**7:00 p.m. Regular Meeting**

1. Call to Order – 11/15/2021
2. Pledge of Allegiance
3. Roll Call – Chairman Wilson, Vice Chairman Kazmierczak, Trustee Weigel

Fiscal Officer Jo Stultz

1. Approval of Minutes – Board of Trustees 10-18-2021 Special & Regular Mtg. Minutes, 11-08-2021 Special Mtg. Minutes
2. Approval of expenditures: $411,583.94
3. Open Sealed Bids for F-350 and Toro Lawn mower/utility trailer.
4. Zoning Inspectors Report:
5. Administrator Report:
   1. Procedure for maintenance requests/work orders
   2. Ongoing list (on back of agenda)
6. PUBLIC FORUM – RULES: Please wait to be acknowledged, state name and address. Time limit is no more than five minutes.
7. Fiscal Officer
   1. Project Board
8. New Business
   1. Organizational Meeting January 5th, 6:00pm
   2. OTA
   3. Lot Split: 1314 Co. Rd. 4 Swanton
   4. Quote process: Minimum of 2 quotes preferably 3 unless we can’t get 3.
9. Unfinished Business
   1. ARP Funds: Discuss options for using the funds
10. Fire/rescue
11. Levy Discussion with Village of Swanton/Fulton twp.
12. Cemetery
    1. Sign Deeds: Yunker H-21-1
    2. Swanton driveway approaches: Concrete is finished Grindings are done for the year. Will look at putting more down in the spring.
13. Adjourn – State time for the record

**ADMIN. REPORT/ONGOING ITEMS 2021**

* General:
  + Working on Punch list for end of year to get ready for winter
  + Security Cameras
  + Web Page
* Cemetery:
  + Raker Survey
  + Cemetery Section Markers
  + Cemetery Rules and Regulations: Revamp
    - There are items in the rules that need changed. Will make suggestions on a draft and put in each Trustee box for Nov. mtg.
* Employee:
  + Revisions to Employee Handbook
  + Board Appt/Reappointments:
    - Water 2 up 06-22
      * Sent out letters asking if they would like to continue.
      * No response from Water District members yet
    - Zoning Board Vacancy
      * Interview 12-06-2021 6:30pm
  + Evaluations coming up:
    - Dawn’s 90 days was Nov. 2,2021. Do you just want to fill out the evals and give them to her to see how’s she’s doing and where she needs to improve?
* Road/Maintenance
  + Rainbow Drive Speed Limit: Have to follow OMUTD guidelines Manual online is hard to maneuver. Can we buy an updated manual so we have it for such things and we know what is required when doing projects?
  + Equipment
    - Durapatcher: Suggest except their offer, counter the offer or just keep it. Ins?
    - Harley Rake: Can we get a purchase order and purchase this.
    - Gate dividing the front and back of township lot.
  + 2022 Potential Projects:
    - Road 4: clean up ditch bank and grade the road side to drain toward the ditch.
* Grounds/Maintenance
  + Security Lights Outside: Quotes
  + Building: Options
  + Maintenance bldg.: Roof paint or replace; building itself needs some TLC and painted.
* Grants
  + ARP:
  + BWC Trench Safety: