

# Memorandum

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**To:** Gerrish Township Board/Community  
**cc:** file  
**From:** Supervisor Hill  
**Date:** 6/10/2024  
**Re:** Supervisor May Board Report

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For the month of May 2024, I submit the following report:

I continue to work through various legal issues with following through on legal counsel advice, authoring documents necessary to proceed in solving some of the issues that had been discussed at an April 10, 2024, meeting with Attorney Hess. All board members continue to get copies of my actions for their personal consumption to stay aware of legal issues pertinent to the Township. As of this writing, I am down to one issue still in the process of solving from the five I had identified as needing attention on April 10, 2024.

I have continued working on the Building Emergency Action Plan. Draft #4 and should have completed for review and subsequent adoption in July of 2024. The document is confidential and not available to FOIA as it contains sensitive employee safety issues for building security.

This month, I have spent a more focused amount of time with our current website learning the idiosyncrasies of the administrative site to learn the linking abilities and the deficiencies of the 10-year-old site. Please monitor the site and I am open to suggestions within reason as we do not have a social media manager and website guru specifically. Keeping in mind that our new site is in build mode but is a few months off from possible launch.

In that light, I have begun getting up to date agendas, minutes, forms/documents, and Township Board member monthly reports posted on our website. I do this when I can get moments of time while at work. I continue to

be in at 7:00 a.m. each morning and stay a full day as I work through the backlog issues that have to date been unaddressed in a timely manner. As with any business some day-to-day issues pop up to manage and problem solve as well.

This month the compost gate site has failed three times. We have replaced the major components of the mechanical workings of the site controls and did some additional add on preventative parts to the rollers on the gate to prevent weather exposure from contributing to the slippage of the chain driven sprocket. Unfortunately, with the third failure we are now off to the computer software side of the operation which resides with a different vendor than the mechanical side for solutions. The current thought is that possibly the chip reader may be intermittently malfunctioning in the software, or the keypad and associated sensor may need attention. More to follow next month on this on-going issue.

This month I have pursued the information needed with our Michigan Township Participating Plan carrier to consider an additional add on policy to cover Cyber Insurance to protect the Township financially in case of a cyber intrusion to our data systems.

This month I continued to meet with many citizens regarding a wide variety of Township issues from Sewer concerns from both the GLUA prospective and the Higgins Lake United prospective, GFL issues about pick up etc. and various political questions regarding my viewpoints.

I chaired the May work session and regular Township meeting as required to conduct the Township's business in a public meeting.

I met with the Police Department at their request on various questions regarding a new budget format being proposed to use regarding fund balances. I set up a meeting with PD/FIRE/EMS representatives at the end of May to facilitate an understanding by all as we move forward. That meeting went well, and we are on a good path moving forward.

As of this writing, we are awaiting a confirmation on the exact day and time from Jordan Well Drilling to execute our contract to get the system repaired.

The disruption to service should only be 20-30 minutes per the company when the work does take place.

I met with Clerk Squires to prepare the work session agenda this past month to ensure we have accurate, timely information for board members prior to the meeting.

I continue to analyze internal day to day business processes to assure proper adherences to best practices regarding proper receipting of revenue and the timeliness of such activities internally. I am happy to report that the employees of the Township have been cooperative in this endeavor and my exploration of such practices.

Additionally, regarding the business practices, I have created new timecard sheets to be used effective June 8, 2024 to replace the "old" ones that had little detail on same regarding the correct lines of conveying to the Clerk's office the employee's intentions of benefit usage for payroll i.e. Vacation hours, Personal time and Annual Leave apart from the regularly scheduled hours worked. They now have proper account numbers for expenses for the ease of the Clerk's office to help with accuracy of payroll.

I oversaw and posted on the Gerrish Township Facebook page to apprise our public of items of interest and will continue to do so.

I also have prepared policy proposals to the board regarding needed updates to the Gerrish Township Employee Policy Manual regarding the following areas: "Internal Controls", deletion of a "Cash In Lieu" Policy as we no longer offer such a program, added already approved in the past by a board in the "Holidays" section of the manual and the "Credit Card Limits" policy. This would bring the Employee manual up to date. We will then subsequently transmit to all employees the changes for their acknowledgment accordingly.

I also reviewed a Marina Employee's classification and found that one of them should be reclassified as a "Regular Part Time Status" rather than a "Seasonal Employee" designation and have provided this proposal to the board for action.

I worked with the Zoning Administrator Jason Jansen and per our Township Counsel Hess's recommendation, I have provided the Hess verbiage to amend Gerrish Township Park and Municipal Building Park, Ordinance XVII, specifically Article III, Section 2, j to provide for alcohol in the park for a special event with a permit that meets proper licensure from the MLCC and provide the appropriate Liability Insurance. Zoning Administrator Jansen created a proposed "Special Event Application. I provided the board with all the material for review and subsequent request for action.

Additionally, in the Policy area, I have created proposed language under "General Township Operation" in the Policy manual the addition of a "Section 10. "Electronic Streaming" header for the boards review and subsequent action to deploy and approve this policy to provide the framework regarding the Electronic Streaming of the Township's various meetings to compliment the equipment purchased already and in use at this time with no guidelines.

I also drafted additional "Employment Categories" for the definitions of "Salary Exempt" and "Salary Non-Exempt." These would be placed in "Section 4. Employment Categories" in the manual once approved.

I also drafted more specific language for consideration in Section 9a. "Donation of Leave Policy" to address a "Family" definition so that it is much clearer of our intentions as to who could be considered for such benefit actions.

I met with Redline Media as I advised the board last month that I would regarding an agreement/contract for IT services at the various Board meetings to facilitate on-line access coordination for the various boards and have supplied board members with same.

Finally, I attended the Lake Saver Day lunch with the fourth-grade classes of the Roscommon Elementary School that is held each year at the RAM Center and sponsored by the Higgins Lake Foundation.

June 10, 2024

*Respectfully given,*

*Supervisor Brian A. Hill*

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*Cc/file.*

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