

**TOWNSHIP OF WOODHULL**  
**Shiawassee County, MI**

**Minutes**

Regular Township Board Meeting  
October 5, 2016

1) Call to Order

The regular meeting of the Woodhull Township Board was called to order at 7:00 pm on October 5, 2016 by Supervisor Hasse.

2) Pledge of Allegiance

The Pledge of Allegiance was given.

3) Roll Call

Present at this meeting were: Supervisor Hasse, Treasurer Cribbs, Trustee Brehm, Trustee Dodge.

Absent from this meeting: Clerk Masters

Motion by Trustee Dodge, supported by Treasurer Cribbs to appoint Jan Holyfield as Acting Clerk for the purpose of taking minutes. **All Ayes, Motion carried unanimously**

4) Approval of Agenda

Moved by Treasurer Cribbs, supported by Trustee Brehm to accept agenda **All Ayes, Motion carried unanimously.**

5) Approval of Minutes –

- a. Sept 7, 2016 Regular Meeting
- b. Sept 13, 2016 Special Meeting
- c. Sept 26, 2016 Special Meeting

Moved by Trustee Brehm, supported by Trustee Dodge to approve the minutes from the Sept. 7 regular meeting, Sept. 13 and 26 special meetings. **Motion carried unanimously.**

6) Board Comments and Reports

a. Supervisor Hasse

- i. Township Hall Repairs. A letter was sent to Meridian Restoration, the company who performed the work in 2008, giving them the

opportunity to return and fix the problems with the foundation.  
Supervisor Hasse is waiting for a response to that letter.

ii. FOIA Appeals Update. One appeal was acted upon. The other five appeals were withdrawn following the close of the Board Meeting.

iii. Return of Township Assets. Supervisor Hasse gave an update regarding procedures, including legal action, taken to date in order to retrieve Township assets from ex-Supervisor Pam Slee.

b. Trustee Brehm – Planning Commission

As there was nothing on the agenda, the Planning Commission did not meet.

c. Trustee Dodge – Fire Report

Trustee Dodge presented the Fire Report for August 2016.

d. Clerk Masters (In Clerk Masters absence, Supervisor Hasse presented information for his report)

i. 2<sup>nd</sup> Qtr Budget Amendment

**Treasurer Cribbs moved, supported by Trustee Dodge, to approve the 2<sup>nd</sup> quarter budget amendment, increasing the expenditure budget by \$25,000 for professional services. A Roll Call Vote was taken. Dodge Aye. Brehm Nay. Cribbs Aye. Hasse Aye. Motion carried.**

ii. Monthly Bills

Trustee Dodge moved, supported by Treasurer Cribbs, to approve the monthly Bills as proposed totaling \$206,368.37. **A Roll Call Vote was taken. All Ayes. Motion passed unanimously.**

e. Treasurer Cribbs – Financial Report

Treasurer Cribbs reported that all normal bills had been paid. The only non-normal expense for the month was in the amount of \$4,062.00.

7) Public Comment – Limited to 3 minutes per person

5 residents made comments: concern or support for the work of the current Board following the resignation of previous officials; the proceedings at the circuit court hearing; status of absentee ballot requests.

8) Old Business

- a. Historical marker  
**Trustee Dodge moved to approve appointing a committee to work with Mr. Shaft to determine the funding, long term maintenance, and accounting mechanism for the proposed historical marker, with incoming Trustee Tom Jelenek as chair. The motion was supported by Treasurer Cribbs and passed unanimously.**

9) New Business

- a. Ambulance Special Assessment Roll  
Following a meeting on October 5 at 6:30 pm, **Trustee Brehm moved to approve the Assessment Roll for the 2016 Ambulance Special Assessment at the amount of \$45 per residence and business, totaling \$67,680. The motion was supported by Treasurer Cribbs and was unanimously approved.**
- b. Financial Review and Internal Control Procedures for transition.  
Due to the turnover of the Board members as a result of the November election, Supervisor Hasse recommended the Township request bids and appoint a consultant to perform agreed-upon procedures to assure a clean cut-off of financial records at November 20, 2016 and to recommend internal control procedures for ongoing use by the Township. After discussion of the scope and rationale, **Treasurer Cribbs moved to authorize Supervisor Hasse to request bids and appoint a consultant to perform Agreed Upon Procedures to assure a clean cut-off of financial records at November 20, 2016 and to recommend internal control procedures for ongoing internal controls. The motion was supported by Trustee Dodge and approved unanimously.**

- 10) Public Comment – Limited to 3 minutes per person  
10 residents made comments relating to: proposed golf outing at Woodside Golf Course as a fundraiser to benefit the Historical Marker; funding for subdivision roads; clarification of legal terms; fiduciary responsibility of board members; working together for the benefit of the Township.
- 11) Board Comments

Trustee Dodge thanked Supervisor Hasse for her efforts and commended the Board for working together to serve the entire Township. Trustee Brehm also thanked everyone as he will be leaving the Board after serving as Township Trustee for 16 years. Treasurer Cribbs offered to make copies of certain documents available and to stay after the next month's meeting to discuss with any interested residents. Supervisor Hasse stated absentee ballots would be going out next week.

- 12) Adjournment - As there was no further business to come before the Board, **a motion was made by Trustee Brehm, seconded by Treasurer Cribbs to adjourn the meeting. The meeting was adjourned at 8:02 pm**

Respectfully submitted,

Jan Holyfield, Acting Clerk