



WEBSTER TOWNSHIP

Webster Township Board Meeting May 21, 2024, 7:00 P.M.

The Webster Township Board Meeting was called to order at 7:00 p.m. by Supervisor John Kingsley on May 21, 2024, at the Webster Township Hall, 5665 Webster Church Road, Dexter, MI 48130. Members present: Supervisor John Kingsley; Clerk Barbara Calleja; Treasurer John Scharf; Trustees Dan Munzel, Jeff Harms; Shelly Vrsek; John Westman; Assessor Bill Sinkule; Deputy Supervisor Rick Kleinschmidt; Deputy Clerk Donna Whitney, and 31 citizens.

Meeting opened with the Pledge of Allegiance to the flag.

Approval of Minutes

Motion Scharf second Harms to approve the minutes of the Webster Township Board of Trustees Regular Meeting held on April 16, 2024, as presented.

All ayes and motion carried.

Motion Munzel second Vrsek to approve the minutes of the Webster Township Special Joint Meeting held on May 4, 2024, as amended.

All ayes and motion carried.

Motion Westman second Harms to approve the minutes of the Webster Township Board of Trustees Special Meeting held on May 7, 2024 as presented.

All ayes and motion carried.

Supervisor Remarks

Approve Agenda

Motion Munzel second Harms to approve the agenda as amended, adding New Business item J, Summer Tax Bill insert.

All ayes and motion carried.

Call to Public

Presentation by Parks and Recreation - Insite Design Studio Proposal

Motion Westman second Vrsek to support the proposed Webster Township Parks and Recreation Committee's Master Plan by Insite Design Studio, with an estimated cost of \$1.15 million, phase 1 estimated at \$450,000 and phase 2 estimated at \$700,000, as presented, to be codified at the June 18, 2024 board meeting.

All ayes and motion carried.



Treasurer's Report

Motion Calleja second Munzel to accept the Treasurer's report and pay bills as presented, as well as those anticipated bills received before our next meeting scheduled for June 18, 2024.

Roll call vote, all ayes and motion carried.

Consent Agenda Reports

1. Planning Commission – Report Received
2. Zoning & Enforcement Reports – Report Received
3. Sheriff's Report – Report Received
4. Zoning Board of Appeals – No Report Received
5. PDR Committee/PDR Estimate – Report Received, No Estimate Received
6. Fire Department – Report Received
7. WAVE – Report Received
8. Assessor/IT Services – No Report Received
9. Natural Features Committee – Report Received
10. Election Commission – Report Received

Motion Vrsek second Munzel to accept and file the Consent Agenda Reports as amended, breaking out the PDR as a separate report.

All ayes and motion carried.

Old Business

A. Social Media Draft Policy

The Acceptable Use of Technology Policy and the Public Expression of Personnel Policy were discussed and amended. Approval of both policies is scheduled for the June 18, 2024 board meeting.

B. Dexter Senior Center Agreement

Motion Vrsek second Munzel to approve the Senior Citizens LLC Agreement for the term of April 1, 2024 through March 31, 2025, as amended, with the first 3 installments (April, May, June) due by June 1, 2024.

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

C. Dexter Senior Center Invoice

Agreement and Invoice were approved in Old Business Item B.

New Business

A. Event Permit for Sam Schwark Motorcycle Trials

Motion Munzel second Calleja to approve the Sam Schwarck Special Event Permit for the Observed Trials Motorcycle Race on the west side of Merrill Road, scheduled for June 6, 2024 and October 6, 2024 from 10am-6pm. No rain date scheduled.

Roll call vote, all ayes and motion carried.



B. Potts Road Private Road Extension: New Permit

Motion Westman second Harms to issue a new permit for Potts Drive - Private Road Extension, based on the prior permit conditions, amended to be a new 1-year permit and with a performance guarantee of \$25,000 instead of \$50,000, with the understanding that the board will look at the Private Road Agreement for review and approval, prior to start of construction.

Roll call vote, all ayes and motion carried.

C. Valley View Private Road: Application Packet Review

A Public Hearing to be scheduled. A new maintenance agreement is needed and will be modified based on upcoming variances.

D. Update on Upcoming Private Road Permit Requests

A Special Meeting to be scheduled to discuss our Private Road Ordinance.

E. KCI Election Request

Motion Calleja second Harms to accept the KCI Proposal to print and mail Absent Voter Ballot Applications for the August/November 2024 elections, for an estimated cost of \$1021.29.

Roll call vote, all ayes and motion carried.

F. Approve Election Food Budget August/November

Motion Calleja second Munzel to provide a food budget for election workers for the August 6, 2024 and November 5, 2024 elections, not to exceed \$800 per election.

Roll call vote, all ayes and motion carried.

G. Clerk Appointment

Motion Scharf second Westman to appoint Tonie Brovont as Township Clerk, effective June 1, 2024 to complete the term vacated by Barbara Calleja.

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

H. Zeeb Road Culvert Agreement

Motion Kingsley second Munzel to accept the Zeeb Road Culvert Agreement between Webster Township and the Washtenaw County Road Commission, with the estimated amount of \$104,500 to be paid by Webster Township to WCRC and \$30,000 to be paid back from our culvert grant.

Roll call vote, all ayes and motion carried.

I. Updated 2024 Poverty Exemption Guidelines

Motion Vrsek second Harms to approve the Updated 2024 Poverty Exemption Guidelines, amended to align with recent legislation.

Roll call vote, all ayes and motion carried.



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J. Summer Tax Bill Insert

Motion Scharf second Vrsek to approve an amount not to exceed \$1000 for an additional flyer in summer tax bill.

Roll call vote, all ayes and motion carried.

Correspondence

Call to Public

Concerns of Board Members

Adjourn

Motion Westman second Harms to adjourn the meeting at 10:14 p.m.

All ayes and motion carried.

Respectfully submitted,

Barbara Calleja, Clerk