

<p style="text-align: center;"> YANKEE SPRINGS TOWNSHIP <u>Board of Trustees</u> Special Meeting – Rules of Engagement Monday, January 23, 2017 Yankee Springs Township Hall 284 North Briggs Road, Middleville, Michigan 49333 MINUTES </p>	<p> FINAL MINUTES Page 1 of 4 APPROVED: 2-9-2017 </p>
<p>Meeting called to order at 6:00 p.m. by Supervisor Englerth.</p> <p><u>PLEDGE OF ALLEGIANCE</u></p> <p><u>Roll Call</u>: Present: Jansma, Rottschafer, (via remote participation), VandenBerg, Englerth.</p> <p><u>Absent with notice</u>: Jan Lippert</p> <p>Staff Present: Larry Knowles, Frank Fiala, Rich Beukema, and Greg Purcell joined the meeting via remote participation.</p> <p>0 Visitors.</p>	<p> PLEDGE CALL TO ORDER ROLL CALL </p>
<p>PURPOSE OF MEETING:</p> <p>To review MTA Model “<u>Rules of Engagement</u>”.</p> <p>The Meeting tonight is the Continuation from January 3rd, 2017 Joint Meeting of the Boards (Annual):</p> <p>Minutes from 1-3-17: “...M. Englerth commented briefly on using the <u>Rules of Engagement</u> for two months and spending quality time reviewing this document (critiquing/making possible changes), and then making a motion to adopt it possibly after the trial period. Board Consensus was given.”</p> <p>And then from the... Minutes from the Regular Board Meeting of January 12, 2017: “More Meeting Dates set: “Rules of Engagement” Monday, January 23rd, 2017.”</p> <p>*Motion by Jansma with support from Englerth to finish tonight’s meeting by 7:00 p.m. this evening. All Ayes. MOTION CARRIED.</p>	<p>*Motion by Jansma with support from Englerth to finish tonight’s meeting by 7:00 p.m. this evening. /</p>
<p>INITIAL DISCUSSION: on the <u>Rules of Engagement</u></p> <p>Discussion occurred regarding <u>video taped meetings</u> – next to the last page – under <u>Public Access to Board Meetings</u> – It was noted to remove video taping from 2nd to last page.</p> <p>Regarding the last section, on the last page, discussion on <u>Sample Board Rules</u> occurred with an inquiry about the John Carver Policy Governance model. A. Jansma noted that our township is not a Charter Township, nor does it have a superintendent or manager, so the John Carver Policy Governance model doesn’t apply.</p>	

Discussion occurred regarding getting items in – in time for the Board meeting agenda. The Thursday before the Regular Board meeting seemed to be the consensus for getting things in so that the agenda can be available on Monday before the Board meeting. Also discussed was what should be allowed to be added “late” on the agenda, such as last minute items. S. VandenBerg mentioned postponing to a following month if something comes in after Monday, or calling a Special meeting instead of adding it to the current agenda. R. Rottschafner mentioned asking how important the item is. Is it something that we need to deal with now, or at a Special meeting, or wait until the next regular board meeting? Englerth mentioned the difficulty of finding out about something 15 minutes before a meeting and having to make a decision on it.

A. Jansma commented on the issue of tabling things – and the lack of follow up. Maybe the next day after a meeting office people can look at what transpired the night before and look for items to follow up on? Mark E. commented favorably on the weekly meetings that takes place with Alice, Mark, Larry and Jan in the office. Mark E. complimented Alice on being a “sweeper”, and sweeping up items and taking care of things that fall away.

M. Englerth thinks that the commitment of this board to do everything we can to act in a respectable, professional, business type environment is what we want and what the community wants. “So how we get there may not be as important as that we are all committed to getting there,” added Englerth. A. Jansma commented that the board doesn’t always have to vote the same way on everything, “...And when we don’t, we should be able to respect others’ opinions and the opinions that come from the public and listen to them (the public).”

Discussion occurred regarding public opinion times and speaking with audience members at the end of meetings. M. Englerth commented on finding a window of time where the public actually feels welcomed to participate in discussion. Englerth would like to add having a time where the public can interact with the board (in meetings) added to the Rules of Engagement.

Relationships with the media/press and other government entities was briefly mentioned.

In regards to meeting agendas:

F. Fiala – commented on Michael Brown and Luella (Barry County) having six days for the agenda. Fiala also noted that the Road Commissioners have had consultants come in and advise them regarding parliamentary procedure –if you want to table something – the time period (to table it to) must be mentioned in the table to motion as well.

Mark commented Jan not being able to do the agenda at a certain time because of the dates to pay the accounts payables. Jansma commented that the Board still has to approve the payables. Discussion took place.

Other discussion:

Englerth encouraged board members to check out board meetings of other townships, (i.e. Prairieville, Orangeville).

A. Jansma commented on the importance of making out requisitions and following up with a purchase order. If this process is followed then the “surprises” stop. A. Jansma has ordered requisitions.

Englerth commented that Rules of Engagement will fall into the Township’s 2017 Business Plan to be discussed on February 8th. Englerth commented that when looking at the 2017 Business Plan consider: 1) What you as an individual would like to do and what you’d like to achieve. 2) How the rest of the Board feels as far as that is a priority. 3) How much money should be spent on it. 4) How we are going to do our different committees, the Veteran’s Memorial Committee, the Parks committee, are we going to have a certain committee or not, the Fire committee, Walking Path committee, Auxillary regarding Weather Disaster/Emergencies (ice storm incident of a few years past mentioned)? 5) Then we have the things we choose to do: recycling, zoning, Paths/parkways, libraries.

R. Rottschafer commented in regards to the Rules of Engagement, we need to have something in our minds going forward.

S. VandenBerg – agreed with Rottschafer, and commented “We will go forward and talk about things we like and don’t like, and talk about things in committee and everything should pan out. We should be able to get together collectively and come up with some of this material that we want to stay with us and maybe some will be scrapped. It’s going to be a learning curve for all of us.”

A. Jansma: Also regarding the Rules of Engagement, Jansma feels it doesn’t mean it has to be a policy or a procedure. We have to take a look at them (Rules of Engagement) and say this is a policy. This is how we are going to do it. This is a procedure. It’s not like we are inventing something. It’s the way business is done. Government isn’t any different than business.”

Englerth suggested having a box “for items for the agenda” to go in. Possibly going over items in the weekly meeting (Thursday meetings in the morning) might be a good idea.

Website needs to be brought up to speed per M. Englerth. Englerth feels a lot of people’s problems can be solved outside of the meeting. “We do business every day”. Englerth commented on creating an envelope that information can be deposited in for the general public noting rules for getting on the agenda for items such as special assessments.

Jansma commented that one of the problems with the website is that no one is really in charge of it.

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Greg Purcell likes the Rules of Engagement – and suggested having a copy at the meeting sign in table for the public to see. Greg agreed with A. Jansma about having a person in charge of the website.

Jansma also noted that it is a challenge keeping up the township calendar up to date.

Englerth noted the LED sign at Fire Station would be good informational tool to the public.

Rich Beukema: suggested that regarding procedural things (as in who will manage the website) – go to other townships and ask how they make things work.

Englerth commented Medical Marijuana will be addressed as to how it affects a community. Michael Callton and Dar Leaf will be coming in to talk about it in an informational meeting on February 6, 2017 at 6:30 p.m.

ADJOURNMENT:

Motion by Jansma with support from Rottschafer to adjourn the meeting at 7:04 p.m. All ayes. MOTION CARRIED.

Approved by: Janice Lippert, Township Clerk Date 1-30-17 jcl draft
2-9-17 FINAL

ADJOURNMENT

Deb Mousseau
Recording Secretary
1/23/17