

The regular monthly meeting of the Manistee Township Board was held on Thursday, September 11, 2014 at 7:30 P.M., at the Manistee Township Hall. Board members present were Dennis R. Bjorkquist, John M Dontz, Connie L Jankweitz, and Deputy Clerk M. Rebecca Dinsen. Anderson and Hutchinson absent. Also present was Fire Chief Chuck Barron, Sharon Janicki, Kayla Janicki, Tom Johnson, Duane Anderson, Tim Tabaczka, Anthony & Michelle Ganss, John Bell, County Commissioner Jeff Dontz, and Keith Brown from PEG.

The meeting was called to order by Deputy Clerk Dinsen, and turned over to Deputy Supervisor Dennis R Bjorkquist. All attending stood and opened with the pledge to the United States flag. A moment of silence was observed for Joy Hutchinson, Manistee Township Clerk, who passed away on August 29, 2014.

The minutes of the August 11, 2014 Manistee Township Board meeting and the August 26, 2014 Special Board meeting were provided. It was moved by Dontz, seconded by Jankweitz to approve the minutes of both meetings as provided. All voting in favor. Anderson absent. Motion carried.

Treasurer Jankweitz gave the Financial report for the month of August. The receipts were \$8,927.93; expenditures were \$49,979.31, leaving a balance of \$220,699.36 in the General Fund as of September 1, 2014. It was moved by Bjorkquist seconded by Dontz to accept the Treasurers report as presented. All voting in favor. Anderson absent. Motion carried.

There were no approved minutes of the July 3, 2014 or August 7, 2014 Manistee Township Planning Commission meeting. The proposed minutes of the August 18, 2014 Zoning Appeals Board were placed in each packet.

Correspondence was received from various sources and given to each board member in their meeting packet.

John Bell, of 1147 Lakeshore Road, reiterated the barking dog problem. He asked that the existing ordinance be enforced, if not enforceable then be updated, or a new ordinance for barking dogs be moved into place. The neighbor has five or six dogs which he encourages to bark. It is becoming a health hazard for the adjacent neighbors. The neighbors will provide copies of enforceable ordinances used in nearby counties. The Zoning Administrator and Planning Commission will be asked to find a reasonable solution. (John Bell and Tim Tabaczka left the meeting)

County Commissioner Jeff Dontz gave a brief update on county news, including the settlement of Kettle Hole Drain, a negative 2014-2015 Budget with funds being drawn from the Fund Balance, recycling status, the structural problems with the library, the Manistee County Strategic Plan, the increase to 1.0 mills for 911 millage, contract negotiations, and the ongoing problems with the Manistee County Road Commission. The Bar Lake Improvement would like to treat the lake once more this fall, however there are no concrete dates on when this will be.

Fire Chief Chuck Barron, stated the Manistee Township Fire Department held 6 training & meeting sessions. They responded to five fire and twenty-two medical runs during the month of August. Truck 1-31 has the new tires, and the handling has improved tremendously. \$10,000.00 funding has been secured toward the construction of a fire training site that would be built with shipping containers. The shipping containers will be delivered to the Fire Hall site. Permits will need to be secured, footings poured, some welding would be required, as well as a check of township liability insurance. Bjorkquist asked for detailed drawings. Barron looked at a 1999 fire truck, with a ladder. This truck would be used to replace Truck #33, a 1978. Barron asked for a workshop question and answer date from the Manistee Township Board members to discuss the possible purchase of the truck. The 1999 truck would help with the upcoming ISO rating for the township. The ISO last checked Manistee Township in 1995. Barron asked for the confirmation of Steve Bernatche an Eastlake fire/medical officer to be allowed and welcomed to the Manistee Township Fire Department. It was moved by Bjorkquist and seconded by Dontz to accept Steve Bernatche as additional Fire Medical personnel for the Manistee Township Fire Department. All voting in favor. Motion carried.

Bjorkquist has checked with Attorney Wilson on the Automatic Aid Agreement with the Village of Eastlake. Wilson has a few typographical changes to be made in the agreement, and it will be ready for signing, by Manistee Township.

Liquor Inspector Bjorkquist stated Meijers has applied for their Liquor Licenses. However there have been no other significant changes to any liquor licenses during the month of August.

The Revenue Sharing Board grant application deadline has passed. Verbal presentations will be October 6, 2014.

The Advisory Group on McGuineas Drain met on August 28, 2014. There was consideration given to redirecting the drain to the west boundary of the Blacker Airport property.

The Manistee Township Hall is presently without heat or air conditioning. The furnace room area will need drywall and insulation replaced, and then the air and heating units can be replaced. Bjorkquist would like this expedited to finish ahead of the upcoming heating season.

Manistee County is holding a Regional Summit on September 18, 2014. All board members are encouraged to attend.

A letter of resignation from Supervisor John W Anderson was read. Anderson has served as Manistee Township Supervisor since 1982. His resignation will be effective September 30, 2014. It was moved by Dontz, seconded by Jankweitz to accept the resignation of Supervisor John W Anderson with regret, and appreciation for the decades of service. All voting in favor. Motion carried. A letter of thanks & appreciation

will be sent to Mr. Anderson. The vacancy of Supervisor must be filled by November 14, 2014. The Board chose to wait on any appointment.

Due to the passing of Clerk, Joy Hutchinson, it was moved by Jankweitz, seconded by Dontz to advertise for applicants, with resumes for the position of Manistee Township Clerk. All voting in favor. Motion carried. The board would like the applications by September 26, as the appointment of Clerk must be complete by October 13, 2014. It was suggested to advertise on the township web site, the local newspaper web site, and on Facebook.

On September 10, 2014 Manistee Township signed a cooperative sewer project with the Little River Band of Ottawa Indians, the State of Michigan, Manistee County, and the City of Manistee. This agreement has been two years in the process, with countless hours of work by all involved. The agreement will provide accessibility to sewer for the area between M-22 and M-55 along the US 31 corridor. Business and commercial will be required to connect to the line. Residential will not be required to connect, until there is failure of their system. Bjorkquist thanked Dontz & Jankweitz, and all those who have worked so long and hard on this project. It will be a valuable asset for the future of Manistee Township.

Snow plowing bids for the 2014/2015 winter will be advertised for opening at the October 9, 2014 Board meeting.

The following resolution for viewing of Township records was presented to board members.

Manistee Township Resolution of Public Inspection of Records

WHEREAS, pursuant to The Freedom of Information Act (FOIA, MCL15.231, et seq., Manistee Township, Manistee County adopts the following guidelines for inspection, examination, and reproduction of its public records.

Upon receiving a verbal request or written request to inspect township records, the township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

A person shall be allowed to inspect public records during usual business hours, not less than four hours in one day. The public does not have unlimited access to township offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of township personnel.

Township officials, appointees, staff or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.

In coordination with the official responsible for the records, the FOIA coordinator or other township appointed person, shall determine on a case-by-case basis when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

The (*clerk, FOIA coordinator, other*) is responsible for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.

A person cannot remove books, records or files from the place the township has provided for the inspection.

No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena or for audit purposes. The official shall be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

Copies May Be Required to Enable Public Inspection of Records

In coordination with the official responsible for the records, the FOIA coordinator or other township appointed person, will determine (*by policy, on a case-by-case basis, or both*) when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

A fee will be charged according to Manistee Township FOIA policy for copies made to enable public inspection of records.

Appointments:

Call for an appointment at the 231 723 6507. If there is no answer, please leave a message and a telephone number for a return call. Calls will be returned as soon as is reasonably possible. Appointment times will be established at the convenience of the township person and requester.

NOW, THEREFORE, BE IT RESOLVED that the above stated policy and guidelines are adopted at the regular Manistee Township Board meeting, held on Thursday, September 11, 2014.

Moved by: John Dontz

Seconded by: Connie Jankweitz

Roll Call Vote Connie Jankweitz, John Dontz, and Dennis Bjorkquist

Upon completion of a roll call vote the Deputy Supervisor declared the Public Records Inspection Resolution Adopted.

I, M Rebecca Dinsen, the duly appointed Deputy Clerk of the Township of Manistee, hereby certify that the foregoing resolution was adopted by the Manistee Township Board at the regular meeting held on September 11, 2014, at which meeting a quorum was present, by a roll call vote of members and the resolution was ordered to take immediate effect.

M Rebecca Dinsen, Deputy Clerk

Manistee Township

Manistee Township has adopted the Michigan FOIA Act of 1976. At this time it was moved by Bjorkquist, seconded by Jankweitz to update and reaffirm our adoption and commitment to the Michigan FOIA Act of 1976. All voting in favor. Motion carried.

The current bills in the amount of \$36,351.95 for the month of September were presented.

It was moved by Dontz, seconded by Jankweitz to pay the bills as they are received for the month of September. All voting in favor. Motion carried.

The **Manistee County Chapter of the Michigan Townships Association** will meet at the **Arcadia Township Hall on Wednesday, September 24, 2014, at 7:00 P.M.**

The next regular monthly meeting of the **Manistee Township Zoning Appeals Board** will be held on **Tuesday, October 7, 2014 at 7:00 P.M.** at the Manistee Township Hall, 410 Holden Street, *if there is an appeal.*

The next regular monthly meeting of the **Manistee Township Planning Commission** will be held on **Thursday, October 2, 2014 at 7:00 P.M.** at the Manistee Township Hall, 410 Holden Street.

The next regular monthly meeting of the **Manistee Township Board** will be held on the second **Thursday, October 9, 2014, at 7:30 P.M.** at the Manistee Township Hall, 410 Holden Street.

The next regular meeting of the **Bar Lake Improvement Board** will be held on **Monday, October 6, 2014 at 7:00 PM** at the Manistee Township Hall.

There being no further business or public comment to come before the board, it was

moved by Dontz seconded by Jankweitz to adjourn the meeting at 8:35 P.M. Bjorkquist, Dontz, and Jankweitz voting in favor. Anderson and Hutchinson absent. Motion carried.

Respectfully submitted,

M. Rebecca Dinsen, CMC
Manistee Township Deputy Clerk