

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Present

Kristy Cordray, Holly Huff, Eric Tester, Ken Bunting,
Cindy Shick

Absent

4. Approval of Minutes

Information: --

Motion: To approve minutes as written.

By: Bunting

2nd: Tester

Discussion --

Vote: Yays: 4. Nays: 0

Motion carried

5. Approval of Agenda

Information: snowplow - deputy supervisor - training - take off budget

Motion: To approve agenda changes stated

By: Tester

2nd: Bunting

Discussion: -

Vote: Yays: 5 Nays: 0

Motion carried

6. Public Comment on Agenda Items

Name - discussion

None

7. Reports

Tamarack Library Report

Information - Deanne

Discussion: Q&A followed

Treasurer Report

Kristi Cordray -

Motion: To accept treasurer report as written.

By: Huff

2nd: Tester

Discussion: --

Vote: Yays: 5 Nays:0

Motion carried

Clerk Report

Holly Huff -

Motion: To clerk report with changes stated

By: Bunting

2nd: Shick

Discussion --

Vote: Yays: 5 Nays:0

Motion carried

Township Trustee - PC

Eric Tester - 2017 ordinances: wind, flat river fixed verbage, marijuana. Lake house height to 35' to match neighboring lakes, public hearing Jan 29, 3 positions terms are ending: Baldwin, Bannen and Bailey.

Township Trustee - ZBA & Fire Board

Ken Bunting - ZBA meeing Dec 4, 2024

Administrator Report

Dave Kelsey - 5 permits, 1 old complaint, 1 new complaint

Supervisor

Cindy Shick - Thank you for running last meeting, Thank you to clerk and poll workers, Parking lot fence update, Swearing in all elected officials after meeting, Consideration of deputy supervisor

Motion: To hire a deputy supervisor at \$140 per month 10 hours per month, \$15 an hour for any hours over 10 hours up to a year total of \$3000 prorated for the year The township supervisor may appoint a deputy township supervisor, who shall serve at the pleasure of the supervisor. The deputy shall take an oath of office and file the oath with the township clerk. In case of the absence, sickness, death, or other disability of the supervisor, the deputy shall possess the powers and perform the duties of the supervisor, except the deputy shall not have a vote on the township board. The deputy shall be paid by salary or otherwise as the township board determines appropriate. With the approval of the supervisor, the deputy may assist the supervisor in the performance of the supervisor's duties at any additional times agreed upon between the township board and the supervisor, except the deputy shall not have a vote on the township board.

By: Shick

2nd: Tester

Discussion details of duties

Roll Call: Yays: Bunting Tester Huff Shick Cordray Nays:

Motion carried

8. Old Business

Lake Sewer RFP

Information: Lake Sewer RFP extension

Motion: Extend the due date for the rfp post with a due date of midnight, Jan 31, 2025, by mail, drop box, or email to cindyshick.douglass@gmail.com

By: Bunting

2nd: Huff

Discussion --

Roll Call: Yays: Cordray, Huff, Shick, Bunting, Tester Nays: --

Motion carried

9. New Business

ARPA Update

Information: Balance Sheet, informational only

Snowplow

Information: Quotes received

Motion: up to 3500 for Now thru March

By: Bunting 2nd: Huff

Discussion: Shick to follow-up with services and insurance

Vote: Yays: 5 Nays: 0

Motion carried

HVAC Protection

Information: Quotes received

Motion: To hire Chaffee to do the roof over HVAC for \$4354.37

Motion: Huff 2nd: Shick

Discussion: --

Roll Call: Yays Tester Bunting Cordray Shick Huff Nays: --

Motion carried

New Domain & Website

Information: Shick pursuing 3 quotes, informative only

Approval for Monthly Payment

Information: MTA recommended Post-Audit Policy

A township board may adopt a policy to authorize certain specific payments to be made by the clerk and treasurer between board meetings.

Motion: To adopt the Post-Audit Policy

All claims shall be approved by the township board prior to payment, except the following:

1. Payroll (election workers, sexton wages, employee payroll, payroll liabilities)
2. Utility bills (phone, electric, internet, printer)

These claims shall be post-audited at the next board meeting following their issuance.

By: Shick 2nd: Huff

Discussion: --

Roll Call: Yays: Huff Bunting Tester Shick Cordray Nays: --

Motion carried

BS&A Software for Tax & Financial

Information: Kristi -Quickbooks is not for municipalities, MTA recommends BS&A

Motion: To purchase BS&A at the total cost \$30,090

By: Shick 2nd: Huff

Discussion: --

Roll Call: Yays: Shick, Cordray, Huff, Bunting, Tester Nays:

Motion carried

Laptop for Election Pollbook

Information: PC laptop update for efficiency and backup on election days and voter registration

Motion: To purchase a Dell 2024 laptop for \$996.39

By: Tester 2nd: Bunting

Discussion:

Roll Call: Yays: Huff, Shick, Tester, Bunting, Kristi Nays:

Motion carried

Elected Treasurer

Information: Wording for Banking

Motion: I move that the board accept Becky Sowles when duly sworn into office as Douglass Township Treasurer on and effect 12:01 a.m. November 21 2024 and that Kristi Cordray be removed from all bank, financial, and other legal accounts belonging to Douglass Township and replaced with Becky Sowles.

By: Shick

2nd: Huff

Discussion

Vote: Yays: Nays:

Roll Call: Yays: Cordray, Huff, Shick, Bunting, Tester Nays:

Motion carried

Planning Commission Openings

Information: Web page post, informational only

Training Options

training - 3 current include Dave for twps to split cost

Information: PC training - Recommended MTA Training

Motion: For MTA training for 5 board members \$750.

By: Tester

2nd: Shick

Discussion

Vote: Yays: 5 Nays: 0

Motion carried

10. Announcements

Next Meeting Dates

ZBA 7:00 p.m., December 4, 2024

DTB 7:00 p.m., December 18, 2024

11. Public Comment

Name - discussion

Becky - Thank you to Kristy Cordray

12. Board Comment

Name - discussion

Eric - light having problems - Follow-up with Brooks Electric

13. Adjournment

Motion: To adjourn tonights meeting at 9:10 p.m.

Motion: Huff

2nd: Cordray

Discussion: --

Vote: Yays: 5 Nays:

Motion carried / denied