



# Park Township

Ottawa County, Michigan

## Park Township Board of Trustees

**Minutes - Draft**

**Board Retreat**

**December 6<sup>th</sup>, 2008**

Supervisor Amanda Price called to order the special planning meeting of the Park Township Board held on December 6, 2008 at 9:15 am at the Lodge at Camp Geneva.

Facilitator Bob Ellis led the group in personal introductions and statements of expectations.

Dan Martin Township Attorney led the group in a discussion of the Open Meeting Act, FOIA regulations, and Attorney Client Privilege.

Supervisor Price opened the floor for public comments.

There were no comments.

Supervisor Price closed the public comment period.

The board discussed the expectations and the role of the board, considering current Political and economic conditions.

The Board reviewed meeting structure and determined that it will conduct meetings under the Park Township Rules of Order. Those rules are a modification of Roberts Rules of Order. Formal meeting policy will be drafted by Interim Manager Stuart Visser for the Board's approval.

The Board discussed meeting times and arrived at consensus that regularly scheduled Township Meetings will be held at 6:30 pm in the future.

The Board participated in a discussion of strategic planning and determined goals and expectations for the future.

Board discussion, notes are attached.

Supervisor Price adjourned the meeting at 3:00 pm.

Respectfully submitted,

E.O. Keeter, Clerk

12/6/08

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### **BOARD EXPECTATIONS:**

How the Board would like to work together. How they would like to be perceived to be working together by the Park Township community.

Create Communications opportunities for citizens input. Items such as

Community Forums, Town Hall Meetings, Different Forums, Electronic Communications.

Have an Open Budget Process

Have a Vision for the Future

Set a level of Expectations for Residents and Staff: Make sure they know what the issues are that we are facing like Pension Contributions, and tight/shrinking budgets.

Show Fiscal Responsibility

Have a conservative appearance of how we spend the resources of the township.

Make sure the citizens know that we know that the money we authorize for spending is their money not ours.

Educate the staff, board, and residents of Park Township about the new form of Government using a Township Manager and a part time Township Supervisor. A new way of operating. The board is a policy board.

There will be no surprised for the Board members and leaders. Share news early and not surprise anyone at a board meeting with important or controversial news at a board meeting. Share news of any kind in a timely manner. Bring bad news early.

Stay unified and strong as a board during a time when tough and possibly unpopular decisions will have to be made.

Some decisions will have to be the call of the township supervisor after all the deliberations are done. Know that every effort will be made to hear all sides of an issue and consider all the input when a final call has to be made with the best interest of the township always coming first.

Use a reasonable process throughout deliberations and decisions will be easy to be explained.

Communications with Residents should be clear in sending messages and receiving messages. Also consider electronic media when communicating with residents.

A Board Policy for how the board operates and communicates should be written. There are several that could be used as a model such as Cascade and Meridian.

Differences of Opinion should be worked out privately not in a public forum.

The Board should respect the chain of command in the Township operations.

The community should perceive that the Leadership of the Township is Pro-Active.

We should have a shared vision.

We should have Goals that are being set forth for the staff and the board and are monitored.

We should respect the past history of the township.

We should be unified in our actions.

We should work collaboratively.

We should work to build consensus as a board.

We should act in a professional manner. During board meetings we should be crisp, efficient, and look professional.

Compiled by Bob Ellis, Facilitator

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## **Park Township Board Retreat**

**December 6, 2008**

### **Prioritized Objectives**

**Governance Process and Operational Efficiency/ Effectiveness Category:**

Pursue the Township of Excellence Certification from the Michigan Townships Association which has a variety of other items that also go along with that including planning for the 100 year anniversary of the township in 2015, and policies for the new form of operating with a township supervisor, and board policies.

**Environmental Category:**

Environmental Items that need to be addressed including the following: Infrastructure development, water quality of both ground water and lakes, flood prevention, air quality, green space protection

**Communications Category:**

Improve Communications including: e-mail news letters, township website, community forums, info in tax bills, a community survey, blogs, podcast of meetings. Improving access and information to and about the township.

**Governance Process and Operational Efficiency/Effectiveness Category**

Improve the operations of the township including the following: Efficiency of how things are run, the phone system, IT system, storage of files and information, the physical facilities.

**Marketing Category:**

Define a brand and identification for the township and develop a plan to market ourselves.

**Environmental Category**

Have a plan for acquiring land for recreation, future township needs such as fire stations, and open space preservation.

**Environmental Category**

Develop a Recycling program for the township and investigate a single franchise for trash collection.

**SECOND LEVEL OF PRIORITIZED OBJECTIVES**

**Governance Process and Operational Efficiency/Effectiveness Category**

Finish the updating of the master plan for development of the township.

Develop a long range Capital Plan for the township including all township departments.

**Community Relations/Value Category**

Develop a Wi – Max network for the township.

**Governance Process and Operational Efficiency/Effectiveness Category**

Investigate privatization and or consolidation of services as a potential cost savings.

**Community Relations/Value Category**

Develop a vacant home strategy.

Develop an emergency preparedness plan including how to communicate during an emergency.

Have a stronger regional presence.

**THIRD LEVEL OF PRIORITIZED OBJECTIVES**

**Governance Process and Operational Efficiency/Effectiveness**

Develop a Mission and Vision Statement.

**Community Relations/Value**

Create a Community “Expert” list for people to volunteer their talents for the township.

Improve handicap access.

Develop a public transportation system for the township.

Compiled by: Bob Ellis, Facilitator