

MEETING MINUTES

Committee Name: Trails Sub-Committee

Date: 8-9-17

Place: Brandon Township Offices

Time called to order: 3:15 p.m.

Members present: Kris Kordella, Terri Darnall, Kathy Thurman, Candy Hill, Jen Bickel, Paul Barber, and Dwight Woodbridge

New Business:

1. Change purpose of email address – Township website will be updated to contain verbiage to allow residents to vote on the trail. Residents can send their name, address, over 18 years of age and yes/no vote. One vote per address will be accepted. Results will be put in a spreadsheet for tally and verification.
2. Set tentative time lines - The subcommittee will have the questions answered by 9/12/17. They will be presented to the board 9/14/17. Special board meeting at the library to be held end of September. Answer given to county by 10/1/17
3. Determine process for answering questions – One file with individual member tabs will be created. Members will sign up to research questions. Priority will be given to board member questions. Other questions will be answered as soon as possible. Dwight to assign any unassigned questions to subcommittee members.

Action Items:

1. Petition presented to subcommittee is to be given to the board by Kathy Thurman.
2. Kathy Thurman is to determine the correct password for and figure out how to use the overhead projector.
3. Kathy Thurman to investigate and provide subcommittee members with retention policy for emails and documents collected.
4. Kathy Thurman will change verbiage on township website to explain process for casting votes.
5. Kathy Thurman to notify newspaper about emails new voting procedure.

6. Kathy Thurman is to choose a date and set up a special meeting at the library for the board to review and vote on the trail.
7. Candy to combine all trail questions and categories into an Excel file. File will have an individual tab for each subcommittee member.
8. Members will sign up to answer questions on spreadsheet.
9. Members will begin researching answers to the questions they signed up for.

Items for Discussion at next Meeting:

1. Review the question assignments to make sure all are assigned.
2. Review any answers that have been collected.
3. Review action item timeline and adjust as necessary.
4. Decide on when, how and in what format to present findings to the board.

Next Meeting Date: August 28, 2017 at 2:30 PM

Time meeting adjourned: 5:43 p.m.

Respectfully Submitted,

Candy Hill