

**Williamstown Township
Township Board Meeting Minutes
May 13, 2022 & May 14, 2022**

Call to Order

Supervisor Bloomquist called the meeting to order at 5:45 p.m. on May 13, 2022.

Present on May 13, 2022:

Township Board: Supervisor Bloomquist, Trustee Creagh, Trustee Eyster, Clerk Cleveland, Treasurer Cutshaw, Trustee Duffy, and Trustee Steinberg.

Facilitator: Dr. Lewis Bender

Present on May 14, 2022:

Township Board: Supervisor Bloomquist, Trustee Creagh, Trustee Eyster, Clerk Cleveland, Treasurer Cutshaw, and Trustee Steinberg.

Township Staff: Julie Bellinger, Kim VanErp, Mac Donnelly, Dan Rhines

Committee/Commission Members: Gerald Eidt, Tom Johnson, Jim Brinker, Rob Stanford,

Facilitator: Dr. Lewis Bender

Public Comment for agenda and non-agenda items

No public attended.

Supervisor Bloomquist made opening comments and Dr. Bender gave an overview of the process as well as outlined current trends happening at the township level. Participants discussed projects underway in the township and what they feel are priorities in the next five years. The Board outlined a Strategic Vision for the township.

On Saturday, breakout groups discussed various aspects of the Strategic Vision and identified key objectives and guidelines for each goal area. They also identified one-year tasks to be completed in each goal area.

Dr. Bender discussed next steps to bring the Strategic Vision to fruition.

Adjournment

The strategic planning session was adjourned at 11:30 a.m. on May 14, 2022.

Minutes approved by:

Wanda Bloomquist, Township Supervisor

Date

Robin A. Cleveland, Township Clerk

Date

CHECK REGISTER FOR WILLIAMSTOWN TOWNSHIP
 CHECK NUMBERS 30975 - 30980
 AP FOR APPROVAL #2 FOR 6-8-22 BOARD MEETING

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	Aprv
Bank GEN I GENERAL FUND CASH							
06/09/2022	GEN I	30975	ADMIRAL	ADMIRAL	# 8097 FUEL	617.93	_____
06/09/2022	GEN I	30976	AMERICANLG	AMERICAN LEGAL	# 8098 2022 S-4 FOLIO/INTERNET SUPPLEME	203.00	_____
06/09/2022	GEN I	30977	DAVID CHAP	DAVID CHAPMAN AGENCY, INC.	# 9005 INSURANCE PACKAGE RENEWAL	11,801.00	_____
06/09/2022	GEN I	30978	FAHEY SCH	FAHEY SCHULTZ BURZYCH RHODES PLC	# 8096 LEGAL SERVICES	483.00	_____
06/09/2022	GEN I	30979	NAPA	NAPA AUTO PARTS	# 8094 OIL FOR TRIMMERS	6.18	_____
06/09/2022	GEN I	30980	TRU HDW	TRUE VALUE HARDWARE	# 8095 SUPPLIES	58.58	_____
GEN I TOTALS:							
Total of 6 Checks:						13,169.69	
Less 0 Void Checks:						0.00	
Total of 6 Disbursements:						<u>13,169.69</u>	

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	Aprv
Bank GEN I GENERAL FUND CASH							
06/07/2022	GEN I	30970	DTE-STRLGT	DTE ENERGY	# 8099 STREETLIGHTS	509.40	_____
06/08/2022	GEN I	30971	A MEYER	ANDREW MEYER	# 9000 HALL RENTAL REFUND	100.00	_____
06/08/2022	GEN I	30972	DONNELLYAN	ANN DONNELLY	# 9001 HALL RENTAL REFUND	100.00	_____
06/08/2022	GEN I	30973	GRANGER	GRANGER	# 9003 TRASH - MONTHLY SERVICES	59.40	_____
					# 9004 MONTHLY RECYCLING SERVICES	504.19	_____
						<u>563.59</u>	
06/08/2022	GEN I	30974	M KRUEGER	MERCEDES KRUEGER	# 9002 HALL RENTAL REFUND	90.00	_____
GEN I TOTALS:							
Total of 5 Checks:						1,362.99	
Less 0 Void Checks:						0.00	
Total of 5 Disbursements:						<u>1,362.99</u>	

Williamstown Township Code Enforcement

General Summary:

Retained by the Township Board. Under the general supervision of the Township Supervisor. Primary responsibility is to administer, maintain and enforce the Township's Comprehensive Land Use and Zoning Ordinances; to serve as staff liaison to the Zoning Board of Appeals and provide operational support for the Building Department, Planning Department and Township Board as needed.

More specifically:

1. Investigate alleged violations of the Zoning Ordinance and enforce appropriate corrective measures when required, issuance of violation notices, and writing citations when appropriate.
2. Assist in the review and investigation of permit applications to determine compliance with the provisions of the Zoning Ordinance.
3. Will review each special use permit on an annual basis to assure compliance and report finding to the Planning Commission. May request Planning Commission action.
4. Attend seminars, continuing education, and maintain Zoning Administrator Certification.
5. Maintain a record of any complain of a violation of the Zoning Ordinance and of the action taken consequent to each complaint. Provide a monthly report of same to the Township Board.
6. Other duties as determined by the Township Board and /or the Township Supervisor.

Education/Qualifications:

Graduate from an accredited high school or GED equivalent. Zoning Administrator Certification will be required as a condition of employment. Familiar with Township Ordinances and the ability to identify violations. Organizational skills and familiarity with Microsoft excel are important. Familiarity with BS&A software a plus.

JOB DESCRIPTION

Office Assistant

Office Assistant

Immediate supervisor: Township Supervisor, although the receptionist may receive assignments from any elected official when on duty.

The major emphasis and focus of the office assistant duties are to answer the phone and serve the public at the counter. The following are specific responsibilities of the office assistant.

- BUILDING SECURITY-
 - Disarm & arm security alarm
 - Unlock & lock storage room, entry doors, bathroom
- TRANSFER VOICE MAILS TO THE APPROPRIATE PERSON
- CHECK TO SEE IF FLAG SHOULD BE AT HALF STAFF
- OPEN DAILY, DATE STAMP, LOG IN, & DISTRIBUTE OFFICE MAIL (Mail Log)
 - Bank statements and attorney letters go to the Supervisor unopened.
 - Checks received are entered into the appropriate incoming funds log, stamped, and turned over to Deputy Treasurer (Property Tax payments are not logged into incoming funds but noted in mail log)
 - All Boxes are checked for mail. Post office will deliver inside on days we are open.
 - Ballots received should be stamped in the appropriate place and should not be opened, then placed in the designated location for processing.
 -
- LOG ALL INVOICES/BILLS IN BILL LOG (computer bill invoice log)
 - Match receipts to bills before turning over to Supervisor.
- ANSWER PHONES AND FIELD CALLS APPROPRIATELY
- CHECK IN ALL PACKAGES AND MATCH TO SHIPPING TO RECEIPT
- RECEIVE RESIDENTS AT THE FRONT COUNTER
 - If specific to tax, voting or zoning/building have the appropriate person answer questions.
- BURN PERMIT ACTIVATIONS
 - Set up new burn applicants
 - Activate permits upon request
- TAKE IN AND FORWARD HALL RENTAL AGREEMENTS
 - Check online calendar for availability first thing each morning due to online reservations.
 - Make sure the application is filled out completely and authorized by a Township Official
 - Have Treasury receive the fee
 - Give resident a copy of the authorized agreement with recorded fee payment
 - Inform the applicant they must schedule a tour at time of key pickup – key must be picked up no later than 3:00 pm on Thursday prior to rental.
 - Conduct tour to show the location of items, clean up requirements, alarm information and answer any questions the renter may have.

- CEMETERY REQUEST
 - If Sexton is not immediately available, use appropriate form and gather as much information as possible.
 - Forward form to Sexton. If burial in immediate future, contact Sexton with request.
 - Enter any funds collected or anticipated into Cemetery Incoming Funds log
 - Future duties may include learning Cemetery software to aid Sexton in data entry.
- OTHER PROJECTS/DUTIES AS DETERMINED BY OFFICERS

- CLOSE OFFICE
 - Turn out lights, check and lock all interior doors into hall, including WOMENS BATHROOM – special circumstances: last to leave will ensure this is done. Inform whoever is here when you leave that you are exiting. Check paper products are full.
 - Be sure both storage rooms are closed and locked
 - Arm security system (if last to leave)

QUALIFICATIONS

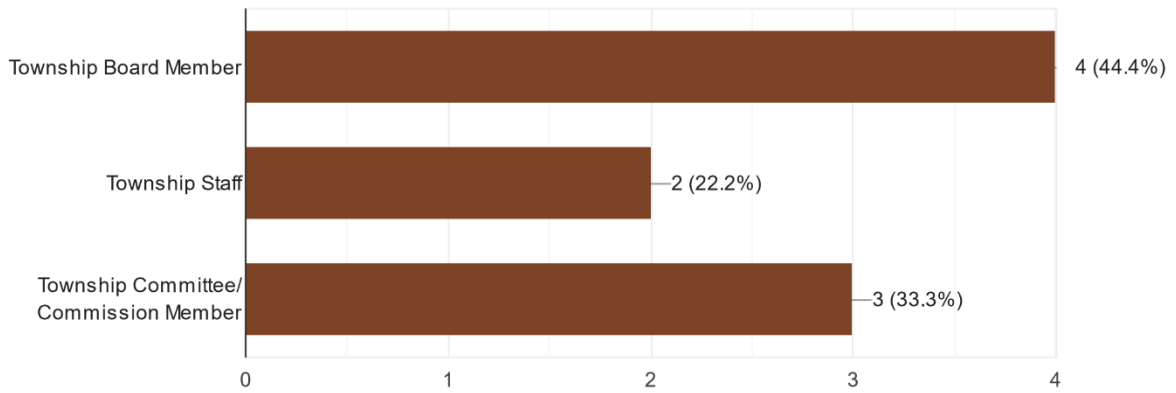
High School Graduate. Proficiency in Microsoft Office Products. Excellent communication skills and willingness to greet residents and visitors with helpfulness attitude. Web management and design helpful. Organization skills and ability to work with others a must.

S:\Supervisor\PERSONNEL\job descriptions\JOB DESCRIPTION - Office Assistant.doc

Williamstown Township Strategic Planning Meeting Survey Summary

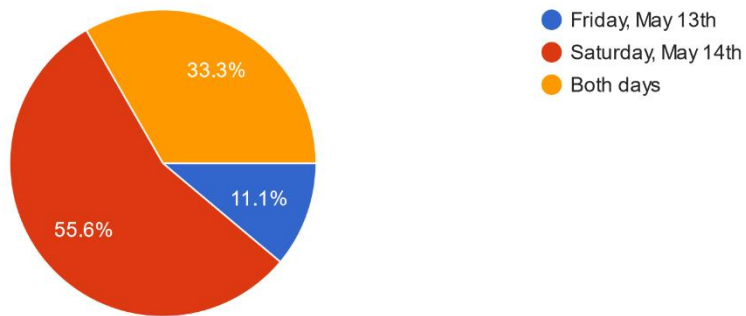
What is your current, primary role in the Township?

9 responses



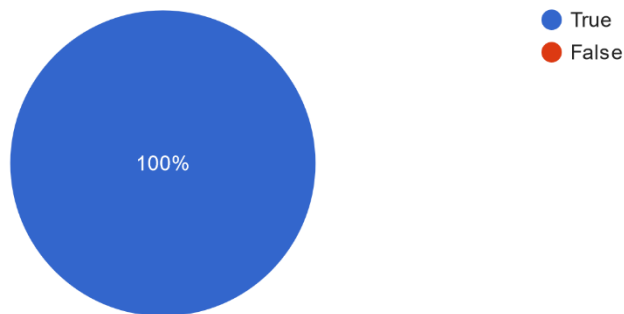
Which day/days did you attend?

9 responses



Please answer True or False. The session(s) I attended was a good use of my time.

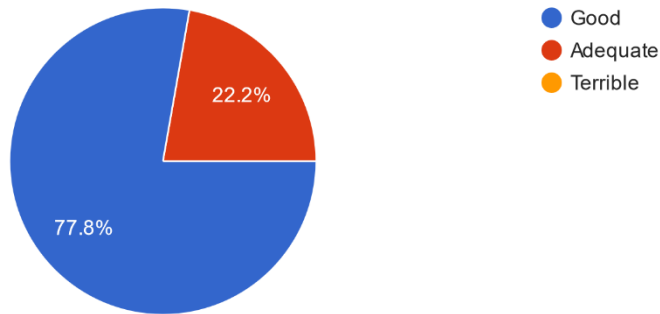
9 responses



Williamstown Township Strategic Planning Meeting Survey Summary

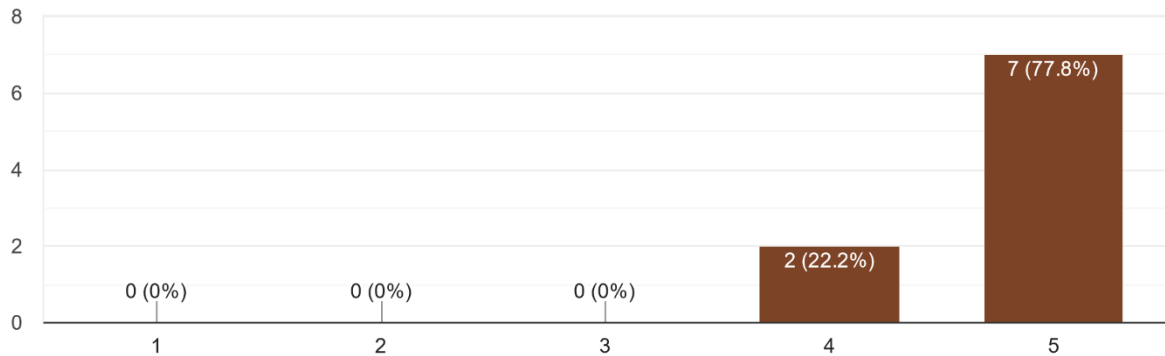
Overall, the food and beverage was:

9 responses



Please rate the effectiveness of the facilitator, Dr. Lewis Bender, with 1 being not at all effective, and 5 being extremely effective:

9 responses



Please provide any comments you might have about the facilitation:

I was appreciative of the time that Dr. Bender spent on ensuring that the group felt connected. It helped me to feel comfortable in providing my honest feedback in my breakout session.

I thought his approach was better than any other strategic planning session I've been part of.

Certainly, Dr. Bender was knowledgeable, but more importantly, I felt that he motivated and got the participants excited about the work that we are doing at the Township. Sometimes, it is very easy to lose sight of this and become demoralized.

I appreciated his approach and public sector experience.

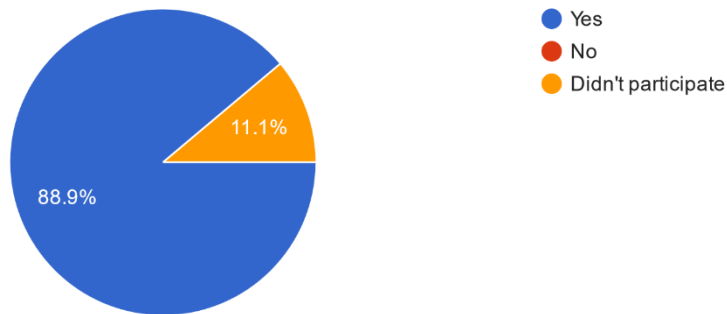
Dr. Bender did a great job of bringing out ideas from every participant. His experience in Strategic Planning is evident!

Williamstown Township Strategic Planning Meeting Survey Summary

I've attended many "ra ra retreats," in my working years, but this was by far the best. I enjoyed learning about the generational trends and how we approach the future acknowledging the changes to expect. But what I admired the most about Dr. Bender's approach is that he has a way of drawing in all participants in engaging in the outcome or goals. Not everyone is comfortable in this type of setting, but his questions were predictable, easy to answer and brought everyone into the process. In fact the entire process of reaching our strategic planning goals was very effective.

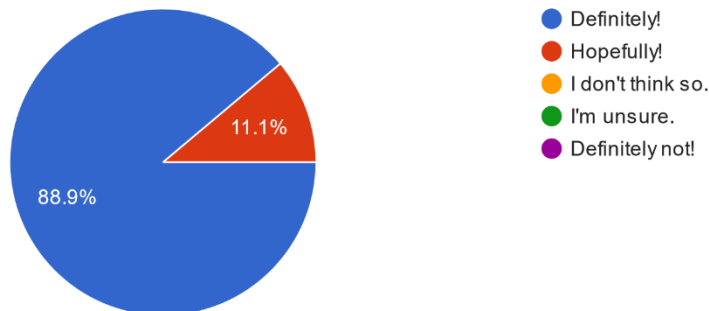
The breakout group I participated in was enlightening:

9 responses



Based on the outcome from the sessions, I think Williamstown Township is headed in the right direction:

9 responses



What can be done to improve the Strategic Planning process in our township?

As someone who was on the planning side of it, I thought this first experience was beneficial. I did receive communications prior to the beginning of the event wondering if there was a schedule or something to do to prepare for the event. Not saying this is what you would want to do next time, but perhaps an emphasis on what to expect in the sessions could put participants at ease.

Get more residents involved, though I know that is an impossible task.

Williamstown Township Strategic Planning Meeting Survey Summary

The most important thing is that we have to have follow through after the session. For example, in my breakout group we talked about a Community Education Program. We had very good ideas. We need to follow through and make it happen.

Concern over "group think" as issues and solutions were closely aligned by participants. May want to expand input group in the future.

It would be helpful to get the opinions of our residents. We may think we know what they would want but we could find out otherwise!

Strive to keep the momentum going.

Regular follow up with staff, the Board, and our committees.

Please share ideas of what we can do for future Strategic Planning meetings to make the experience better for you:

Consider communication any schedules, tasks, or expectations ahead of the event, along with the reminder.

I enjoyed it.

I think the most important thing is having people like Dr. Bender present to us, who can inspire and motivate.

Local data, trends and analysis would be helpful. Identify a few best practices from other similar townships.

A larger room would be more comfortable, especially in light of Covid concerns. Also, perhaps getting community input prior to the Strategic Planning in the form of a survey would be helpful. It could be shared with the Strategic Planning participants and inform our thinking.

From my position and vantage point, it was fine.

Always have Dr Bender facilitate!! And Grand Traverse Pie Company for the food! :)

Provide any additional comments here:

It is good to have solid direction and a "year long" timeline to adhere to. This will ensure we continue to work towards a common goal. I also think it wise that we revisit the goals often and continue to invite input and feedback. As Trustee Creagh shared, this can't just be what this committee wants or desires. We need to hear from our residents. I was able to open this form in both formats!:)

I would be willing to serve on a Committee to further work on creating a better quality of life in the Township which would include, but not be limited to the Community Education program. I believe that the Community Education Program can be self supporting and can reach out to many people who have

Williamstown Township Strategic Planning Meeting Survey Summary

no idea as to what the Township does or can do for them. We talked about improving the Township Park and ran out of time. So there is more work to do on so many topics.

We will have to validate our assumptions, priorities and solutions with a broader representation of the township.

I'm so glad we decided to have a professional facilitator head up our Strategic Planning. I think it helped bring out some new ideas. I'm concerned about getting these items done in one year, but I'm glad to have a concrete direction to move in. It was also nice to be able to interact with those we don't see on a regular basis and learn their ideas for the direction of the Township.

1. To improve communication with the population of the township and increase involvement, I suggest you send out a call to all citizens to find out who would request being sent the board agenda and after the board meeting the minutes via email. 2. One issue, not related, is I believe we should involve young artists in the art tour. I believe it would be best to hold their part at the Branch School. You would have to define the age limits on youth.

I thought it was a very worthwhile use of funds.