

**Victor Township, Clinton County, MI**  
6843 Alward Road Laingsburg, MI  
***Approved Board Minutes from November 11, 2019 meeting***

The regular meeting of Victor Township was called to order by Supervisor Warren Malkin at 7:00pm.

**In Attendance:** Warren Malkin, Amanda Conklin, Mike Wall, Paula Willoughby Absent: Julie Townsend

**Agenda:** Motion by Willoughby approve the agenda. Supported by Wall. All in favor. Motion carried.

**Minutes:** Motion by Malkin to approve the minutes from October 14, 2019. Supported by Willoughby. All in favor. Motion carried. Motion by Wall to approve the minutes from October 24, 2019 special meeting. Supported by Willoughby. All in favor. Motion Carried.

**Treasurer's Report:** Motion by Conklin to accept the treasurer's report. Supported by Malkin. All in Favor. Motion carried.

**Approval of bills:** Motion by Willoughby to pay the October bills in the amount of 165,739.01 using checks # 27619-27644 and \$ 871.17 using e-checks #425-429. Supported by Wall. All in favor. Motion carried. Motion by Conklin to disburse payroll and related payroll expenses for October 2019 in the amount of \$5774.18. using checks #12034-12041. Supported by Wall. All in favor. Motion carried.

**Reports:**

Victor Township Planning commission member; Kim Dutcher provided quotes for printing of the townshipwide survey. The survey will be mailed to Victor Township residents with their next tax bill. Mr. Dutcher also stated the survey can be completed online. Motion by Wall to accept printing bid from Spartan Printing for \$257.00. Supported by Willoughby. All in favor. Motion carried.

LSW: Minutes from September 18, 2019 meeting and the September 2019 activity report were reviewed. Wall stated progress is being made on the dry hydrants. Wall was able to find a depth finder, but still needs access to Blood Lake. He will likely wait for the lake to freeze, rather than obtaining a boat.

**Maintenance & Facilities:** The concrete pad for the dumpster and sidewalks to the playground have been completed. Back filling of the areas still needs to be completed when weather permits. The flashing on the Dennison Schoolhouse bell tower has not been repaired.

**Unfinished Business:**

1. Security System – Location and specifics for the security system were defined. The office administrator will begin working on the Security Plan RFP immediately.
2. Policy & Procedures – Motion by Wall to amend policies and procedures to reflect electronic attendance as an acceptable form of Board of Trustees and Planning Commission meetings. Supported by Willoughby. All in favor. Motion carried.  
Board members should review the remaining paragraphs, draft addition, changes or corrections and forward to the clerk. The clerk will provide an updated revised version of the Policies and Procedures handbook for review. Approval of the fully revised handbook will be reviewed at the January 2020 meeting.
3. Parking Lot – Project has been completed. Retention application for payment has not been received.
4. Ordinance 19.3 Fire, Ambulance & Inhalator Service Charges Ordinance – Willoughby has been working on this with the attorney and it is nearing completion.
5. Janitorial RFP –Motion by Willoughby to accept the janitorial bid from Jacquelin Doyle. Supported by Wall. All in favor. Motion carried.
6. Update Signers – Motion by     to add the Deputy Clerk to the bill payment account only. Supported by     Roll call vote. All in favor. Motion carried.
7. Water Heater – Office administrator will follow up with maintenance contractor regarding progress on bids.

**New Business:**

1. Maintenance & Facilities - Motion by Wall to restructure the coordination of the facilities and maintenance per his proposal. Supported by Willoughby. All in favor. Motion carried. Policies and procedures and the maintenance contract will be reviewed to ensure it complies with the new restructuring.
2. Victor Township's Website – Several pages on the revised website have outdated information and references to CAFR. Conklin will ensure the corrections are made.

**Extended Public/Board Comment:**

Motion by Malkin to adjourn the meeting at 8:35 pm, supported by Wall.

*Amanda Conklin, Clerk*