

Special Meeting of the Burt Township Board
Thursday, September 25, 2025 -- Community Center -- 5:00 PM

DRAFT

Attendance: Jon Babbitt, Lori McShane, Tim Jenkins, Sara Secrest, and Paul Williams.

Public Comments: none

Agenda: Motion by Secrest, second by McShane, to approve the agenda with the addition of Jenny Irvine resignation and Harbor plan meeting under new business. 5 ayes.

Unfinished Business:

Employee Job Descriptions: Job descriptions for all township positions were updated and submitted to the board for review. Discussion regarding the prioritization of tasks, and management responsibility. Job descriptions were very well written, detailed and complete. Board had no suggestions or changes at this time. Timing of performance reviews was also discussed. Managers/year-round employees to be reviewed at end of fiscal year, with seasonal employees at end of season. Additional comments about a possible cost analysis for the airport. Planning commission by laws and ordinance was reviewed with respect to how the board should evaluate appointing new members. Job descriptions should be reviewed yearly.

Township Employee Policies: Employee Policies were reviewed. Discussion of adding the employee complaint policy and forms. Also discussed adding maternity/paternity leave policy. Overall format improvements needed. Updated policy book to be presented at a future meeting.

New Business:

Planning Commission: Motion by Williams, seconds by Babbitt, to accept Jenny Irvines resignation from the planning commission with regret. 5 ayes.

Harbor Plan meeting: Ryan Patrick from UPEA came over for a meeting with Tim Jenkins, Sara Secrest, Rod Lowe, Dick Williamson, and Bill Egerer, to discuss ideas about the future of our marina and harbor to be incorporated into the Harbor Master Plan required by the DNR to qualify for grants. Talks of finger docks, small seawalls, our break wall, and dredging as well as the drainage in the parking lot.

Other:

Public Comment: Chet Tavenner asked if the other side of the bay near Smith beach had ever been considered for a location of docks/marina.

Adjournment: 6:30 PM

Respectfully submitted October 3, 2025

Lori McShane, Clerk

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