

CHARTER TOWNSHIP OF WHITE LAKE
Approved Minutes of the Special Board of Trustees Meeting
February 11, 2020

Supervisor Kowall called the meeting to order at 5:32 p.m. He then led the Pledge of Allegiance.

Clerk Lilley called the roll:

Present: Rik Kowall, Supervisor
 Mike Roman, Treasurer
 Terry Lilley, Clerk
 Mike Powell, Trustee
 Andrea Voorheis, Trustee
 Scott Ruggles, Trustee
 Liz Smith, Trustee

Absent: None

Also Present: Lisa Hamameh, Attorney
 Patricia Pergament, Administrative Assistant
 Sherri Ward, Recording Secretary

AGENDA

It was MOVED by Clerk Lilley, SUPPORTED by Trustee Ruggles to approve the agenda. The MOTION PASSED by a voice vote (7 yes votes).

NEW BUSINESS

A. TOWNSHIP ADMINISTRATIVE POLICIES AND PROCEDURES – REVIEW/DISCUSSION

Supervisor Kowall noted that everyone has had plenty of opportunity to review and submit changes. There is a lot of material to look at, the only changes will be to areas we've discussed.

Trish Pergament noted that several months ago she asked department heads if they had any suggestions for updates. There were not many besides the Water Department with their purchasing policy.

This isn't a complete overhaul, just updating for errors and how we would like to do business.

Ms. Hamameh noted that once we iron it out, it will come back to the board as an amendment which we will adopt.

2.4 (b) - Meeting Agenda

Agenda items must be in writing with an explanatory memo with supporting documentation – 7 days prior to the meeting. It must be posted and emailed to the Township board at least 4 working days prior to the board meeting.

The reason for schedule change is timing and with technology, we need a certain window of time. We spelled out the Friday, 7 days prior so everyone will know when it's due.

Clerk Lilley would like to get our department heads in and out of our meetings. Sometimes they have to sit through an entire meeting, and it would be a courtesy to get them out of the meeting sooner. The problem is that old business and new business gets separated and can get confusing. They can be moved up in order and Ms. Pergament tries to put them at the top.

Executive Session should be referred to as Closed Session.

Agenda Item 7 shall now read Presentations/Proclamations/Appointments (as needed).

There was some discussion about limiting the amount of time for Trustee comments. Ms. Hamameh noted that there are other communities with limited trustee comment time. This will be left alone, not limited.

Trustee Powell noted that some communities provide a copy of the comments or complaints that the Supervisor receives throughout a month. Ms. Pergament noted that if it's for the board we want you to get it as soon as possible in case you want it on the agenda.

2.4 (c) - Consent Agenda

Trustee Powell asked if it is state law or policy from discussing consent items, Ms. Hamameh noted that it is state law.

2.4 (d) - Board Rules

The meeting is conducted as close as practical to Robert's Rules of Order, 9th edition, dated 1990. Ms. Hamameh noted that this provides a resource to go to.

2.4 (e) - Public Participation

Trustee Ruggles asked if can you stack minutes, or assign the 3 minutes to someone else.

It should be three minutes per person, no sharing minutes. Ms. Hamameh and Ms. Pergament will work on this. A spokesperson for a subdivision will have more time.

2.4 (f) - Board Correspondence has been removed.

3.6 - New Position Procedure

This makes total sense for these changes.

3.12 - Collective Bargaining

This has been updated for procedure purposes.

4.3 (c) – Receipts

This doesn't happen in practice now. Treasurer Roman noted that the system handles it now.

4.4 (a) – Periodic Expenditure and Revenue Report

This was cleaned up.

4.4 (b) – Investment Performance Report

This was cleaned up.

4.7 (b) – General Purchasing Policies

Trustee Powell wanted to clarify within their line item budget. It can be added within their departmental budget (attach to A). Item b. will be updated to \$1001. Notice can be added to the consent agenda to notify the board. There will be board notification of emergency expenditures where applicable. Item c., this will help with passthrough expenditures. There was some discussion about referring to it as pre-paid or passthrough. Ms. Hamameh and Ms. Pergament will discuss this further.

4.7 (c) – Procurement Methods

There was some discussion about the changes for telephone quotes and written quotes. Written quotes are limited up to \$ 10,000. unless time is of the essence. Both could be changed to \$ 25,000.

Paragraph 11 – Trustee Powell noted that most communities have eliminated this surety bonding. To clarify, the WLT Water Department allows surety bonding for maintenance agreements.

4.7 (h) – Ineligibility of Iran-Linked Businesses

Ms. Hamameh wanted to make sure we're doing this; it is absolutely necessary to have this statement.

4.8 (b) Reimbursement Rates

These amounts have not been updated in many years. They will be changed to \$75 per day and \$40 per half day.

4.9 (b) – Authorized Instruments

Treasurer Roman likes the Oakland County Investment Pool and uses it.

4.10 - Audits

Treasurer Roman noted that the contract shall not exceed current board term of office (audit)

5.4 - Safety

This should specify the "latest emergency action plan as prepared by the public safety director." Trustee Smith wanted to point out that there is no safety plan for our Board meetings.

5.7 (a) – Availability

Add at the very end – "in accordance with the Township fee ordinance.

5.7 (c) Fees

This will be removed.

5.7 (d) – Denial of Facilities

Ms. Hamameh suggested that we need to put factors and considerations when you are going to deny the use. Treasurer Roman noted that waiving fees for cause could be due to examples such as the bathrooms not working, or the facility wasn't plowed of snow because it was a weekend. Ms. Hamameh noted that she could provide what she has drafted for other communities and Supervisor Kowall stated that we could look at that at a later date.

5.7 (e) – Alcoholic Beverages

They should provide insurance.

6.4 – Freedom of Information Act Requests

This is coming out, there is a whole new FOIA policy – this shouldn't be in here. The policy is stand alone on the website.

Trustee Smith wanted to make sure that all Board of Trustees are aware of invitations for events that comes to the Township that are extended to Trustees as well. She would like to request that these invitations are forwarded to them.

Ms. Pergament noted that Cathy Derocher asked her to put together a Township vehicle use policy. That will be brought to the board for review to incorporate into this document.

Ms. Hamameh doesn't think we need a whole other meeting for this, the changes will be incorporated.

There was some discussion about the frequency of additional meetings, could it be considered a study session? Supervisor Kowall noted that as we have more space, we'll have more frequency.

ADJOURNMENT

It was MOVED by Treasurer Roman, SUPPORTED by Supervisor Kowall to adjourn the meeting. The MOTION PASSED by voice vote (7 votes).

The meeting was adjourned at 7:56 p.m.

I, Terry Lilley, the duly elected and qualified Clerk of the Charter Township of White Lake, County of Oakland, State of Michigan, hereby certify that the foregoing is a true copy of the February 11, 2020 special board meeting minutes.

Terry Lilley

Terry Lilley, CMC, CMMC
White Lake Township Clerk
Oakland County, Michigan