

Monday, March 17, 2020
Riga Township Hall
7817 Riga Hwy, Riga, MI 49276

SPECIAL MEETING MINUTES

Call to Order: Supervisor Gary Kastel called the meeting to order at 2:00 p.m. The pledge was recited.

Members Present: Supervisor Gary Kastel, Clerk Natalie Thompson, Trustee Brenda Delgado, and Treasurer Katy Gust. **Absent:** None

Others Present: Connie Loar, Riga Custodian

Unfinished Business: Kastel noted that he had spoken with the drain commission regarding testing the water quality as it enters the Riga system. The test is done quarterly, but additional testing would cost about \$375 per test. Kastel will request that the Board receive a copy of the testing results each quarter and the results of the past tests. Thompson also reported that she has spoken with the EGLE engineer assigned to Riga Township and will stay in contact regarding strategies to keep Riga's water safe and more affordable for residents.

Board Action Plan for COVID-19 Prevention: Goetz commented that as a board we should be doing our best to follow the guidelines recommended by the CDC, President Trump's administration, and Governor Whitmer. As a group the board outlined and agreed upon the following actions:

- The clerk and treasurer will be working remotely whenever possible
- Cancel all non-essential meetings and delay board action on non-essential agenda items.
 - March 23, 2020 Settlement Day meeting is cancelled. Thompson will post all the draft financial reports and proposed budget online for review.
 - The March 30, 2020 Annual Meeting will be made 100% electronic. All documents will be available online and paper by request. Details of the meeting logistics will be posted as soon as they are set.
 - The April Planning Commission Meeting will be canceled; the topic of Solar will be tabled until such a time as members of the public can be more engaged.
- Fire Department- the board recommends canceling any non-essential trainings/activities and working in small group shifts for essential meetings. Fire department should also be equipped with all appropriate PPE for COVID-19 prevention.
- Township Hall- Hall rental cancellations are encouraged and will be fully refunded. Connie Loar will disinfect all surfaces at the hall multiple times a week. She will also make sure there is sufficient supply of both soap and paper towels at all the hand washing stations.

Budget Preparations: Suggestions for the 2020-2021 budgets were made. Goetz suggested including funding for a digital sign for the township hall and an updated copy/scanner/fax machine. The new budget will most likely be similar to the previous year's budget.

Public Comment: Ms. Loar agreed with the directives of the board for handling cleaning and hall rentals. She has one upcoming party that has not yet canceled, but she will reach out by phone.

Adjournment: Delgado moved with support from Goetz to adjourn the meeting at 2:36 p.m. Motion carried.

Natalie Thompson, Clerk

Gary Kastel, Supervisor