

**MINUTES OF TITTABAWASSEE TOWNSHIP**

**SPECIAL BOARD MEETING**

**March 16, 2020 - 9:00 A.M.**

**TOWNSHIP OFFICE 145 S. SECOND STREET  
FREELAND, MICHIGAN**

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1. Special meeting called to order at 9:00 a.m. by Robert DuCharme, Clerk.
2. Opening - Pledge of Allegiance.
3. Members Present: Tracy Reimus, Wayne King, Carl Neuenfeldt, Robert DuCharme **Roll Call**  
  
Members Absent: Paul Vasold, Tom Metiva, Rick Hayes  
  
Staff: Brandy Federspiel, Marc McGill **Staff**  
  
Guests: None. **Guests**
4. Moved by Reimus, seconded by Neuenfeldt to allow the clerk to chair the meeting in the absence of the supervisor. **Vote for Clerk to Chair Meeting, Supervisor Absent**  
  
**Motion Carried**
5. None. **Public Comment**
6. Moved by Neuenfeldt, seconded by Reimus to approve the agenda as presented. **Approval of Agenda**  
  
**Motion Carried**
7. **Unfinished Business** – None.
8. **New Business**
  - A. The following 6 steps were proposed by the manager to take affect March 17, 2020 through April 3, 2020 in response to the COVID-19 crisis.
    1. Limit Public Access to building by appointment only.
    2. All communications would be via phone, text, email, fax, etc.
    3. No water shut offs.
    4. Late fee penalties will not be waived.
    5. Drop box stored for 48 hours minimum until opened.
    6. Office hours 8/hours/day. 8:00 a.m. to 4:00 p.m.

Moved by Neuenfeldt, seconded by King to approve the 6 steps proposed by manager, knowing that this is all subject to change as the State of Emergency progresses/changes.

9. None.

**Other Business**

10. None.

**Extended Public  
Comment**

11. Meeting adjourned at 9:20 a.m.

**Adjournment**

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Robert DuCharme, Clerk