

**UNAPPROVED MINUTES
COLDSPRINGS TOWNSHIP
REGULAR BOARD MEETING MINUTES
COLDSPRINGS TOWNSHIP HALL-COUNTY ROAD 571
MONDAY NOVEMBER 9, 2015 7:00 P.M.**

Supervisor Hoffman called the meeting to order at 7:00 p.m. Pledge of Allegiance was said by all. Board members present at roll call were Supervisor Hoffman, Clerk Collins, Treasurer Smith, Trustee Malott, Trustee Bagnell. Eighteen members of the public were also present.

Adoption of the Agenda:

Motion by Malott to adopt the agenda as presented. **Supported** by Collins. All in favor. Motion carried.

Establish any conflict of interest of items that are on the agenda:

None were presented.

Approval of Minutes from the October 12, 2015 Regular Board Meeting:

Motion by Smith. **Supported** by Bagnell to approve the minutes from the October 12, 2015 Regular Meeting. All in favor. Motion Carried.

Correspondence was reviewed:

Clerk Collins received the minutes from the Road Commission. They are on file in the clerk's office. The Board of Review Organizational Meeting on March 8, 2016 will be held in the Treasurers' office because of the March 8, 2016 Presidential Primary. Clerk Collins received the crimes report from the Kalkaska Sheriff's Office for the Month of October 2015 with 25 reported incidents. Along with that report was the inspection of the Outlaws Bar & Grill. The Clerk also received a letter from Manistee Lake Improvement Board, Wayne Jonker Secretary/ Treasury asking the Township to include the yearly audit of the Manistee Lake Improvement Board with the Township's yearly audit. I contacted our audit Company Tobin and was told that they would gladly do the audit for the Manistee Lake Improvement Board, but since they are a separate entity they would have their own audit and fees separate of the Township.

Committee Reports:

- (A) Planning & Maintenance – Bagnell said he turned in the request for the Correction Work Crew cleanup for next spring of the cemetery and township hall and he also put in a request for the Correction Work Crew for the clean-up of Sands Park when the Park & Recreation Board scheduled the volunteer clean-up day on May 21, 2016. Bagnell said he was unsure if they worked on a Saturday we will find out next spring. Bagnell stated that he talked to Tim McCullen and he hopes to have the work at Sands Park finished today. They were finishing up the dirt work and seeding. Tim said that if we need more seed in the spring he would supply it.

The doors on bathrooms were fixed and repainted. Bagnell also said he brought over his tractor and mounted leaf blower and blew the leaves at the Township Hall. He hopes to come over in a day or two and blow some of the leaves out of the cemetery and he may also take it over to Sands Park. The dock is still in but Bagnell hopes to have it removed this week sometime.

(B)Fireboard – Supervisor Hoffman presented the minutes from the November 4, 2015 Fireboard meeting. The minutes showed that there were 6 Fire runs and 8 Rescue runs for the month of October. Frederic ALS had 27 calls, 5 transported to Kalkaska, 11 to Munson, 6 to Grayling and 5 inter-facility transfers. Supervisor Hoffman stated that the fire department is looking for volunteer fire people and people to assist in rescue. A complete copy of the minutes are on file with the clerk.

(C)Road Commissioners Meeting – Road Representative Malott stated that he is looking into a possible road millage for Coldsprings Township, but it can't be put on the ballot until next summer. Malott said the Road Commission does not buy road salt ahead of time because they have no salt storage shed, so they have to pay a premium for salt, but this year the price of salt is low and should save the Road Commission some money. Starvation Lake Road should be starting in 2016 and the work on 612 from 571 to the Fire hall should also be started.

(D)Ordinance Enforcement Officer – Denny Corrado stated he still had seven open cases and that he was still working on. One case he hopes to wrap up soon and that is about it.

(E)Park And Recreation- Will Resume in May 2016.

(F)County Commissioner – not in attendance

(G)Hospital Board – Ray Hoffman stated that he attended the Hospital board Meeting on 10-27-15 and everything at the hospital is going good. Supervisor Hoffman said he was able to take a tour of the new facility at the Hospital and he was very impressed with new unit for Long Term Care which is scheduled to open in January 2016. A representative from Kalkaska Memorial Hospital was in attendance and informed the board that a New Emergency Medicine physician Dr. Sally Ancel will be starting in mid-November. A copy of the Talking Points are on file in the Clerks' office.

Treasurers Report:

Treasurer Smith presented the monthly reconciliation report for the month ending October 31, 2015. The report showed that there was \$268,667.54 in the various Bank accounts, \$10.07 in the Forest Area Federal CU, \$10,694.36 in the Building Fund at Chemical Bank, and Tax account at Chemical Bank \$17,888.46, and \$100.00 in the Cash on hand Fund. **Motion** by Collins. **Supported** by Hoffman to accept the Treasurer's report as presented.

All in favor. Motion carried.

Old Business:

(A)**Encroachment at Sands Park** – Supervisor Hoffman said we will discuss this at next months’ meeting after everything is finalized with attorney.

(B)**Electric Bids for Township Hall, Garage and Sands Park** – Clerk Collins presented the bids she received from Northern Electric. After a brief discussion a **Motion** by Bagnell to proceed with the wiring in the garage and add Option A for the Township hall at a cost of \$860.00, but decline the bid for Sands Park at this time. **Supported** Smith. All in favor. Motion Carried

New Business:

(A)**Adopt Policy #3 of 2015** – Clerk Collins presented the board with Policy #3 the copying of records during closed office hours that needed to be established for the State of Michigan and this is in association with the FOIA Policy our Assessor Dave Grimm asked for this to be adopted. **Motion** by Malott to adopt Policy #3. **Supported** by Smith. All in favor. Motion Carried.

COLDSPRINGS TOWNSHIP
POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF
PUBLIC RECORDS IN LIEU OF CUSTOMARY BUSINESS HOURS

POLICY #3 OF 2015

- 1) Requests for public inspection and copying of public records may be made verbally and/or in writing.
- 2) Said requests may be directed to the township official and/or authorized individual responsible for said public records.
- 3) Any requests made pursuant to Michigan’s Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.
- 4) If verbal request is made, the responding township official and/or authorized individual shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
- 5) The responding township official and/or authorized individual may require the

requesting party to counter sign the check list to indicate compliance with the verbal request.

- 6) The responding township official and/or authorized individual shall be responsible for the production of the requested copies.
- 7) The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established by the Township Board.
- 8) If the request is for inspection of public record, the responding township official and/or authorized individual shall respond in a timely manner, not to exceed 5 business days, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
- 9) The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the responding township official and/or authorized individual. The place designated for the requested inspection shall be the Township Hall where said public records are officially retained.
- 10) The responding township official and/or authorized individual shall allow such inspection between the hours of 9:00 AM and 5:00 PM, Monday through Friday, unless mutually agreed to by the responding township official and/or authorized individual and the requesting party.

Hoffman, yes, Bagnell, yes, Malott, yes, Smith, yes, Collins, yes

Policy Adopted at Regular Board Meeting on November 9, 2015

(B) Adopt Policy #4 of 2015 – Clerk Collins presented to the board Policy #4 New Fees for Cemetery graves. After a brief discussion a **Motion** by Bagnell to adopt Policy #4 as presented. **Supported** by Smith. All in Favor. Motion Carried.

COLDSPRINGS TOWNSHIP
POLICY #4 OF 2015

- 1) CEMETERY GRAVES THAT ARE SOLD TO TOWNSHIP PROPERTY OWNERS WITH HOMESTEAD EXEMPTION WILL BE AT A COST OF \$100.00.
- 2) CEMETERY GRAVES THAT ARE SOLD TO TOWNSHIP PROPERTY NON-HOMESTEAD OWNERS WILL BE AT A COST OF \$500.00.

ADPOTED AT REGULAR BOARD MEETING ON NOVEMBER 9, 2015

5 YES

0 NO

Approval of Bills:

Bills were reviewed. The total of bills to be paid is \$40,165.81. **Motion** by Bagnell to approve paying the bills as presented. **Supported** by Malott. All in Favor. Motion Carried.

Public Comment: Started at 7:40 p.m.: A resident was concerned about the opening of the graves and the fees that were charged for that, but as a Township we don't control the cost of opening and closing and those fees are controlled by the company that opens and closes the graves for the Township. Another resident had a concern about 612 east of Bear Lake and condition of the road. He also wanted to know if the Road Commission could possibly remove some of the loose asphalt along the sides of the county roads. Malott said he'd bring it the Road Commissions attention. The Undersheriff Pat Whiteford said it is deer season so be careful out there. They are in the process of budget at the County and they hope to not lose anything. They are also going out for a grant for Animal Control to help offset the cost of spaying and neutering animals.

Adjournment:

Motion to adjourn at 7:50 p.m. by Malott. **Supported** by Collins. All in Favor.

Cheryl Collins
Coldsprings Township Clerk

