

TOWNSHIP
BOARD OF TRUSTEES
SPECIAL MEETING JUNE 25, 2019

George Whittington called the meeting to order at 10:00 Am. Roll call was taken. George Whittington, Darla Rippee, William Stewart, Kristy Gustafson and Laura Dawson, were present.

Topics to cover:

- **Direct Deposit:** After discussion was held it was decided to have Laura check with the County and MTA for a sample policy to implement the process.
- **Budget:** The clerk presented information from the CPA firm on the topic of budgeting. Also, a budget amendment was presented to cover the Workers Comp fund in General. Bill made a motion to move \$1,200 into said fund. Seconded by Kristy. Roll call was taken. George: yes, Bill: yes, Kristy: yes, Darla: yes, Laura: yes. A yes motion carried.
- **Policy updates/Credit Card:** The first Policy to be reviewed is: "Lee Township Purchasing and Procedures Policy". Kristy will download it in Google and send an invite to all Board members to make their suggestions on changes. A credit card for the Township as well as the Fire Department were discussed. Laura will investigate for a sample Policy and a resolution as well as Kristy.
- **Chair Carts:** Laura had a chair chart from a vendor for viewing. Kristy made a motion to purchase needed carts for storing chairs in the rental room. Three will be needed. Purchase price is \$339.99 each. Seconded by Bill. Roll call was taken. Bill: yes, Kristy: yes, Darla: yes, Laura: yes, George: yes. A yes motion carried.
- **Ach for Parish and Charter:** Bill will make the necessary changes to add these to a monthly ach from given checking accounts.
- **Minutes:** Bill made a motion to approve minutes from June 10, 2019 meeting. Seconded by Kristy. A yes voice vote carried.
- **Insurance sign off:** As all recommendations have been finished, George signed off. Laura will send it to EMC Insurance.
- **John Hancock:** Employees contribution of up to 50% after tax has been approved. Laura will get the information out to all employees.
- **Grant/Park/Cemetery:** After discussion Bill made a motion to approve the Grant Committee to work on a 5-year plan for the 3 said departments. Laura seconded said motion. A yes voice vote carried. Kristy and Darla will bring it to the next Grant meeting.
- **Enforcement Officer Topic:** A potential new Enforcement Officer will be at the next Board meeting. The Enforcement form was discussed Kristy will update with our information and bring to the next meeting for approval.

- **Cloud Information:** Darla presented information from different vendors. Laura asked to table said topic for time to review information. Bill also to bring information to next meeting. George stated we may just need to hire a company to complete the task.
- **Medical Marihuana ordinance:** It was approved May 13, 2019. Laura just wanted a last look for typo mistakes. It will be turned over to the Planning Commission.
- **Laptop/Census:** Laura asked for permission to form a Special committee to help organize and work during the Census next year. Contact Laura if you are interested in helping.
- **Resolution for Clerks Administrative pay:** Laura will be gathering information on a Resolution to implement Administrative pay for Elections.
- **Planning Commission Report:** Richard Payne gave said report.
- **Adjournment:** Laura made a motion to adjourn. Bill seconded motion. Voice vote of yes carried. Meeting was adjourned at 12:30 pm

Respectfully submitted,

Laura Dawson
Lee Township Clerk