

**Winterfield Township Special Board Meeting  
June 15, 2020  
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:** Blackledge suggested adding another item, 8b, to the agenda which will be to adjust the planning & zoning line item in the budget. **Motion by Blackledge, second by Hammar, to accept the agenda as adjusted. Ayes-5, Nays-0. Motion carried.**

**Review Minutes May 12, 2020: Motion by Hammar, second by Laughlin, to approve the May 12 Meeting Minutes as written. Ayes-5, Nays-0. Motion carried.**

**Treasurer's Report:** Peterson presented the Treasurer's report for June, 2020. She plans to move the tax account money into the General Fund account. **Laughlin moved to accept the report, seconded by Hammar. Ayes-5, Nays-0. Motion carried.**

**Approval of 2020-21 Meeting Dates:** Blackledge prepared a list of Board and Planning Commission regular meeting dates. **Prielipp moved to approve the regular meeting dates for July 2020 through June 2021. Peterson seconded. Ayes-5, Nays-0. Motion carried.** Blackledge will post these and put them on the website. Also, she was asked to provide up-to-date contact information for all the Board and Planning Commission members that will include the new assessor.

**Planning Commission Discussion:** Blackledge found where the Planning Commission members had been previously sworn in as a group in December 2011 and 2014. Andrew Laughlin was added in 2017. It appears that their terms ran for three years and were not staggered, and there was no sign of swearing them in again after 2014. Blackledge said that they should be reappointed for the term beginning January 1, 2021 and expiring on December 31, 2023 and sworn in this December for that term. The Board also recommended that members be required to take at least one class per year. As classes are offered online, members should be able to complete this requirement. The process for renewing appointments will be discussed at the October PC meeting. The Board appointments for the Planning Commission should be made in November.

**Budget Adjustment:** Due to the fact that the Planning Commission Consultant payment that is on the agenda for approval tonight will be approximately \$1900 more than the line item amount, **Blackledge moved to adjust the 2019-20 Budget by \$1900. Hammar seconded. Ayes-5, Nays-0. Motion carried.** This will reduce the fund balance by \$1900.

**Review Township Expenditures:** Peterson moved to approve the General Fund checks 5178 through 5193, and the Transfer Station checks 2063 through 2066 as shown on the reports. **Second by Prielipp. Ayes-5, Nays-0. Motion carried.**

**Public Comment: None**

**Overview of 2020-21 Revenue/Expenditures:** Hammar shared a list of eight items that he wanted the Board to consider for the upcoming budget including salary increases, election costs, cemetery improvements, road work, planning consultant and legal fees, and Transfer Station operating costs. The work done through Clare County Equalization including printing the tax roll and bills was also a topic of discussion.

**Compensation and Fees:** The Board unanimously agreed not to give any raises this year due to financial insecurity in the State because of the virus. We will address this issue next year.

**General Fund Proposed Budget:** Hammar and Blackledge met to put together a draft budget for FY 2020-21. Blackledge and Peterson will have some slight adjustments to the column for actual FY 2019-20 costs when revenue and expenditures for the next two weeks of June are added. The Board reviewed the proposed budget, discussed some items, and made adjustments to the draft. The actual contract for Wade Trim needs to be reviewed to verify the actual approved amount. **Blackledge moved to adjust the FY 2019-20 Budget, Pension Expense to \$3600 and the Payroll Tax line item to \$3600. Laughlin seconded. Ayes-5, Nays-0. Motion carried.**

**Transfer Station Proposed Budget:** It appears that the expenditures are rising faster than the revenue. The Board discussed issues such as people dumping trash that is generated outside of Winterfield Township, disallowing building products in the large dumpster, and switching portable toilet maintenance to every other month. It was decided not to raise fees at this time as this year's budget seems to be balanced. However, we need to watch this account carefully as we go through the next budget year.

**Roads Proposed Budget:** There is a new foreman for Winterfield Township. He will be invited to our July meeting. The Board reviewed the Roads Budget and found it adequate. Although the proposed budget looks like it will operate in a deficit, there is a large enough fund balance to cover all the expenditures.

**Adjournment: Motion by Hammar, seconded by Prielipp, to adjourn the meeting at 4:23 pm. Ayes-5, Nays-0. Motion carried.**

Respectfully submitted,

Bonnie Blackledge, Winterfield Township Clerk