

**Tuscarora Township Board**  
**3546 S. Straits Hwy, Indian River, MI 49749**  
**Special Meeting at 10:00 am - Township Hall**  
**December 3, 2022**

**ITEM 1: CALL TO ORDER**

The meeting was called to order by Supervisor Ridley at 10:00 am

**ITEM 2: ROLL CALL**

Present – Supervisor Ridley, Clerk Reidsma, Trustee Vance, Trustee Kramer

Absent –Treasurer Balazovic

Quorum present.

**ITEM 3: PUBLIC COMMENT ON AGENDA ITEMS**

The floor was open for public comment at 10:01 am. There was none

**ITEM 4: ASSESSING**

Clayton McGovern discussed his business model for property assessment and answered questions from the board and the public.

**ITEM 5: TOWNSHIP OF EXCELLENCE POLICIES**

Chapter 2 – Board Packets

**MOTION:** Move to allow Supervisor Ridley and Trustee Kramer to add an item for the Parks to the agenda for the December regular board meeting after the agreed upon deadline.

Moved by Kramer, seconded by Reidsma

MOTION CARRIED

Discussion:

New Kofax software to create board packets is working. Looking to improve further by adding a shared folder for users to submit information. Requested that reports be submitted before the deadline to give Office Assistant time to prepare the full packet. A process document will be created.

Chapter 7

**MOTION:** Move to approve chapter 7 as written pending review by township legal counsel.

Moved by Kramer, seconded by Vance MOTION CARRIED

Discussion:

Social media policy is verbatim from Spring Lakes Township Policy Manual which was reviewed by their attorney.

Discussion on need for legal review. Is it necessary when the language was reviewed by others.

Township has right to block the rights of others to access social media accounts and can establish the process for making these decisions.

**MOTION:** Move to recess for 5 minute at 11:00 am.

Moved by Kramer, seconded by Vance

MOTION CARRIED

**MOTION:** Moved to resume the special meeting at 11:04 am.

Moved by Kramer, seconded by Vance

MOTION CARRIED

## Chapter 8

**MOTION:** Move to approve chapter 8 as written pending legal review.

Moved by Kramer, seconded by Vance

MOTION CARRIED

## Discussion

Estimated twelve-month project to identify and label township assets.

Risk management – township does not have adequate records to establish loss of furniture, fixtures, equipment.

Process for disposal of township assets.

Personal use of township assets.

Personal use of township email.

Age of Supervisor Ridley's laptop/computer.

## Chapter 9

**MOTION:** Move to approve Chapter 9 to say "TO BE DEVELOPED"

Moved by Kramer, seconded by Reidsma

MOTION CARRIED

## Discussion:

Report that emergency plan and operational documents from the airport can be ready by September 30, 2023.

## Chapter 10

**MOTION:** Move to accept chapter 10 as written,

Moved by Kramer, seconded by Vance

MOTION CARRIED

## Discussion:

Police department has an extensive manual in place. They are willing to adopt bid policy of the township.

**MOTION:** Move to send chapter 6 to township counsel for legal review.

Moved by Kramer, seconded by Vance

MOTION CARRIED

Discussion:

Additional cost for legal review of additional chapters.

Legal review of chapter 9 when that document is complete.

Michigan Economic Development Corporation (MEDC) – Trello uploads for Reinvestment Ready Communities (RRC)

MEDC – intern to develop programs, but the township is not currently ready. This is separate from RRC program.

This manual will transfer to assist the township with progress with these programs.

#### **ITEM 6: PERSONNEL ACTIONS**

**MOTION:** Moved to hire Admin Assistant and move forward with hiring.

Moved by Reidsma, seconded by Vance

MOTION CARRIED

Discussion

32 hour per week position.

Funding the additional expense for this position.

#### **ITEM 7: AUDIT/CPA**

**MOTION:** Move to request Joe Verlin from Gabridge to present the audit in person at the January meeting.

Moved by Kramer, seconded by Vance

MOTION CARRIED

Discussion:

Joe Verlin is prepared to complete the audit by December 23, 2022 and present the audit at the January board meeting.

Need to allow the CPA firm to have some latitude to present remotely based on weather.

#### **ITEM 8: BUDGET:**

**MOTION:** Move to authorize Supervisor to replace monitors, desktop, and laptop computers not to exceed \$7,500.

Moved by Kramer, seconded by Vance

MOTION CARRIED

Discussion:

Request that the airport provide report on sealcoat and markings required by MDOT maintenance.

**ITEM 9: HOUSEKEEPING:**

None

**ITEM 10: PUBLIC COMMENT**

Began at 12:07 pm

McGinnis – Data security

Odenwald – IT, Audit, manuals and polices, records, FOIA

Webb – IT vendors

Dillaha – Fixed assets, IT, legal review, social media

**ITEM 11: BOARD COMMENT**

Three members commented

**ITEM 12: MOTION TO ADJOURN**

**MOTION:** Move to adjourn

Moved by Vance, seconded by Kramer

MOTION CARRIED

Meeting adjourned at 12:26 pm

Respectfully submitted,

Jay Reidsma

Tuscarora Township Clerk