

HAYES TOWNSHIP
UNAPPROVED MINUTES
GENERAL BOARD MEETING
December 18, 2018

Supervisor Acton called the General Meeting to order at 7:00 p.m. at the Hayes Township Hall, 2055 E. Townline Lake Road.

Pledge of Allegiance was recited.

Members present – Supervisor Acton, Trustee Buckley, Treasurer Rood, Trustee Haley, and Clerk Hoyt

Community reports

- Clare County Commissioner Jeff Haskell was introduced
- Harrison District Library – Mike Haley
- Yeo & Yeo, Certified Public Accountants – Max Siler
- i. Unmodified opinion
- ii. No findings or recommendations

Motion Acton/Buckley to approve minutes from the following meetings:

- November 20, 2018 general board meeting

All Ayes, motion carried.

Motion Acton/Rood to approve Consent Agenda

- Bills paid prior
- Bills to be paid
- Treasurer report

All Ayes, motion carried.

Department Reports

- Treasurer
- i. Office will be open on December 28 from 7 am to 7 pm to accept tax payments
- Zoning Administrator
- i. Zoning Ordinance book is in the process of being updated

New Business

- Motion Hoyt/Acton to approve City of Harrison Fire Protection contract renewal in the amount of 73,434. All ayes, Motion carried.
- Motion Rood/Buckley to approve Attachment #2 Spectrum Mid-America LL Franchise agreement. All ayes, Motion carried.
- Motion Acton/Haley to 2019 Hayes Township Planning Commission meeting dates as presented. All Ayes, Motion carried
- Motion Rood/Haley to accept 2018 Audit as presented by Yeo & Yeo, Certified Public Accountants. All ayes, Motion carried.
- Motion Rood/Acton to approve purchase of water softener for Municipal Complex from Owens Soft Water 4,599.00. Four (4) Ayes, 1 Abstain Motion carried
- Motion Acton/Rood to approve policy manual updates
- i. Chapter 6 – Records Management
- ii. Chapter 7 – Public Information
- iii. Policy for Public Comment

All Ayes, Motion carried

- Motion Hoyt/Buckley to approve FOIA Policy/Form updates
- i. FOIA Summary of Procedures and Guidelines
- ii. FOIA Procedures and Guidelines
- iii. FOIA Request for Public Records
- iv. FOIA Notice to Extend Response Time Form
- v. FOIA Notice of Denial Form
- vi. FOIA Detailed Cost Itemized Form
- vii. FOIA Appeal of Denial Records Form
- viii. FOIA Appeal of Excess Fee Form

All Ayes, Motion carried

• Motion Hoyt/Rood to approve Sophos Cloud endpoint agreement and server subscription license agreement in the amount of 686.00. All ayes, Motion carried.

• Motion Acton/Haley to reappoint Nola Hopkins to the Planning Commission. All ayes, Motion carried.

- Motion Hoyt/Acton to issue a notarized letter to the Federal Service Desk appointing Debra Hoyt, Hayes Township Clerk, as the Hayes Township administrator for SAM.gov, which is the federal System Award Management. All ayes, Motion carried.

Correspondence

- Clare County Sheriff report
- Harrison Fire Department report

Public Comment

- Speed limit signs in Cranberry Lake area
 - i. Referred to the Road Commission and Clare County Safety Officer
- Motion Buckley/Haley to adjourn meeting. All Ayes, meeting adjourned at 7:45 p.m.

Debra Hoyt, Hayes Township Clerk