

Unapproved Minutes of the Whitefish Township Board Special Meeting – January 13, 2020 at 9:00 a.m.

A. Call to Order and Roll Call

Supervisor Ertel called the meeting to order at 9:00 a.m.

Present: Frank Lada, Karen Bender, Darryl Ertel, Richard Gratopp.

Absent: Edson Forrester

B. Pledge of Allegiance

C. Public Comment

No public comment

D. Old Business

1. **Planning Commission opening:** The Township is seeking persons interested in serving as a member of the Planning Commission.
2. **April Meeting:** Motion by Ertel, second by Lada, to change the date of the April 2020 Township Board Meeting from April 9, 2020 to April 2, 2020. Motion carried.

E. New Business

1. Policies and Procedures

- a. **Transfer Station Policy:** Scott Erickson presented proposed increases to Transfer Station fees. Bender to provide copies to Erickson of monthly disposal charges. After discussion, no changes will be made at this time; this is tabled until the end of the fiscal year.
- b. **Social Media Policy:**
 - i. Motion by Ertel, second by Bender, to eliminate the Facebook pages under the Township umbrella effective immediately. Motion carried.
 - ii. Motion by Ertel, second by Gratopp, to have the Clerk investigate taking over duties of maintaining the Township website. Motion carried.
 - iii. Verbiage in the policy needs to be reviewed to provide clarity regarding appropriate use of social media, specifically the definition of sensitive information. Bender to provide suggested wording for review.
- c. Motion by Ertel, second by Gratopp, to schedule the next policy review meeting for Wednesday, January 22, 2020 at 9:00 a.m. Motion carried.
- d. Lada distributed 2 proposed policies regarding disposition of checks. These will be reviewed and discussed at the next meeting. Ertel will also have them reviewed by the township attorney prior to the next meeting. Adding clarification on timing of mailing suggested.
- e. **Key Policy:** Motion by Ertel, second by Bender, to rescind the line stating “custodian has keys for office cleaning” and state that custodians do not have keys to the office, plus add verbiage to expand key restriction to include Township document storage locations and Post Office Box. Motion carried.

- f. Bender to provide a listing of EMS/Fire policies as provided by Renee Gray for future review.
 - g. Bender to update the Whitefish Township Policy Book listing based on the minutes from November 9, 2017 Special Meeting.
 - h. **Sale of Property Policy:** Motion by Lada, second by Gratopp, to exclude cemetery plots from this policy. Motion carried.
 - i. **Conflict of Interest Policy:** This was presented in November 2017 Special Meeting and rejected. Discussion took place about including wording to prohibit employees supervising family members. Copies were provided to board members for review for future discussion.
 - j. **Poverty Exemption for Taxes:** Discussion took place regarding updating the Poverty Exemption guidelines annually to include with the policy. Bender will monitor the HHS website for publishing of the 2020 guidelines and will advise at a future board meeting to update the policy.
 - k. **Land Division Policy:** Discussion took place regarding fee structure being updated in a board meeting; the application form is updated, but is not updated in the policy book. Bender will search meeting minutes to find the approval and update the policy book accordingly.
 - l. **Zoning Administrator Job Description:** Discussion took place regarding hours stated in the job description. Deferred to a future meeting when Forrester is present.
 - m. **Credit Card Policy:**
 - i. Motion by Ertel, second by Bender, to remove line (h). Motion carried.
 - ii. Motion by Ertel, second by Bender, to refer to the Purchase Policy limits in line (j). Motion carried.
 - n. **Purchase Policy:** Motion by Lada, second by Bender, to add line 13 with an exemption up to \$1,500 for the Treasurer to purchase postage for tax mailings. Motion carried.
2. Ertel to get estimates for central air conditioning for the Library and Community Center buildings.
 3. Discussion took place regarding whether a trailer has been purchased yet for the new Fire Department side-by-side. If not purchased by the next regular Township Board meeting, the subject will be addressed during the Fire Department report.

F. Adjournment

Motion by Ertel, second by Lada, carried to adjourn meeting at 11:08 a.m.