

LEE TOWNSHIP  
BOARD OF TRUSTEES  
SPECIAL MEETING  
NOVEMBER 20, 2020  
ZOOM

Kristy Gustafson called the meeting to order at 6:07 pm. Roll call was taken. Kristy Gustafson, Darla Rippee, Lawrence Henry, Jessica Barber and Laura Dawson, were present.

- **New Official Orientation:** Laura explained the time sheets and expenses.
- **Approval of November 9, 2020 Minutes:** Lawrence mad a motion to approve said minutes. Darla 2<sup>nd</sup> said motion. Roll call was taken. Kristy: yes, Darla: yes, Lawrence: yes, Jessica: yes, Laura: yes. A yes motion carried.
- **BS & A training for Treasurer.** Laura gave the cost of \$850. Jessica will let the others know if she would like one on one training by the December Board meeting.
- **MTA Publications:** After discussion Laura made a motion to purchase required books for Board members, up to \$600.00 Kristy 2<sup>nd</sup> said motion. Roll call was taken. Darla: yes, Lawrence: yes, Jessica: yes, Laura: yes, Kristy: yes. A yes motion carried. Laura will place the required order.
- **Computers:** After discussion on computers: Laura made a motion to approve to have the current laptop of the Supervisor updated at the cost of \$224.00 and the purchase of a new laptop for the Treasurer at the cost of \$879.00. Jessica 2<sup>nd</sup> said motion. Roll call was taken. Lawrence: yes, Jessica: yes, Laura: yes, Kristy: yes, Darla: no. A yes motion carried.
- **Software:** After discussion Lawrence made a motion to approve the purchase of MS365 Business Standard at the cost of \$12.50 per Board member per month, which is 5. Jessica 2<sup>nd</sup> motion. Roll call was taken. Jessica: yes, Darla: no, Lawrence: yes, Kristy: yes, Laura: yes. A yes motion carried.
- **Purchase of meeting capabilities:** Laura and Kristy will work with Ring Central to get information on what features we have with Ring Central.
- **Office furniture:** After discussion, Kristy made a motion to approve up to \$400.00 for the purchase of office furniture needed for supervisor's office. Laura 2<sup>nd</sup> said motion. Roll call was taken. Lawrence: yes, Jessica: yes, Darla: yes, Laura: yes, Kristy: yes. A yes motion carried. Jessica made a motion to approve up to \$500.00 for furniture needed for the Treasurer's office. Lawrence 2<sup>nd</sup> said motion. Jessica: yes, Darla: yes, Kristy: yes, Lawrence: yes, Laura: yes. A yes motion carried. We will wait on the safe for Treasurer's office.
- **Website:** Laura made a motion to have Kristy and Sandi Brabaw work together on the Website. 2<sup>nd</sup> by Lawrence. Roll call: Darla: yes, Kristy: no, Jessica: yes, Lawrence: yes, Laura: yes. A yes motion carried.
- **Re-keying:** After discussion, the Board decided it would be good to rekey the Hall. Lawrence made a motion to approve up to \$300.00 to re-key. 2<sup>nd</sup> by Kristy. Roll call was taken. Kristy: yes, Jessica: yes, Lawrence: yes, Laura: yes, Darla: yes. A yes motion carried.

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- **Employee behavior:** Discussion was held on the topic. We need to have policies updated to hold all employees accountable.
- **Adjournment:** Kristy made a motion to adjourn. Jessica seconded motion. Roll call was taken. Laura: yes, Kristy: yes, Darla: yes, Lawrence: yes, Jessica: yes. A yes motion carried. Meeting was adjourned at 7:51 pm.

Respectfully submitted,

Laura Dawson \_\_\_\_\_  
Lee Township Clerk

Kristy Gustafson \_\_\_\_\_  
Lee Township Supervisor