

Supervisor Foether called the meeting to order at 4:45pm.
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:

Board members were asked to review the rewritten policy manual.

There was discussion about approved corrections that still needed to be made in the manual.

The list of other changes proposed to the policy manual:
(pages refer to those in previous rewritten manual)

- Page 25, #11 Conference, Workshop and Travel Policy, in the last sentence of the first paragraph, change the word “costs” to “training”
- Page 19, #7 Selection of Employees, under Recruitment, first paragraph, remove “or Chairperson”
- Page 19, #7 SoE, under Recruitment, first paragraph, add “and election officials” after “deputy positions”
- Page 19, #7 SoE, under Resumes, add “a minimum of” before “one year”

Additional policies were distributed to the board for review for future discussion.

Public Comment:

Bruce Foether asked Board members to think about what they want to add to the next newsletter to be sent out with the tax notices.

There was discussion about the fax machine and putting up new holders for Township information.

Russ Fall asked about access to the DNR website.

Motion by Gray, seconded by Borcharding to add Russ Fall's name to MIRecGrants so he can receive messages about the grant.

Vote 5-0, MOTION CARRIED.

Nancy Zuzula asked about the withdrawal out of the account by Sage and asked if the Township was keeping a list of companies that withdraw out of the Township's account.

John Stack stated it was just Sage and the federal government that did so. He also asked if he had stamps; he needs some for the checks he was writing.

There was discussion about the stamps.

Stack stated he needed a motion to pay for his receipt books.

Motion by Stack, seconded by Foether to pay Commercial Graphics for Vassar Township receipt books when the invoice is received and put it on the February payables.

Vote 5-0, MOTION CARRIED.

Foether asked about checking with Vistaprint about getting stamps with the Township address.

Zuzula stated they can be ordered from Thumb Office Supply.

Fall mentioned on the grant, there are steps we need to be taking such as securing services of a contractor or a prime professional, and securing environmental permits. He asked if any permits were required.

Foether mentioned a silt fence through the DNR.

Zuzula asked if anyone saw the paper on the 20th.

Fall stated a project agreement is required before anything can be done. A prime professional is separate from that. An official contact needs to be identified for the agreement.

There was discussion about picking the contact.

Stack asked "What do you mean by reimbursement?"

Fall stated the Board has to make sure funds are available.

Stack stated he didn't remember hearing that.

There was discussion about the grant funding, including amending the budget.

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

Meeting adjourned at 6:18pm.

Minutes prepared by Clerk Clinesmith.

Vassar Township Clerk

Vassar Township Supervisor