

**Tuscarora Township Board
3546 S. Straits Hwy., Indian River, MI 49749
November 17, 2022 @ 7:00 PM
Special Meeting Minutes**

- **Call to Order:**

Supervisor Ridley called the meeting to order at 7:00 PM with the Pledge of Allegiance.

- **Roll Call:**

Board members present were Supervisor Ridley, Clerk Reidsma, Treasurer Balazovic, Trustee Vance, and Trustee Kramer. All Board members present. Quorum present. Staff present: Deputy Clerk Dillaha

- **Adopt Agenda:**

- **Public Comment on Agenda Items:**

Two Citizen comments on agenda items.

- **Robert's Rules of Order (Item 4a-b)**

MOTION: Tuscarora Township Board to follow Robert's Rules of Order at all Regular and Special board meetings. Motion by Vance, seconded by Kramer.

Discussion: Trustee Vance presented a basic handout given to board members summarizing the rules. A motion requires support before discussion and discussion should be related to the motion so that meetings can be administered efficiently.

VOTE: In Favor: Vance, Reidsma, Kramer

Opposed: Ridley, Balazovic

MOTION CARRIED

MOTION: Trustee Vance to attend a workshop with expense to be paid from Trustee's education fund for Robert's Rules of Order workshop on 11/26/2022 at a cost of \$97.00 Motion was mad by Vance, seconded by Reidsma

Discussion: Vance agreed to share information with the board.

VOTE: In Favor: Unanimous vote

MOTION CARRIED

- **Township of Excellence Policies (Item 5)**

MOTION: To accept The Tuscarora Township Board Manual and Administrative Policies, Chapters 1-3 with amendments. Motion by Vance, Seconded by Reidsma

Discussion: Trustee Vance read Chapters 1-2 aloud. Chapter 3 was not read as it contains verbatim the ethics policy that is currently in effect.

Board discussion covered the need for this document to meet the board recognition for Michigan Township Association ("MTA") Township of Excellence and Michigan Economic Development requirements ("MEDC").

Kramer said the objective is to provide a comprehensive policy document for the township.

Other discussion topics:

1. Limits of contract length to term of existing board.
2. Board packet discussion and consent agenda discussion.
3. Non-statutory duties assigned to others.
4. Existing ethics policy
5. How this document would assist with MEDC / Trello board system

VOTE: In Favor: Reidsma, Vance, Kramer

Opposed: Ridley, Balazovic

MOTION CARRIED

- **Job Descriptions (Item 6)**

MOTION: To accept the Office Assistant, Administrative Assistant, and Assessor Job Description with amendments. Motion by Vance, seconded by Reidsma

DISCUSSION: Regarding changing the "report to" assignment for these positions from Supervisor to Clerk. It was explained these are job description only, and is separate from hiring an employee. Possible benefit of expanding office hours including Friday hours.

AMENDED MOTION: To accept the Office Assistant and Administrative Assistant job description with amendments and to have Clayton McGovern (Assessor) review the assessor's job description. Motion made by Vance, seconded by Reidsma

VOTE: In Favor: Vance, Kramer, Reidsma

Opposed: Ridley, Balazovic

MOTION CARRIED

- **Personnel Action (Item 7)**

MOTION: To immediately engage a consultant to train the Clerk through January 3, 2023 at \$25/hour, not to exceed \$2,500. Motion made by Vance, seconded by Reidsma.

VOTE: In Favor: Reidsma, Kramer, Vance, Balazovic
Opposed: Ridley

MOTION CARRIED

- **Assessing (Item 8)**

MOTION: To direct Clerk to invite Mr. Alan Berg to meet the Board and answer questions. Motion made by Vance, Seconded by Reidsma

DISCUSSION: Concerns of asking McGovern and Berg to attend meeting after recently advertising to hire a new assessor. Kramer stated it was a fact finding session and not a hiring session. Purpose of meeting was to gain a better understanding how the Assessor position is carried out by a firm rather than by an individual, benchmarking, and other education about this function.

VOTE: In Favor: Vance, Reidsma, Kramer
Opposed: Balazovic, Ridley

MOTION CARRIED

- **Audit / CPA (Item 9) NO REPORT**
- **Budget Adjustments (Item 10) NO REPORT**
- **Housekeeping (Item 11) NO REPORT**
- **Special Meeting Dates (Item 12)**

MOTION: Postpone all special meetings until after January 1, 2023. Motion made by Ridley, seconded by Balazovic.

DISCUSSION: Centered around number of meetings and purpose of the meetings, scheduling conflicts.

VOTE: In Favor: Ridley, Balazovic
Opposed: Kramer, Vance, Reidsma

MOTION FAILED.

- **Public Comments:**

Public comment began 9:22 PM. Comments were received from 6 persons

- **Board Comments:** There were 5 board comments.

- **Adjourned:** The meeting adjourned at 9:38 PM

Respectfully submitted,
Jay Reidsma
Tuscarora Township Clerk