

**Carmel Township Unapproved Minutes
December 18, 2024
6:30 PM**

- I. Call to Order, Pledge of Allegiance - opened at 6:30pm
- II. Roll Call - Clerk Quinn Underwood, Treasurer Michele Wise, Trustee Don Ramsey, Supervisor Rick Dykstra, Kara Dougherty, Mr. Dougherty, Justine Kilgore, Dan Daly, Tom Campbell, Steven Willard and Pat Willard.
- III. Approval of Agenda - Clerk Underwood motioned to approve the agenda, Treasurer Wise 2nd – motion carried with 4 yeases.
- IV. Approval of Minutes – Treasurer Wise motioned to approve the meeting minutes from 11/13/24 and 11/20/24, Trustee Ramsey 2nd, motion carried with 4 yeases.

V Reports

- A. Sherriff – none
- B. Supervisor – provided updates
- C. Clerk – none
- D. Treasurer – Treasurer Wise makes a motion to keep Invoice Cloud for accepting online payments for another year, Supervisor Dykstra 2nd, motion carried with 4 yeases.
- E. Trustees – none

VI Public Comment

VII Unfinished Business

VIII New Business

- A. Discussion for new Assessor, review applications – Trustee Ramsey makes a motion to form a committee to interview Assessor, Treasurer Wise 2nd, motion carries with 4 yeases.
- B. Motion to vote to contract new Assessor
- C. Discussion for new Trustee, review applications
- D. Motion to vote for new Trustee – Trustee Ramsey makes a motion to approve applicant Steven Willard for Trustee, Treasurer Wise 2^{nds}, motion carries with 4 yeases. Steven Willard is sworn in as Trustee.
- E. Vote resolution to change meeting dates from third Wednesday of each month To third Tuesday of each month, 6:30 PM - Trustee Willard makes a motion to table the discussion, Treasurer Wise 2nd, Willard Yes, Dykstra No, Wise Yes, Underwood Yes, Ramsey Yes, motion carries.
- F. Campbell & sons' contract extension – Clerk Underwood makes a motion to table discussion, Supervisor Dykstra 2nd, motion carried with 5 yeases.

IX Consent Agenda – Clerk Underwood makes a motion to approve Consent Agenda, Supervisor Dykstra 2nd, motion carried with 5 yeases.

- A. Accounts Payable
- B. Payroll

X Unfinished Business – Trustee Willard makes a motion to authorize him to be the legal representative for the emergency services contract, Trustee Ramsey 2nd, Willard Yes, Dykstra No, Wise Yes, Underwood Yes, Ramsey Yes, motion carries.

XI Call to Public

XII Board Discussion: Clerk Underwood presented letter of resignation effective as of December 19, 2024. Trustee Ramsey makes a motion to accept resignation, Treasurer Wise 2nd, motion carried with 5 yeases.

Steve presented a letter of resignation for Trustee effective December 18, 2024. Treasurer Wise moves to accept, Supervisor Dykstra 2nd, motion carried with 5 yeases.

Trustee Ramsey makes a motion to appoint Steven Willard as Clerk effective as of December 19, 2024, Treasurer Wise 2nd, motion carried with 5 yeases.

Trustee Ramsey makes a motion to re-post position for Trustee and accept applications through January 13, 2025, Supervisor Dykstra 2nd, motion carried with 5 yeases.

Assessor Interviews will be held on December 23, 2024 and to be scheduled with applicants.

XIII Motion to Adjourn – Supervisor Dykstra makes a motion to adjourn the meeting at 7:47pm, Treasurer Wise 2nd, motion carried with 5 yeases.