

Work Session Administrative Policy
November 10, 2017
Minutes

Present are Supervisors: Ken Haubrich, Peggy Clayton, Jim Kelley, Dennis Kortekaas, Mike Schack,
Clerk: Cari Alleman, Treasurer: Becky Adams, Deputy Clerk: Kati Pierce

1. **Pledge to the flag**, followed by the reading of the Harris Township mission statement
2. Discussion of what can be addressed off camera and internally between each Supervisor with the Clerk. Items that Supervisors can ask the Clerk off camera should be done so. Each Supervisor is allowed to ask the Clerk questions, make additions to the Agenda and other minor housekeeping requests. These requests can be added to Agenda for the public input, however they do not need to be brought up on camera in attempt to degrade, disrespect or hinder another's position on the Board.
3. Respect is requested from the audience and therefore will also be required of the Board, on and off camera. All have hopes to achieve a better understanding of Roles and Responsibilities with the updating of the admin policy, along with the next work session to discuss and outline duties of the Supervisors, Clerk and Treasurer. The goal is to have a clear picture of the expectations. The Board has had many new members added in recent years and outlining the duties has become priority.
4. The new printer was purchased by the Township for the convenience of the Clerk or others from having to print elsewhere. The printer will be in the office and open to the Board and Clerk to use.
5. Reminder to keep things respectful and kind- As a team of elected officials, disagreements of what is best for the Township happen, however the Township is best served when each member is respectful of another.
6. Admin policy:
 - # 1 & 2 no changes
 - # 3- Federal Holiday's
 - # 4 calling of a special meeting...
Changes are needed to add some direction for Emergency Meetings and what the Statue requires and how to call that meeting. We read the Statue and Board agrees that Cari and Kati can use the Statue to describe the correct verbiage that should be used for such a meeting. Inform the local newspaper, to let the residents know what happened.
 - #5 No change
 - # 6 Order of Business...
Send to the chair for approval, before giving to the rest of the board. The packets will be at the town hall for pick up Monday evening.
The board will not approve agenda.
Section 6.1 Regular Meeting:
Put Additions & Corrections as number 3...
Take all sub titles under correspondence.
"If someone contacts the clerk and asks to be placed on the agenda, they will generally be included in 4. Business from the floor.
Section 6.2 P & D Meeting
Take off the "If there items that have been tabled from the Regular Meeting, will also be included where appropriate"
 - # 7 No Changes
 - # 8 Public Participation:

State name and address

9 Record of meeting: Roll Call

10 No Change

11,12, 13, 14 No Change

We discussed that the Order needs to be cleaned up and designed a bit more sensible and systematic.

Starting with the Pledge always, next should be additions and corrections.

Third should be the approval of the minutes. Now that there is Kati and Cari, the Board would like each to do their own minutes and therefore we will correct the wording on the top of each meeting outline in the policy to read as such. Regular meetings minutes go with regular meeting and P&D with P&D. This will help simplify who is doing what and keeps things clean.

Please set a reminder in Business from the floor- reminder to say name, address, and podium.

Remove all subtitles within the Order- keep it clean and orderly

Other substance in the policy is good, minor changes to editing.

Motion to adjourn- Supervisor Dennis Kortekaas, 2nd by Supervisor Ken Haubrich, Passed by all.