

**Winterfield Township Board Meeting
September 11, 2018
Minutes**

Members Present: Mark Hammar, Supervisor; Bonnie Blackledge, Clerk; Linda Peterson, Treasurer; Shelly Laughlin and Fred Prielipp, Trustees

Members Absent: None

Others Present: Karen Lipovsky, County Commissioner; David Hoefling, Candidate for County Commissioner; Tom Pirnstill, Executive Director, Clare County Transit Corporation; Bill Hoefling and Mike Clark

The meeting was called to order at 7:00 pm by Supervisor Hammar. The Pledge of Allegiance was recited by those present.

Review of Agenda: Motion by Prielipp, second by Hammar, to approve the agenda. Ayes-5, Nays-0. Motion carried.

Rollcall: All present

Review Minutes July 10, 2018: Motion by Laughlin, second by Prielipp, to approve the July 10 Meeting Minutes. Ayes-5, Nays-0. Motion carried.

Review Minutes August 8, 2018: Motion by Laughlin, second by Prielipp, to approve the August 8 Special Meeting Minutes. Ayes-5, Nays-0. Motion carried.

Treasurer's Report: Peterson distributed copies of her report and reviewed the current bank balances. **Laughlin moved to accept the report, seconded by Prielipp. Ayes-5, Nays-0. Motion carried.**

Public Comment:

County Commissioner's Report, Karen Lipovsky: Lipovsky distributed minutes of the last two County Commissioner meetings. She reviewed what was happening at the County including personnel changes, adoption of budget, jail study, elimination of the Parks & Recreation Board, and a hazardous waste cleanup at the landfill by Waste Management on September 19.

Clare County Transit Presentation, Tom Pirnstill: Pirnstill gave a PowerPoint presentation about the history and operations of Clare County Transit. It is governed by a five-member board representing various area groups. Lipovsky is a member, representing the County.

Marion Library Request, Shelley Scott: Scott drafted a letter to the Board asking for financial assistance for a project that would include children's easy books, audio books, and current movies. Hammar said that we usually pay \$459 to library operations based on a per capita amount, but he would like to increase that to \$1,000 this year to help fund this project. Blackledge said she supports the idea of sending additional funds to the library, but prefers the funds be used for educational purposes rather than entertainment. Other members agreed. Hammar would also like to see IT training offered.

Hammar moved to send \$1,000 to the Marion Public Library with a letter stating that the funds should be used for educational purposes. (Letter to be drafted by Blackledge) Laughlin seconded. Ayes-5, Nays-0. Motion carried.

Zoning Officer's Report, Mike Clark: There are no zoning issues at present.

Treasurer's Report, Linda Peterson: The Land Bank meeting was cancelled due to no activity. Winterfield's audit is coming up on September 26th.

Planning Board Report, Shelly Laughlin: Laughlin reviewed some of the information from a workshop she recently attended. The Planning Commission will start using an agenda, adopt rules such as the 3-minute public comment rule and guest speakers having 10 minutes. They will be working on structure.

Clerk's Report, Bonnie Blackledge: Blackledge spoke about three brochures she had recently received for classes from MTA and Citizen Planner. She and Peterson are planning to attend the MTA workshop in Gladwin on October 3.

Trustees' Report, Shelly Laughlin and Fred Prielipp: Laughlin said that Haskell Lake Road from the Transfer Station to Leota is getting in bad shape. Summerfield Township has made some improvements on their section that look good.

Supervisor's Report, Mark Hammar: (Item 1 – Library Request was discussed earlier)

New Business:

2) Tax Rate Request: The millage request to be levied December 1, 2018 was added to the form - .9720 for fixed operations and 2.000 for voted roads, subject to voted approval.

Blackledge moved to approve Form L-4029, second by Peterson. Ayes-5, Nays-0. Motion carried.

3) Risk Control Report: Hammar reviewed the content of the letter from Michael Morin, the Senior Risk Control Representative from Michigan Township Participating Plan. Hammar and Blackledge recently met with Morin regarding possible risks that Winterfield Township might have. Hammar mentioned the swing set needs to have an annual inspection, an updated Work Place Policy (Hammar distributed the current version), signage by the water pump at the cemetery, exit sign improvements, and several other issues. The Zoning Ordinance needs to be reviewed.

4) Credit Card Policy Resolution: Blackledge suggested that the Board consider a credit card policy due to some issues she had when trying to register for MTA classes and purchase books. She also had to use her own debit card for election equipment and had to wait several weeks for reimbursement. The Board discussed the issue and saw where there could be a need for using a credit card, but there were several

concerns. One concern is that the MTA sample policy recommends having someone responsible for overseeing compliance, but if that is the clerk, then who oversees the clerk's compliance. There should be a good system of checks and balances in place. Blackledge will do more research on credit card use by other townships. She and Peterson will also ask Trent Mulder from Baird, Cotter, Bishop about this during the audit. This item is tabled until the November 13 meeting.

5) Freedom of Information Act Request (FOIA) Policy – Resolution 2018-6

A recent FOIA request from “Emily” regarding ballots and other information from the November 2016 Election prompted research into whether Winterfield had ever officially adopted a comprehensive FOIA policy. Blackledge modified MTA's sample FOIA policy for Winterfield's use and presented it to the Board for adoption. The proposed resolution was modified to add that “This resolution supersedes all previous motions and resolutions, except Resolution 2015-5 – To Direct Public Inspection of Township Records.”

Blackledge moved to approve Resolution 2018-6, to adopt a FOIA (Freedom of Information Act) Policy, as modified. Seconded by Hammar. Ayes-5, Nays-0. Motion carried.

6) Snowplowing Services: Due to the death of Lavern Frayer, the Township needs to find someone to provide snowplowing services to its properties. Hammar suggested checking with Carl Traynor to see if he would like to be responsible for the Transfer Station and see if Mike Clark would like to do the hall. (Clark is currently the substitute.) Blackledge wondered how that would work since Frayer did this as a contractor and Clark and Traynor are employees. Can someone be both? She will check with Mulder during the audit. This item was tabled until the November 13 meeting.

7) Baird, Cotter, Bishop-Audit Engagement Letter: Hammar signed the agreement. He did not believe that a vote was needed since this agreement was understood.

Review Township Expenditures: Peterson moved to approve the General Fund checks 4731 through 4784 (4756,4762,4775, Void) and the Transfer Station checks 1963 through 1972 as shown on the reports. Second by Laughlin. Ayes-5, Nays-0. Motion carried.

Public Comment: Bill Hoefling said that Greenfield Township has a debit card.

Adjournment: Motion by Hammar, second by Laughlin, to adjourn the meeting at 9:20 pm. Ayes-5, Nays-0. Motion carried.

Respectfully submitted,

Bonnie Blackledge
Winterfield Township Clerk