

PENINSULA TOWNSHIP  
Special Town Board Meeting  
October 31, 2018

Transcribed Meeting Minutes

Rob: I'd like to call the meeting to Order would everyone please stand for the Pledge of Allegiance.

Pledge

Rob: Roll call please, Joanne.

Joanne: Marge?

Marge: Here.

Joanne: Myself, here, Rob?

Rob: Yep.

Joanne: Brad?

Brad: Present.

Joanne: Warren?

Warren: Yes.

Joanne: Dave?

Dave: Here.

Rob: And hopefully Isiah soon. Approval of agenda, we have no additions/

Brad: None.

Rob: Entertain a motion to accept the agenda as presented.

Brad: So moved.

Warren: Support.

Rob: We have a motion and support, Bickle/Whal, further discussion?

Brad: None.

Rob: All those in favor signify by saying "I".

Board all states "I's".

Rob: Conflict of interest.

Brad: None.

Warren: None.

Dave: None.

Rob: Okay, we'd go right to business. We have additional invoices that we didn't get to at the last meeting.

Laughter, cell phone ringing.

Rob: Okay, so the invoices are in front of you. If you've had time to look at them.

Brad: Five.

Rob: We'd entertain a motion.

Marge: Um.

Rob: Clarification.

Marge: We had one more. That you wanted to be brought up for the plotter.

Rob: Oh, yes, the plotter for the Planner we had agreed on it but when we had approved it we approved it in the budget when the previous Planner was here so we have to roll it over and the cost is a four thousand two-hundred-forty-four, fifty-four so they wanted to get the check before they ordered it Crain and Company.

Brad: What we'll end up doing is as you and I spoke Dave and Marge knows this. There are items in our budget that we're going to have to amend anyhow so what we'll do is make sure that we signify that this was previously planned when we had Brian VanDenBrand. It was identified as things that were going to be necessary and so be it.

Rob: Okay.

Brad: So, I have no issue with this.

Rob: And Brian didn't order it and then we had.

Brad: We had the change.

Rob: We had Randy work with Crain and Company to get the one they wanted it went through to and then we realized it wasn't in there when we passed it. So thank you, Randy for picking that back up. So anybody want to look at the invoice?

Brad: We're going to have to pass this so I suggest we include it (remainder of statement is unclear). Cause there are other items that are necessary to drive that process.

Rob: Also, there are two laptops, one when we went to use the power point that at the last meeting, we found out that the laptop was broken. We took it to Crain and they said it would be cheaper to buy a new one rather than try to fix the old one. So, then we will have one backup one also.

Warren: (Statement unclear).

Brad: So, we are going to include this with the other invoices that again the motion will be to approve invoices as presented. I move as such.

Warren: Support.

Dave: Support.

Rob: We have a motion, Bickle/Whal, for approval of the invoices as amended, further discussion?

Brad: None.

Joanne: I have a comment I think Dave you suggested that maybe the old and maybe it was you Rob, the old computer that is not working might be able to go to Mike to work on for donation to schools, the school.

Rob: Yeah, the old one, the broken one. Marge's husband refurbishes them and give it to the school at no cost.

Brad: Do we want to declare that item as surplus tonight?

Rob: That's what we would do.

Joanne: That's what I would do.

Brad: Okay, I would present a motion though.

Rob: Well, we have a motion on the floor.

Dave: Right.

Rob: So, roll call please.

Joanne: Dave?

Dave: Yes.

Joanne: Warren?

Warren: Yes.

Joanne: Brad?

Brad: Yes.

Joanne: Rob?

Rob: Yes.

Joanne: Myself, yes, Marge?

Marge: Yes.

Rob: Okay, then we have the broken laptop that Crain said would cost more to fix than replace, Mike in his basement does that for non-profits and different things so the motion the Board thought would be appropriate declare that surplus and give em to Mike and repair for the school.

Brad: Yep. I would make a motion that we take, cause I know that laptop is non-functional at best that we declare it surplus at this meeting and then we'll farm it out to whatever resource is available be it Achorn or somebody else to refurb and give it to the schools.

Rob: Okay, support?

Warren: Support.

Rob: Okay, we have a motion and support, we better roll call that one too.

Joanne: Rob?

Rob: Yes.

Joanne: Rob? Myself, yes, Marge?

Marge: Yes.

Joanne: Dave?

Dave: Yes.

Joanne: Warren?

Warren: She should probably recuse herself.

Rob: You should probably recuse yourself.

Marge: Oh.

Brad: You abstain.

Marge: Okay, I abstain.

Rob: Okay.

Joanne: Dave?

Dave: Yes.

Joanne: Warren?

Warren: Yes.

Joanne: Brad?

Brad: Yes.

Joanne: Boy it's hard to give away anything.

Brad: I know.

Rob: Okay, item number two is clarification which Susan brought to our attention. When we did the Planning Commission and the Zoning Board of Appeals, we appointed Lisa Heming and John Dolton to be the alternates. Well it does allow for two alternates but they have different terms so we need a motion to figure out which person gets one term ends in 2019 and one in 2021. So we just need clarification on that.

Joanne: I move that we appoint Lisa Heming to the term of 2010, 2019.

Rob: 2019 okay.

Joanne: And John Dolton to the term of 2021.

Rob: Twenty-one.

Brad: I'll second that motion.

Rob: We have a motion and support, further discussion?

Brad: None.

Rob: All those in favor signify by saying "I".

Board all states "I's".

Rob: Okay, thank you. Okay, the moment you've all been waiting for.

Laughter

Rob: We've had two people apply to fill the vacancy for the Township Clerk on December 31<sup>st</sup>. Becky Chown and Robin.

Brad: Sit up here.

Rob: Yep, why don't you guys come up and sit up here, if you would feel more comfortable setting up here.

Brad: We thought it would be more relaxed if you sit here at the desk and we'd like you to decide who wants to go first, if you would speak into the microphone as well.

Several people speaking at the same time.

Rob: And both ladies stopped out today at two o'clock.

Board members talking quietly amongst each other.

Rob: Both ladies came to the Township today and we toured the building, we went over some stuff with Michigan Township Association what is required and some insight on how they can get some more additional information. Besides the list there's quite a few items besides what's on that list it said cemeteries and different things. We went office to office and introduced the ladies and then the Clerk's office, Marge you were gone, I'm sorry, the Treasurer's office. Brad told them that we have no money.

Laughter

Rob: His usual speech and had a really good time and then brought over here to kind of show them what we had and suggested that we set up here rather than out there during the interview. So do you know what you want, Joanne by Michigan Law cannot vote on her replacement but she can be here and ask questions, but I don't know why, but that is just the way the law is. So, at that point did you have one in front of the other or do.

Brad: Would you ladies decide which way you wanted to go or?

Robin: I thought she wanted to go first.

Becky: Oh, I did.

Laughter

Becky: I'm happy to go first that's not a problem.

Brad: I mean I'm okay with that if the Board consensus to it.

Rob: Sure.

Warren: Sure.

Becky: Sure, Okay.

Rob: Okay, Becky why don't you explain a little bit about yourself to the Board and we'll have some questions.

Becky: Sure, my name is Becky Chown, and I live out on the north end of the peninsula in a little farm house that was built in 1870. You might be interested to learn that it was the fourteenth house built on the peninsula so it is even older than this wonderful building we're in tonight. My husband and I raised three sons out there. They all attended Old Mission Peninsula School and two of the boys are away at college now. My youngest son is a freshman at Traverse City Central High School. I have a home-based editing business that I have run for the past twenty-one years. Prior to that I was a High School English teacher at Elk Rapids High School, but when our first son was born, I knew that I could not continue on making that gruesome drive all the way down and back up and I wanted to stay home and have some flexibility but I also needed income. I am the Principal Editor currently for two boutique publishing companies and I love the work but as my two older sons are partially pledged now, I have become interested in trying something new and I am very interested in becoming more involved in the life of the community out here and I would love the opportunity to serve as Clerk and fill Jo's vacancy. I know that the position of Clerk is very important to the effective administration and governments of the Township. I feel I have the qualifications to serve smoothly in that role.

Rob: Okay, questions of Becky?

Joanne: What qualifications do you think that you have that would allow you to serve smoothly in that role?

Becky: Thanks Jo, I'm not used to using a microphone.

Brad: You can sit back and relax.

Becky: That's not one of my qualifications.

Laughter

Becky: Okay, is this better?

Brad: Yeah, that's fine.

Becky: Thank you, that was uncomfortable. I'm very organized. I'm a detailed person. In my work as a teacher and in my work as an editor if I weren't on top of the details I would die. I would never be able to complete a single job. I work on a deadline everything that I do has a deadline and it is important to me always to be reliable and effective in my work. So first and foremost, it would be my organization. I also for the past twenty-three years or so I have run our farm and I have assisted my husband in his work which is pretty complicated and I have raised three sons on the Peninsula again all of which have taken a great deal of organization and conscientiousness. When I was a teacher, I ran the school newspaper, the Cherry Pit and I was also the editor of several publications prior to that time. So, I have a lot of experience putting out publications, I wouldn't have any difficulty publishing the Townships newsletter. It would also be pretty easy for me to be in charge of the minutes and make sure that they were accurate and I know that there are areas that the Clerk is responsible for that I don't have as much experience in but there is a great deal of training available to Clerk's that I would be taking advantage of and I like to learn new skills, I'm interested and curious and I'm also very diligent and I think that I would be able to pick up what I would need to know. I'm also aware that the Clerk's office works closely with the Treasurer's office and I know I would be seeking input and advice from you guys from Brad, from Marge from Marilynn, to get up to speed and in the meantime, I am confident that the skills that I do have would allow me to hit the ground running.

Rob: Okay.

Brad: Sorry, you know one of the things I picked up on which you discussed, which is the first paragraph of your cover letter you talk about teacher of writing and literature and that's fantastic cause that once again dove tails, that dove tails the ability for preparing minutes, newsletters and any other written communication that has to go out to our community so I think that's fantastic. You know the other thing that I find a positive and maybe you can expound on it is the fact that you are involved in the farm community and also your husband is very involved with the Conservancy.

Becky: Right.

Brad: Which those are really great things I believe, tell me a little more, how much involvement do you have or do you participate in when it comes to the Conservancy?

Becky: Well, quite a lot, Brad. Thank you for that question. I'll tell you how I met Glen and then you'll know a little more about it. When I was in graduate school, I had an internship in Elk Rapids for a small and private newspaper and my boss asked me to take some papers one day to the newly hired Director of the Grand Traverse Regional Land Conservancy. Glen had been on the job about six weeks so I dropped off the papers and that's how I met him and the rest of my life unfolded literally and so we were married in 1994. The same week that the first PDR mileage passed so that was an exciting week for Glen. It was very exciting for me but it was even more exciting for him because we had been living and breathing that vote and it wasn't a sure deal. Rob, you remember that pretty clearly there was an awful lot going on and people were beating the streets to get the vote. So, let's just say that it made for a much more pleasant honeymoon than the mileage passed. So, we have been living and breathing PDR literally our entire marriage

and my vision for the Peninsula in going forward is to finish that job. There are about four thousand acres left to protect and I know the current mileage expires in 2021 I think it is so I am very interested in, in being able to take a leadership role in helping to finish that job. But I do know an awful lot about the Conservancies work out here of course and elsewhere too and I'm very interested in learning more about the facets of it that I might not be that familiar with.

Brad: You know the next question that I have for you it's going to be the same that I'll have for Robin. I think that you've had an opportunity to take a look at the MTA roles and responsibility.

Becky: Right.

Brad: I was able to share it only today with Robin but I knew that you had it. So what would you say is your synopsis of what's involved in the Clerk's office in the role of the Clerk. I don't expect you to get it right because.

Becky: Yeah.

Brad: Even we learned when we came on board with our positions you could read all, memorize all that but once you get into those chairs it's a little bit different but with that said.

Becky: Right.

Brad: Would be your general synopsis of the roles or statutory duties of the Clerk, or Clerk's office.

Becky: Well, as I understand the really big things are running election that's enormous and also taking accurate minutes and publishing those minutes, making sure that there's clear communication at all times among the various offices so those are two big things I know that there are financial ledgers that need to be kept and I know that there's a lot work with the Treasurer's office in that regard. An enormous part of the job is working with the public, being pleasant, friendly, helpful at all times and following through that's one of the questions that if I don't know the answer getting help that is needed. Just making sure that things are orderly that you can find what you need and I know that is an awfully big part of the job is just making sure that all the information is available. But the elections is a huge part of it and the minutes, publishing a newsletter and I think being in general a good ambassador for this Peninsula.

Brad: You know one of the things that I'm certain Jo can share with you and I can say from our office is there are periods of time when Clerk's office is phenomenally, phenomenally busy which is right now.

Becky: Yeah.

Brad: Cause the Township operations need to be contained or maintained I should say for payable and payroll and also the election my point I'm leading up to is that even for us

sometimes with people and taxes as your aware of both aware it's Monday through Thursday but are you able to or are there any restraints or constrains that you need to work on a Friday or even over the weekends, are there any constrains or restraints that you would have if the task that you were trying to complete required that?

Becky: No, never. As I mentioned I work on Friday's and typically it doesn't seem to matter whether I have a five-hundred-page book I am working on or a fifty-page book I always have two weeks it doesn't seem to matter. So if I have a very huge project and I only have two weeks I just have to work more hours and I do and I do have that kind of flexibility but I do realize that it comes (remainder of sentence is unclear), and when there is a greater need you simply step up and if your available and you get the job done and that would always be my top priority. I don't like to let people down. I'm very contentious person and I would not want to do anything to bring a shadow on the Clerk's office so I would not want to let you guys down.

Brad: Okay, thank you, I'm all set.

Rob: Dave?

Dave: The Clerk as you know selects a Deputy.

Becky: Yes.

Dave: It's a required role. I'm interested in having looked at your background and listening to you tonight what would you look for in the Deputy Clerk that would complement your capabilities. What, what which is the flip side where's the areas of the Deputy may have.

Becky: Sure.

Dave: A different skill set.

Becky: Well, the area where I am weakest is going to be the accounting and the financial management. That is what I know the least about so I think it would be wonderful if the Deputy did have that skill set. By the same token I perhaps it is my background and my lack of knowledge but I don't know that that many people would enter this position having all of those skills a municipal background and no doubt that is why MTA has all of the training that they do because there are so many folks who need it so it is possible to that my Deputy and I can learn the job together and that would be alright as well.

Dave: We were chuckling right before the meeting another job you know the Deputy, the Clerk is responsible for our cemeteries.

Becky: Yes.

Dave: So, that's another education.

Becky: What, what does that mean Dave, what does the Clerk do?

Dave: Jo do you want.

Becky: What is it that.

Dave: I can tell you from my job at the church but you can tell her the job here at the Township would you please.

Joanne: She sells lots and plots.

Becky: She sells lots and plots.

Dave: And handles the funeral arrangements to the extent of burials right?

Joanne: No, not really.

Rob: Dave.

Joanne: The sexton does.

Rob: Yeah, Bob.

Dave: Okay.

Becky: Okay.

Joanne: We handle the deeds we handle the record keeping and make sure payment gets to the Treasurer and that the person who pays for the plot or the lot gets a receipt and we make sure that we keep a deed and that they get the initial deed so that they can claim their land once they need to.

Becky: Okay.

Brad: You know one of the things Dave that I'll share with you Jo you can augment if you see fit. Is that you asked about the Deputy Clerk, and we've all had the pleasure of working with Brenda what I've observed first of all you said it correct, Becky, is that none of us came into these roles with any extensive our past experience was extensive you plug me back into where I came from.

Becky: Right.

Brad: And I take off like a rocket. We came in here and every one of us it was a learning curve, but you are correct BS&A has proper training. I think that there are a majority of the responsibilities that are and if I can say task oriented, they're the repetitive tasks. So once you get used to the flow of payables, payroll and understanding where everything goes the big learning curve will be which is not as intimidating as one of might think as learning our budget.

Becky: Yes.

Brad: And the fund accounting. The fund is basically buckets. This is a bucket for you know Township Board, this is the bucket for Treasurer or Clerk, and these are things that no one could walk in knowing unless you already had prior experience as Clerk or Deputy Clerk and the Deputy Clerk is somebody who will need organizational and administrative skills they can multitask. I think that's and Brenda had shown her ability enormously to multitask and that, that's a very important role because they're constantly talking and if it's AB's or ballots or payroll or payables or phone calls, multitasking more so than the financial aspect just an augmentation to when we're discussing.

Rob: Just for the public's knowledge to we have, we are working with the Bishop, Cotter and Barrett they are coming in and been working in Jo's office the last week or two and they're getting up to speed on doing the payroll some of the functions including the W-2's which we talked about up until at least the end of January and they are very good people to work with so we're not going to drop the ball so we can go through this and one of the things that Bonnie Scheele the County Clerk when we talked to her when Joanne was leaving was to get the new person on board as quick as possible. So, they can get a taste of the election they can shadow some other Township Clerk's and MTA has a new training going on which.

Brad: December 11<sup>th</sup>.

Rob: Brad got into so all of this is in the mix so you know we don't expect someone to come in cold and we're not going to set you up to fail is I think what I want to say. We have things in place to make this a smooth transition.

Warren: My question is kind of a couple of questions built in I see on your current resume you have three current jobs right now, and I assume that.

Becky: Um, yes.

Warren: Okay.

Becky: Yes.

Warren: I guess the first part would be how much time do those jobs entail would you keep them and would they interfere if you were given this job, it's kind of three part?

Becky: Sure. I'm lucky to be in a position of being able to accept or decline jobs as they come along and I have a couple of books in the hopper right now in various stages of completion and I need to finish those books but I could do that within the next couple of weeks and I would give up the editing at this point because I wouldn't want it to interfere with my Clerk's duties. I also write press releases that I would probably continue to do their more sporadic and don't take very much time and I can do it on the weekend. So it wouldn't interfere in anyway if it did begin to interfere I would, I would let it go. Did I answer that?

Warren: Yes.

Becky: Okay.

Marge: You mentioned that you helped around the farm for all these years. Financially what is your just basic knowledge of numbers and books and balance sheets and those things.

Becky: Well, I guess it's, it's probably pretty minimal Marge. I do our taxes, I run our finances and I run my own business. I have to create invoices and bill them out and things like that. I've had to, well, we have two kids in college so we did apply for financial aid and the FASA if you've ever done anything like that, you'll know that it is incredibly complicated and required a lot of tenaciousness to track things down and get things in order that they were required to be in. But that is probably the extent of my knowledge I don't have more than that.

Marge: Okay, thank you.

Rob: Okay, any other questions of Becky?

Brad: Questions of us?

Rob: Any questions of us?

Becky: No.

Laughter

Becky: No questions, thank you, not at this time.

Several Board members speaking at the same time.

Becky: Well actually I do have one question to when Jo's done.

Joanne: When would you be available to start?

Becky: Well, I could start I could start immediately on a more sporadic basis I couldn't begin full-time yet. I'm not sure how soon you will make a decision about who you want to hire. But as long as there was some flexibility over the next couple of weeks that I could begin in our list after say two weeks and before that I could be available for elections for example I would like to do that be a part of that and see how it goes and one of my questions was in assuming that you are interested in hiring one of or both of us what could we do in the next couple of weeks and months that would be helpful in this transition period, because that is a really important time as I think we can learn before we take over would be terrific. Cut that learning curb a little bit. So that is a bit of a not an entirely clear answer Jo, I would need two weeks to completely finish my work but I am available periodically in the next two weeks and certainly on election day prior to that too if it is helpful.

Rob: Okay, any other questions?

Joanne: Nope.

Rob: Robin?

Robin: Yes.

Brad: Well, I think she had a question.

Becky: I did.

Rob: Oh, I'm sorry.

Becky: I did have a question, thank you Brad. Who oversees the Clerk, would a Clerk be reviewed is there a method of feedback that the Clerk receives so that I would know if I'm doing a good job?

Rob: The election.

Laughter

Rob: That's not really a joke, that's.

Becky: That's really the truth.

Rob: Yeah.

Becky: Okay, alright.

Brad: Because the Clerk, Treasurer and Supervisor are officers of the Peninsula and how that, that role so I don't know if the term self-governing is but you know their elected.

Becky: Yes.

Brad: By the Township and there to serve their statutory duties.

Becky: Okay, I like feedback so feel free to give me some if indeed you decide to appoint me.

Dave: I would like to add to that I assume that you be appointed for the remaining term.

Becky: Yes.

Dave: Which would run through November 2020, probably two years from now.

Becky: Okay, thank you.

Dave: And add to Marge and I spent several hours this morning we are doing some work on employee manual and just discussing general organization. Township government is quite a bit different than private business.

Becky: Yes.

Dave: And as I expressed this morning the seven of us around the table here have a one-seventh vote each.

Becky: Right.

Dave: Rob's job as I understand is to chair the meeting but Rob doesn't have any hire or greater role.

Rob: No.

Dave: But if we look at what the office consist of I used that this morning from my view the office is three separate companies operating under the same roof so along with a lot of cooperation, a lot of cooperation has to go on. But yet even though we have titles as you just said the three Trustees who are also officers that is to say the Supervisor, the Treasurer and the Clerk are responsible for their own independent organizations.

Becky: Okay.

Dave: So yes, in the office we have these people who work for the Treasurer, these people work for the Supervisor, likewise for the Clerk.

Becky: Okay.

Dave: And it's a home of geniuses it has to be because it's a small organization.

Becky: Right.

Dave: But in the sense of who does your performance review I don't want to be cute but the answer would be when you run for election in two years.

Becky: Right, thank you that's the clarity that.

Dave: But you'll find the, I've only been on the job myself as you know since springtime you can pretty well read people, you can read people at meetings, you can read people when they come into see you and I think if you just stay attuned to reading the people you get a pretty good idea.

Becky: Thank you.

Joanne: There is also an evaluation period technically twice a year between the immediate Supervisor's and their staff.

Becky: Okay.

Joanne: And themselves and it's a dual evaluation which is extremely valuable.

Becky: Yes, thank you.

Joanne: In terms of taking a pulse of how well your particular organization area is working.

Becky: Thanks, Jo.

Marge: I think as a practical matter there are two signatures that are required on the checks and one is on the Clerk's side and the other one is on the Treasurer's side and so there is some overlooking of such as these invoices that we just reviewed today for payment and you always have the opportunity to ask questions when something unusual comes up. But there are checks and balances between the Clerk's office and the Treasurer's office.

Becky: I'm grateful for that, thank you.

Rob: Okay, any other questions? Okay, Robin Noval, I hope I said that last name right.

Robin: Noval, yes.

Laughter

Rob: Traverse City native and come to find out I went to college with her brother and step-brother and she's come back.

Brad: And she still applied right.

Laughter

Rob: Still applied.

Robin: I checked in with them by the way since our meeting this afternoon and they said oh, yes, he was a lot of fun to party with.

Laughter

Many people speaking at the same time.

Brad: Okay, Robin, you're on.

Robin: Okay, my name is Robin Yider Noval my maiden name is Yider. I grew up in Traverse City, my parents owned the Pinestead and then the Pinestead Reef and I grew up working in the restaurant which was a very good starting job to learn basically how to deal with people and then from graduating from Central I went to actually it wasn't Central in those days but I went to Michigan State University and graduated in

Communications with an emphasis on advertising as soon as I graduated I worked the summer at the restaurant and then I moved to California. As I knew I needed to go somewhere to pursue work and I had good family friends that were out there. So I ended up in Los Angeles and worked in an advertising agency and worked in a couple of different areas with advertising. I worked for National Geographic in their advertising sales and then as happens if your living in Los Angeles you somehow end up getting involved in the entertainment industry and I went to work at Paramount Pictures in the advertising department for television and that is where I met my husband actually and then I ended up going from the advertising department to programming which is where we developed new shows and oversaw shows that were on the air and I was the Executive Secretary then to he started out as the Senior VP when I was with him in the beginning and then ended up being the President for domestic television. So I was basically managing his office and we had a department of anywhere from eight to ten people and I oversaw all the assistance in the department and obviously worked with all the Executives that reported to my boss and then from there I worked, went to work for one of the shows that we had developed as I wanted to kind of get a feeling for what it was like to produce a show and so I was an Associate Producer for a show called Real TV which I don't expect anybody to know that show but it was basically a show that had things that were caught on tape and we would show the video's and interview people and write the whole story behind things that were caught on tape. Whether it was a car chase, whether it was some hot air balloon that exploded in mid-air people survived usually, sometimes not and anyways so I worked in that job for five years. I assisted a producer in getting whatever they needed like to source out video tape and do over the phone interviews with people that were going to be participating in the show. From there that show ended and then I went on to work for Warner Brothers in their television in the corporate side. I wasn't in production at that point and I was working in the post production which is the area where once the TV shows are shot it goes to post production and they edit and do all the mixing and everything that gets it so it can be broadcast and I was an Administrative there. My responsibility was to do contract, all the hire and termination paperwork for all the post production staffs on each of our shows and we had upwards of twenty shows per season. So, I was doing a lot of paperwork in that regard we also had a database where I tracked all the progress of the episodes as they were being, when they got to delivered to the network and when they were ready before being delivered to the network what stage they were in so that we could make sure they were going to deliver on time. So basically it was exactly as my title was it was Administrator I was doing a lot of administrative work and then kind of the 2008, kind of layoff when everybody is coming back and light went off and I was part of that crunch and so I ended up working kind of short term assignments for a few years and then I worked on another Paramount television show just for about three months while somebody was on maternity leave and then I ended up starting with the Association of Talent Agency which was my last job in Los Angeles I was an Administrator there. It was basically just myself and the Executive Director it was the Association of Talent Agency so we basically were a non-profit trade association for Talent Agencies across the country and it was a very important Trade Association in that the agents rely we basically negotiated all the contracts with the Unions and the rules that the agents had to abide by with their clients. So, and when it came to the networks that would have specific contracts when they signed someone to a particular job and there were a lot of variations in each of these contracts and we had to know them so

our members when they contacted us we could help them get through the maze and help them understand what it was that they needed to do with the client and you know whether it was a problem or just a setup or whatever. So, I was constantly dealing with members all day long and some of these people are the heads of very large talent agencies and we treated everybody the same they had small members that were two person agency and we had agencies that had thousands of people spread across the world actually. So we, one of my jobs there was to conduct, well, I didn't conduct it, but I set up the Board meetings and I also took the minutes and prepared the minutes and distributed them and then I also we would have member meetings periodically throughout the year and we would usually have them at a hotel with a ball room because we had over a hundred people attendance at any given time. In the last year or two that I was there we would actually start doing webinars so we were constantly trying to keep up with the times and keep everybody satisfied because everybody had busy schedules. I also, we were, in my time there we started two pack committees one in California and one in New York and I was responsible for tracking all the funds and in addition to the members' dues every year I kept the ledgers for that and I took all the payments for that and processed them and deposited them and made sure everything that people were paying on time and that type of thing so I basically the common string throughout my work has been administrative. I basically assisted executives to help them get their job done and whatever that means whether it's dealing with people on the phone or doing paperwork or whatever I'm a pretty good writer so I would write a lot of memos and letters for my bosses and I'm trying to think if there is anything I've missed. Hopefully that sums it up.

Brad: That's fantastic.

Joanne: Robin why did you come back to Traverse City?

Robin: Everybody asks me that. Why would I? So, I'm from here my family has been here my parents were here up until just a few years ago. They are no longer with us but my, both my brothers live here still always have never left. My sister who raised her family in the Chicago area is now back she lives on Old Mission Peninsula so both, one of my brothers and sister live on Old Mission Peninsula and my other one lives on the west side and we did not have children and so they did I have like seven nieces and nephews and it was very important for me to be part of their lives. So now their having children, the nieces and nephews and we just got to a point where living in Los Angeles wasn't working for us anymore. I mean there's only so many traffic congestions situations that you can be in that where you just finally lose your mind. So my husband worked in production for television and he was ready too he had only lived anywhere but Los Angeles but he had been coming back with me for almost thirty years to visit my family and he's always loved Traverse City so it was natural that when we decided LA wasn't working for us that we came here and he's elated he, this is a person that has never spent a whole winter in snow maybe we'd go to the mountains to ski but that would be about it and he just loves it here. He thanks me every day that I brought him home.

Brad: That's kind of a common thread too. People come not only our selves you know being from that area. People that come into our offices to pay their taxes that moved here

from other environments including Texas and California and all that is because there's something about this place.

Robin: There is, there is.

Brad: You don't want to describe it to anybody but you can't help but gloat about it so.

Laughter

Brad: So how did you settle down after cause I had a lot of friends that are in that industry and honestly to see all that you've done and then you went from that to sort of a stop. How is that transition for you?

Robin: From.

Brad: From a high energy constant, constant to Old Mission life.

Robin: Well, so I've been here for just over a year. We moved here July of last year and we initially when we moved here, we thought we were wanting a house and it ended up being the house through inspection it wasn't the house that we wanted. So, we ended up pulling out of that and we were living in our RV. We have a forty-foot RV and we were living out in the Traverse Bay RV resort for the summer and then it ended up going into the fall we ended up finding the home that we are in now which is on Londolyn Terrace and the east side but it needed a real, lot of work. So, we ended up renting a cottage on Peninsula Drive and put our house in renovations for the winter basically. We didn't get in there until March 1<sup>st</sup>. So that kept me busy. That whole process of completely tearing the inside of the house out and getting resituated with the area and I had dreams that I thought I could come back here and not have to work but I now realize it I, once we got the house settled and what not I was like what now. What am I to do so I decided that I was going to come back and working on the Peninsula makes all the sense in the world because it's a community. It is and I'm so impressed by everybody that lives here with their activeness with all the, you know community work and you know so it made sense to me to do this, apply for this job.

Brad: That's fantastic. So, when you were in ATA you mentioned on one of your bullet points managed spreadsheets for annual dues. That not the pack that was a whole another avenue.

Robin: It's just the dues, the members' dues. We had excess.

Brad: So, you're used to excel sheets was that excel?

Robin: Yes.

Brad: I'm sorry I didn't mean to interrupt.

Robin: No, it's okay, I think I answered it I don't know, we had an excess of a million dollars in our member dues every year so I had tracked all that information. I took all the

payments in whether it be by credit card or by check and had to keep a ledger that tracked all that.

Brad: Now I mentioned about bank deposits and balance ledgers did you actually do reconciliation of statements of bank statements?

Robin: No, we had a bookkeeper an outside bookkeeper because both the Executive Director and I felt we just didn't want it to be a two-person office and have there be any question so we had an outside bookkeeper.

Brad: So, you worked closely with the bookkeeper and here our spreadsheet was it monthly, was it that you gave it to him or her?

Robin: Yes.

Brad: Between you and her?

Robin: She came in twice a month and yes, I kept the spreadsheet always up to date so that when she would come in, she would take it and reconcile with what she was doing and whenever there was a discrepancy we would sit there and figure it out until it was done.

Brad: Does that fall under, under your career summary where you talk about tracking and reconciliation of budgets and business accounts that's probably one component you covered a lot of areas. What are some of the maybe two or three other highlights that fit the tracking and reconciliation of budget as business accounts were there other actives besides just that at ATA? The pack is probably one of them.

Robin: Yeah, definitely the pack that was because the way we structured our, the way we set up our pack we allowed members to opt in or out and we would take a percentage of their dues and put it into the pack and so that added a whole other aspect to it cause then it wasn't like you were just doing the dues and the pack being the accounts were kind of intermingled cause they had deposit one to the other and so making sure that that was all copasetic and you know everything matched up on one side and then the other was important and my supervisor and myself my boss was an amazing woman and she taught me you know how to it was like the most important thing was to be up on a level and make sure it was totally transparent. So that there weren't any questions from the members as to what was going on in our office.

Brad: So, when you managed the pack and you were in LA, I think that you had said that, how many members were in that packet did you physically manage the in's and out's, the tracking ins and outs of those funds? What was the level.

Robin: Yes.

Brad: Of involvement of the actual pack management financial?

Robin: So, I was, I did, I did I was the one that was responsible for taking the dues the pack donation out of the members' dues and transferring it to a different account. Making

deposit into a different account and then making sure that ledger reflected that as well as the dues ledger and then as far as the pack my boss was the person that was out making the calls. I did go to Sacramento one time when we had a particular bill that we were very hot on and we recruited some of the members' from our agencies to go up there and it was a rally and so we were we wanted really to have a big show horse and but she was the one that would be dealing with we also had a path firm that they did a big part of the filing for the pack but I had to give them all the information and handle the documents for them to be able to do that.

Brad: What format did you send over to them was it an excel

Robin: Yes.

Brad: Sheet again?

Robin: Excel.

Brad: And your boss would sign off on it just to verify that these were the credentials and it went to.

Robin: Yes.

Brad: Which you covered that already. Let's see here. You mentioned in your summary organizational which you've demonstrated fairly well and analytical skills give me one or two examples of within your career the analytical, obviously this is one of them the pack and managing the annual dues are there any others that maybe or unique that you did, did very well.

Robin: Well, I, when I worked at Warner Brothers as an Administrator, I like I said we had a database that we entered in all the information. You had to because we were dealing with so many different shows and multiple episodes at any given time you had to really be on top of you know making sure that everything was doubled checked and triple checked to make sure that everything was accurate because if you gave them, or put in a delivery date into the system that wasn't correct it could throw everything off. So it was one of those things where at night I kind of consider that analyzing, I guess you know making sure that you had all their information in correctly.

Brad: How many hours a day did you work cause I know this business is crazy, you must have been working twelve hours a day.

Robin: Well, yes, it varied. It varied from time to time when I was an Executive Assistant it was until the boss left. So, you know that could be twelve hours a day or not production is the same way and um but it was all interesting and fun. So it didn't seem like I was working extra hours at any given time and you know not having children I had the luxury of being able to do that and I don't know, I'm still amazed by people that have children and have full-time jobs because I know that's a big, a big juggling act so and my job with ATA was defiantly, I'm the type of person that I don't like to leave things undone. When I leave at the end of the day and I know there's sometimes when you have to do that

but I always, it just doesn't sit right with me if I left and there was something I could finish. So, if I could take the extra time and finish it I will.

Warren: Do you think LA is fun, Peninsula Township is pretty fun.

Laughter

Robin: Believe me LA is fun but it has its major drawbacks when you're sitting in traffic for an hour every day.

Brad: To go twenty miles.

Robin: Yeah.

Brad: I know I've done that. I have no other questions.

Dave: I would kind of like to repeat my question based upon the statutory duties of the Clerk you've had a chance I think to review the various functions performed by the Clerk, right?

Robin: Yes.

Dave: And as you look at your own qualifications and capabilities what would you look for in the Deputy that you would hire?

Robin: Well, as I understand it the jobs, the, the, the, jobs the Deputy and the Clerk kind of back each other up. So, you learn you both know each other's jobs so to speak.

Dave: It is true, yes, the State Law requires in the absence of the Clerk the Deputy takes over so there is a certain amount of familiarity.

Robin: So I would probably be looking for somebody that was organized and calm and level headed and has skills and or is interested in the skills whether it be administrative or be accounting or any of that being of that my entire working career I've been an Executive Assistant I've had to wear my hats because each person that you work for has different needs and different likes and dislikes and so I think that the Deputy would need to be able to do that as well to be able to not just focus on one thing but be able to.

Dave: Okay.

Robin: As you say, what did you say.

Becky: Multitask.

Robin: Multitasks, that's the right one. They would be able to multitask and do several things at once and that's what I've done my entire life multitask.

Dave: So, help me to understand just a little bit better. I know you've supervised twelve people I think I read it here at one time.

Robin: Yeah.

Dave: What is your logic, what do you go through when you decide that I am going to delegate this to the Deputy or I am going to do it myself. How do you work through the management of work?

Robin: Well, I would probably look to see what the strengths, what the strengths were to my Deputy and what my strengths are and determine you know what areas we could you know counter each other on and um and also make sure that that both people are understanding what the job is that's being done so it's not just one person focusing on one thing and its purpose and one person focusing on another so that in the event that one of us was not present we both could do the job that both of us were doing. So I think that would be important.

Dave: Okay, thank you.

Warren: I'm still kind of off with this without asking since she kind of stole my question that I wanted to ask but what would be your basic weakness that you think coming into this job?

Robin: My weakness? Well I having not been in Traverse City for a number of years and I'm learning a lot about the Peninsula but I don't feel I have you know a complete grasp of how the Township works and all the people that work for it and around it so that would be something I think I would need to learn.

Warren: Thank you.

Marge: I showed, you said that when working when you were working for Warner Brother's television you maintained and tracked episodes and budgets what did that entail?

Robin: Well, we had a, there was an executive in the office that did nothing but the budget and what not and he would periodically give me assignments to go through and look at what you know was the actuals in what was budgeted and make sure you know to if there was any areas where they were going extremely over in I brought that to his attention and um and gave a summary of any areas that needed to be addressed.

Marge: Do you have any accounting software background or experience?

Robin: I do excel but I had a little bit of work with quick books.

Rob: Okay.

Marge: Thank you.

Rob: Anyone else, okay.

Brad: Questions of us?

Rob: Yeah.

Robin: No, I think we went over it today.

Laughter

Rob: You know both of you are great candidates and you know we should hire them both.

Laughter

Rob: That's what we should do. They complement each other in putting it together. I guess the next step that I thought we would ask you Brad usually does a background check on everybody if that's okay with you and then unless someone wanted to make a decision tonight, we would put it on next Wednesday's meeting. I'll just put the question out is there a possibility of both of you working together, one as Clerk and one as Deputy or consider those roles?

Brad: (Makes a comment unclear).

Rob: I know it's kind of hard I know your both here for the one job but.

Robin: Well, we've chatted in the parking lot after we had our meeting this afternoon and I told Becky that I would be perfectly comfortable working as a Deputy if she were interested in that.

Becky: And I think that would be terrific. I'd love to work with Robin and I think she has a lot of skills that I lack.

Brad: So, noted.

Becky: I think that would be great.

Brad: Well I should conduct a background before we.

Becky: Absolutely.

Brad: I think this is good input and I think we need to also digest what you've shown us tonight and give you opportunities to walk away from here and stay affirm if you wish to go forward or not, I mean it happens.

Rob: You might change your mind tomorrow or at some point.

Joanne: Plus, I think that Robin really needs an opportunity to read the book from MTA to statutory responsibilities of the Clerk and the other officers in the Town Board.

Brad: Yeah, I gave her a copy today Jo.

Robin: Yeah.

Brad: That's a fair point she's got.

Robin: I've gotten through this.

Joanne: Did you get the little one?

Brad: Yes, the little one that's all we have.

Joanne: She needs the big one that deals with the Clerk's office.

Dave: So, we're scheduled to meet next Tuesday on the 29<sup>th</sup>.

Several Board members speaking at the same time.

Dave: Next Wednesday.

Joanne: Unless you want to come in here at eight o'clock it's an election.

Several Board members speaking at the same time.

Marge: In the meantime, should both of them shadow the election night?

Rob: Is that a possibility?

Joanne: No, it isn't.

Brad: They have to be sworn in don't they, there's certain technicalities.

Warren: Could they volunteer?

Joanne: No.

Brad: See we had to approve the volunteers and they have to be paid and

Warren: Yeah.

Brad: And all that other stuff, there is a formal procedure that we have to sit and vote on.

Dave: I wanted to add as I was listening and asking questions, I'm used to two columns plus or minus and trying to balance off.

Brad: Ben Franklin.

Dave: Yeah, I didn't know if anyone else knew the Ben Franklin but.

Brad: I also saw Real TV so.

Robin: Oh, really.

Dave: Working on the Ben Franklin. I was very impressed very, very impressed at how complementary the skills set are when you look upon them in terms of the two women working together. I think it's wise to encourage them to continue talking together and talk to your families and maybe able to come back here next Wednesday assuming your both interested.

Brad: I would make another offer Dave, as an additional suggestion is that we are there Monday through Thursday come in stop by anything that you want more information and questions. Robin, we need to make sure we get you the specific Clerk's book, but anything along with what you have questions on you know how to get a hold of Rob or I or us.

Dave: So what I was suggesting is if the two of you are so inclined make a presentation next Wednesday night. The plan to utilize both of your skills sets.

Warren: My only concern on that is is whoever gets the Clerk's position is in charge of picking a Deputy. You shouldn't be.

Joanne: That's right.

Rob: That's right.

Warren: Pushing who is the Deputy. We can say that we think they are complimentary I don't think we should be pushing.

Dave: I was thinking more show me how the skill set match.

Warren: Correct. I just worry about them feeling have to pick the Deputy whoever it is because there not picking.

Brad: And I wish Isiah was here because I would like to have a deliberation with all of us after we've had a chance to visit. I have my own impressions that are very favorable of both and I've had the opportunity to work with Jo and Brenda so I can see where there are parallels of certain core strengths and abilities where you know one will fit well and one will fit well there. So, I think we need to let this process unfold, we need to digest, we need to deliberate again in public with our thoughts and then we need to make a decision. Then that will be the Clerk who then can make their decision. I think that's the fair way to go.

Warren: But I do think it would be appropriate if you came here Wednesday with a brief five minute presentation from each person just to catch up.

Rob: Maybe we can set up something where he can meet both of you and talk to you too.

Brad: Yeah, right. Cause I'm going to encourage him to call he needs to watch the recording of the meeting so that we are efficient with your time and our time he can watch these interviews draw the same impressions that so when we deliberate, we're prepared.

Rob: Okay, we'll see you on the 7<sup>th</sup> but you're welcome to come in whatever we can do for more information.

Brad: And I need to walk you through what the budget looks like because I showed you a sample but you know you can visit with Marge and I but to go through more of what I call the fundamentals because as I shared with you earlier and this is true when we all walked into these positions you can read the books you can read the manuals but until you really get in the chair.

Robin: So, did you want us to put a presentation together or

Everyone on Board states no.

Rob: Because it is one position that hires the other person.

Robin: But I didn't know with Isiah if he wanted us to.

Brad: He's going to watch he'll be.

Becky: But I have a question. So, there's another Special meeting next Wednesday night then?

Warren: Yes.

Becky: And would you like us to come?

Rob: Yes.

Warren: Yes.

Becky: Okay.

Rob: That's where we are going to make the determination.

Becky: Okay.

Brad: Yes.

Becky: And you don't need a presentation?

Rob: No, no.

Becky: Okay.

Rob: No, we're, okay.

Becky: Okay, thank you all.

Brad: You've done a great job.

Rob: What we'd like to do is interview it gives us time to think and you to think and ask some more questions and interact and then make a decision you know a week later in this case.

Warren: As soon as possible if one of you isn't still interested by next week.

Rob: I don't know they met Brad and he gave them the whole speech so there still here.

Laughter

Brad: Oh, stop it, stop it.

Marge: Do you need information from them in order to do the background checks?

Brad: I will get in touch with you both, I believe it is number one just your authorization and number two I give it to our background check and then they need drivers' licenses and stuff but I'll get with you tomorrow so we'll have it when we met again.

Robin: I could, if it's okay could I come by tomorrow to pick up the other book and.

Rob: Sure.

Robin: And I'll bring back the smaller one too.

Brad: That's fine.

Rob: Anything you guys need or questions.

Brad: Come on by.

Rob: Just call us.

Becky: So it sounds like you would like us both to come by sometime next week to talk to you and go over the budget or should we wait on that?

Brad: Tomorrow is going to be a quiet day. Oh, that's right. We'll discuss it with you. We'll set a date.

Becky: What I was wondering was would it make sense for Robin and me to come together or would you prefer for us to come in separately?

Brad: I think that for you both to come in so that we present the basics of it cause you are residents so if you're coming in as residents and say I'd like to know more about the budget.

Becky: Okay.

Brad: So that is how we would be treating that as residents.

Rob: I think both of you could come in that way you are both hearing the same thing.

Multiple speakers at the same time.

Rob: Come in and go through something and not recreating it for the other one.

Becky: I agree, I'd rather come in together.

Brad: Makes a statement unclear.

Becky: So that works for both of us.

Rob: Thank you, it's a pleasure both of you stepped forward for the community and we'll make our determination next Wednesday.

Becky: Thank you, appreciate your time.

Multiple speakers at the same time.

Rob: Citizen comments, Nancy.

Nancy: The battery is dead. I'll speak loud.

Rob: Okay.

Nancy: Forgive me if I'm a little garbled here I attended the morning session with the as a resident listening to the three people that are tasked with reviewing the employee handbook. I've heard for the second time from Trustee Sanger that we have three whatever he calls them. Staff at that meeting asked for consistency if you expect staff to be one entity, I don't see how you can have all these different people evaluate you. We're all different personalities, expectations one of the staff expressed differences. You can't have all these different you have to have a chief. You really have to have someone to go to, to run the organization. I feel it's really important for cotton unity and a consistency and that is lacking right now.

Rob: Are you talking about the handbook?

Nancy: I'm talking about the handbook but.

Rob: Well, I think,

Nancy: Correct, the current handbook situation and I don't need affirmation I just want the current operation isn't working as far as I can see as a resident when I have been there at handling employees and I just feel it is important. We're not running a corporation here. Don't over complicate it don't I got the feeling that the over complication of it.

Rob: Oh, okay, thank you, anybody else, Board member comments?

Brad: None.

Rob: Happy Halloween we didn't have anybody come, Fred, I don't know if you had candy out there but I would entertain a motion to adjourn.

Brad: So, moved.

Warren: Support.

Rob: We have a motion and support all those in favor signify by saying "I".

Board all states "I's".

