

**IMLAY TOWNSHIP BOARD  
WORK SESSION MEETING MINUTES  
October 3, 2018 7:30 PM**

**ATTENDANCE**

**Members Present:** Supervisor Steve Hoeksema Clerk Carla Jepsen, Treasurer Melanie Priehs, Trustee Michael Guerin, Trustee Chad Stoldt

**Members Absent:** None

**Others Present:** None

**CALL MEETING TO ORDER**

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

**APPROVAL OF AGENDA**

Supervisor Hoeksema added items: 3. Planning Commission and 4. Park Grant Update to the Agenda. Treasurer Priehs moved to approve the agenda as amended; supported by Trustee Guerin. **Motion carried.**

**CITIZENS' COMMENTS**

Supervisor Hoeksema informed the Board of a bridge failure on Ross Road.

**ACTION ITEMS**

1. **Newsletter for December Tax Bills** – Things to include in next newsletter: a note from Board (thank you to citizens for keeping recycling area clean); highlight Fairgrounds Road; increase usage of Park this summer; emphasize survey again (make sure link works) (take off identifier); take out welcome Rachel; leave election update, include age breakdown of voters; keep “if you pay by credit/or debit”; change officer names.
2. **Website Review** – Notes for Brian: newsletter link not working; incorporate township pavilion & serenity trail into park picture block; cut back Ruth Hughes to just a link; park to include pavilion & serenity, splash pad pictures; add ordinances to picture block; add cemetery to picture block include search & prices; tiles for what people want to do; public hearings in descending order (keep one calendar year); put public hearings up as soon as scheduled (email Brian when send to paper); list for Rachel to work off of; be consistent in getting Brian information; park, recycling, cemetery; second line ordinance, public notices, Ruth Hughes; remove social media other than FB; fill more information in event page; can event template include a link to the agenda (hyper link); Get It Done-Apply-include building permits, zoning permits etc; Mike, Carla, Melanie work on descriptions. Forward email to Board when changes made.
3. **Planning Commission** – Discussion was held regarding Planning Commission appointments from the Board. Appointment to be made at next regular Board Meeting.
4. **Park Grant Update** - The Grant was updated and resubmitted; results will be available in December or January.

**AGENDA ITEMS FOR NEXT MEETING**

None

**ANNOUNCEMENTS**

None

**ADJOURN**

Supervisor Hoeksema declared the meeting adjourned at 9:05 pm.

Respectfully submitted by:

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Carla Jepsen, Imlay Township Clerk

DRAFT