

**Special Meeting of the Burt Township Board**  
**Friday, November 22, 2024**  
**Community Center – 6:00 PM**

DRAFT

**Attendance:** Jon Babbitt, Lori McShane, Sara Secrest, Paul Williams, Tim Jenkins

**Agenda:** Motion by McShane, second by Secrest, to approve the agenda with the addition of Sinetech proposal for Woodland Park WiFi maintenance under new business item G. 5 ayes.

**Public Comments:** Al Larsen welcomed the new board. Toni Whaley talked about the chamber event Starry Starry night and had flyers with schedules and game rules to handout. Starry Starry night will take place on November 29<sup>th</sup> and 30<sup>th</sup> with the parade at 6:00 PM on the 29<sup>th</sup>.

**Unfinished Business:**

**Fire Truck Financing – loan with People State Bank:** Motion by McShane, second by Babbitt, to enter into a loan agreement with Peoples State Bank for \$100,000 with terms for repayment at 10 years, at 5.5% interest, for the purchase of the new brush truck, and to designate Jon Babbitt, Supervisor, as the authorized signer of the documents. 5 ayes.

**New Business:**

**New board member orientation:** Binders were distributed to all board members with organization charts, board policies, employee policies, rules for meetings, policy sheets, and budgets, along with copies of the master plan and recreation plan. Township government books from MTA were also supplied to each board member. Brief discussion of the budget and millages.

**Deputy Treasurer/Deputy Clerk appointments:** Motion by McShane, second by Williams, to appoint Heather Dobberstein as the deputy clerk. 5 ayes. Motion by Secrest, second by McShane, to appoint Nichole Capogrossa as the deputy Treasurer. 5 ayes.

**Bank accounts – signer names update:** Motion by McShane, second by Secrest, to remove Tara Dongvillo and Pamela Lundquist from all township bank accounts with Peoples State Bank as authorized signer, and to add Sara Secrest and Nichole Capogrossa in replacement. 5 ayes.

**Planning Commission Liaison:** Motion by Babbitt, second by McShane, to appoint Paul Williams, Trustee, to be the board liaison to the Planning Commission. 5 ayes. Next planning commission meeting scheduled for Monday, November 25, 2024 at 6:00 PM.

**Contract with Tara Dongvillo:** Motion by Babbitt, second by McShane, to enter into an agreement with former treasurer Tara Dongvillo, to continue on payroll at a rate of \$30.00/hour for training and assistance with the transition, for a maximum of approximately 66 hours, or \$2,000. 5 ayes. If additional training is needed, this will be revisited and could be extended.

**Jenkins resignation from Board of Review:** Motion by McShane, second by Babbitt, to accept the resignation of Tim Jenkins from the Board of Review. 5 ayes. Mr. Jenkins cannot serve on the Board of Review and also be an elected trustee. If anyone is interested in joining the Board of Review, please contact the township. We are looking for two members, and there is a meeting in December. Board hopes to appoint additional members at the December meeting.

**Sinetech proposal for Woodland Park WiFi maintenance:** Motion by Williams, second by Babbitt, to approve costs of \$1,800 for Sinetech to remove the antennae/WiFi boosters from the park and store them indoors for the winter, and perform maintenance and upgrades and have them ready to reinstall in the spring. 5 ayes.

**Other:** Board discussion of open issues brought forward from the previous administration. Much discussion and public comment regarding the new food truck, and how to handle the food trucks in general. Copies of the Transient Merchant Ordinance and current contracts will be distributed to the board for review.

**Public Comment:** Wendy Williams welcomed the new board.

**Adjournment:** 6:45 PM

Respectfully submitted November 24, 2024

Lori McShane, Clerk