

**Winterfield Township Special Board Meeting
June 17, 2022
Minutes**

The meeting was called to order at 2:00 pm by Supervisor Hammar. The Pledge of Allegiance was recited by those present.

Members Present: Mark Hammar, Supervisor; Bonnie Blackledge, Clerk; Linda Peterson, Treasurer; Fred Prielipp and Shelly Laughlin, Trustees

Members Absent: None

Others Present: None

Review of Agenda: Motion by Hammer, second by Prielipp, to accept the agenda as presented. Ayes-5, Nays-0. Motion carried.

Review Minutes May 10, 2022: Motion by Hammar, second by Prielipp, to approve the May 10 Meeting Minutes. Ayes-5, Nays-0. Motion carried.

Treasurer's Report: Peterson said that the May account was balanced and the Tax account will be transferred into General Fund.

Hall Attendant: Hammar reviewed the procedure that he and Blackledge went through to appoint a temporary employee. Rebekah Preston introduced herself and stated she is interested in the permanent position. She left before the Board discussed the vacancy. The Board discussed what should be done. It was decided to post the opening on the web site and on the notice board at the hall. Responses are due by July 8. The position will be discussed again at the July meeting. An alternate position may also be considered.

Approval of 2022-23 Meeting Dates: Blackledge prepared a list of Board and Planning Commission regular meeting dates. The regular Board meeting for November will be held on November 1 due to the Election on November 8. **Blackledge moved to approve the regular meeting dates for July 2022 through June 2023. Hammar seconded. Ayes-5, Nays-0. Motion carried.** Blackledge will post these and put them on the website.

Review Township Expenditures: Peterson moved to approve the General Fund checks 5641 through 5662, and the Transfer Station checks 2161 through 2164 as shown on the reports. Second by Hammar. Ayes-5, Nays-0. Motion carried.

Public Comment: None

BUDGET DEVELOPMENT

Compensation and Fees: Hammar presented a compensation spreadsheet that has been used for several years and shows salary and wage history. Hammar suggested that the annual payment for spring cleaning of the hall be increased to \$250. He also suggested that the substitute hall attendant position be established and receive a pay of \$11.85 per hour. The Transfer Station Attendant will increase to \$12.50 per hour. Hammar will check on the Assessor's salary by multiplying the number of parcels with \$12.00, the amount per parcel that was requested. Mileage will be going up to .62 beginning July 1. Meal allowance will increase to \$30. General labor will increase to

11.85 per hour. Burial sites will reflect the increase to \$50 a space. Snow plowing will increase to \$60. This list will be approved at the next meeting.

Transfer Station Proposed Budget – The Board reviewed the Transfer Station proposed budget. The Assessor and the Supervisor should work together to help determine the fees for the Special Assessment if there are changes in property ownership. Propane should be budgeted under “supplies” for a total of \$500 in that category.

Roads Proposed Budget: The Board reviewed the Roads proposed budget. The total of the work on Cook and Keehn that was approved at the May meeting is \$135,000. Hammar said he will look at the 5-year road plan to see what else needs to be done. He suggested putting \$175,000 into Road Projects for next year.

General Fund Proposed Budget: The Board reviewed the draft proposed General Fund budget. Blackledge will look into the Township Board Dues & Memberships expense for this fiscal year which seems high. \$500 was added to the Assessor Equalization Expense. Hammar is looking into parking lot repair costs, fixing the cement stairs, and possibly the lights. Tower utilities will be adjusted to \$700. A possible cemetery project will be discussed at the next meeting. Some possibilities are placement of roads, installation of fence, survey for gravesites, or setting stakes.

These budgets will be adjusted to reflect changes made at the meeting for approval after the Public Hearing on June 29th.

Adjournment: Motion by Hammar, seconded by Prielipp, to adjourn the meeting at 5:08 pm. Ayes-5, Nays-0. Motion carried.

Respectfully submitted,

Bonnie Blackledge, Winterfield Township Clerk