

Michigan Townships Association



Taking Township Minutes

**Michigan Townships
Association**

**P.O. Box 80078
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Taking Township Minutes

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Legal Requirements for Township Minutes

1. Open Meetings Act (Public Act 267 of 1976, MCL 15.261, et seq.)

MCL 15.269: (1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

(2) Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to section 4. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying.

(3) A public body shall make **proposed minutes** available for public inspection **within 8 business days** after the meeting to which the minutes refer. The public body shall make **approved minutes** available for public inspection **within 5 business days** after the meeting at which the minutes are approved by the public body.

(4) A public body shall not include in or with its minutes any personally identifiable information that, if released, would prevent the public body from complying with section 444 of subpart 4 of part C of the general education provisions act, 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974.

MCL 15.267: (1) A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session, except for the closed sessions permitted under section 8(a), (b), (c), (g), (i), and (j). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

(2) A separate set of minutes shall be taken by the clerk or the designated secretary of the public body at the closed session. These minutes shall be retained by the clerk of the public body, are not available to the public, and shall only be disclosed if required by a civil action filed under section 10, 11, or 13. These minutes may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved.

2. General Law Township Minutes

MCL 41.66: The township clerk shall transcribe, in the book of records of the township, the minutes of the proceedings of each township meeting held in the township, and shall enter in the book, each order, direction, or rule made by the township meeting. The book and any other writing prepared, owned, used, in the possession of, or retained by the township clerk in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976.

MCL 41.72a: (5) Subject to subsection (6), if a township has a taxable value, as calculated under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a, of \$50,000,000.00* or more, the township board, not more than 21 days after a meeting of the board, shall publish the proceedings of the meeting in a newspaper of general circulation in the township. The publication of a synopsis of the proceedings, prepared by the township clerk and approved by the supervisor, showing the substance of each separate proceeding of the board is a sufficient compliance with the requirements of this subsection.

*This threshold amount is annually indexed to inflation. The threshold is \$74 million for 2010.

3. Charter Township Minutes

MCL 42.7: [Excerpt] * * * (6) The township board * * * shall keep a journal of its proceedings in the English language. The journal shall be signed by the supervisor and the township clerk. The vote upon the passage of an ordinance, and upon the adoption of a resolution and ordinance shall be taken by yes and no votes and shall be entered upon the record, except that if the vote is unanimous, it shall only be necessary to record that fact. * * *

(7) A writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function shall be made available to the public in compliance with the freedom of information act, Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

4. Publishing Board Minutes

Q. What newspapers qualify for publishing?

MCL 691.1051: The term “newspaper” as used in any statute of this state, except the revised judicature act of 1961 relative to the publication of a notice of any kind, shall be construed to refer only to a newspaper published in the English language for the dissemination of local or transmitted news and intelligence of a general character or for the dissemination of legal news, which

(a) has a bona fide list of paying subscribers or has been published at not less than weekly intervals in the same community without interruption for at least 2 years, and

(b) has been published and of general circulation at not less than weekly intervals without interruption for at least 1 year in the county, township, city, village or district where the notice is required to be published. A newspaper shall not lose eligibility for interruption of continuous publication because of acts of God, labor disputes or because of military service of the publisher for a period of not to exceed 2 years and provided publication is resumed within 6 months following the termination of such military service,

(c) annually averages at least 25% news and editorial content per issue. The term “news and editorial content” for the purpose of this section means any printed matter other than advertising.

If no newspaper so qualifies in the county where the court is situated, the term “newspaper” shall include any newspaper in an adjoining county which by this act is qualified to publish notice of actions commenced therein.

Charter Township Publishing

Q. What is publishing?

For a charter township, “publishing” has a different meaning. It means having the township board minutes (or synopsis) printed in a newspaper **OR** “posting” plus notice printed in the newspaper.

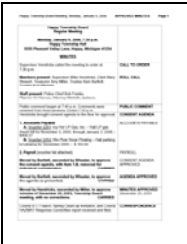
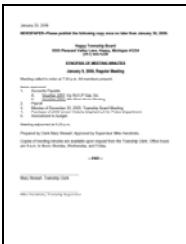
ALL charter townships must publish the board minutes (or synopsis) at least once a month.




Minutes  **or** **Synopsis** 



PUBLISHED in newspaper


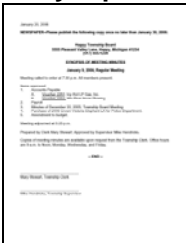
OR




Minutes  **or** **Synopsis** 

POSTED  **PLUS**  **PLUS** 

POSTED in clerk’s office AND 5 public places AND notice published in newspaper identifying where minutes are posted within 7 days of posting.

OR

Minutes  **or** **Synopsis** 

POSTED  **PLUS**  **PLUS** 

POSTED in clerk’s office AND on TOWNSHIP WEB SITE AND notice published in newspaper identifying where minutes are posted within 7 days of posting.

Charter Township Publishing (continued)

MCL 42.8: (1) The proceedings of the township board shall be published at least once each month. A publication of a synopsis of the proceedings, prepared by the township clerk and approved by the supervisor, showing the substance of each separate proceeding of the board is in compliance with this section.

(2) The board shall determine the method of publication of all notices, ordinances, and proceedings for which the method of publication is not prescribed by law.

(3) In making a determination under subsection (2), the board shall require 1 or both of the following:

(a) That publication be made in a newspaper published and circulated in the township or, if no such newspaper exists, then in one published in the county in which the township is located.

[OR]

(b) That publication be made by posting in the office of the clerk and in 5 other public places in the township [OR] by posting in the office of the clerk and on the township's website.

[PLUS]

(4) If publication is made by posting under subsection (3)(b), a notice of the posting describing the purpose or nature of the notice, ordinance, or proceeding posted and the location of the places where posted shall be published at least once in a newspaper as required under subsection (3)(a) within 7 days of the posting.

Taking Minutes

Q. What information is required to be included in the minutes?

Minutes are basically a record of actions taken by the township board. They are not meant to be a word-for-word record of the meeting. The basic statutory requirements for minutes are outlined in the [Open Meetings Act](#) (OMA), Public Act 267 of 1976 (MCL 15.261, *et seq.*).

"Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction." (MCL 15.269)

Information over and above the requirements of the OMA and other statutes may be added at the discretion of the township clerk and the township board when the board makes any additions or corrections to the minutes when they are adopted at the subsequent meeting. The clerk is responsible for the minutes and can determine the style he or she will follow. (MCL 41.66)

According to MTA Legal Counsel, "[Meeting] minutes must, at a minimum, indicate the body which is meeting (e.g. township board, zoning board of appeals, planning commission, etc.); the date, time and location of the meeting; motions and resolutions made, supported and results of the motion; and any action taken by the body which is not specifically indicated in motions or resolutions. When a public body conducts a public hearing (always within a public meeting), the minutes should include the comments and arguments of those promoting or opposing a particular matter which is the subject of the public hearing and the fact that an opportunity to be heard was given to those present."

One example of this is a hearing held to confirm a special assessment roll. MCL 41.726 requires a person objecting to the roll to file his or her objection in writing with the township clerk, but it is also important for the township to record in the minutes who appeared to protest so the township can demonstrate at any State Tax Commission proceedings that it provided the person an opportunity to be heard. Another example is noting in the March Board of Review meeting minutes when a taxpayer has appeared to appeal his or her assessment.

According to MTA Legal Counsel, "Although the minutes do not have to include a verbatim recitation of all statements made at the meeting, a record of the topics or issues addressed during a meeting and any motions made (whether carried or not) provides a complete description of the proceedings of the meeting. We also note that if the township board has adopted a policy of following the provisions of Robert's Rules of Order, it requires the recordation of all motions (whether passed or not) in the meeting minutes. Finally, we note that an accurate record of all motions offered, and their disposition, can avoid future disagreements or questions concerning those motions."

Tip: Boards should adopt the habit of writing motions down before voting on them. This ensures that the board members all know what the motion says when they are voting, and it gives the clerk an accurate record of the motion for the minutes. The extra minute taken to clarify the motion will save hours of discussion on confusing votes later.

Q How should township board minutes be corrected?

All board members must have an opportunity to review minutes before voting to approve them—and each board member should take his or her responsibility to review and approve the minutes seriously.

Any board member may propose corrections to the minutes, but the township board must vote to approve any corrections. The corrections can correct typographic errors and add omitted information, but they cannot change the results of, amend or “undo” actions taken by the township board.

The corrected minutes must show both the original language of the proposed minutes submitted to the township board for approval and the final, corrected language of those minutes as proposed by the township board.

The minutes may be corrected in handwriting by inserting new text in the original minutes with a “^” and drawing a line through deleted text, as long as it is still visible. If the minutes are produced on a computer or typewriter, the corrections should be shown using ALL CAPS for added text and strikethrough for deleted text. (*See sample minutes that follow for examples.*)

Q As clerk, I tape record our board meetings. Do we have to keep all the tapes?

If the tape was made for the purpose of transcribing the official minutes of the meeting, the tape must be retained until the minutes of that meeting are approved. At that time, the tape may be erased, taped over or destroyed, unless a Freedom of Information Act (FOIA), Public Act 442 of 1976 (MCL 15.231, et seq.) request has been received for a copy of the tape. Recordings made for the purpose of transcribing the official minutes are subject to disclosure under the FOIA. Recordings made by board members or the public for a purpose other than transcribing the official minutes are not subject to FOIA disclosure. Once the FOIA request has been completed, the tape may be destroyed.

The exception to this rule is when a tape is made of a closed session held during a public meeting. Although it is questionable whether it is appropriate to make a tape of a closed session (since the minutes of a closed session are limited to the time closed session begins and ends, a list of who is present, and the purpose of the session), if a tape is made, it must be sealed with the minutes of the closed session and retained for one year and a day after the meeting at which the minutes are approved. After that it may be destroyed, along with the closed session minutes.

Q Don't zoning decisions require more information in the minutes?

If the township board or other public body is making a decision based on the zoning ordinance or master plan, it may also be required by statute to include more information in the minutes about its decision than it normally would for non-zoning township business.

It is important to look at the act that controls the decision being made to see what standards have to be considered to make the decision. Then it is important to ensure that those standards and the body's decisions and reasons are included in the minutes.

For example, let's say the planning commission is the body designated in the township's ordinance to decide special land use permit applications. The Michigan Zoning Enabling Act (MZEA) is the statute that controls decisions on special land uses.

The MZEA says in part: "(4) The body or official designated to review and approve special land uses may deny, approve, or approve with conditions a request for special land use approval. The decision on a special land use shall be incorporated in a statement of findings and conclusions relative to the special land use which specifies the basis for the decision and any conditions imposed." (MCL 125.3502)

The word "statement" here means the minutes. So the minutes of the planning commission (or whichever body decides special land uses according to your township ordinance) must include the conclusions of the planning commission on the permit (whether it was approved, denied, or approved with conditions), and the minutes must specify the basis of the decision—why the planning commission made the decision it did. The same section of the MZEA describes what requirements and standards the planning commission can consider when it is deciding a special use permit and stipulates that those requirements and standards must be included in the township's zoning ordinance. The minutes must list each requirement and standard for making a special land use decision, and then indicate why the applicant met or did not meet each one.

This form of recording a public body's conclusions is often referred to as a "finding of fact." Findings of fact are adopted as a formal resolution or they are included in the minutes (if a resolution is not used). The findings are not official until adopted by the approving body.

It is important for the minutes to include proper findings of fact in case the decision is ultimately appealed to a court. The court may look specifically to see if the body's decision is reasonable in light of the record (minutes) and the standards for making the approval. If the body voted the application down simply because they didn't like the applicant or too many people complained at the meeting—and the record does not reflect that the body considered the proper standards—then the decision to deny is not reasonable. However, if the record shows that the body considered all of the standards for approval and found that the application did not meet those standards, then the court may find that the decision to deny is reasonable and valid.

The Blind Men and the Elephant

John Godfrey Saxe's (1816-1887) version of the famous Indian legend

It was six men of Indostan
To learning much inclined,
Who went to see the Elephant
(Though all of them were blind),
That each by observation
Might satisfy his mind.

The First approached the Elephant,
And happening to fall
Against his broad and sturdy side,
At once began to bawl:
"God bless me! but the Elephant
Is very like a wall!"

The Second, feeling of the tusk
Cried, "Ho! what have we here,
So very round and smooth and sharp?
To me `tis mighty clear
This wonder of an Elephant
Is very like a spear!"

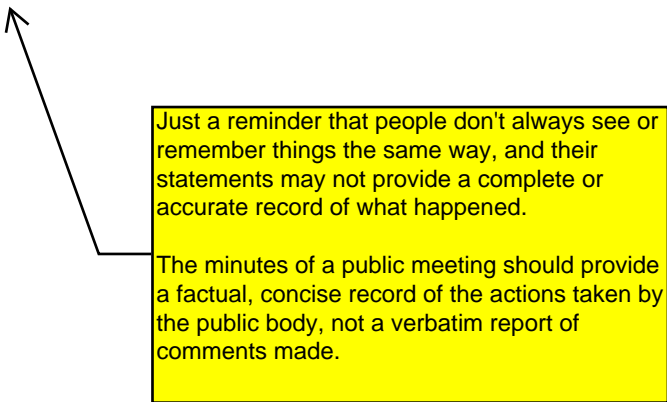
The Third approached the animal,
And happening to take
The squirming trunk within his hands,
Thus boldly up he spake:
"I see," quoth he, "the Elephant
Is very like a snake!"

The Fourth reached out an eager hand,
And felt about the knee:
"What most this wondrous beast is like
Is mighty plain," quoth he;
"'Tis clear enough the Elephant
Is very like a tree!"

The Fifth, who chanced to touch the ear,
Said: "E'en the blindest man
Can tell what this resembles most;
Deny the fact who can,
This marvel of an Elephant
Is very like a fan!"

The Sixth no sooner had begun
About the beast to grope,
Than, seizing on the swinging tail
That fell within his scope.
"I see," quoth he, "the Elephant
Is very like a rope!"

And so these men of Indostan
Disputed loud and long,
Each in his own opinion
Exceeding stiff and strong,
Though each was partly in the right,
And all were in the wrong!



Just a reminder that people don't always see or remember things the same way, and their statements may not provide a complete or accurate record of what happened.

The minutes of a public meeting should provide a factual, concise record of the actions taken by the public body, not a verbatim report of comments made.

What NOT to Do!

Happy Township Board

Minutes
Jan. 7, 2008

[Excerpt]

Elephant Committee Report

Hendricks reports that the committee members went to a plant inspection. Thanks to Jim at the Elephant Manufacturing Company for the very nice tour! The committee is making recommendations for the purchase of an elephant for the department. John Headley said that he wanted to say a few words about the recommendation since he doesn't feel that we need to purchase anything as big as an elephant at this time, with state and county cutbacks. Hendricks said that John is just mad because the other members of the committee do not agree that an elephant is like a wall, but that it's more like a spear. John H. replied that in all his years on the board, he has never seen an elephant shaped like a spear, and it wasn't going to happen in this township while he's on the board. Mary Stewart said Headly is right except that it's more like a tree and she remembers back when we had more trees at the park on M-12 but that isn't like it used to be anymore now that they expanded the transfer station. Besides, we need more trees. And S. Bartlett asked for the floor and said they were all wrong—an elephant is like a snake and we didn't get elected to buy snakes with public money. Then Mike Hendricks called for order and asked the rest of the committee to give their recommendations. Sam Bartlett asked let's hear what the police chief has to say about what is needed in an elephant, since they are going to use the elephant. Chief Bob Franks got up and talked about how many times they've needed a new elephant since its hard to get parts for the old elephant and there are more meth labs everyday, especially out on the north side of the county. You probably all heard about the explosion at the Shady Acres trailer park—well, if they had had been able to get back there with an elephant then, it might have been different. Hendricks thanked Bob and asked the other two committee members Amy and Kurt what they had to say. Miller said she wanted to know what the residents wanted whether they wanted a new elephant and maybe we should put it on the ballot for the people to decide, especially since an elephant is like a fan and we shouldn't jump into something until we have more information. Kurt Wheeler said he had never heard anything so stupid in all his years and since he didn't get any of the materials for the meeting until right at the meeting, even though he checked his box everyday so he knows nothing was in it this morning. He said an elephant is like a rope, which is bad because if you give them an inch, they'll take a mile. Hendricks thanked the committee members and asked for a vote. Mary Stewart moved and Mike Hendricks supported buying an elephant.

Ayes: 3 Naves: 2 Passed.

Avoid including verbatim comments from discussion.

Break up run-on sentences and paragraphs for easier reading.

This does not clearly state a complete motion.

**Happy Township Board
Regular Meeting**

**Monday, January 7, 2008, 7:30 p.m.
Happy Township Hall
5555 Pleasant Valley Lane, Happy, Michigan 41234**

An agenda should be developed in advance and sent to board members so they can be prepared for the meeting. However, the agenda should be approved by the board early in the meeting, and items may be added or deleted by the board at that time. (If it's a special meeting of the township board and any member is not in attendance, the special meeting notice becomes the "agenda," and no business may be added.)

AGENDA

I. Call to Order / Pledge / Invocation

II. Roll Call

III. Public Comment

IV. Consent Agenda

Routine, undisputed items may be placed on a consent agenda to be approved with one vote. But any item must be removed from the agenda if a board member asks for it to be addressed separately.

Checks may be approved on a consent agenda or individually, but board members must always have opportunity to review the original documentation and should be provided with a "check list" (of the vouchers) including the information shown here in numerical check number order.

1. Accounts Payable

A. Voucher 2251: Icy-Hot LP Gas, Inc. – Hall LP gas (heat) bill for November 3, 2007, through January 3, 2008 – \$456.27

B. Voucher 2252: We-Plow Snow Plowing – Hall parking lot plowing for December 2007 – \$ 150.00

2. Payroll (voucher list attached)

V. Approve Minutes of December 20, 2007, Township Board Meeting

VI. Correspondence

VII. Committee Reports

Park Committee – Ari Haroun, Planner
Elephant Committee – Mike Hendricks, Chair

VIII. Unfinished Business

IX. New Business

X. Adjourn

Board members should review minutes before voting to approve them.

Any person may speak for up to 3 minutes during the public comment period. Groups of 10 or more have the option of selecting a spokesperson, who may speak for up to 20 minutes.

Any person may make a video or audio recording of the meeting. Standing equipment or cords must be located in the front three rows on the right side of the hall.

Happy Township Board Meeting, Monday, January 7, 2008	DRAFT MINUTES Page 1
<p>Try this suggested format and style of minutes!</p> <p style="text-align: center;">Happy Township Board Regular Meeting</p> <p style="text-align: center;">Monday, January 7, 2008, 7:30 p.m. Happy Township Hall 5555 Pleasant Valley Lane, Happy, Michigan 41234</p> <p style="text-align: center;">MINUTES</p>	<p>Draft minutes must be available to the public within 8 business days after the meeting. MCL 15.269</p>
<p>Supervisor Hendricks called the meeting to order at 7:30 p.m.</p> <p>Members present: Supervisor Mike Hendricks, Clerk Mary Stewart, Treasurer Amy Miller, Trustee Sam Bartlett, Trustee Kurt Wheeler.</p> <p>Staff present: Police Chief Bob Franks, Planner Ari Haroun, Attorney Michelle Jackson.</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p>
<p>Public comment began at 7:40 p.m. Comments were received from three persons. Ended 7:50 p.m.</p>	<p>PUBLIC COMMENT</p>
<p>Hendricks brought consent agenda to the floor for approval:</p> <p>1. Accounts Payable</p> <p>A. <u>Voucher 2251:</u> Icy-Hot LP Gas, Inc. – Hall LP gas (heat) bill for November 3, 2007, through January 3, 2008 – \$456.27</p> <p>B. <u>Voucher 2252:</u> We-Plow Snow Plowing – Hall parking lot plowing for December 2007 – \$ 150.00</p> <p>2. Payroll (voucher list attached)</p> <p>Moved by Bartlett, seconded by Wheeler, to approve the consent agenda, with Item 1.B. removed for individual consideration. CARRIED</p> <p>Moved by Bartlett, seconded by Wheeler, to approve the agenda as presented. CARRIED</p>	<p>CONSENT AGENDA</p> <p>ACCOUNTS PAYABLE</p> <p>PAYROLL</p> <p>CONSENT AGENDA APPROVED</p> <p>AGENDA APPROVED</p>
<p>Moved by Hendricks, seconded by Miller, to approve minutes of December 20, 2007, Township Board meeting, with no corrections. CARRIED</p>	<p>MINUTES APPROVED December 20, 2007</p>
<p>County 9-1-1 report, Spring Clean-up invitation, and County HAZMAT Response Committee report received and filed.</p>	<p>CORRESPONDENCE</p>

Happy Township Board Meeting, Monday, January 7, 2008	DRAFT MINUTES Page 2
Planner Haroun reported that the Park Committee did not meet due to the ice storm on December 26, 2007, but the committee planned to finalize its recommendations on the park land purchase before the next township board meeting.	COMMITTEE REPORTS Park Committee
<p>At the December 20, 2007, meeting, the Township Board asked the Elephant Committee to prepare a recommendation on whether to purchase a new elephant for the Happy Township Police Department. The committee members are Supervisor Hendricks, Trustee Wheeler, resident Shirley Smith, and Chief Franks.</p> <p>Committee Chair Hendricks reported that the committee toured the Elephant Manufacturing Company plant on January 4.</p> <p>The committee recommended that the township board purchase a new elephant because used elephants usually have so much wear and tear on the engine that it is not cost-effective. The elephant should be massive, like a wall, equipped with four legs like tree trunks (plus a spare), two tusks like spears (with adjustable points), two ears like fans, a tail like a rope, and emergency lights and siren. The 2008 Crown Victoria Elephant Interceptor is available with those specifications for \$48,752, title, decals, taxes, and delivery included. Chief Gtsnka confirmed that those specifications met the department's needs, but that the cost was higher than the \$45,500 the board had budgeted for the purchase.</p> <p>The board discussed the committee's recommendation. Wheeler asked if the Police Department Activity Center had enough to pay for the more expensive elephant. Stewart reported that there were no additional unallocated monies in that center, but that the Building and Grounds Activity Center did have at least \$4,000 in unallocated monies.</p> <p>Moved by Stewart, seconded by Wheeler, to purchase a 2006 Crown Victoria Elephant Interceptor for \$48,752 from the Elephant Manufacturing Company. CARRIED</p>	<p>Elephant Committee (Report on file in clerk's office)</p> <p>MOTION TO PURCHASE NEW ELEPHANT</p>

Happy Township Board Meeting, Monday, January 7, 2008	DRAFT MINUTES Page 3
<p>Moved by Hendricks, seconded by Wheeler, to:</p> <p>Increase Account 101-301-XXX Police Department by \$4,000, and Decrease Account 101-265-XXX Building and Grounds by \$40,000.</p> <p>AYE: Stewart, Hendricks, Wheeler, Miller NO: Bartlett CARRIED</p>	MOTION TO AMEND BUDGET
<p>The board discussed whether to renew snowplowing contract with We-Plow or to purchase plow for township truck and do plowing "in-house".</p> <p>Moved by Bartlett, seconded by Miller, to purchase plow for township truck and allow contract with We-Plow to expire. FAILED</p> <p>Moved by Stewart, seconded by Wheeler, to approve Item 1.B. Voucher 2252 CARRIED</p>	<p>ITEM 1.B. VOUCHER 2252 REMOVED FROM CONSENT AGENDA</p> <p>VOUCHER 2252 APPROVED</p>
No unfinished business was brought to the board.	UNFINISHED BUSINESS
No new business was brought to the board.	NEW BUSINESS
The meeting was adjourned at 8:26 p.m.	ADJOURNED
<p>_____</p> <p>Mary Stewart, Township Clerk Date</p> <p>_____</p> <p>Mike Hendricks, Township Supervisor Date</p>	Minutes prepared by Iva Zielinski, Deputy Clerk

January 14, 2008

NEWSPAPER--Please publish the following copy once no later than January 28, 2008:

**Happy Township Board
5555 Pleasant Valley Lane, Happy, Michigan 41234
(517) 555-1234**

SYNOPSIS OF MEETING MINUTES

January 7, 2008, Regular Meeting

Meeting called to order at 7:30 p.m. All members present.

Items approved:

1. Accounts Payable
 - A. Voucher 2251: Icy-Hot LP Gas, Inc.
 - B. Voucher 2252: We-Plow Snow Plowing
2. Payroll
3. Minutes of December 20, 2007, Township Board Meeting
4. Purchase of 20086 Crown Victoria Elephant Interceptor for Police Department.
5. Amendment to budget.

Meeting adjourned at 8:26 p.m.

Prepared by Clerk Mary Stewart. Approved by Supervisor Mike Hendricks.

Copies of meeting minutes are available upon request from the Township Clerk. Office hours are 9 a.m. to Noon, Monday, Wednesday, and Friday.

-- END --

Mary Stewart, Township Clerk

Mike Hendricks, Township Supervisor

Happy Township Board Meeting, Monday, January 7, 2008	APPROVED MINUTES Page 1
<p style="text-align: center;">Happy Township Board Regular Meeting</p> <p style="text-align: center;">Monday, January 7, 2008, 7:30 p.m.</p> <p style="text-align: center;">Happy Township Hall</p> <p style="text-align: center;">5555 Pleasant Valley Lane, Happy, Michigan 41234</p> <p style="text-align: center;">MINUTES</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Approved minutes must be available to the public within 5 business days after the meeting at which they are approved. (MCL 15.269) When correcting minutes by hand, simply cross out "Draft" and write "Approved."</p> </div>
<p>Supervisor Hendricks called the meeting to order at 7:30 p.m.</p> <p>Members present: Supervisor Mike Hendricks, Clerk Mary Stewart, Treasurer Amy Miller, Trustee Sam Bartlett, Trustee Kurt Wheeler.</p> <p>Staff present: Police Chief Bob Franks, Planner Ari Haroun, Attorney Michelle Jackson.</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p>
<p>Public comment began at 7:40 p.m. Comments were received from three persons. Ended 7:50 p.m.</p>	<p>PUBLIC COMMENT</p>
<p>Hendricks brought consent agenda to the floor for approval:</p> <p>1. Accounts Payable</p> <p style="padding-left: 20px;">A. <u>Voucher 2251:</u> Icy-Hot LP Gas, Inc. – Hall LP gas (heat) bill for November 3, 2007, through January 3, 2008 – \$456.27</p> <p style="padding-left: 20px;">B. <u>Voucher 2252:</u> We-Plow Snow Plowing – Hall parking lot plowing for December 2007 – \$ 150.00</p> <p>2. Payroll (voucher list attached)</p> <p>Moved by Bartlett, seconded by Wheeler, to approve the consent agenda, with Item 1.B. removed for individual consideration. CARRIED</p> <p>Moved by Bartlett, seconded by Wheeler, to approve the agenda as presented. CARRIED</p>	<p>CONSENT AGENDA</p> <p>ACCOUNTS PAYABLE</p> <p>PAYROLL</p> <p>CONSENT AGENDA APPROVED</p> <p>AGENDA APPROVED</p>
<p>Moved by Hendricks, seconded by Miller, to approve minutes of December 20, 2007, Township Board meeting, with no corrections. CARRIED</p>	<p>MINUTES APPROVED December 20, 2007</p>
<p>County 9-1-1 report, Spring Clean-up invitation, and County HAZMAT Response Committee report received and filed.</p>	<p>CORRESPONDENCE</p>

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Planner Haroun reported that the Park Committee did not meet due to the ice storm on December 26, 2007, but the committee planned to finalize its recommendations on the park land purchase before the next township board meeting.	COMMITTEE REPORTS Park Committee
<p>At the December 20, 2007, meeting, the Township Board asked the Elephant Committee to prepare a recommendation on whether to purchase a new elephant for the Happy Township Police Department. The committee members are Supervisor Hendricks, Trustee Wheeler, resident Shirley Smith, and Chief Franks.</p> <p>Committee Chair Hendricks reported that the committee toured the Elephant Manufacturing Company plant on January 4.</p> <p>The committee recommended that the township board purchase a new elephant because used elephants usually have so much wear and tear on the engine that it is not cost-effective. The elephant should be massive, like a wall, equipped with four legs like tree trunks (plus a spare), two tusks like spears (with adjustable points), two ears like fans, a tail like a rope, and emergency lights and siren. The 2008 Crown Victoria Elephant Interceptor is available with those specifications for \$48,752, title, decals, taxes, and delivery included. Chief Gtsnka FRANKS confirmed that those specifications met the department's needs, but that the cost was higher than the \$45,500 the board had budgeted for the purchase.</p> <p>The board discussed the committee's recommendation. Wheeler asked if the Police Department Activity Center had enough to pay for the more expensive elephant. Stewart reported that there were no additional unallocated monies in that center, but that the Building and Grounds Activity Center did have at least \$4,000 in unallocated monies.</p> <p>Moved by Stewart, seconded by Wheeler, to purchase a 2006 Crown Victoria Elephant Interceptor for \$48,752 from the Elephant Manufacturing Company. CARRIED</p>	<p>Elephant Committee (Report on file in clerk's office)</p> <div data-bbox="1084 1121 1414 1297" style="border: 1px solid black; background-color: yellow; padding: 5px; margin: 10px 0;"> <p>The corrected minutes must show both the original language of the draft minutes and the final, corrected language of the approved minutes. MCL 15.269</p> </div> <p>MOTION TO PURCHASE NEW ELEPHANT</p>

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<p>Moved by Hendricks, seconded by Wheeler, to:</p> <p>Increase Account 101-301-XXX Police Department by \$4,000, and Decrease Account 101-265-XXX Building and Grounds by \$40,000 \$4,000. ←</p> <p>AYE: Stewart, Hendricks, Wheeler, Miller NO: Bartlett CARRIED</p>	<p>MOTION TO AMEND BUDGET</p> <div data-bbox="1089 348 1421 525" style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p>The corrected minutes must show both the original language of the draft minutes and the final, corrected language of the approved minutes. MCL 15.269</p> </div>
<p>The board discussed whether to renew snowplowing contract with We-Plow or to purchase plow for township truck and do plowing "in-house".</p> <p>Moved by Bartlett, seconded by Miller, to purchase plow for township truck and allow contract with We-Plow to expire. FAILED</p> <p>Moved by Stewart, seconded by Wheeler, to approve Item 1.B. Voucher 2252 CARRIED</p>	<p>ITEM 1.B. VOUCHER 2252 REMOVED FROM CONSENT AGENDA</p> <p>VOUCHER 2252 APPROVED</p>
No unfinished business was brought to the board.	UNFINISHED BUSINESS
No new business was brought to the board.	NEW BUSINESS
The meeting was adjourned at 8:26 p.m.	ADJOURNED
<p>_____ Date</p> <p>Mary Stewart, Township Clerk</p> <p>_____ Date</p> <p>Mike Hendricks, Township Supervisor</p>	Minutes prepared by Iva Zielinski, Deputy Clerk