

**New Scandia Township
Minutes of Town Board Workshop Meeting
Wednesday, September 13, 2006**

The New Scandia Town Board workshop meeting was called to order by Chairman Dennis Seefeldt at 5:00 p.m. Present were Supervisors Michael Hinz, Michael Harnetty, Blair Joselyn and Nancy Madden, and Township Administrator Anne Hurlburt

The Board discussed with the Administrator various issues regarding her responsibilities. After discussion of the policies and procedures for making expenditures and purchases, it was agreed that a written purchasing policy would be developed. Initially, this policy will provide for prior approval by the Board of expenditures exceeding \$1,000; multiple quotes for large purchases; and, direction for when budget amendments are necessary. Administrator Hurlburt will draft a policy for the Board's consideration within the next 2 to 3 months. The Board gave verbal approval for the purchase of computer equipment, within the 2006 budgeted amount for office equipment.

The need to update the Township's personnel policy was discussed, to delegate most of the functions of directly supervising employees to the Administrator. Hurlburt will draft policies for the Board's review within the next 2 to 3 months. She explained that she will immediately implement some changes in procedures for approving full-time employee leave time.

The Board directed that the Administrator attend all committee meetings, until otherwise directed. Other staff (Treasurer, Deputy Clerk) will also continue to attend the meetings as has been the practice. The Board directed that the Township Planner be requested to attend Planning Commission meetings in the future.

Some changes to the format of Board meeting agendas were discussed, along with proposed staff cover memos that will be prepared for agenda items.

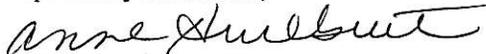
The Board discussed the need to obtain recommendations from the Park and Recreation Committee for possible winter recreation programs, and to get an update from Mike White on the status of equipment and facilities. Hurlburt will send a letter to the Committee requesting that they make recommendations in time for the October Board meeting, and to request a report from Mr. White.

Hurlburt was directed to prepare an advertisement for new members of the Parks and Recreation Committee, in preparation for filling the three vacancies.

Communication with the Township Engineer was discussed. Hurlburt will be meeting with the Engineer, and other consultants and contractors of the Township, over the next couple of weeks to discuss their projects and communications with the Board.

The meeting adjourned at 6:55 p.m.

Respectfully submitted,



Anne Hurlburt
Township Administrator