**CALL TO ORDER AND PLEDGE OF** **ALLEGIANCE:** Monday, March 17, 2025 @ 6:30 PM

Alainna Janzen – Clerk, Emily Christner – Treasurer, Steve Jones – Trustee were present at the meeting.

**APPROVAL OF MINUTES:**

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| Motion was made and seconded to approve February 17, 2025 meeting minutes. | **VOTE 3:0 For** |

**CLERK’S REPORT:**

Obtained insurance on new pole barn, compiled documents to advance FEMA process, reviewed policy handbook in preparation for annual edits.

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| Motion was made and seconded to add "Insurance Policy Review" to board discussions. | **VOTE 3:0 For** |
| Motion was made and seconded to add "Policy Manual Review" to board discussions. | **VOTE 3:0 For** |

**TREASURER’S REPORT:**

Financial Report –– Beginning Balance: $118,258.01 – Cleared Transactions: $44,181,42 – Ending Balance: $420,492,29.

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| Motion was made and seconded to approve March vouchers | **VOTE 3:0 For** |

**TRUSTEE’S REPORT:**

Township is prepping out for chip sealing roads and doing a good job.

**OVERSEER’S REPORT:**

See website.

**BOARD DISCUSSION:**

1. Discuss purchasing Ford F350. Trustee Jones purchased this truck himself last year, intending it for the township, but there was no immediate need for it at the time. Now the employees do have use for it, and Trustee Jones would like to sell it to the township for $4,000.00. Clerk Janzen asked for Trustee Jones to provide the mileage and other details to establish fair market value, and said she would check to see if any policy or statutes govern purchases made from township officers.
2. Discuss moving forward with trading in Hamm roller. After trading in the township’s current roller, the cost for a new one would be an additional $17,500. Alternatively, the monthly lease rate is $9,000. Treasurer Christner said she spoke to an acquaintance who is in equipment sales and confirmed that the purchase price is a good one.

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| Motion was made and seconded to add "Approve purchase of Hamm roller for $17,500.00 above trade-in value" to board business | **VOTE 3:0 For** |

1. Insurance Policy Review. Trustee Jones reviewed the annual pre-renewal review paperwork for the township’s insurance policies, noting what vehicles, equipment, and employee data needs to be changed, added or removed.
2. Policy Manual Review. Clerk Janzen noted that she came across a policy manual from several years ago that had a clause requiring annual updates. Clerk Janzen will send copies of the manual to board members for their edits and discussion will take place at the April meeting. The board also discussed drafting a procurement policy with a cap on spending without requiring a board vote. Clerk Janzen will draft a policy prior to the April meeting.

**BOARD BUSINESS:**

1. Vote to move Randy Elliot to an hourly wage of $25.00, eff. March 30, 2025 **VOTE 3:0**
2. Approve purchase of Hamm roller for $17,500.00 above trade-in value  **VOTE 3:0**

**CITIZEN DISCUSSION:**

1. Linda Robert, a resident of County Line Road between 140th and 150th said that her chip-sealed road is deteriorating on the edges. Trustee Jones said the township is aware of the issue and is already planning to fix it as soon as the prep work for new chip seal is done, likely in a matter of weeks.
2. Bobby Seacat said that Sedgwick County put counters on roads near County Line Road recently.
3. Richard Turner has financial commitments from residents near County Line Road between 130th and 140th for the chip seal project on that mile. Clerk Janzen said she would send the Chip Seal Agreement document to be signed.

**ADJOURNMENT:**

Meeting adjourned at 7:07 PM.