

Kramer - YES

Ridley - ABSENT

Vance - YES

Balazovic - ABSENT

Reidsma - YES

5. WORKMAN'S COMP INSURANCE Non-Compliance charge fee, next steps

Clerk Reidsma presented an update and explanation of the requirements. Audit will be time consuming and very extensive. Additional office personnel may be required during the audit process. We must make this a priority in order to have the \$10,000 penalty from last year returned. Trustee Kramer pointed out job descriptions of all employees are required, and Parks Department and Assessing Department has no approved job descriptions. Have to inquire with Library.

6. ELECTION ISSUES:

Clerk Reidsma reported the township will be required to have an additional precinct. The township requires purchase of 2 new computers for the Poll Book (w/Windows11), as well as an additional tabulator, Flash Cards. Clerk Reidsma furnished purchase information of the tabulator (\$5,390.00), 2 Lenovo Thinkbook computers (\$1,998.00).

(NOTE: the tabulator is "sole sourced" and does not require additional estimates or bids, and the computers are within the \$5,000 purchase policy, and if cost effective may choose local vendor.)

MOTION: Trustee Kramer made a motion for the clerk to make the necessary election purchases of the tabulator, flash cards, and 2 (two) computers, but not to exceed \$8,000. Trustee Vance seconded. Motion PASSED.

7. FINANCIAL HOUSEKEEPING ITEMS:

(Community Credit Card Application, Budget and Journal Adjustments, incl ARPA commitments, SAMs cost, etc.)

- Clerk Reidsma made a **motion** to make a budget transfer to allow for election purchases as per request form. Trustee Kramer seconded. Motion PASSED.
- Clerk Reidsma made a **motion** to do a budget adjustment from DDA GL line 248-271-941 to DDA GL line 248-271-977 of \$7,225.00. Trustee Kramer seconded. Motion PASSED.
- Clerk Reidsma ~~mad~~ made a **motion** to do a budget transfer from DDA GL line 248-271-977 of \$7,225.00 to Parks Department GL line 101-751-977. (DDA purchased the new Snow blower from Parks since it is used exclusively on the sidewalks within DDA district.) Trustee Kramer seconded. Motion PASSED.
- Clerk Reidsma reported there are unbalanced accounts in the Parks Budget and the accounts need to be balanced as of today and if donations are made in the future, the accounts then be adjusted at that time.
- ARPA update. Clerk Reidsma is trying to establish the committed funds so he can establish the available balance.
- SAM.gov application needed for grant programs. Clerk Reidsma is having issues getting information needed for renewal. Jane McGinnis will try to assist with background information.

- Clerk Reidsma explained the need to apply for the community credit card account. Trustee Kramer made the **motion**. Clerk Reidsma seconded. Motion PASSED.
- For future reference, Clerk Reidsma reported records, such as minute books, have "left the premises" and this is totally unacceptable. He will be having stricter guidelines for records review.

8. OFFICE PLAN FOR ADMINISTRATIVE ASSISTANT:

Laura Decker was promoted to Administrative Assistant. She is currently doing both jobs until we can hire an Office Assistant. Clerk Reidsma spoke with an office designer to research ways to make the new office efficient and to allow for maximum storage capabilities.

9. PERSONNEL ISSUES - OFFICE ASSISTANT:

Three people applied for the Office Assistant position, and two cannot be contacted. Clerk Reidsma would like to expand the applicants and advertise again. After the Decker's office is finished, Trustee Kramer will put the ad on the website.

10. HOUSEKEEPING - door locks, security cameras, remote door opener.

Clerk Reidsma reported that the Voter Drop Box in the parking lot MUST have a security camera.

Trustee Kramer suggested we have a professional analysis done and report findings to the Board.

Trustee Kramer made the **motion** to authorize the Clerk to have locks changed on 6 doors. Clerk Reidsma seconded the motion. Motion PASSED.

11. RECORDKEEPING: No report.

12. PUBLIC COMMENT:

- J. McGinnis: would like to see more data and information concerning spreadsheets.
- Miller: comment about spare keys given to police department and fire department
- R. Odenwald: Keys to police department and fire department. Use ARPA funds for security

Public Comment closed at 3:17 pm

13. BOARD COMMENTS:

~~Clerk Reidsma: Special meetings are essential to get the people's work done, and we need to get ahead of where we are.~~

~~Trustee Kramer: First time ever to have a comprehensive policy manual - township milestone! He has a "primer" of new budget procedures and will work with the departments to understand the policies. First time the township has "CIP" (Capital Improvement Plan" and will work with departments to prioritize projects. Two Board members made comments.~~

Meeting adjourned 3:22 pm.

Respectfully submitted, Clerk Jay Reidsma