

IMLAY TOWNSHIP BOARD
WORK SESSION MEETING MINUTES
April 4, 2018 - 7:30PM

ATTENDANCE

Members Present: Supervisor Steve Hoeksema, Clerk Liz Makedonsky, Treasurer Melanie Priehs, Trustee Carla Jepsen, Trustee Michael Guerin

Members Absent: None

Others Present: None

CALL MEETING TO ORDER

Supervisor Hoeksema called the meeting to order at 7:30pm.

APPROVAL OF AGENDA

Supervisor Hoeksema adjusted the order of the agenda and added Action Item 1- *Office Position and Wages* (deleted Office Person Wages), and Clerk Makedonsky added Action Item 8 – *Website* to the agenda. Clerk Makedonsky moved to approve the agenda as amended; supported by Treasurer Priehs. **Motion carried.**

CITIZENS' COMMENTS

None

ACTION ITEMS

1. **Office Position and Wages**– Supervisor Hoeksema updated the Board on the four interviews that were held for the Office Manager/Receptionist position. Discussion was held about the candidates. Treasurer Priehs made a motion to offer the position of Front Office Receptionist to Rachel Greenman at a wage of \$12.50 per hour for a 3-month probationary period with a start date of April 11, 2018, if Rachel is available at that time; supported by Trustee Guerin. **Motion carried.**
2. **Park Manager** – Our current park manager will not be likely to continue in his role due to health issues. Discussion was held. Board members were asked for recommendations. The Clerk's Office will post an advertisement on Facebook.
3. **Cemetery Lawn Service** – The Board reviewed the landscaping maintenance in the Cemetery and on the Township property. An updated quote was received from Yard Services, Inc. that included lawn cutting and trimming at the Cemetery and the Township Hall, spring clean up, fall clean up, and snow plowing. Trustee Jepsen made a motion to change lawn service companies to Yard Services, Inc. at the Cemetery and the Township Hall; supported by Treasurer Priehs. **Motion carried.**
4. **Office Person Wages** – Clerk Makedonsky presented information about raises for the deputies. Discussion held. Clerk Makedonsky made a motion to raise deputy wages to \$14.65 per hour effective immediately; supported by Treasurer Priehs. **Motion carried.**
5. **Ordinances** – Discussion was held about the ordinances and updating those that need attention. Supervisor Hoeksema and Trustee (Deputy Clerk) Jepsen will review.
6. **Class for AMAR** – Treasurer Priehs would like to attend an AMAR class specific to Treasurer's to learn about the AMAR process and the Assessor's role held on Friday, June 8th in Port Huron. Clerk Makedonsky made a motion to pay for the fuel and meals for Treasurer Priehs for the AMAR Class on June 8th; supported by Trustee Guerin. **Motion carried.**
7. **Website** – Clerk Makedonsky offered her resignation as Website Coordinator effective immediately due to the increased expenses approved at the last regular Board meeting for

website maintenance to be provided by Brian Lawlor. Treasurer Priehs made a motion to accept the resignation; supported by Trustee Guerin. **Motion carried.**

AGENDA ITEMS FOR NEXT MEETING

Splash Pad – Water Testing

ANNOUNCEMENTS

None

ADJOURN

Clerk Makedonsky moved to adjourn the meeting; supported by Trustee Guerin. Supervisor Hoeksema declared the meeting **adjourned at 8:37pm.**

Respectfully submitted by:

Liz Makedonsky, Imlay Township Clerk

DRAFT