

WEST BRANCH TOWNSHIP  
REGULAR MEETING  
NOVEMBER 19<sup>TH</sup>, 2015 7:00PM

Meeting opened by Supervisor Jack Heidtman with the Pledge of Allegiance. Members present included Supervisor Jack Heidtman, Clerk Michelle Christal, Treasurer Catherine Shaw, and Trustee Kris Shaw. Also present were Zoning Administrator Mike Beltz, Assessor Mark Maki, Tim Overmyer, and Marti Overmyer.

**AGENDA: A motion to accept the agenda with additions of JOB: B. Snow Plow Bid, C. First Responder Appointment, And New Business: C. Resolution to Purchase Security System was made by Kris Shaw and supported by Catherine Shaw. M/C**

**PUBLIC COMMENT:** Mike Beltz questioned the survey that was sent out.

**MINUTES: A motion to approve the Regular Meeting Minutes was made by Catherine Shaw and supported by Kris Shaw. M/C**

**FINANCIAL REPORT: A motion to approve the Financial Report as presented was made by Michelle Christal and supported by Catherine Shaw. M/C**

**BUDGET: A motion to approve the Budget was made by Catherine Shaw and supported by Michelle Christal. M/C**

**BALANCE SHEET:** Alright as presented.

**BILLS PAYABLE: A motion to pay bills totaling \$14,953.23 Joint is 7968.41 was made by Catherine Shaw and supported by Michelle Christal. M/C**

**ZONING ADMINISTRATOR:** Mike Beltz reported that he received just one permit for a garage.

**BONNIE HOFF:** Not present

**ASSESSOR REPORT:** Mark Maki reported on the audit that was conducted by the State of Michigan, what the State is doing and how records should be kept. **A motion to sign the State report was made by Catherine Shaw and supported by Kris Shaw. M/C**

**JOINT OPERATIONS:** A review of the meeting was given and those minutes are on file.

- A. BUDGET: A motion to approve the JOB Budget was made by Kris Shaw and Supported by Catherine Shaw.
- B. SNOW PLOWING: **A motion to hire RG Snow Removal was made by Kris Shaw and supported by Catherine Shaw. M/C**
- C. FIRST RESPONDER APPOINTMENT: **A motion to approve the appointment of Samantha Duvall as a First Responder was made by Kris Shaw and supported by Catherine Shaw. M/C**

CORRESPONDENCE: All letters received are on file.

Marquette County Solid Waste: Discussion was held on the matter of letters received from several other Townships about policy changes at MCSWMA. Jack Heidtman said he would contact Chocolay Township. Mark Maki stated that the County was dropped as members and the Townships should have been involved.

A letter of resignation was received from Suzy Feliciano. **A motion to approve Suzy Feliciano's resignation was made by Jack Heidtman and supported by Michelle Christal. M/C**

OLD BUSINESS: None

NEW BUSINESS:

**A. ASSESSMENT POLICY:** West Branch Township's Assessment Records Inspection Policy is as follows:

It shall be the policy of the Township to provide assessment record information and copying of assessment records as these are public records with the exception of personal property statements.

The process to obtain information or copying of assessment records shall be as follows:

1. All phone calls and or mail will be forwarded to the Township Assessor for his/her response.
2. Assessor is expected to respond to mail and phone call requests.
3. Copies of assessment record cards and or other assessment related materials shall be provided in a timely manner.
4. West Branch Township Offices are open Wednesday and Friday; 12:00pm to 5:00pm. Assessment information is also available at the Township Office: 1016 Co Rd 545 N Skandia, Michigan 49885. The phone number is 9906-942-7400 and the fax is 906-942-7300.

Assessor contact information:

Mark Maki

370 Karen Rd.

Marquette, Michigan 49855

Phone/Fax 906-249-4382

**A motion to adopt West Branch Township Assessment Records Inspection Policy was made by Kris Shaw and supported by Catherine Shaw. M/C**

**B. TRUSTEE APPOINTMENT:** Jack Heidtman recommended Tim Overmyer to fill the position of Trustee. **A motion to appoint Tim Overmyer as Trustee was made by Michelle Christal and supported by Kris Shaw. M/C**

**C. PAR PLAN RESOLUTION:** **A motion to approve the Par Plan Resolution was made by Jack Heidtman and supported by Catherine Shaw. M/C**

SAWYER ALLIANCE: No report.

EXTENDED PUBLIC COMMENT: Mark Maki stated that he will be holding December Board of Review on December 15<sup>th</sup> from 11am-12pm.

BOARD COMMENT: Kris Shaw stated there has not been a Planning Commission meeting in 18 months. .

Meeting adjourned at 8:20 pm

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Submitted by Michelle Christal, Clerk