

MUNRO TOWNSHIP BOARD MEETING

September 8, 2009

PRESENT: Antkoviak, Ginop, Dotski, Tracey and Mandrick

OTHERS PRESENT: Marie Watts, Paul Nows, Walter Nows, Gerald & Lisa Atherholt

The meeting was called to order by Supervisor Antkoviak at 7:30 p.m. at the township hall.

Pledge to the flag was recited.

Tracey made the motion to accept the minutes of August 11, 2009, supported by Mandrick. Motion carried.

Tracey made the motion, supported by Mandrick to pay the august bills amounting to \$4,838.67. Motion carried.

CORRESPONDENCE

1. Cheboygan County Drain Commissioner, Dennis Lennox is having a public hearing for abandonment of Mullett Creek Drain on Sept. 16, 2009, 7 p.m. at Burt Twp. Hall.
2. M C Planning & Design asking for comments on Burt Township Master Plan.
3. 2010 Census Bureau asking for addresses of new construction sites.

NEW BUSINESS

Debra Marx purchased a cemetery lot.

The cemetery sign is getting a little tired. Ginop said that the sign posts are also looking bad. It was suggested that a new sign should be purchased. Marie Watts suggested Mackinaw Art & Sign does nice work; many of their signs are around the area.

RESOLUTION

Township Board Resolution Adopting Public Inspection and Copying Policy for Public Records

Whereas, Munro Township does not currently have a written Public Inspection and Copying Policy for Public Records; and

Whereas, the officers of Munro Township do not hold customary business hours;
and

Whereas, the township board believes it is prudent to adopt a Public Inspection and Copying Policy setting forth the policy and procedures for the copying and inspections of the public records of the Township;

Now, therefore, be it hereby resolved, that Munro Township, Cheboygan County, hereby adopts the following Public Inspection and Copying Policy for Public records for immediate implementation by all of its officers, the Assessor, and the Board of Review.

PUBLIC INSPECTION AND COPYING POLICY

Policy and procedures for the public inspection and copying of public records in lieu of customary business hours. Said policy and procedures shall include, but not be limited to:

- a) Requests for public inspections and copying of public records may be made verbally and/or in writing.*
- b) Said requests may be directed to the township official and/or authorized individual responsible for said public records.*
- c) 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.*
- d) If a 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.*
- e) 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.*
- f) The responding township official and/or authorized individual shall be responsible for the production of the requested copies.*
- g) 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.*
- h) 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.*
- i) 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 or the location where said public records are officially retained.*
- j) The responding township official and/or authorized individual shall allow such inspection between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, unless mutually agreed to by the responding township official and/or authorized individual and the requesting party.*

The foregoing resolution was offered by Board Member Charles Antkoviak and supported by Board Member Donald Tracey.

Upon roll call vote, the following voted "Aye:" Charles Antkoviak, Cheryl Dotski, Linda Ginop, Donald Tracey and Wilfred Mandrick.

Upon roll call vote, the following voted "Nay:" None

The Supervisor declared the resolution adopted.

Linda N. Ginop, Clerk

OLD BUSINESS – None

ADJOURNMENT

Mandrick made the motion to adjourn the meeting, supported by Tracey. The meeting was adjourned at 8:10 p.m.

Linda Ginop/Munro Township Clerk