

**ONEKAMA TOWNSHIP BOARD
SPECIAL MEETING
MONDAY, MARCH 4, 2024
5:00 PM,**

Meeting called to order at 5:00 pm by Supervisor David Meister.

Pledge of Allegiance

Attendance: Bob Blackmore, Ed Bradford, Shelli Johnson, and Meister.
Al Taylor attended via Zoom as well.

Amend Agenda: Add the Township Board meeting for March to the position after the Clerk.

Public Comment: None

Clerk Position: The Township Board had placed an ad for accepting resumes for the Clerk position and has received four. Johnson will not be voting on the appointment. Discussion over the position and the duties of the clerk. The statutory duties were placed on the website, along with numerous postings from private individuals on facebook. Johnson wants everyone to be aware that the statutory duties are only a fraction of what the actual duties of the position entail. A list follows for those interested. Contrary to what is being published, the office hours being part-time, the work itself is full-time. The clerk puts in more than 15 hours per week, especially during an election period. **Motion** by Blackmore, seconded by Bradford to appoint Amber Sedelmaier to fill the remainder of the term as Township Clerk as of March 8, 2024. Roll Call Vote: Yeas: 4 Nays: 0
M/C

Clerk Statutory Duties and Office Duties:

- 1) Maintains Custody of All Township Records
Including files for every committee/commission, properties, notices, etc, etc
Scanning, rotating and shredding
- 2) Maintains General Ledger
 - a. Inputs invoices for payment

- b. Codes in general ledger
- c. Journalizes
- d. Inputs timesheets for Payroll
- e. Journalizes for warrants/direct deposit files
- 3) Prepares Warrants for Township checks/Uploads direct deposit files to bank
- 4) Records and maintains township meeting minutes
Synopsis and publish in newspaper
- 5) Keeps Book of Oaths
- 6) Responsible for Special Meeting Minutes
- 7) Keeps Township Ordinance Book
Public Hearings of record if applicable, attorney conversations, attorney correspondence, newspaper publications, minutes of record.
- 8) Financial Statements
- 9) Delivers Tax certificates to supervisor and county clerk by September 30
- 10) Must appoint a deputy
- 11) Must post a surety bond
- 12) Keeps voter registration file and conducts elections
Extra hours required prior to election.
Early voting 9 days prior to election hours
Extra training each year for elections
Ballots process all week long prior to the election
- 13) Resolutions book
- 14) FOIA Coordinator
- 15) Taxes (Monthly, Quarterly, Annually, W2's, W3, 1099)
- 16) STR's
- 17) eLearning Program
- 18) Laserfishe
- 19) BS & A
- 20) Grants – Application, Process, Updating, Closing
- 21) In charge of the building schedule, public needs, anyone coming into the building with issues comes to the Clerk.
- 22) Projects, Attorney/Client information documentation, everything that comes through this office.
- 23) Cemetery
- 24) Hours: NOT JUST PART TIME: Office Hours, Board Meetings, Special Meetings, Public Hearings, Committee Meeting Fill-ins, Clerk Meetings, Election Hours, Early Election Hours, Training Hours, emails/phone-calls 7 days/wk (all day, into the late evening).
- 25) Any other requests not mentioned.

March Board Meeting: There is a conflict with Board of Review at the same time as the Township Meeting for Meister. **The Township Board Meeting Time for March 13, 2024 will be changed to 6:00 PM**

Public Comment: None

Adjourned at 5:15 pm