

Work Session
December 17, 2018 at 6:00pm
MINUTES

Present: Madam Chair, Peggy Clayton

Supervisors: Jim Kelley, Dennis Kortekaas, Ken Haubrich, Mike Schack

Treasure: Becky Adams; Deputy Clerk: Kati Pierce

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Roads-** Supervisor Kelley provided a lay out he prepared of all the roads within the township and when the roads were repaired and paved. He has all the information available in the hand out that he was able to pull since 1984, covering crack filling, paved and gravel roads. Supervisor Kelley said for purposes of trying to come up with estimates for 2019 he will take the length of the roads and the work done for 2018 and try to estimate to the best of their ability to start the conversation. He would like to start estimates early to have the budget set accurately for the work needing to be done.
3. **Caretaker-** Madam Chair prepared a procedures sheet on how the Caretaker should handle the set up and handle renting the Town Hall, as well as how to clean it after. Rental Agreement, garbage, and policy are some main components which are discussed with people who are renting the hall, and reviewed when holding the key meeting. She also noted that everyone who rents the hall needs to sign a lease agreement, provide a deposit and get a receipt, as we need to have a consistent uniform means of checks and balances. Madam Chair has been interim caretaker and would like to know what the Board feels about when and how to move forward to get someone in the position. The Board feels that posting the position on Facebook would be a nice start. Supervisor Kortekaas is open to helping out and willing to take on some of the duties as needed in the meantime. The Board had discussion about trying to figure out what the maximum capacity for the space would be and if that is something that needs to be addressed. Madam Chair will place the vacancy post on Facebook, but will have the deputy clerk send out a draft to the supervisors, with final draft to be on January 9th board meeting. The Board would like to adjust the lease agreement and town hall rental policy to include verbiage relating to the new TV that will be purchased and installed.
4. **Mow Daddy-** Treasure Adams provided a print out of all the invoices for Mow Daddy- Also included was a print from Express Employment from June to November 2018 for the part time summer employees. The two combined provided a total cost for Mow Daddy and the part time workers for cost purposes. Comparisons were done to gauge the cost of having a full time staff to assist in the duties v. contracting out the help needed to complete the duties.

Board discussed that the Mow Daddy contract went well and they plan on reaching out to set up a 2019 contract. They will be moving forward in the spring with getting a total cost for the 2019 season, so weeds and dandelions can be sprayed before the first cut.

5. Adjourn

Motion to Adjourn made by Supervisor Kelley @ 7:20PM seconded by Supervisor Schack and passed by all.

Prepared by: 
Kati Pierce, Deputy Clerk

Approved by: 
Peggy Clayton, Madam Chair