

**MINUTES OF THE REGULAR BOARD MEETING
LAKETON TOWNSHIP BOARD OF TRUSTEES**

**October 17, 2019
6:00 p.m.
Laketon Township Hall**

CALL TO ORDER

The Supervisor called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG

Eagle Scout, John Turner, led in the Pledge of Allegiance to the Flag.

ROLL CALL

Members Present: Kane, Zaagman, Arter, Archer, and Achterhoff

Members Absent: None

MINUTES

- Proposed Planning Commission Meeting Minutes – August 14, 2019
- Proposed Minutes Planning Commission Public Hearing – September 25, 2019
- Proposed Regular Township Board Meeting Minutes – September 19, 2019

Mrs. Archer motioned to approve the minutes and place on file with a correction of the Planning Commission Minutes of August 14, 2019: to remove the “y” from “Manery” to read “Maner” and was supported by Mr. Kane. **Motion Carries.**

REPORTS

- Permit Report - September 2019
- Treasurer Reports – September 2019
- Ordinance/Zoning Enforcement Report – Open Complaints as of 10-11-19.
- Muskegon County PINS Report – September 2019

A motion to approve the reports and place them on file was made by Mrs. Zaagman and supported by Mrs. Archer. **Motion Carries.**

COMMUNICATIONS – None

PRESENTATIONS

- John Turner, Eagle Scout, gave a presentation on his restoration project at Laketon Township Cemetery.

On behalf of the Laketon Township Board, Supervisor Arter, presented John Turner with a “Certificate of Achievement” for his outstanding service to Laketon Township.

- Theresa Maner, Laketon Township Zoning Administrator: gave a presentation on the Parks and Recreation 5 Year Plan as compiled by the Planning Commission to be included in the Recreation Capital Improvements Plan 2019-2024.

PUBLIC COMMENT (On an Agenda Item) - None

UNFINISHED BUSINESS - None

NEW BUSINESS

- Item 19-33** **Proposed invoice from Crump Communications, LLC for Annual Service Contract 12/21/2109- 12/21/2020.** A motion to approve the service agreement was made by Mrs. Archer and supported by Mr. Kane.

ROLL CALL

Ayes: Kane, Zaagman, Arter, Archer, Achterhoff
Nays: None

Motion Carries. Proposal Approved.

- Item 19-34** **Proposal to accept the recommendations from the Laketon Township Planning Commission to accept the Parks & Recreation 5 Year Plan part of the Master Plan.** A motion to approve the plan with noted changes on page 9 (playground equipment: to remove animals with springs and sand boxes) was made by Mrs.Archer and supported by Mr.Kane.

ROLL CALL

Ayes: Kane, Zaagman, Arter, Archer, Achterhoff
Nays: None

Motion Carries. Proposal Approved.

- Item 19-35** **Proposed Quote from Bishop Heating and Cooling – Upgrade HVAC System.**

Supervisor Arter asked Jay Picken with Bishop Heating/Cooling to speak on the proposed new system.

A motion was made by Mrs. Achterhoff to **TABLE** this proposal in order to obtain additional bids on this system. Motion was supported by Mr. Kane. **Motion Approved. Proposal Tabled.**

Item 19-36 Proposed Administrative Assistant New Hire. Upon completion of the interviewing process, Supervisor Arter is recommending to offer the position to Amy Vos. A motion to offer Amy Vos the Part-time position was made by Mrs.Archer and supported by Mrs. Zaagman. **Motion Carries.**

Item 19-37 Proposed Pay for New Administrative Assistant Position. A motion to offer a starting pay rate of \$13.50 (on a 90-day probationary period - with a review at the end of the 90 days) was made by Mr. Kane and supported by Mrs. Zaagman.

ROLL CALL

Ayes: Kane, Zaagman, Arter, Archer, Achterhoff

Nayes: None

Motion Carries. Proposal Approved.

PAYMENT OF BILLS

A motion to approve the payment of the bills was made by Mrs.Zaagman and supported by Mrs.Archer. **Motion Approved.**

CITIZEN COMMENTS

- Eric Anderson wanted to thank the planning commission for their hard work on the Park and Rec Plan.
- Mr. Kane wanted to recognize and thank Supervisor Arter and Treasurer Archer on their outstanding work at the Township – especially the organizing of the new playground equipment. Great job ladies! You deserve awards!

ADJOURNMENT

A motion to adjourn the meeting at 6:45 p.m. was made by Mrs. Archer and supported by Mr. Kane. **Motion Approved.**

Respectfully Submitted,

Christina Achterhoff, Clerk

Approved: November 21, 2019

