

# Special Meeting of the Burt Township Board

Burt Township Community Center

Grand Marais, Michigan

April 7, 2006 - 6:30 p.m.

**Board Members Present:** Lee Durrwachter, Kay Wampler, James Seibert, Gordon Kniss, Lois Leavenworth

**Citizen Attendance:** 2

**Public Comment:** Opened at 6:31 p.m. None. Closed at 6:32 p.m.

**Approval of the Agenda:** Motion by Leavenworth and seconded by Seibert to approve the agenda as revised. 5 - ayes. Motion carried.

**6) Current Business:**

- a) **Acceptance of Applicants for Woodland Park Manager:** 2 additional applications were received by the Clerk's office and presented to the board. Motion by James Seibert, second by Lois Leavenworth to accept the applicants submitted for review — 5 ayes. — Motion carried.
- b) **Appointment of the Park Manager:** Motion by James Seibert, second by Lois Leavenworth to Appoint Sheri Shafer as the Park Manager @ \$ 12.00 per hour effective on April 10<sup>th</sup>, 2006. Roll Call Vote: Lee Durrwachter - yes; James Seibert - yes; Lois Leavenworth - yes; Gordon Kniss - yes; Kay Wampler - yes. Motion carried.
- c) **Discussion of Township Website and Webmaster:** Kay expressed concerns over a lack of records in the clerks office in regards to the township website, responsibility of the website, and use of outside personnel in conjunction with Statutory Duties of the Clerks office to maintain all records of the township. Lee expressed concern and mentioned that the fuel system is in Lori's basement, system requirements don't allow it to run on our existing computers - the company (PetroVend) charges \$300 to walk through the set up by phone. More investigation on this is required. Motion by James Seibert, second by Lois Leavenworth to get the access codes to the internet (website) to Kay. 5 ayes Motion carried. Kay also expressed concern that payment for the website is being charged against a personal credit card of the former clerk and recommended an "ATM" card be obtained from the bank to facilitate payment of website fees. Motion by James Seibert, second by Gordon Kniss to acquire an ATM card from the bank for the General Fund to pay the web fees - 5 ayes. Motion carried.
- d) **Review Board Policy designation of "areas" of additional duties:** Much concern was raised by the Supervisor regarding the Clerks choice of Sandee Sibbald as deputy clerk and continued to include compensation matters. The clerk will discuss those concerns with Sandee to ensure that she understands and agrees to the issue of compensation while performing duties as the deputy clerk. If Sandee did not fully understand and wishes not to accept those terms, the Clerk will appoint a new deputy.

**7) Other:**

- a) **Policy Wages - Corrections** - the following corrections are to be made to the policy sheet: Librarian \$7.50, Ambulance Driver \$25 per run
- b) **Approval of 3 employee applications to the Park:** Motion by Lois Leavenworth, second by James Seibert to make an exception to policy and allow Sheri Shafer to hire an employee without a drivers license - 4 ayes, 1 abstain. Motion carried. Motion by James Seibert, second by Lois Leavenworth to approve Erin Hughes, Connie Durrwachter and Sheri Seibert for employment in Woodland Park - 5 ayes. Motion carried.

**Adjournment:** Motion by Lois and seconded to adjourn the meeting at 7:42 p.m.

Respectfully submitted: April 8, 2006,

Kay L. Wampler, Township Clerk

Date Approved: \_\_\_\_\_, 2006

Lee Durrwachter, Township Supervisor

These minutes are proposed until approved by the board and signed by the Township Supervisor.