

**Forsyth Township Board
Regular Meeting
Emergency Services Building
April 23, 2015**

Supervisor Minelli called the meeting to order at 6:30 p.m.

Board Members Present: Supervisor Minelli, Clerk Nordeen, Treasurer Roberts, Trustee Adams and Trustee Bodenus

Board Members Absent: None.

Also Present: UPEA Representatives Carr Baldwin, Matt Treado, and Ken Dillinger, Assessor Henry DeGroot, Police Chief Gordon Warchock, Superintendent of Public Works Eric Jancsi, Assistant Fire Chief Greg Orchard, Library Board President Donna Adams, Jeanette Maki, a number of township employees and concerned citizens.

Approval of Minutes: Motion by Adams, supported by Roberts, to approve the Minutes for March 26, 2015 Regular Board Meeting, as presented. Motion carried.

Agenda: Motion by Adams, supported by Roberts, to approve the agenda as presented. Motion carried.

Public Comment: Rick Wills, from the Forsyth Township Historical Society, announced that at an annual meeting of the Marquette Regional History Center, the Peter White Memorial for Organizations was awarded to the Gwinn Clock Tower Restoration Committee, in partnership with Forsyth Township Historical Society, and Forsyth Township for the preservation and enhancement of history in Marquette County. This is the second time the Forsyth Township Historical Society has won the award. He stated that people commented on how nice the downtown area looks. Supervisor Minelli thanked Mr. Wills for all the time he has put in for the Historical Society. Jeanette Maki, from the Gwinn Area Chamber of Commerce, announced that the Gwinn Quarterly will be out May 1st, featuring the new Library. Pat Anderegg asked the Board what they are going to do about Shooting Ranges. How is the Board going to avoid them in other neighborhoods? There needs to be an Ordinance regarding them. Louis Paris commented on the Veterans Memorial for our Fallen Hero's. He gave suggestions on improvements to the Memorial. Superintendent Jancsi asked Mr. Paris to meet with him so they could go over the improvements. Library Board President Donna Adams announced that the new Library is open, and has new hours. It will be open every day at 10:00 a.m. There are a few things to be completed. Supervisor Minelli thanked the Library Board for their success getting the new building up and running. Chuck Truitt read a fact sheet he put together regarding the KI Sawyer Community Center. He stated the goal was to have a safe secure place for all the area citizens to meet. There are many things happening at the center including school team practices, 4H clubs, games, crafts, movies, Karaoke, ice rink, library, meetings, parties and meals. The average number of people using the center daily is 45-60. There have been up to 104 people using the center on a given day. Mr. Truitt thanked the Board and Clerk Nordeen for all the hard work and commitment to the center. Clerk Nordeen acknowledged Mr. Truitt for all the hours he has volunteered at the center and thanked all the volunteers. Police Chief Warchock congratulated Officer Jesse Cadwell and all the First Responders that participated in helping put on the basketball game for the Gwinn High School Senior Lock-In.

Department Reports: UPEA representative Matt Treado, Carr Baldwin, and Ken Dillinger updated the Board on the progress of the Water Project. Discussion ensued at length. Mr. Treado explained the reasoning for an increase in the current water rate from \$37.00 to \$41.00. He also explained that everyone would pay the rate whether they are using the water or not. Supervisor Minelli expressed his objection to the large increase, and the fact that the water residents would be paying for the service even though they may not be using it. Trustee Adams explained that he could understand the increase because of the recent hike in other utilities that would support the water system. Clerk Nordeen questioned if empty lots would be charged the minimum charge. Mr. Treado explained that if the lot is empty, they would not be charged, however if there is a livable structure on the lot, it will be charged even if unoccupied. Mr. Baldwin reference a handout given to the Board at the beginning of the meeting. He explained the information located on page 3 referenced the expenses. He pointed out that only a couple were variable, but most were fixed expense. Mr. Treado also explained that if a charge was not imposed on those properties, the rest of the water residents would have to compensate for the expenses incurred by the utility. He reiterated that the Rural Development, where the funding is coming from, has a strict set of rules. UPEA will be meeting with Rural Development on the 30th of April and will have more information after that meeting.

Clerk Nordeen informed the Board that the heat was now back to functioning at the KI Sawyer Community Center. She also announced that a donated Air Hockey table had been added to the center.

Attorney's Report: Supervisor Minelli explained that Attorney Koch had been excused from the meeting and had turned in a written report.

Approval of Bills & Vouchers: Motion by Roberts, supported by Nordeen, to approve the bills and vouchers totaling, \$39,690.54, as presented. Motion carried.

**Forsyth Township
Bills For Approval
4/23/15**

Vendor	Description	Amount
Airgas	PW Gases & Cylinder Rental	86.58
American Welding	EMS Gases & Cylinder Rental	160.59
Aramark	Carpet and Uniform Service	1,814.47
Auto Value	Parts for Various Departments	1,064.07
Beauchamp Plumbing & Heating	Office Heat & Tourist Park Restroom	4,022.31
City of Marquette	Bacteriological Analysis	80.00
Compudyne	Computer Support & Software	287.50
Crossroads Truck Repair	FD Part	173.57
Drug Screens Plus	Screening	48.00
Elcom Systems	PD Service Agreement	77.00
Emergency Medical Products	Ambulance Supplies	449.67
Emergency Vehicle Services Inc	FD Charger	919.85
Fox Negaunee	PD Parts	59.19

Galls	PD Uniforms	659.79
GINOP Sales	Kubota Parts	74.83
Joe & Son's Service	Tire Repair	15.00
Johnson's Printing	Envelopes	167.54
JT Motor Sports Inc	PW Tools	129.95
Kevin Koch PC	Attorney Fees	1,646.07
Lake Superior Community Partnership	Membership Dues	100.00
Marquette County Township Assoc	BOR Ad	54.63
Mike's Auto	Reprogram PCM	150.00
Menards	Supplies for Various Depts	1,209.67
Pacific Telemanagement	Pay Phone	50.00
Pomasl	FD Bunker Gear	2,554.45
Quill	Supplies for Various Depts	887.93
Randy Heidtman	Senior Plowing	20.00
Range	Miss Dig	18.50
Roger Hiironen	Senior Plowing	100.00
Sim Supply	Restroom Supplies	23.20
Snyder Drug Store	PD & EMS Supplies	52.70
Standard Electric	Building Lights Various Bldgs	768.22
The Mining Journal	Publishing	221.85
UP Health System	Ambulance Supplies	1,223.79
UP Lab Testing	Employee Training	25.00
		19,395.92

**Forsyth Township
Additional Bills For Approval
4/23/15**

Vendor	Description	Amount
Ace Hardware	Supplies for Various Depts	977.40
Dalco	Clubhouse Supplies	662.94
Galls	PD Uniforms	(100.02)
GBS	Election Supplies	182.85
Great Northern Title	Title Insurance for Water Project	6,022.68
Harris	Annual Computer Maintenance	8,012.36
Holiday 50 Minute Cleaners	PD Dry Cleaning	111.96
Joe and Son's Plowing	Senior Plowing	85.00
Johnson's Printing	Envelopes	185.54
Joyce Styer	Senior Center Cake	25.00
Menards	Supplies for Various Depts	95.04

MWEA Conference	Wastewater Conference Registration	60.00
North Country Septic	Portable Restroom - April	56.00
Pomasl Fire Equipment	Bunker Gear	512.08
Quill	Office Supplies for Various Depts	136.50
R&R Fire Truck Repair	Safety Platform & Uniforms	3,113.32
The Office Planning Group	Copies Overage	69.80
US Postal Service	Senior Center Postage	86.17
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		20,294.62
	Original Bill Listing	19,395.92
	Total Accounts Payable	39,690.54

Voucher Numbers for GO, Police, Clubhouse, Ambulance, Library, Water & Sewer: 68354-68561
Voucher Numbers for Tax 1572-1579

ACTION ITEMS:

Enhanced Access to Public Records Policy (10a.): Motion by Adams, supported by Roberts, to adopt the Enhanced Access to Public Records Policy, as presented. Motion carried.

Enhanced Access To Public Records Policy

PURPOSE:

This policy is established pursuant to the authority of the Enhanced Access to Public Records Act, 1996 P.A. 462. An Act to authorize public bodies to provide enhanced access to certain public records and to impose certain fees for providing that enhanced access; to regulate enhanced access to certain public records; and to authorize public bodies to establish and impose fees for the use of geographical information systems.

No removal of books, records or files will be permitted without a court order, in response to subpoena, or for audit purposes.

DEFINITIONS:

1. **Enhanced Access:** a public record’s immediate availability for public inspection, purchase, or copying by digital means. Enhanced access does not include the transfer of ownership of a public record.
2. **Geographical Information System:** an informational unit or network capable of producing customized maps based on a digital representation of geographical data.
3. **Operating Expenses:** includes, but is not limited to, a public body’s direct cost of creating, compiling, storing, maintaining, processing upgrading, or enhancing information or data in a form available for enhanced access, including the cost of computer hardware and software, system development, employee time and the actual cost of supplying the information or record in the form requested by the purchaser.

4. Person: that term as defined in section 2 of the Freedom of Information Act, 1976 PA 442, MCL 15.232.
5. Public Body: that term as defined in section 2 of the Freedom of Information Act, 1976 PA 442, MCL 15.232.
6. Public Record: that term as defined in section 2 of the Freedom of Information Act, 1976 PA 442, MCL 15.232.
7. Reasonable Fee: a charge calculated to enable a public body to recover, over time, only those operating expenses directly related to the public body's provision of enhanced access.
8. Software: a set of statements or instructions that, when incorporated in a machine-usable medium, is capable of causing a machine or device having information processing capabilities to indicate, perform, or achieve a particular function, task, or result.
9. Third Party: a person who requests a geographical information system or output from a geographical information system under this act. However, third party does not include a person for whom a fee authorized under this act is waived in accordance with an intergovernmental agreement described in section 3.

PROCEDURES:

Submission of Request: All requests must be submitted in writing by the requestor. Requests may be directed to the Forsyth Township Office or the Forsyth Township Assessing and Zoning Office. Writings include requests submitted by facsimile or electronic mail. 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 that Act. All withdrawal of requests must be submitted in writing by the requestor. Writings include requests submitted by facsimile or electronic mail.

Response to the request shall be made in a timely manner, not to exceed 5 business days, from the date of receipt of request. The request shall indicate the date, time and place when said public inspection of the requested public records shall take place. The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the responding Forsyth Township Employee. The place designated for the requested inspection shall be the Forsyth Township Office or the Forsyth Township Assessors Office where said public records are officially retained. The inspection time will be between the hours of 8:00 am and 4:00 pm, Monday through Friday, unless mutually agreed to by the Forsyth Township Employee and the requesting party.

FEES:

A public body has the right to charge a reasonable fee for providing enhanced access to public records. It is the policy of Forsyth Township to charge a reasonable fee to provide enhanced access for the inspection, copying or purchasing of a public record that is not confidential or otherwise exempt by law from disclosure. A reasonable fee will be charged for providing access to either the Geographical Information System, or the output from a Geographical Information System. A fee shall not be charged unless failure to charge a fee would result in unreasonably high costs to the public body. A fee shall not be charged for the official use of another public body if the access from the system is provided in accordance with a written intergovernmental agreement that contains specifications listed in Act 462. The attached fee schedule will be reviewed and updated by the Forsyth Township Board as needed.

DISCLAIMER:

Recipients of information pursuant to this policy receive all information "AS IS". Forsyth Township, its officers, officials, employees, agents, volunteers, contractors and its public bodies, make no warranties of any kind, including warranties of accuracy, fitness for particular purpose, or of a recipient's right of use. Recipients are solely responsible for investigating, resisting, litigation and settling such complaints, including the payment of any damages or costs.

No officer, official, employee, agent, volunteer, contractor or other person or public body may make any representation or warranty on behalf of Forsyth Township or its public bodies.

**FORSYTH TOWNSHIP
PUBLIC ACCESS TO RECORDS
FEE SCHEDULE
(Effective April 23, 2015)**

NOTE: This schedule does not apply to public records prepared by Township Departments or Offices under any act or statute specifically authorizing the sale of those public records to the public or to fees that have been established and approved as part of the Forsyth Township Offices operating revenue.

Type of Reproduction	Cost	Unit
Copies of a Document	\$.10	Per page
Additional Copies of the Same Document	\$.10	Per page
Labor cost incurred in duplication	\$.16	Per 1 minute unit
Labor cost incurred for search, examination, review and the deletion and separation of exempt from nonexempt information	*\$6.18	Per 15 minute unit
Non-paper Physical Media (disc, flash drive)	\$5.00 \$0.50	Per Flash Drive Per CD
GIS Productions on 8 ½ x 11 or 8 ½ x 14 on regular paper	\$2.00	Per Page
Zoning Ordinance	\$50.00	
Printing Mailing Labels	\$25.00	
Equalizer Database on CD	\$750.00	

*Hourly wage of the lowest paid departmental employee capable of retrieving the information necessary to comply with the request. The rate listed was calculated using the hourly wage of a Clerk/Secretary plus 50% of fringe benefits prorated to 15 minute units.

Zoning Amendment (10b.): Motion by Nordeen, supported by Roberts, to approve rezoning parcel #52-05-121-062-10, the former Middle School owned by A&M Investment Properties LLC, from PA to C-2. Motion carried.

Fire Dept – Replace Ladders (10c.): Motion by Bodenus, supported by Nordeen, to approve replacing two ladders for \$1,300.00. Discussion ensued. Supervisor Minelli ask Assistant Fire Chief Orchard what would be done with the old ladders. Assistant Chief Orchard stated they must be destroyed. Supervisor Minelli requested that the destruction be documented. Motion carried.

Fire Dept – Order Pagers and Batteries (10d.): Motion by Nordeen, supported by Roberts, to approve purchasing pagers and radio batteries for \$400.00. Motion carried.

EMS Sleeping Quarters (10e.): Motion by Nordeen, supported by Roberts, to approve remodeling the Emergency Services Building to include sleeping quarters. Discussion ensued at length. Trustee Adams is opposed to the idea for several reasons. He believes that the project should not be done through the Public Works Department due to time constraints. He is also concerned with other issues that may arise due to personal use. Clerk Nordeen explained that there would be two rooms with locks. Supervisor Minelli was concerned regarding zoning issues. Trustee Bodenus also expressed concern with Public Works being able to complete the project in a timely manner. It was the consensus of the Board that several issues including zoning, building codes, and policies need to be researched before a decision can be made. Motion by Nordeen and support by Roberts were rescinded. Motion failed.

Police Dept – Hire 2 Full Time Officers (10f.): Motion by Roberts, supported by Bodenus, to approve hiring Adam Whitley and Dan Braund as full time Police Officers, as recommended by Chief Warchock. Trustee Bodenus stated they had good candidates apply for the position. Chief Warchock explained that they conducted four interviews and the decisions were unanimous. He also informed the Board that both of the new Officers had served our country. Motion carried.

Police Dept – Part Time Pool (10g.): Motion by Adams, supported by Roberts, to approve Chief Warchock creating a part time pool of experienced Police Officers. Chief Warchock explained that his intention was to create a pool of part time Police Officers that could fill vacancies in our department or supplement them during busy times. The pool would consist of local Officers. He has heard from three Marquette County Sheriff Deputies who are interested. Together the three of them have over 100 years of service. He believes this would eliminate the time and costs involved with training part-time Police Officers, only to have them leave for full-time positions elsewhere. It was the consensus of the Board to have Chief Warchock choose the personnel in the pool. Motion carried.

Police Dept – Convert Patrol Vehicle (10h.): Motion by Adams, supported by Roberts, to approve converting the remaining running Ford Crown Vic into another ACTIVE vehicle. Motion carried.

Police Dept – Loan Program (10i.): Motion by Nordeen, supported by Roberts, to approve the Police Officers purchasing back-up weapons on the Township Loan program. Motion carried.

Senior Center Handbook (10j.): Motion by Adams, supported by Nordeen, to approve the Senior Center Handbook, as presented, with Attorney Koch’s review and approval. Motion carried.

Nordeen Park Improvements (10k.) Sidewalk Tree Boxes Maintenance (10l.) Added Sidewalk Trees (10m.) Spring Lawn Maintenance (10n.) Boulevard Grass Section Maintenance (10o.) 3rd Section of Boulevard Reconstruction (10p.): Motion by Adams, supported by Nordeen, to approve invoices from Adam Jacobson Landscaping for improvements to Nordeen Park, Tree Boxes and 6 sidewalk trees, spring maintenance, and clean up one more of our boulevard sections. Discussion ensued. Mr. Jacobson explained some of the invoices. There was discussion of adding more trees. 22 boxes are vacant or have dead trees in them. Research has been done for tolerant trees. Supervisor Minelli expressed his opinion regarding maintenance needed to keep the areas looking good. Motion carried.

Blacktop for Library (10q.): Motion by Adams, supported by Roberts, to grant the \$10,500 requested by our Library Board to surface and blacktop the area north west of the library to Slate Alley from part of the proceeds of our forestry sale. Discussion ensued. Motion by Adams and support by Roberts, was amended to have proceeds coming from the Contingency Fund. Motion carried

DISCUSSION ITEMS:

Water Rates (11a.): Supervisor Minelli stated that the subject was discussed at length during the Water Project Report, so no discussion is needed at this time.

OLD BUSINESS: None.

CORRESPONDENCE:

VFW 4th of July Request (13a.): Supervisor Minelli summarized a letter from the VFW asking for the Board to reconsider a previous letter stating they were not going to participate in the 3rd and 4th of July festivities for 2014, due to lack of people.

Motion by Nordeen, supported by Adams, to rescind the motion from December 19, 2013 stating: Motion by Nordeen, supported by Minelli, to approve the Booster Club reserving the Nordeen Park for the 3rd and 4th of July celebrations on the off years that the Forsyth Township Fire Department currently has scheduled, until either would like to stop the standing reservation.
Motion carried.

Public Comment: Jeanette Maki informed the Board that *Michigan Snowmobile* magazine approved reprinting a tourism article to the Gwinn Quarterly. She also announced that the "Let Run" order has been lifted. She stated that the fences on the Boulevard are in poor condition and wanted to know how they are going to get fixed. Trustee Adams stated that fixing the fences was budgeted for this summer. She also questioned if bleach was still being used in the water system, as it has damaged her sink. Superintendent Jancsi stated the bleach was still being used, but very minimal. Bleach will continue to be used until the DEQ eliminates the requirement. Trustee Bodenus stated that the content in Marquette Township is much higher than Gwinn. Pat Anderegg commented regarding the shooting range ordinance, she hopes what is happening in her neighborhood doesn't happen in yours. Pat Johnson asked when the "Let Run" would be lifted. Library Board President Adams thanked the Board for their support. Chuck Truitt stated his concern over the water rates. Kay Ghiardi asked if Forsyth Township had an ordinance for Shooting Ranges. Trustee Bodenus stated the Township followed the State Laws. Supervisor Minelli commented that the DNR had been out to the Shooting Range and Mrs.

Anderegg's home and finds everything to meet the state requirements. Chief Warchock gave a brief explanation of firing regulations. Mrs. Anderegg stated that there are people using the vacant land.

Board Member Comment: Trustee Adams believed the next Forestry section should be evaluated in May or June. Supervisor Minelli announced he was researching the relocation of the Forsyth Township Museum to the old Library building.

Adjournment: Supervisor Minelli adjourned the meeting at 8:12 p.m.

Respectfully submitted,

Stacy Filizetti
Clerk/Secretary

Jane Nordeen
Forsyth Township Clerk