

**Chesaning Township  
Board of Trustees  
Approved Minutes  
Special Meeting  
November 29, 2023 @ 7:00 p.m.**

**Special Meeting:** Called to order at 7:00 p.m.

**Pledge of Allegiance:** The Pledge was led by the Board of Trustees.

**Members Present:** Supervisor Joe Ruthig, Treasurer Cathy Gross; Trustees: Ken Hornak, Kevin Carlton and Bill Hedrich.

**Members Absent:** Clerk Julie Paulson; Trustee Pete Hemgesberg

**Approval of Agenda:** Agenda was presented for approval. Motion by Hornak, support by Hedrich, to approve the agenda as presented. Vote: All yeas. Motion Passed.

**1. Public Comments:** None

**Business:**

a. **Consider Chesaning Township Clerk's Resignation**

Supervisor, Joe Ruthig, reiterated that Clerk, Julie Paulson, handed in her resignation as Township Clerk on November 2, 2023 at the last regular Chesaning Township Board meeting. Since that time, Daniel Himstedt has indicated he would like to be appointed Township Clerk.

Motion by Hedrich support by Carlton to accept the resignation of Clerk, Julie Paulson. Roll Call Vote – Yeas: Hornak, Gross, Carlton, Hedrich, and Ruthig. Nays: None. 5 Yeas, 0 Nays. Motion Carried.

b. **Consider Appointing Dan Himstedt as Chesaning Township Clerk**

Supervisor Ruthig addressed the Board about appointing a new Township Clerk. Daniel (Dan) Himstedt who has worked as an election inspector and chair-person at past Chesaning Township elections has asked that the Board consider him to be appointed Chesaning Township Clerk. Supervisor Ruthig told the Board that he and Treasurer Gross have spoken with Dan regarding the duties of the Clerk. The upcoming presidential election year is going to take up most of the new Clerk's time. Supervisor Ruthig told the Board the new Clerk will need help to be able to complete all the tasks that the Clerk is responsible for. Ruthig and Gross have spoken with Kyle Bostwick, the Saginaw County Deputy Clerk, who suggested trying to hire a neighboring Clerk to mentor the new Clerk, which is what St. Charles Township did a few years ago. It worked well for them. Ruthig advised the Board that elections are getting more and more complex and time allotted for completing those tasks has increased significantly. Several changes will need to be made in the Chesaning Township Office to accommodate the work that needs to be done in the near future.

Motion by Hornak, support by Hedrich, to appoint Daniel Himstedt as Chesaning Township Clerk. Roll Call Vote – Yeas: Gross, Carlton Hedrich, Hornak, and Ruthig. Nays: None. 5 Yeas, 0 Nays. Motion Carried.

Based on approval of the roll call vote to appoint Daniel Himstedt as Chesaning Township Clerk, Supervisor Ruthig read the Oath of Office to Daniel Himstedt who then accepted the Oath. Clerk Himstedt joined the Board at the Board table in his new position as Chesaning Township Clerk.

c. Consider Hiring Bev Wenzlick to Help Train Chesaning Township Clerk

Supervisor Ruthig explained to the Board that hiring a neighboring Clerk to mentor Daniel Himstedt would be in the Township's best interest, as suggested by Saginaw County Deputy Clerk, Kyle Bostwick. Treasurer Gross and Supervisor Ruthig have spoken to Bev Wenzlick about mentoring Dan. Bev has been the Clerk in Brady Township for 17 years and is highly experienced. Bev agreed to help our new Clerk if needed and would request her pay rate be \$25 an hour. Treasurer Gross and Supervisor Ruthig both recommended to the Board that they hire Bev Wenzlick at \$25 an hour to mentor Dan during the upcoming 2024 election year.

Motion by Hornak, support by Hedrich, to hire Bev Wenzlick to mentor the new Clerk at the rate of \$25 an hour as needed for the election year of 2024.

Roll Call Vote – Yeas: Hornak, Gross, Hedrich, Carlton, Himstedt and Ruthig. Nays: None. 6 Yeas, 0 Nays. Motion Carried.

d. Consider Chesaning Township Sending Board Members and Administrative Assistant to the SCTOA Holiday Meeting

Supervisor Ruthig asked the Board to consider paying the \$40 registration fee for Board members and the Administrative Assistant to attend the Saginaw County Township Officer's Association (SCTOA) Holiday Meeting. Spouses of Board Members would pay their own way. There was a time in the past that the Board did pay for Board members to attend the SCTOA meeting, however, in most recent years any Board member who attended was required to pay their own entry fee. Treasurer Gross commented that members of the SCTOA spoke at the recent Saginaw Area Local Treasurer's Association (SALTA) meeting reaching out asking that every township send a representative in an effort to keep all local townships apprised of issues that affect everyone. Gross asked the Board if the Deputy Clerk and Deputy Treasurer would be included in having their registration fee paid.

Motion by Hornak, Support by Carlton to allow the Township to pay the registration fee for entry to the December 7, 2023 Saginaw County Township Officer's Association Holiday Meeting for Board Members, Deputies and the Administrative Assistant.

Roll Call Vote – Yeas: Carlton, Hedrich, Hornak, Gross, Himstedt and Ruthig. Nays: None. 6 Yeas, 0 Nays. Motion Carried.

**Township Board Comments:** Kevin Carlton reminded the Board that there will be a Christmas get together on December 13, 2023 at the Back Forty Restaurant for anyone who wants to attend. Please rsvp to Jennie Carlton.

**Adjournment:** Motion by Carlton, support by Hedrich, to adjourn the meeting at 7:45 p.m. Motion Passed

Approved: \_\_\_\_\_

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**Cathy Gross, Treasurer – Acting Secretary  
Chesaning Township**

Supervisor Approval – Yes\_\_\_ No\_\_\_

Change Requests \_\_\_\_\_

Supervisor Joe Ruthig \_\_\_\_\_ Date: \_\_\_\_\_