

**FREEMAN TOWNSHIP BOARD
CLARE COUNTY, MICHIGAN**

At a meeting of the Freeman Township Board of Clare County, Michigan, held at 7280 Mannsiding Road, Lake, Michigan on

Organizational Meeting, Monday, the 21st of November, 2016

Present Board Members: Supervisor Housler, Clerk Lightfoot, Treasurer Lackie, Trustees Barnett & Wells

TIME: 10:00 a.m. Call to Order and Roll Call

First order of business was setting times for elected officials. They are as follows:

Treasurer Lackie - Monday and Wednesday from 8:00 a.m to 12:00 p.m. during non-tax times. Monday through Thursday from 8:00 a.m. to 12:00 p.m. during tax times.

Clerk Lightfoot - Tuesday and Thursday from 8:30 a.m. to 12:30 p.m.

Supervisor Housler - typically comes to the hall every day around 9:00 a.m. and is available by appointment.

Trustees Barnett and Wells noted they would fill in when necessary.

The Board next discussed adding the new Township Clerk to the bank signature cards. Supervisor Housler moved, seconded by Trustee Wells to add Clerk Lightfoot to the bank signature cards. (Ayes-5, Nays 0.)

A discussion was held on updating the employee directory. Clerk Lightfoot noted that she would update the list with all the new names and get a copy to the Board.

The Board discussed appointing the new clerk as Administrator for the John Hancock accounts. Moved by Trustee Wells, seconded by Trustee Barnett to appoint Clerk Lightfoot as the Administrator for the John Hancock accounts. (Ayes-5, Nays 0.)

A short discussion was held on the security of the Township building. Motion made by Supervisor Housler, seconded by Trustee Barnett, to research prices for upgrading the two interior doors to steel doors with locks, and to research prices for locks for old file cabinets, which will be moved to the assessor/building inspector and a new cabinet for the clerk. (Ayes-5, Nays 0.)

Adjourn: Motion by Supervisor Housler, seconded by Trustee Wells to adjourn the organizational meeting. **TIME: 11:20 a.m.**

Alan Housler, Supervisor

Julie Lightfoot, Township Clerk