

Supervisor Foether called the meeting to order at 5:10pm.  
The pledge was led by Supervisor Foether.

Roll Call:

Present: Tom Borcharding, Michael Clinesmith, Bruce Foether, Bill Gray, John Stack

Absent: None

**New Business:**

Policies and Procedures:

The list of changes proposed to the policy manual:

- On page 11, #6.E Zoning Administrator, add bullet “Meet with Supervisor at least one time each week”
- On page 11, #6 ZA to the inserted language about permits in the September 26, 2017 meeting, concerning special land use permits add “a copy to the assessor”
- On page 13, #6 J and K change to three-year terms
- On page 13 #6 K Vassar Area Ambulance Board Members, add “If the appointee cannot make the meeting, the appointee should contact the alternate”
- On page 12 and 13, #6 I, J, and K, add “showing proof of attendance” after “monthly minutes”
- On page 14, #6 L Assessor, add “Reports are to show the parcels reassessed with parcel numbers, land divisions, adjustments and permits, property transfer affidavits”
- On page 14, #6 L Assr, add a bullet stating “Twenty percent of parcels are to be reassessed yearly”
- On page 16, #6 add title N. Parks and Recreation Committee, use the language of M. Planning Commission for N. PRC except for Authority, and reletter the following titles accordingly
- On page 11, #6 ZA, add bullet, “Any paperwork copies should be submitted 72 hours before the meeting of the Planning Commission, Zoning Board of Appeals, or any other appropriate board”
- On page 15, #6 M PC and N PRC remove “when possible” from the Chairperson position
- On page 15, #6 M PC and N PRC remove the first bullet under the Secretary position and combine the language with the language of the second bullet under the Chairperson to have the Chairperson deliver the meeting packets.
- On page ?, #6 N PRC under Meetings have text “The first Thursday of every other month”
- On page 15 and 16, #6 M PC and N PRC under Meetings add language “Special Meetings will be posted at least 18 hours before the meeting”
- On page 15, #6 M PC add bullet under Secretary “Sends Zoning Amendment changes to the Tuscola County Planning Commission for review”
- On page 15, #6 M PC and N PRC under Secretary add bullet “Retains meeting packets”
- On page ?, #6 N PRC use the language from the Parks and Recreation Committee resolution to create the bullets under Authority
- On page 15, #6 M PC and N PRC, add language to under the Secretary position “within 8 business days for a draft and 5 business days for approved minutes, deliver a signed copy to the clerk”

**Public Comment:**

John Stack asked if there a charge for fax or copies.

Michael Clinesmith stated that he was only aware of language that was in the FOIA policy regarding copies.

Motion by Foether seconded by Borcharding to adjourn.  
MOTION CARRIED, 5-0.

Meeting adjourned at 6:28pm.

Minutes prepared by Clerk Clinesmith.

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Vassar Township Clerk

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Vassar Township Supervisor