

SPECIAL MEETING
RAISIN CHARTER TOWNSHIP
BOARD OF TRUSTEES
3266 GADY RD.
ADRIAN, MI 49221
March 25, 2019 at 6:30 P.M.

1. **CALL TO ORDER:** Meeting called to order at 6:30 p.m. by Supervisor Dale Witt.
2. **WELCOME, PLEDGE, INVOCATION:** Pledge and moment of silence.
3. **ROLL CALL:**

Members Present: Russ Mead, Debra Brousseau, Tom Hawkins, Kami Johnson, Jim Palmer, Marge McDermott, and Dale Witt
Members Absent: None
4. **COMMUNICATIONS:**

MTA Conference - Will be in Grand Rapids starting April 1st thru April 4th. Road construction in the area.
LCRC – The 2019 project for a round-a-bout at Sutton Road and Occidental Hwy. is being delayed due to the required relocation of utilities.
Board of Review - March 2019 BOR has been completed. A total of 58 petitions were processed, including 19 Veteran exemptions.
Dump Day – First Dump Day for 2019 will be April 6th. The Habitat ReStore truck will be present to take reusable items therefore less items to the landfill.
Public Safety – Thank you to Public Safety for the display of professionalism at the incident scene Gady and Occidental.
5. **PUBLIC COMMENT:** Public comment was shared by Jackie Schultz.
6. **APPROVAL OF AGENDA:** Motion Brousseau, support Johnson to approve the agenda as written. M/C all.
7. **UNFINISHED BUSINESS:**

7.1 Township Vision – Steward of the Future – Master Plan
Board will have a workshop on April 22nd to discuss this topic. No further action at this time.
8. **NEW BUSINESS:**

8.1 Cost Recovery Ordinance # 2019-101 (2nd Read)
Motion Hawkins, support Brousseau to adopt Ordinance # 2019-101 as written. M/C all.

8.2 Wage Structure Recommendation – Raisin Works: Seasonal Position
Witt presented 2019 wage increase for the Raisin Works Department seasonal full-time position from \$12.00 to \$13.00 per hour. This position typically works from April 1st to November 1st annually at 40 hours per week with occasional overtime. This increase is appropriated in the 2019 budget.

Motion Mead, support Johnson to increase pay for the Raisin Works Department seasonal full-time position, from \$12.00 to \$13.00 per hour starting 4-1-2019. M/C all.

8.3 Park Grant Resolution # 2019-032519

As part of the grant application submittal process for a DNR Recreational Passport Grant, a resolution is required to be provided from the Board. The maximum DNR grant amount is limited to \$150,000.00 with a 25% match requirement (\$37,500.00) from the township. The Park Committee's "Mitchell Park Phase 1" overall project cost is \$163,333.33. The township's financial obligation, including the matching requirement and the amount over the \$150,000 grant limit, is \$50,833.33.

Motion Mead, support Palmer to approve Resolution # 2019 – 032519 as written.

Roll Call - Brousseau – Yes, Palmer – Yes, Hawkins – Yes, Mead – Yes, Johnson – Yes, McDermott – Yes, Witt – Yes. Resolution passed.

8.4 Assistance for the Clerk

The Clerk requested assistance to finish reconciliations for some of the financials, like General Fund bank statements, for the 2018 audit year. Mead had previously provided information to the Clerk on the January thru October 2018 bank statements. Discussion on what needs to be done and how we arrived at this point for audit preparation. Mead offered to review the November and December bank statements if he could be provided the required information. Assistance to the Clerk from Jackie Schultz would be compensated at the rate of \$25.00 per hour, with a maximum cost not to exceed \$1,000.00. Funds would be used from the Contingency Fund (Dept. 104) in the 2019 budget to cover this added appropriation.

Motion Hawkins, support Mead to hire Jackie Schultz to assist the Clerk in preparation for the 2018 audit at the rate of \$25.00 per hour, not to exceed \$1,000.00 total for the preparation assistance. M/C all.

9. **ADJOURN:** Motion Johnson, support Hawkins. M/C all
Meeting adjourned at 7:43 p.m.

Dale Witt, Supervisor

Marge McDermott, Clerk