

Kingsville Township Trustees Special Work Session August 8th 2019

On August 8th 2019, Michael Cliff, chairman, called to order a special work session of the Kingsville Township Trustees, followed by the Pledge of Allegiance. In attendance were Trustee Jim Branch, Michael Cliff and Karl Brunell.

The purpose of this meeting was to review the Township Policy and Procedure Manual for effectiveness and currency. We also discussed specific concepts to improve the efficiencies of the regular Trustee meetings. Improvements discussed included but not limited to:

- Public Sign in sheet with Name and Address

- Correspondence to be forwarded within the agenda and meeting minutes to bypass the need to read aloud every correspondence.

- Require all department heads to submit department reports by the end of day on the Friday before the regular Trustee meetings. Reports electronically forwarded to all Township Trustees and Fiscal Officer. Reports formatted to give updates on any old business and action items for anything that needs board approval. This will give time for the Trustees and Fiscal Officer to review and put together the agenda for the meeting. It was also discussed to make the agenda available on the website by Tuesday before the meeting.

- Also discussed requiring department heads to check email daily.

Karl Brunell made a motion to adjourn, second by Michael Cliff. All in favor, YES.
Meeting adjourned.