

# AGENDA

## HAYES TOWNSHIP BOARD OF TRUSTEES

1:00p.m. November 21, 2019

09195 OLD US 31 N., Charlevoix, Mi, 49720

1. Call to Order
2. Review and Approval of Agenda
3. Public Comments

### NEW BUSINESS:

4. Hayes Township Master Plan draft: The board will decide whether to release the draft version of the updated township master plan to required governmental agencies and to the public for their review. Required public hearings will be held at a later date)
5. Public Comments

### ADJOURN MEETING

Welcome to Hayes Township Board of Trustees Meeting. We are glad you could join us as we discuss the future of our Township as well as attend to the day to day obligations.

1. The agenda is typically prepared in advance of the meeting so that the board and the public have an opportunity to prepare for our meeting. There may other issues that arise between when it is prepared and meeting time, we may make amendments or adopt as presented.
2. Public Comment is a time when the public may speak on any subject concerning the township. The Board typically will try to answer questions however there may be times that we do not have the answers. We will always try to get those answers for you. We ask that you are respectful of one another and understand we are in a public setting. Please keep your comments as brief as possible to allow all who would like to speak have that opportunity.
3. The first real order of business prior to beginning new business is to approve the minutes of the previous meeting. This allows the board to correct any errors and provide an accurate record of that meeting.
4. Approval of warrants: General and Capitol Project. The Board of Trustees is responsible as a whole to ensure that your tax dollars are spent wisely and that expenditures are accurate and properly accounted for. Each member of the board is equally responsible. The Clerk or Deputy Clerk prepare and sign checks for invoices submitted. The Treasurer reviews all invoices against the checks to again check for accuracy. After the warrants are approved by the board, the Treasurer signs and disburses the checks to each vendor.

The next few items on the agenda are the reports from different aspects of the Township and the County. By hearing those reports ahead of new business, it allows the board to have a better understanding of the township as a whole preparing them for better decisions.