

**Minutes from the  
Almira Township Board Special Meeting  
January 24, 2011  
10:00 a.m.**

Supervisor Vance Bates called the special meeting of the Almira Township Board to order at 10:00 a.m. at the Almira Township Fire & EMS Facility.

**Members Present:** Dawn Campeau, Mary Dort, Kirt Giddis, Diana Nolan and Vance Bates.

**Additions/Deletions to Meeting Agenda by Board and Citizens:** Under New Business add Item C. Computer for Fire & EMS Facility.

**Approval of Meeting Agenda:** *Motion by* Campeau, and supported by Nolan, to approve the meeting agenda as amended. All ayes, motion passed.

**Brief Public Input:** None.

**Guests:** None

**Old Business:**

**A. Roper Property:** Township Attorney Peter Wendling was present. *Motion by* Bates, and supported by Giddis, to enter into closed session to discuss litigation.

Open meeting closed at 10:03 a.m.

Re-entered open meeting at 10:47 a.m.

*Motion by* Dort, and supported by Campeau, to have Attorney Peter Wendling look into information on the Roper Property and have it available for the February 14, 2011 regular Board meeting. All ayes, motion passed.

**B. Fire & EMS Department Member Physical:** Supervisor Bates gave a history of what has taken place. Discussion took place with Fire & EMS Department member present. The consensus of the Board is that this member needs to contact the specialist and have the specialist contact the Occupational Health Director doctor.

**C. Purchasing Policy:** Supervisor Bates asked for Board member comments on the amounts currently being used for written quotes and sealed bids. Discussion took place with the consensus that the amounts would stay the same. There was consensus to the following sentence being added to the first paragraph under section 4.8(b) Written Quotations and Sealed Bids of the Administrative Policy: "A department head may request permission from the Township Board to waive the written quote requirements when there is only one known supplier or there is some other compelling reason to waive the written quote procedures". Supervisor Bates will present a preferred vendor list for the next meeting.

Meeting was recessed at 11:35 a.m.

Meeting was reconvened at 11:40 a.m.

**D. Employee Handbook:** Trustee Nolan reviewed with the Board what the Township Attorney had to say regarding the changes in the draft employee handbook. She will

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include the attorney's suggestions plus some changes to the health insurance section for the next Board meeting. Supervisor Bates will check on the status of the Drug and Alcohol Policy.

**New Business:**

- A. EMT School:** *Motion by* Campeau, and supported by Giddis, to sent Ed Smith to EMT school instead of fire school. All ayes, motion passed.
- B. Fiscal Year Budget 2011-2012:** Supervisor Bates asked the Board what they thought about wage increases. *Motion by* Bates, and supported by Nolan, to give a 1% across the board raise in wages. Discussion took place. Three ayes, two nays, motion passed. Other proposals were then brought up. *Motion by* Dort, and supported by Bates, to rescind the 1% across the board raise in wages. All ayes, motion passed. Discussion took place regarding some other proposals.

Meeting was recessed at 1:20 p.m.

Meeting was reconvened at 1:37 p.m.

*Motion by* Bates, and supported by Nolan, to give a 1% raise in wages across the board. Four ayes, one nay, motion passed. *Motion by* Giddis, and supported by Dort, that the duty crew's maximum wage after three (3) years be increased to \$14.42 per hour (\$30,000.00 annually) and they will be excluded from the 1% across the board wage increase for other employees for the 2011 -2012 Fiscal Year. All ayes, motion passed. Discussion of the proposed budget by fund and by line item took place with changes being made.

- C. Computer for Fire & EMS Facility:** The computer is not working and needs to be replaced especially since run reports are not being done electronically. *Motion by* Campeau, and supported by Nolan, to allow up to \$1,000.00 for purchasing a replacement computer for the Fire & EMS Facility. All ayes, motion passed.

**Extended Public Input:** None

**Board Comments:**

Trustee Giddis stated that there would be a Euchre tournament starting Monday, January 31<sup>st</sup> at Dilbert's with half of the proceeds going to the Veterans Memorial Committee. More discussion will be taking place regarding another Swiss steak dinner fund raiser also.

**Adjourn:** There being no other business Supervisor Bates adjourned the meeting at 5:50 p.m.

Mary Dort  
Almira Township Clerk