp, does not require match	City provided car or $200 per month	15 days	Cell $60 a month		12 months pay and benefits		
		$80,000		**$4,000**	**$2,400**		**720**	**$22,500**		**$109,620**	*
St. Johns - started November 2nd	2017	$93,500	Defined Contribution 10%		$400	4 weeks plus standard leave available to employees	$200,000 policy	Full medical, dental, optical	6 months pay and benefits		
		93,500	**$9,350**		**$4,800**		**$2,000**	**$22,500**		**$132,150**	
Watertown Township- 18yrs manager, 20 with township	2017	$89,928	Defined Contribution 8%	457 match up to 6% requires contribution	0	2 additional personal days	Medical Reimbursement $2000	Medical buy out $600 a month			
		$89,928	**$7,771**	**$5,828**			**$2,000**	**$7,200**		**$112,727**	

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made between Watertown Charter Township, a Michigan Township Government in Clinton County, ("the Township") and Jennifer Tubbs (Ms. Tubbs).

WHEREAS, the Township desires that Ms. Tubbs serve as the **Township Manager** of the Township and Ms. Tubbs desires to hold such position under terms and conditions of this agreement;

WHEREAS, the Board of Trustees of the Township (the "Board") has approved and authorized the Township to enter into this agreement with Ms. Tubbs.

THEREFORE, the parties agree as follows:

1. **Employment.** The Township employs Ms. Tubbs, and Ms. Tubbs accepts employment with the Township, upon the terms and conditions set forth in this agreement.

2. **Term**. The Terms of the employment of Ms. Tubbs by the Township (the "term") is for a period of **five years** commencing on January 1, 2018 and terminating on December 31, 2022. Unless terminated earlier as hereinafter provided in section 9 of this agreement, this agreement will automatically renew for one (1) additional year on January 1, 2023, unless either party notify the other to the contrary, in writing, ninety (90) days prior to December 31, 2022. In addition to the ninety (90) days notice, if the Township does not wish to renew the contract, Ms. Tubbs will receive three (3) months salary at the rate at the time of expiration and an amount equal to the cost to the Township for 3 months fringe benefits, each payable in a lump sum on the last working day of this agreement, which is December 31, 2022 or, in the case of fringe benefits, through a continuation of one or more such benefits for a period of three months if continued coverage is elected by Ms. Tubbs and available under the plan.

3. **Position.** Ms. Tubbs shall serve as Township Manager of the Township, which shall be a position reporting to the Township Supervisor and the Township Board. In such capacity, Ms. Tubbs authority, duties and responsibilities shall be to perform such services for the Township as would be inherent in such a position and that may periodically be designated by the Township Board. In consideration for such employment, Ms. Tubbs agrees to devote her full time employment activities and best personal abilities primarily to the services of the Township. In the event Ms. Tubbs desires to be employed by another person or entity, she shall inform the Board. Ms. Tubbs understands that she will not accept compensated employment with another entity without the prior approval of the Township Board.

In addition, Ms. Tubbs will provide monthly reports to the Board regarding her actions taken on principal duties required under her job description, as amended from time to time, and which is incorporated by reference to this agreement. Prior to December 1, of each year the Township Supervisor shall perform a detailed evaluation of Ms. Tubbs performance.

Ms. Tubbs shall attend all Board meetings as a non - voting member and shall be allowed to address the Board on all relevant matters. It is understood that the Township Manager shall be responsible to the Board. Ms. Tubbs shall attend designated committee meetings as directed by the Supervisor or the Board.

4. **Compensation.**

The Township agrees to compensate Ms. Tubbs for her full time services at the salary of $89,928, payable bi – monthly, commencing on January 1, 2018. No additional compensation is payable for overtime or compensatory time. Ms. Tubbs during the term of this agreement and any renewal shall receive the same salary increase or cost of living increase as granted each year for all non-union employees. The annual salary will be less applicable withholdings and deductions. The Annual Salary shall be payable to Ms. Tubbs in substantially equal installments in accordance with the Townships normal payroll practices.

5. **Place of Performance**. Ms. Tubbs shall primarily perform her duties and conduct her business at the principal offices of the Township, which shall be at Watertown Charter Township 12803 South Wacousta Road, Grand Ledge, MI 48837, and without prior authorization from the Supervisor or Board may perform duties elsewhere.

6. **Fringe Benefits.** During her employment, Ms. Tubbs shall be provided with full family health (medical) insurance and be eligible to participate fully in such retirement benefits, life, disability, vision and dental benefits the Township may make available to all non- union employees. It is understood that in addition to the benefits outlined in this agreement, Ms. Tubbs is entitled to any and all benefits contained in the Employee Manual, Policies and Township Ordinances for non-union employees of the township. Ms. Tubbs shall be compensated five hundred dollars ($500) per month added to her payroll compensation for the use of her personal vehicle to conduct township business. She is not entitled to any additional mileage reimbursement for any travel conducted within 100 miles of the township offices. If Ms. Tubbs elects not to participate in the medical insurance benefit, Ms. Tubbs shall receive compensation of $600 per month added to her payroll compensation. Compensation shall accrue monthly and be paid through the normal payroll practice. In lieu of the availability of dental and vision coverage, the Township agrees to reimburse Ms. Tubbs a maximum of four thousand five hundred dollars ($4500) in medical reimbursements per year for her and her dependent family members. If Ms. Tubbs elects the medical insurance benefit, the medical reimbursement amount shall be a maximum of two thousand ($2000) per year. Ms. Tubbs shall receive in accordance with the township retirement defined contribution plan an 8% contribution based on total compensation and the township agrees to match up to

6% of total compensation in her township employee 457 retirement plan. In no event, during the term of this agreement shall these benefits be reduced from the levels in effect on the beginning date of this agreement.

7. **Vacation, Holidays, Leave and Expenses.** Ms. Tubbs shall receive vacation according to the current vacation policy in effect for all Watertown Township non-union employees at the date of this agreement. At no time may Ms. Tubbs take more than two consecutive weeks of vacation without prior consent of the Township Supervisor or the Board. During her employment, Ms. Tubbs shall receive 10 additional paid personal days and is entitled to all paid leave and fringe benefits as outlined in the township employee handbook, board policies and ordinances for all paid personal leave, annual leave, holidays, sick, funeral leave, and expenses, in accordance with the policies in the Townships Board Policies Book for non – union employees in effect at the beginning date of this Agreement, or as such benefits may be changed from time to time, except where superseded by this agreement.

8. **Professional Development.** The Board recognizes its obligation to the professional development of Ms. Tubbs and agrees that she will be given adequate opportunities to develop her skills and abilities as a manager. Ms. Tubbs agrees to participate in professional development activities provided such participation does not consume a disproportionate amount of time and contribute to a failure in and/or deterioration of her ability to effectively discharge her duties and responsibilities.

Further, the Board agrees to budget and pay for professional dues and subscriptions for Ms. Tubbs and for her attendance and participation in local, regional and national meetings and seminars of professional organizations such as the Michigan Municipal Executives, International City Managers Association and other organizations related to the administration of township operations all of which are reasonably related to her professional growth, development, education and training for this position. The Township agrees to budget and pay at a minimum for Employee's annual attendance at the Michigan Municipal Executives Conferences and may also include the out of state conference for the International City Managers Association.

9. **Termination of Agreement.** This is an "at will" employment agreement, and either the Township or Ms. Tubbs may terminate the employment relationship at any time, for any reason, with or without cause. In the event the Township exercises its right to terminate the employment of Ms. Tubbs at the pleasure of the Township Board for a reason other than her commission of a felonious criminal act, the Township shall first give Ms. Tubbs (30) days notice of intent to terminate. Upon termination by the Township pursuant to subsection 9 (V) Ms. Tubbs shall receive a lump sum severance payment equal to (150) days aggregate total compensation at her then current rate of salary plus accumulated vacation leave, and pay out sick leave according to the Employment Manual, Chapter 4 A (7) Sick Leave. If Ms. Tubbs' employment is terminated by the Township for a reason other than the commission of a felonious criminal act, the Township shall also continue to pay for her health insurance coverage, and all fringe benefits for the (150) day period commencing from the date of termination.

Ms. Tubbs Date of Termination shall be:

(I) The date upon which the parties mutually agree.

(II) The date of Ms. Tubbs death.

(III) The last day Ms. Tubbs worked, if Ms. Tubbs' employment by the Township is terminated pursuant to disability, or

(IV) The effective date of the Notice of Termination if Ms. Tubbs' employment by the Township if terminated for cause.

(V) The effective date of the Notice of Termination if the Township terminates Ms. Tubbs in the exercise of its sole discretion, which Ms. Tubbs acknowledges, is the Townships right notwithstanding any other provision of this Agreement.

(VI) The effective date of Ms. Tubbs' resignation. If Ms. Tubbs voluntarily resigns her employment, she shall give the Township 30 days written notice of such resignation. If such 30 days notice is not given, Ms. Tubbs agrees that she will forfeit, as penalty, any payment authorized by the Township employment manual/policies or otherwise for accumulated unused vacation or sick leave.

10. **Severability**. If one or more of the provisions of this Employment Agreement is held to be invalid by a court of competent jurisdiction, it shall not affect other provisions, and this agreement shall be construed as if such provision had not been part of the agreement.

11. **Law of Michigan.** This Employment Agreement shall be governed by the laws of the State of Michigan. Any action brought to enforce the terms of this Employment Agreement or to remedy violations of this Agreement shall be brought in Clinton County, Michigan and each party submits itself to that jurisdiction.

12. Entire Agreement and Amendment. This Agreement contains all the understanding between the parties pertaining to the matters referred to in this Agreement and supersedes any other undertaking and agreements, whether oral or in writing, previously entered into by them with respect to Ms. Tubbs employment. Ms. Tubbs represents that, in executing this Agreement, she does not rely on and has not relied upon any representation or statement not set forth in this Agreement made by the Township with regards to the subject matter or effect of this Agreement or otherwise. The terms of

this Agreement may be altered only in writing signed by Ms. Tubbs and the Township Supervisor as authorized by the Board of Trustees.

Dated:_____ _____
Jennifer Tubbs

Dated:_____ By:_____
John Maahs
Its: Supervisor

MEMORANDUM

To: Watertown Township Board
From: Jennifer Tubbs, Watertown Township Manager
Date: December 13, 2017

Re: Cost of Living Increase and salary adjustments

The 2018 Township budget includes a 3% cost of living increase for the non union staff, a negotiated 3% compensation increase for the union employees and position salary adjustments, all of which were approved in the 2018 budget process.

Area municipalities are proposing between 2.0% and 3% cost of living increases for 2018 and across the state municipalities are offering increases ranging from 2% to 4%.

Recommended Action:

Move to approve a 3% cost of living increase for the Non-Union Staff effective January 1, 2018 and the position salary adjustments as approved in the 2018 Township Budget.

There are no packet materials for this item.