

**Work Session
January 22, 2019 @ 6:00pm
MINUTES**

Present: Madam Chair, Peggy Clayton

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

Deputy Clerk: Kati Pierce

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Town Hall Policy-**

The Board held discussion on the variety of different hall rental documents from MAT regarding the renting of the hall. The Board would like the policy and lease agreement to be made into 1 clear and well outlined document. There are many redundant terms and vague statements. The goal is to have one clear policy and one lease agreement for renters to comply with.

Sweeping and mopping have been an issue for cleaning the hall, after renters use the hall. Not very many are doing this and most are only removing the garbage. Madam Chair has indicated that the time it has taken her to complete the cleaning after a rental is typically 1 hour when having to do the full clean. The Board concludes that the \$25 deposit should be sufficient to cover employee wages for cleaning.

TOWN HALL POLICY & BROUCHURE Changes:

Remove the "Responsibilities of the user" section.

Under Caretaker: change to: "The Caretaker has the authority to execute the terms of this policy as stated, any deviation from such will need Board approval."

Remove all the "highlighted red language" under Lease Agreement. End the paragraph after the word policy.

Under "types of approved activities" Change "dances" to include to "with Board Approval".

Under General Guidelines:

#4 add "contents" after the Town hall.

#5 add "Full" before "responsibility" and add in "as per lease agreement" at the end of that paragraph.

#7 Remove "or let any other person or group" and add "by anyone".

#8 Remove in its entirety.

Renumber as appropriate-

These changes should be identical in the webpage format of the policy and the pamphlet.

Changes to be made and a draft brought forward to the Board at the Regular Meeting 2/13/19.

3. Town Hall Lease Agreement-

LEASE AGREEMENT Changes:

It was agreed to use the top portion of the MAT's application and use that for the top of our form. There is no need to have 14 days notice on the form. Having the date of event, and all the information on the top of the agreement, as MAT does, would clean it up and have the pertinent renter information first.

Add in "Mandatory" on responsibilities- after each use must sweep and mop- must wash all dishes- must remove all garbage- tape, holes, nails and tacks put into 1 line. Smoking not allowed in building- Alcohol not allowed on Township property- No equipment from the Town Hall may be removed by anyone- Vacuum the rugs- All lights must be turned off before you leave town hall, and drop key in black mail box on wall.

Add a line on top under renter information that states" Failure to comply with the mandatory responsibilities in this policy will result in a non-refunded deposit." Pull correct jargon for reimbursement and attorney fees for damages incurred.

Remove the "Whereas" in all areas of the lease agreement, redundant and not needed.

#3 add equipment and "contents" to being responsible for in use of the hall

Remove #5- redundant

#6 remove ordinance

#7 Remove future, clean up verbiage.

Clean up 9, 10, 11- some redundant and not clear. Pull from the MAT example. Clean up.

#12 please notify of cancellations as soon as possible, and remove the 7 days requirement. If no notification of cancellation is given, there will be no refund of the deposit.

Change the word "covenants" to "agree."

Add a line for " check # for rent": add a line for "check # for deposit", and add a line for "key color on the bottom of the agreement.

Update all letters and headers.

Harris Town Hall Meeting Format Diagram:

Change the heading to read "Harris Town Hall Meeting Format Diagram"

The Podium on the diagram will now be placed in the middle of the chairs facing the board instead of placing in the right side corner. Remove the line which states "extra tables under the coat racks."

Changes to be made and a draft will be brought forward to the Board at the Regular Meeting of 2/13/19.

4. Ordinance #1- No alcohol on Harris Township property-

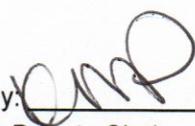
After lengthy discussion, The Board decided there is no need to have an Ordinance. The Board continues to fully support “no alcoholic beverages allowed on township property.” Signs are also posted on all township property, and is in all our policies and agreements.

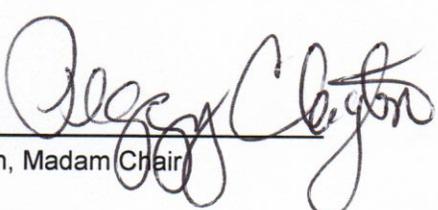
5. Roads-

Supervisor Kelley reported that Allie Jurvelin from SEH, will be at the P& D meeting on 1/23/19 to talk about the roads projects moving forward. SEH is also considering looking at starting an on-line bidding process for contractors. This will aid contractors with the ability to edit and change their bids online rather than the paper filing that has been past practice. Supervisor Kelley has also asked Allie to prepare a projected 5 year plan prior to the Annual Meeting based on what roads will need attention and rank them in a priority for the Board to review.

6. Adjourn

Motion to Adjourn made by Supervisor Haubrich @ 8:30 PM seconded by Supervisor Schack and passed by all.

Prepared by: 
Kati Pierce, Deputy Clerk

Approved by: 
Peggy Clayton, Madam Chair

