



WEBSTER TOWNSHIP

Webster Township Virtual Board Meeting March 16, 2021 7:00 P.M.

The Webster Township Board Meeting was called to order on the GoToMeeting platform at 7:00 pm by Supervisor John Kingsley on March 16, 2021 at the Webster Township Hall, 5665 Webster Church Road, Dexter, MI 48130. Members Present - Supervisor John Kingsley (Webster Township office); Clerk Barbara Calleja (Webster Township home); Treasurer John Scharf (Webster Township home); Trustees John Westman (Webster Township home), Dan Munzel (Webster Township home), Jeff Harms (Webster Township home); Shelly Vrsek (Webster Township home), Zoning Administrator Randy Raiford; Assessor Bill Sinkule; Deputy Clerk Donna Whitney, Deputy Supervisor Rick Kleinschmidt, Deputy Treasurer Michelle Delancey, Administrative Assistant Lynda Savitski, and 11 citizens.

Call to Order

Approval of Minutes

Motion Calleja second Westman to approve the minutes as presented of the Webster Township Board of Trustees Regular Meeting held on February 16, 2021 and the Scully Road Public Hearing and Board of Trustees Special Meeting held on February 23, 2021.

All ayes, motion carried.

Supervisor Remarks

Approve Agenda

Motion Harms second Munzel to approve the agenda as amended to move Item I. Adopt Budget FY2022 to be New Business Item E.

All ayes, motion carried.

Firehall Update/Phoenix Invoice

Motion Scharf second Vrsek to pay Phoenix Contractors Inc. application #3611-10 in the amount of \$247,145.53 for the period ending 02/28/2021.

Roll call vote, all ayes, motion carried.

Julia Roberts WAVE Executive Director Introduction

Website Update

Call to public

Budget Public Hearing

Minutes to the Budget Public Hearing can be viewed on www.webster.twp.webster.mi.us



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Reports

Treasurer's Report

Motion Calleja second Harms to accept the Treasurer's report and pay bills as presented, as well as those anticipated bills received until our next meeting scheduled for April 20, 2021.

Roll call vote, all ayes, motion carried.

Consent Agenda Reports

1. Planning Commission-No Report Received
2. Zoning Inspectors-No Report Received
3. Sheriff's Report-Report Received
4. Zoning Board of Appeals- No Report Received
5. PDR Committee-Report Received
6. Fire Department-Report Received
7. WAVE- Report Received

Motion Scharf second Munzel to accept the Consent Agenda reports as presented.

All ayes, motion carried.

Old Business

A. Zoning Administrator Concept Plan Update

No start dates to report at this time.

B. Fire Hall Lease Agreement

Agreement will be sent to our legal counsel for review.

C. PDR Expenditure Adjustment

Motion Kingsley second Vrsek to approve the amendment of the PDR expenditure from Value Midwest from \$2500.00, as approved at the November 17, 2020 Board of Trustees meeting to the amount of \$2750.00.

Roll call vote, all ayes, motion carried.

New Business

A. Don Zeeb Memorial

Motion Westman second Harms to postpone this discussion until the April 20, 2021 meeting.

All ayes, motion carried.

B. Budget Amendments FY2021

Motion Scharf second Calleja to adopt Resolution #03-21 to amend the FY2021 Budget line #101-171-703.000 Deputy Supervisor; #205-336-803.001 DAFD; #101-253-901.000



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Treasurer Printing; and 101-215-703.000 Deputy Clerk.

Roll call vote, all ayes, motion carried.

C. Annual Policy

Motion Westman second Vrsek to adopt the Annual Policy FY 2021-2022 correcting the MLK date.

All ayes, motion carried.

Motion Scharf second Vrsek to amend the Webster Township Annual Policy No. 02-2021 for Township Operations Fiscal Year 2021-2022 scheduling all Planning Commission meetings to take place on the day after the Board of Trustees meetings.

All ayes, motion carried.

D. Meeting Dates for Board of Trustees, Planning Commission and PDR Board

Motion Harms second Munzel to accept the Meeting Schedule 2021-2022 for the Board of Trustees, Planning Commission, and PDR Board as amended changing the September and December Planning Commission dates to 9/22/21 and 12/22/21 so they come after the Board of Trustees meeting.

All ayes, motion carried.

E. Adopt Budget FY2022

Motion Scharf second Westman to adopt the FY 2022 Budget as supported by .7512 mills for General Fund; 3.3359 mills for Public Safety Fund and .4820 mills for PDR Fund.

Roll call vote, all ayes, motion carried.

F. Compensation Commission Report

Motion Westman second Harms to accept the Compensation Commission Report as presented and to thank the commission for their service.

All ayes, motion carried.

G. Budget Policies

Motion Munzel second Harms to adopt Policy No. 04-21, Budget Policies: FY 2022.

All ayes, motion carried.

H. Wage Policies

Motion Harms second Munzel to adopt Policy No. 03-21 Wage Policies: Appointed Boards FY 2022.

All ayes, motion carried.



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Motion Calleja second Munzel to adopt Resolution 04-21 to pay the in-house Assessor with Level III credentials a rate of \$73,395.00 plus 7% retirement and fringes as outlined in the Employee Handbook.

Roll call vote, all ayes, motion carried.

Motion Scharf second Vrsek to adopt Resolution 05-21 to pay the Deputy Treasurer, amended to increase the rate from \$22.00 to \$29.00 per hour.

Roll call vote, Kingsley nay, Calleja aye, Scharf aye, Vrsek aye, Munzel nay, Westman nay, Harms nay, motion failed.

Motion Kingsley second Munzel to adopt Resolution 15-21 to pay the Deputy Treasurer, amended to increase the rate from \$22.00 to \$25.00 per hour.

Roll call vote, all ayes, motion carried.

Motion Calleja second Munzel to adopt Resolution 06-21 to pay the Deputy Clerk, amended to increase the rate from \$22.00 to \$25.00 per hour.

Roll call vote, all ayes, motion carried.

Motion Kingsley second Harms to adopt Resolution 07-21 to pay the Deputy Supervisor, amended to increase the rate from \$22.00 to \$25.00 per hour.

Roll call vote, all ayes, motion carried.

Motion Munzel second Calleja to adopt Resolution 08-21 to pay the Supervisor at the rate of \$43,612.00 per year as recommended by the Compensation Commission.

Roll call vote, all ayes, Kingsley abstained, motion carried.

Motion Calleja second Harms to adopt Resolution 09-21 to pay the Treasurer at the rate of \$43,612.00 per year as recommended by the Compensation Commission.

Roll call vote, all ayes, Scharf abstained, motion carried.

Motion Scharf second Munzel to adopt Resolution 10-21 to pay the Clerk at the rate of \$46,000.00 per year as recommended by the Compensation Commission.

Roll call vote, all ayes, Calleja abstained, motion carried.

Motion Kingsley second Calleja to adopt Resolution 11-21 to pay each Trustee at the rate of \$5,330.00 per year.

Roll call vote, all ayes, motion carried.

Motion Munzel second Kingsley to adopt Resolution 12-21 to pay the Property Inspector at the rate of \$18.00 per hour. with a maximum of \$15,000.

Roll call vote, all ayes, motion carried.



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I. Office Manager Job Description

Motion Harms second Scharf to adopt Resolution 13-21 as amended to create the position of Office Manager and remove the position of Administrative Assistant.

Roll call vote, Scharf aye, Calleja aye, Kingsley aye, Westman nay, Munzel aye, Harms aye, Vrsek absent, motion carried.

Motion Scharf second Westman to adopt Resolution 14-21 as amended, to correct the date, to establish the pay rate for the Office Manager position at \$38,300.

Roll call vote, all ayes, motion carried.

J. Spring Roadside Clean Up Day

Motion Kingsley second Westman to establish April 17, 2021 for the Spring Township Roadside Cleanup day.

All ayes, motion carried.

K. PDR Expenditure

Motion Westman second Munzel to approve the expenditure of PDR funds, not to exceed \$3,600 for a survey and \$2,200 for an environmental site assessment, on property described in application 2017-4.

Roll call vote, all ayes, motion carried.

Motion Westman second Harms to approve the expenditure of PDR funds, not to exceed \$77,000, for the purchase of a conservation easement on property described in application 2017-4.

Roll call vote, all ayes, motion carried.

L. Fire Board At Large Member discussion

Supervisor Kingsley will write a letter recommending John Scharf as the member at large.

M. Bob Mast Resolution

In celebration of Robert Mast's 100th birthday, the Webster Township Board of Trustees extends their gratitude to Robert Mast for being an integral part of the Webster Township Community.

N. Webster Township Historical Society Invoice

Motion Scharf second Munzel to pay Webster Township Historical Society \$350.00 for the safekeeping of Webster Township Records.

Roll call vote, all ayes, motion carried.



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Correspondence

Call to Public

Concerns of the Board Members

Adjourn

Motion Westman second Harms to adjourn the meeting at 10:21 p.m.

All ayes, motion carried.

Respectfully submitted,
Barbara Calleja, Clerk