Richard Kolbe

Leavitt Township Clerk

8978 E. Harrison Rd.

Walkerville, MI 49459

Phone: 873-3524

December 29, 2011

Ms. Sue Ann Johnson

Oceana County Administrator/Fiscal Officer

P.O. Box 31

Hart, MI 49420

Dear Ms. Johnson:

Re: Township Board Meeting Minutes

The board discussed your request for the monthly board meeting minutes. It was decided the township would post the meeting minutes on the township’s website page each month. Our website page is [www.leavitttownship.org](http://www.leavitttownship.org). We will start posting the minutes after our next scheduled meeting on January 9, 2012. I hope this conveniently fulfills your needs.

Sincerely,

Richard Kolbe

Leavitt Township Clerk