



**ACME TOWNSHIP BOARD MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
Tuesday, January 5, 2016, 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE at 7:00 p.m.**

**Members present:** J. Aukerman, C. Dye, A. Jenema, G. LaPointe, P. Scott, D. White, J. Zollinger  
**Members excused:** None  
**Staff present:** N. Edwardson, Recording Secretary

**A. LIMITED PUBLIC COMMENT: None**

**B. APPROVAL OF AGENDA:**

**Motion by LaPointe, seconded by Jenema to approve the agenda as presented. Motion carried by unanimous vote.**

**C. APPROVAL OF BOARD MINUTES**

- 1. Draft unapproved minutes 12/01/15**
- 2. Draft unapproved Special Board meeting 12/07/15**

**Motion by Dye, seconded by Aukerman to approve the 12/01/15 and 12/07/15 Board minutes as presented. Motion carried by unanimous vote.**

**D. INQUIRY AS TO CONFLICTS OF INTEREST: None**

**E. REPORTS: Received and filed**

- 1. Eagle Scout project**
- 2. Parks – Henkel**
- 3. Legal Counsel – Jocks**
- 4. Sherriff**
- 5. County**
- 6. Roads**

**F. SPECIAL PRESENTATIONS/DISCUSSIONS: None**

**G. CONSENT CALENDAR:** The purpose is to expedite business by grouping non-controversial items together one Board motion (roll call vote) without discussion. A request to remove any item for discussion later in the agenda from any member of the Board, staff or public shall be granted.

**1. RECEIVE AND FILE:**

- a. Treasurer's Report**
- b. Clerk's Revenue/Expenditure Report and Balance Sheet**
- c. Metro Newsletter**
- d. North Flight**
- e. Draft Unapproved Meeting Minutes:**
  - 1. Planning Commission 12/14/15**
  - 2. Parks & Trails meeting 11/20/15**

**2. APPROVAL:**

- a. Accounts Payable Prepaid of \$58,803.51 and Current to be approved of \$44,861.52 (Recommend approval: Cathy Dye, Clerk)**

**H. ITEMS REMOVED FROM THE CONSENT CALENDAR:**

**Motion by Jenema, seconded by Scott to approve the consent calendar as presented. Motion carried by unanimous roll call vote.**

**I. CORRESPONDENCE: Received and filed**

- 1. Email dated 12/17/15 from Angie Lucas, Grand Traverse Regional Land Conservancy Regarding "Autumn Olive recap"**

**J. PUBLIC HEARING: None**

**K. NEW BUSINESS:**

- 1. Adoption of Zoning Ordinance 036 Medical Marihuana**

**Motion by White, seconded by Jenema to approve the amendment to the Zoning Ordinance 036 Medical Marihuana as presented. Motion carried by unanimous vote.**

- 2. Police Power Ordinances – Tent Sales and Food Trucks**

Winter stated that he has received correspondence related to operating tent sales and food trucks in Acme Township. Currently neither of these uses are regulated in any way. It was determined at the December Planning Commission meeting that the most appropriate form of regulation would be through Police Power Ordinances, which would need to be implemented at the Board level. The Planning Commission is willing to work on the draft language, if supported by the Board.

**Motion by Jenema, seconded by Scott, to support the Planning Commission working on the draft language for Tent Sales and Food Trucks. Motion carried by unanimous vote.**

- 3. Resolution to balance Budget, Septage fund to Parks fund**

**Motion by Scott, seconded by Jenema, to approve Resolution R-2016-1 to approve fund moves from 101 Septage to 208 Parks fund. Motion carried by unanimous roll call vote.**

- 4. Zoning Administrator pay recommendation**

**Motion by LaPointe, seconded by Aukerman to approve an increase by \$1500 annually for the Zoning Administrator position. Motion carried by unanimous roll call vote.**

- 5. Resolution to amend Acme Township Consumer Fireworks ordinance**

**Motion by Scott, seconded by LaPointe to approve Resolution R-2016-2 Amending the Acme Township Consumer Fireworks Ordinance. Motion carried by unanimous vote.**

- 6. Parks and Recreation directions and recommended changes**

Zollinger read the memo regarding committee changes for our Parks and Recreation. Three steps were presented, first to decommission our present Parks and Recreation committee, secondly Acme needs to charter the present Parks & Trail committee and appoint a chairperson for six months and thirdly to create a Parks and Cemetery maintenance group made up of a Trustee, member of the Parks & Trail and the Township Supervisor.

**Motion by Scott, seconded by Aukerman, to decommission present Parks and Recreation committee, appoint Jenema to chair the new Parks & Trail committee for six months and appoint LaPointe to serve on the Parks & Cemetery maintenance group. Motion carried by unanimous vote.**

**L. OLD BUSINESS: Received and file**

**1. Sayler Park Update**

Aukerman informed the Board all contract issues with the Grant for \$77,698.00 from the Great Lakes Fishery Trust have been cleared, and paper work also agreed to by the DNR on use of the launch site. The resolution R-2016-3 covers all requirements of the Grant with the GLFT and we will process all paper work required by 1/15/2016 if the Resolution is passed.

**Motion by LaPointe, seconded by Aukerman to approve Resolution R-2016-3 supporting acceptance of Great Lakes Fishery Trust Grant for Sayler Park Boat launch. Motion carried by unanimous roll call vote.**

**2. Single Hauler contract status**

Zollinger referred to the September 1, 2015, Board meeting when American Waste proposed a contract renewal under the same basic terms of the current contract. Competitors were at the meeting and requested that Acme set the waste contract for RFP. However, American Waste's pre-existing proposal put it in a potentially vulnerable position for the RFP because all other bidders now know its proposal.

**Motion by Jenema, seconded by LaPointe, to renew the waste contract for two years with American Waste. Motion carried by a roll vote of 6 (Aukerman, Dye, Jenema, LaPointe, Scott, Zollinger) in favor and 1 (White) opposing.**

**PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:**

Jenema presented a draft "Project Agreement" between Acme Township; Traverse Area Recreation & Transportation, Inc. (Tart) and the Grand Traverse Regional Land Conservancy for Board review at the February 1, 2016, meeting. This supports the work to be done by the New Parks & Trails committee supporting the North End Bayside Park Improvements.

**ADJOURN AT 8:50 am**



**ACME TOWNSHIP REGULAR BOARD MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**Tuesday, January 5, 2016, 7:00 p.m.**

**GENERAL TOWNSHIP MEETING POLICIES**

- A. All cell phones shall be switched to silent mode or turned off.**
- B. Any person may make a video, audio or other record of this meeting. Standing equipment, records, or portable microphones must be located so as not to block audience view.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

- A. LIMITED PUBLIC COMMENT:**  
Public Comment periods are provided at the beginning and end of each meeting agenda. Members of the public may address the Board regarding any subject of community interest during these periods. Comment during other portions of the agenda may or may not be entertained at the moderator's discretion.
- B. APPROVAL OF AGENDA:**
- C. APPROVAL OF BOARD MINUTES:**
  - a. Draft unapproved minutes 12/01/15**
  - b. Draft unapproved Special Board 12/07/15**
- D. INQUIRY AS TO CONFLICTS OF INTEREST:**
- E. REPORTS**
  - a. Eagle Scout project**
  - b. Parks – T. Henkel**
  - c. Legal Counsel – J. Jocks**
  - d. Sheriff**
  - e. County**
- F. SPECIAL PRESENTATIONS/DISCUSSIONS**
- G. CONSENT CALENDAR:** The purpose is to expedite business by grouping non-controversial items together for one Board motion (roll call vote) without discussion. A request to remove any item for discussion later in the agenda from any member of the Board, staff or public shall be granted.
  - 1. RECEIVE AND FILE:**
    - a. Treasurer's Report**
    - b. Clerk's Revenue/Expenditure Report and Balance Sheet**
    - c. Metro Newsletter**
    - d. North Flight**
    - e. Draft Unapproved Meeting Minutes:**
      - 1. Planning Commission 12/14/15**
      - 2. Parks & Trails meeting 11/20/15**
  - 2. APPROVAL:**
    - a. Accounts Payable Prepaid of \$58,803.51 and Current to be approved of \$44,861.52 (Recommend approval: Clerk, C. Dye)**
- H. INQUIRY AS TO CONFLICTS OF INTEREST:**

**I. ITEMS REMOVED FROM THE CONSENT CALENDAR:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**J. SPECIAL PRESENTATIONS/DISCUSSIONS:**

**K. CORRESPONDENCE:**

1. Email dated 12/17/15 from Angie Lucas, Grand Traverse Regional Land Conservancy regarding "Autumn Olive recap"

**L. PUBLIC HEARING:**

**M. NEW BUSINESS:**

1. Adoption of Zoning Ordinance 036 Medical Marihuana
2. Police Power Ordinances – Tent Sales and Food Trucks
3. Resolution to balance Budget, Septage fund to Parks Fund
4. Zoning Administrator Pay recommendation
5. Resolution to Amend Acme Twp. Consumer Fireworks ordinance
6. Parks and Recreation directions, and recommended changes

**N. OLD BUSINESS:**

1. Sayler Park update
2. Single Hauler contract status

**PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:**

**ADJOURN**



**ACME TOWNSHIP BOARD MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
Tuesday, December 1, 2015, 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE at 7:00 p.m.**

**Members present:** J. Aukerman, C. Dye, A. Jenema, G. LaPointe, P. Scott, D. White, J. Zollinger  
**Members excused:** None  
**Staff present:** N. Edwardson, Recording Secretary

**A. LIMITED PUBLIC COMMENT:**

Grand Traverse Road Commissioner, Marc Keller, expressed appreciation of the nomination of Jim Johnson by Acme Township for Distinguished Service at the annual County Planning awards banquet. Keller reviewed 2015 projects of the Road Commission.

**B. APPROVAL OF AGENDA:**

We will be adding the yearly Audit report under Reports #6, under New Business # 3 Blue Star Memorial Sign and bank accounts # 4.

**Motion by White, seconded by Dye to approve the agenda with the three additions of yearly Audit report under Reports #6, under New Business # 3 Blue Star Memorial Sign and bank accounts # 4. Motion carried by unanimous vote.**

**C. APPROVAL OF BOARD MINUTES**

**1. Draft unapproved minutes 11/10/15**

**Motion by White, seconded by Aukerman to approve the 11/10/15 Board minutes as presented. Motion carried by unanimous vote.**

**D. INQUIRY AS TO CONFLICTS OF INTEREST: None**

**E. REPORTS: Received and File**

- 1. Parks - Henkel**
- 2. Legal Counsel – J. Jocks**
- 3. Sherriff**
- 4. County**

**5. Audit**

Joe Verlin from Gabridge & Company, PLC, presented the preliminary audit report to the Board. The report must be finalized by December 31 to meet state requirements. Internal controls and compliance with laws and regulations were examined and there were no discrepancies to report. All Budget-Department funds were in balance-budget to actuals. Overall the auditors have issued an “unqualified” rating, the highest possible audit rating.

**Motion by Scott, seconded by Jenema to approve the 2014-15 Audit has presented. Motion carried by unanimous vote.**

**6. Bayside Trails and Parks**

Jenema reviewed the summary of the Parks and Trails committee update provided in the packet. Discussion was held about the sequence of activities we need to undertake to get Bayside park Improvements in 2016. We need grants written, preliminary engineering and pricing for estimates on

work to be accomplished. Based on the sequence of work activities and the possible grants we could apply for the following motions were made.

**Motion by Jenema, seconded by Scott to authorize using up to \$6,000 from the present Engineering budget to hire Gosling Czubak to do the engineering required to support grant writing for the DNR Trust fund, and needs required for the Phrase I and II grants. Motion carried by unanimous roll call vote.**

**Motion by Scott, seconded by LaPointe to move \$29,000 out of Septage plant committed fund to the Parks fund 208 to pay for grant writing by Gosling Czubak up to \$4,000 and \$25,000 to use to get additional work completed in calendar year 2016 at Bayside park. Motion carried by unanimous roll call vote.**

Discussion about the Parks Advisory being called Parks and Trails.

**F. SPECIAL PRESENTATIONS/DISCUSSIONS: None**

**G. CONSENT CALENDAR:** The purpose is to expedite business by grouping non-controversial items together one Board motion (roll call vote) without discussion. A request to remove any item for discussion later in the agenda from any member of the Board, staff or public shall be granted.

**1. RECEIVE AND FILE:**

- a. Treasurer's Report
- b. Clerk's Revenue/Expenditure Report and Balance Sheet
- c. Position Statement on Consumer Fireworks
- d. Teen Homelessness Flyer
- e. Draft Unapproved Meeting Minutes:
  1. Planning Commission 11/09/15
  2. Parks & Trails meeting 11/06/15

**2. APPROVAL:**

- a. Accounts Payable Prepaid of \$6,216.18 and Current to be approved of \$60,589.71  
(Recommend approval: Cathy Dye, Clerk)

**H. ITEMS REMOVED FROM THE CONSENT CALENDAR:**

**Motion by Jenema, seconded by Scott to approve the consent calendar as presented. Motion carried by unanimous roll call vote.**

**I. CORRESPONDENCE: Received and filed**

1. State of Michigan Notice of Hearing Consumers Energy Company

**J. PUBLIC HEARING: None**

**K. NEW BUSINESS:**

**1. Resolutions:**

1. Adoption of 2016 Board meeting Schedule

**Motion by Scott, seconded by Jenema to approve Resolution 2015- #44 adopting the 2016 Acme Board of Township meeting schedule as presented. Motion carried by unanimous vote.**

2. Sewer Billing Changes

**Motion by Scott, seconded by LaPoine to approve Resolution 2015-#45 changing the Township Sewer Ordinance #75-2, Section 4 billing intervals to read as follows, monthly, by-monthly or at least quarterly. Motion carried by unanimous vote.**

**3. Supporting naming the Traverse City Veterans Administration Clinic**

**Motion by Scott, seconded by Aukerman to adopt Resolution 2015-46 supporting naming the Traverse City Veterans Administration Clinic after Demas T. Craw. Motion carried unanunously.**

**4. Budget Amendments**

**Motion by Dye, seconded by LaPointe to approve Resolution 2015-47 approving various fund moves adjustments. Motion carried by unanimous roll call vote.**

**2. Township Business hours - Treasurer**

**Motion by Jenema, seconded by Scott to approve Resolution 2015-48 changing the Acme Township office days and hours of operation to Monday-Thursday 7:30 a.m. to 6:00 p.m. beginning on 1/1/2016 thru 06/30/16 with a review of the hours and a final resolution at the 06/07/2016 Board meeting. Motion carried unanimously.**

**3. Blue Star Memorial Sign**

**Motion by Scott, seconded by Jenema to approve the placement of the Blue Star Memorial sign at the entrance driveway by the old Hoxsie house by the Acme Township Sweetwater Evening Garden Club as presented. Motion carried unanimously.**

**4. Bank accounts**

Jenema reviewed the bank credits we get to off set the cost of direct deposit for employees that began in September. Jenema will return to the Board with additional information after another month or two of doing this.

**L. OLD BUSINESS: Received and file**

**1. Saylor Park Update**

Aukerman updated the Board on status of Acme's Great Lakes Fishery Trust grant application and steps she will be taking before the Board's January meeting. All were supportive.

**2. Autumn Olive Update**

**PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD: None**

**ADJOURN AT 10:15 am**





**ACME TOWNSHIP **SPECIAL** BOARD MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**Monday, December 7, 2015, 8:00 a.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE AT 8:01 a.m.**

**Members present:** J. Aukerman, C. Dye, A. Jenema G. LaPointe, J. Zollinger  
**Members excused:** P. Scott, D. White  
**Staff present:** N. Edwardson, Recording Secretary

**A. LIMITED PUBLIC COMMENT: None**

**B. APPROVAL OF AGENDA:**

**Motion by LaPointe, seconded by Jenema, to approve the agenda as presented. Motion carried by unanimous vote.**

**C. INQUIRY AS TO CONFLICTS OF INTEREST: None**

**D. NEW BUSINESS:**

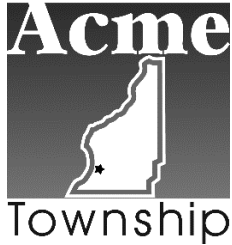
**1. Resolution for Budget change for DPW Budget**

**Motion by LaPointe, seconded by Aukerman to approve Resolution R-2015-49 for additional WWTP treatment costs, membrane purchase and installation project. Motion carried by unanimous vote of those present.**

**2. Resolution for changing Acme Township DPW Budget**

**Motion by Dye, Seconded by LaPointe to approve Resolution R-2015-50 approving fund moves to bring the 2015-16 budget in balance. Motion carried by unanimous vote of those present.**

**Adjourned at 8:10 am**



To: Acme Township Board of Trustees

From: Tom Henkel, Facilities & Parks Manager

Date: 12/21/2015

Re: Monthly Update

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The Following is a summary of key activities underway.

**Parks:**

*Bayside/Shoreline*

Installed two more life ring stations along Shoreline Park. We now have a total of five, Bunker Hill landing, south of marina, north of the marina, Bayside Park and Sayler Park.

Changed all Life Ring Station to winter message.

Still working on Beach Locater System.

*Sayler Park*

Opened fence up to gain access up for clearing new ramp area.

Boat parking lot area looks like it is cleared for construction, Stump and slash still has to go. The same for the ramp area.

Contractor is cutting "Widow Makers on the rest of that parcel.

Reconstruction of #2 shelter can proceed ASAP.

Went out for more bids on swing set replacement.

I have been dragging and filling stump holes inside the fenced area trying to smooth it out. Hydro seed in spring possibly as one idea.

*YCNA*

Boy scouts have done there test plot on autumn olive.

Seems like it was a light year for hunting.

*DNA*

Parking bunks still need to go back in the ground and chips spread.

**Cemeteries:**

If it dries out, fall cleanup will recommence.

Acme Cemetery, paved drive something hit the fence and bent it.

**Buildings/Grounds:**

Major parts on hand for hall dumpster screen. Waiting for dry day.

**Equipment/Fixtures:**

Purchased a new large battery powered drill motor, since it didn't cost that much more than the battery for the 27 year old one. Christmas time has always seemed to be when the best deals can be had on power tools, I've found.

New shop replacement shed should be arriving in time for Christmas, so they tell me. Ho! Ho!

**Surface Water Quality Testing:**

Completed for Dec.

**Beach Water Quality Testing:**

Seasonal

**Invasive Species:**

Seasonal

**Planning:**

Attended Parks & Trails meetings as they occur.

Per Jay obtained a price for irrigating a new garden club area in Bayside Park.

**General Activities:**

Attended Town Board Meetings.

I have been tapped by the Great Lake Water Safety Consortium to join.

As a member of Northwestern Water Safety Network, I thought it made sense to be part of a statewide group for Standardization, Scale and Horsepower. We have the meetings online with an Uber conference hook up. The drowning casualties are coming down the last couple years, but 50 souls still drown so far in 2015 in the Great Lakes.

Working on my lists of things to do, and taking vacation time as the weather permits.

Happy New Year!

Thanks, TKH



### Strategic Goals

1. Maintain financial strength and stability
2. Strengthen and expand the County's use of technology
3. Address infrastructure needs
4. Continue community engagement and access to information
5. Ensure that County is viewed as a fair and equitable employer
6. Expand the capabilities of the Board of Commissioners
7. Advance the health and quality of life of the region
8. Protect and preserve County's water resources, forests, natural areas and scenic beauty

### Central Dispatch/911 (7)

- Installation of the new Next Generation 911 telephone and logging recorder systems is complete. Training has been conducted and the decommission of the old system is underway.
- Peninsula Fiber Network is installing new fiber connections to the dispatch center which will provide the routing mechanism for the NG911 circuits to be deployed in the spring.
- Work continues toward the move to the MPSCS 800MHz radio system. We are conducting regular meetings with Motorola and the MPSCS to keep the project moving smoothly. Radio programming designs are still underway by individual public safety agencies, a new microwave radio link is scheduled to be installed soon, and preparations for the back room equipment continue.

### GIS (4)

- Received formal agreement letters from 100% of 2016 ortho-imagery participating members.
- Continuing with overhaul of addressing procedures and digitalization. (see November)
- Resolved (most) anomalies with mapping software. Beginning production of Garfield tax map "proofs".
- Continuing to train Kyle in tax certification, address assignment, road naming and other routine GIS functions.
- Re-creating web based and dynamic mapping functions to allow real-time viewing of new address assignments This benefits Road Commission, Construction Codes, Soils and other Grand Traverse County Departments as well as several private agencies.

### Health Department (7,8)

#### ADMINISTRATION and FINANCE DIVISION

- Finalizing FY 2016 budget and grants from MDHHS.

- Finalized intra-governmental agreement for sharing of Public Health Emergency Preparedness staff.
- Began the regional community health needs assessment planning and presentations to the Grand Traverse Community Collaborative.
- Managing another vaccine preventable community outbreak in schools- varicella.

### **MEDICAL EXAMINER DIVISION**

- Cindy Geiser, has joined the medical examiner (ME) team as an on-call only forensic investigator. She will assist the ME office to cover vacation of the senior forensic investigator or if there is a mass casualty event.
- Met with ME, new Benzie County Administrator and EMS Director on ME related topics and to provide background for administrator.

### **ENVIRONMENTAL HEALTH and ANIMAL CONTROL DIVISION**

- Northern Michigan Water Safety Network Meeting- This collaborative group of agencies met on November 12th to discuss future goals to promote water safety in our region. Discussion included winter water safety reminders for the proper use of the 45 beach rescue stations which were installed by our group this year. The stations are equipped with reversible signage for summer and winter water safety information. The group also discussed the promotion of a challenge to hotels and businesses along West and East Grand Traverse Bays to purchase additional beach rescue stations to place on their property. As orders are received, the additional beach rescue stations will be constructed over the winter months and will be available for spring installation. The cost per station is \$250. Questions can be directed to: [eh@grandtraverse.org](mailto:eh@grandtraverse.org).
- Presentation to Davenport University Nursing Students- An Environmental Health staff member was a guest speaker for Davenport University Nursing Students on November 10th at the Boardman Lake Campus of the NMC University Center. Students were given a presentation on Environmental Health programs and our role in protecting the public through education and enforcement of local ordinances and state/federal laws.
- Bat Exposures Down in 2015- Animal Control data showed that bat exposures for 2015 were down almost 50% with 16 reported cases of exposures to bats as compared to 30 for 2014. The reduction may be attributed to our Environmental Health staff working with Interlochen Arts Academy officials to “bat-proof” many of their old cabins. In previous years, bat exposures to campers were more common because of construction deficiencies in the cabins allowing for easy access by bats.



### **EMERGENCY MANAGEMENT & PUBLIC HEALTH EMERGENCY PREPAREDNESS DIVISION**

- Emergency Management -
  - o Completed a Threats & Risks Assessment of NMC campus as well as designed and will be moderating a table top exercise with their Board of Directors on December 4.

- o Completed an After Action Report process with MSP Emergency Management and Leelanau Co officials to close out the August 2 Wind Storm Disaster.
  - o Assisting local municipalities with adopting the county's Natural Hazard Mitigation Plan. To date, city of Traverse City, East Bay Twp, Acme Twp, and Blair Twp have officially adopted. Peninsula Twp is forthcoming in December.
- Emergency Preparedness
- o The Northern Michigan Public Health Emergency Preparedness Regional Team Intergovernmental Agreement was finalized and presented to the Grand Traverse County Board of Commissioners for final approval. Approval was received.
  - o Final planning and coordination meetings to the NM PHEP Regional Team were conducted to ready the launch of phase 1 of the operation which is set to begin December 1st, 2015.
  - o A Capability Assessment of all PHEP operations in the region was composed and ready to be completed and evaluated as well as additional PHEP administrative duties required for the Dec 1st launch.
  - o GTCHD Emergency Preparedness was present at the Benzie Leelanau Board of Health Meeting to provide representation to the NM PHEP Regional Team as the IGA went before their board for approval. Approval was received.

## **COMMUNITY HEALTH DIVISION**

### *DISEASE CONTROL AND PREVENTION PROGRAMS:*

- Communicable Disease Program- We are currently responding to a community chicken pox outbreak, which started in November. In addition, we followed up on 65 reportable communicable diseases in November.
- Reproductive Health – We provided Reproductive Health Services to 133 men and women in November.
- Adolescent Clinics- We welcomed a new On Call Nurse Practitioner - Annelle Kaspor to the Adolescent Health Clinics. Annelle has a background in Family Practice, Public Health, and Hospice. Currently she is orienting with other NP staff to assist us with covering both planned and unplanned medical leaves.

### *MATERNAL AND CHILD HEALTH PROGRAMS:*

- Maternal Infant Health Program (MIHP)-We are awaiting results from our Cycle 5 review which was conducted October 22-23, 2015. The MIHP clinician consultation pilot program with the Michigan Child Collaborative Care Program (MC3) is due to start in December. This professional collaboration is aimed at providing maternal, child, and adolescent psychiatry support to primary care physicians in Michigan who are managing patients with mild to moderate behavioral health problems. The University of Michigan program offers guidance on diagnosis and psychopharmacology as well as suggestions on psychotherapy

interventions. Our MIHP clinicians will benefit from monthly phone consultation with Dr. Maria Muzik to best address the unmet needs in our population served.

- Healthy Futures/Maternal Child Health- We finalized an improved referral process with a new form implemented for community mental health referrals to Northern Lakes CMH to assure access for eligible clients. We met with Northern Michigan Diabetes Initiative Steering Committee members, our Northern Michigan Regional Perinatal Initiative team, our regional maternal infant health program quality improvement committee, and our regional Maternal Smoking Cessation workgroup to continue ongoing collaborative efforts for the improvement in health and access for vulnerable infants, pregnant women and families. Grand Traverse County Health Department submitted our annual plan for the local maternal child grant which supports our Healthy Futures phone contact and home visiting program offered to every mom and baby delivered at Munson Medical Center.
- Children's Special Health Care Services-Completed and submitted fiscal year end report to the State, highlighted successes include serving over 290 children and families, strengthening positive working relationships and collaboration with Michigan Health Plans in our region, and continuing to provide social work services to several of our case management clients; highlighted challenges include the travel assistance process for our clients traveling downstate for medical appointments, the loss of families due to an increasing cost sharing for CSHCS participation, access to affordable durable medical equipment, and access to private duty nursing services in our region.
- Immunizations- Immunization clinic staff have been gradually shifting gears as demand for walk-in flu vaccinations begins to decrease, and we remain prepared for any requests for varicella vaccination as the chicken pox outbreak evolves. Over this past month we are welcoming Courtney Guy, office specialist who is training to work the immunization reception desk and Rebecca Russell, RN BSN who will also be orienting to immunization clinic as well as WIC.
- Women, Infants, and Children (WIC)- We welcomed two new employees this past month to the WIC team, Sarah Vanderkleed, part-time Breast Feeding Peer Counselor, and Rebecca Russell, RN BSN as a WIC Competent Professional Authority (CPA). Both are attending the Breastfeeding Basics course in Lansing on December 1-2, 2015. Staff have been working through the new challenges to assure clients receive timely benefits as a result of the State WIC program implementing a MI-WIC software update over this past month. Project Fresh 2015 issued 100% of coupon books worth \$3250 of which clients spent over 65% in local markets on fresh fruits and vegetables.
- Hearing & Vision-School schedules for hearing and vision continue to be busy, completing over 1400 hearing screenings in the month of October. Thus far this year, we have screened over 1000 preschoolers for hearing and over 1300 preschoolers for vision. Over 600 children have been referred for follow-up with physicians based on our screening results this year.

### **Human Resources (5)**

- Currently recruiting for 8 positions County-wide with a total 108 requisitions posted County-wide for the year. Last year this month we were at 89 requisitions.

- Open enrollment ended. Meetings for the active employees and retirees were held. Deadline was December 1, 2015.

### **Information Technology (2)**

- IT upgraded the City utilities software provided by Sunguard HTE on the iSeries and Naviline (graphical interface) servers over the weekend of November 14<sup>th</sup>.
- Randy Filkins, IT Telecommunications, configured the County phone system to integrate with the new 911 phone system for internal and non-emergency calls. IT also assisted with the installation of a Firewall to allow remote vendor support of the 911 phone system and is working with a 911 contractor to install additional fiber into the Governmental Center to support the Next Generation 911 system.
- Software modifications are being implemented within the payroll system that is shared with the City to support Affordable Care Act reporting requirements and W2 changes.
- The dynamic IP addressing (DHCP) service has been successfully migrated from the iSeries system to two virtual Windows servers that provide failover protection if one server is down. DHCP provides IP addresses to most computers on the County/City network. There was no disruption in service during the transition.

### **MSUE (7, 8)**

- MSU Extension Grand Traverse County is proud to serve as an organization host and planning partner for the Farms, Food and Health Conference on January 29 at the Grand Traverse Resort. Farms, Food & Health brings together health practitioners, employers, hospital and school foodservice directors, educators, farmers, and others interested in connecting the dots between health care, wellness, and locally grown food. Additional details on this learning and networking opportunity are available at <http://www.groundworkcenter.org/events/farms-food-health/farms-food-health.html>
- MSU Extension Grand Traverse County serves a local service site for FoodCorps. FoodCorps is a nationwide team of AmeriCorps leaders who collaborate with communities to make schools a healthier place for kids to eat, learn and grow. Extension Educator, Sarah Eichberger provides leadership and supervision to MSU Extension service member Mikaela Taylor. Mikaela, who along with Stephanie Cumper, hosted by the Groundwork Center for Resilient Communities, have been busy building partnerships with food service workers, farmers, school administrators, teachers, parents and community members. They are using a team approach to support farm-to-school programming in Grand Traverse and Benzie counties. Since their arrival in September, service members have provided classroom education to over 200 youth in Traverse Heights and Interlochen elementary schools. Over 300 students in both Traverse Heights and Interlochen have participated in local food taste tests. Learn more about FoodCorps Traverse City at <http://traversecity.blog.foodcorps.org/>.
- Safe Kids North Shore Coordinator Jennifer Ritter serves as co-chair of the Northwest Michigan Water Safety Network, which met on Nov. 12 to discuss water safety goals for



winter and beyond. Signs on rescue stations that were installed on area beaches earlier this year will be reversed to display winter water safety information. Rescue stations are being offered to area beachfront hotels for purchase to increase water safety awareness throughout the region.

- The MSU Extension and AgBioResearch online survey is still open to Michigan residents to provide input on their needs and priorities. The survey is part of a statewide process to determine where to focus research and outreach in the future. To participate, access the survey from the front page of [msue.msu.edu](http://msue.msu.edu) or by visiting [msue.msu.edu/focus](http://msue.msu.edu/focus).

### **Parks and Recreation (7)**

- An increase in use has been noted at several county parks this fall. Facilities reservations and general public traffic are up at Twin Lakes and Civic Center parks. Civic Center Park already has received numerous inquiries regarding 2016 availability of its facilities, and several organizations have made reservations to use the grounds and facilities for the coming year. To make a facilities or grounds reservation at the Civic Center, call 231-922-4818. Most weekends between now and the end of 2015 are booked at Gilbert Lodge at Twin Lakes Park for holiday parties and meetings. Several weekdays are available, so book soon for your holiday celebration or end-of-year meeting. Facilities at Twin Lakes Park also are booking fast for 2016, and very few full weekends are available. Twin Lakes Park is a popular destination for weddings, camps, and special events. To make a reservation for the dormitory, lodge, or pavilion at Twin Lakes Park, call 231-922-4817.
- Following nearly eight months of meetings and negotiations between Grand Traverse Bay YMCA and Grand Traverse County Parks and Recreation, on Tuesday, November 24, County Commissioners gave their final approval of Parks and Recreation's request to enter into an agreement with the Y to take over Easling Pool operations at the county's Civic Center Park in early January 2016, following a vote of approval by the Y's Board of Directors on November 20. It is expected that the pool will reopen under the Y's management by mid-January 2016.

### **Planning and Development (1, 3, 4, 7, 8)**

- The County Land Bank Authority approved a purchase option agreement with a developer interested in the 70-acre tax-foreclosed parcel at the corner of US-31 and Rennie School Road. The Land Bank and Blair Township are working to have the parcel developed and placed back on the tax rolls. With the agreement, the developer can conduct due diligence activities and create a development plan for the site.
- With the recent announcement of a proposed Costco store at the Cherry Capital Airport, staff convened a meeting of planners from Traverse City, Garfield Township, East Bay Township, County Road Commission and Airport staff to coordinate planning and development efforts along the South Airport Road corridor from Garfield Road to Three Mile Road.
- The 30th Annual Awards were presented by the County Planning Commission and the Grand Traverse County Chapter of the Michigan Townships Association on Thursday, November 5. This time-honored celebration recognizes individuals, plans, and

developments that enhance the communities in the County. The 2015 Frank Purvis Stewardship Award recipient is Sarna Salzman, Executive Director, SEEDS, Traverse City. The 2015 Roger Williams Planner Award recipient is Brian VanDenBrand, Deputy Planner, Garfield Charter Township. Placemaking Awards were given to the Fife Lake Loop Trail, Fife Lake Township and Village; the Bayfront Trail Extension, City of Traverse City; and, the Perry Hannah Plaza, City of Traverse City. Outstanding Development Awards were bestowed to Cordia at Grand Traverse Commons, City of Traverse City and US-31 N Reconstruction by Team Elmer's, East Bay Township.

### **Prosecuting Attorney (7)**

- As the County's Chief Law Enforcement Officer, the Prosecuting Attorney is responsible for the prosecution of crimes including juvenile, misdemeanor and felony offenses, protection of abused and neglected children, and establishment of child support for needy children. For the month of November, we engaged in the following:
  - o Authorized 199 misdemeanor warrants
  - o Authorized 28 felony warrants
  - o Authorized 22 juvenile petitions
  - o Initiated 4 neglect/abuse case
  - o Handled the following matters in Family/Probate Court:
    - o 15 paternity/child support cases filed
    - o 5 allegedly mentally ill cases
    - o Obtained 12 judgments of child support
  
- Civil Counsel
  - Contract Drafting and Review - As the County's civil counsel, we assist various County departments in reviewing and drafting contracts and other agreements. Our involvement ranges from reviewing a contract and approving it "as to form," to negotiating the terms and conditions of the contract with the other party. For the month of November, we reviewed seven contracts for the following departments:
    - o Health Department: six
    - o Parks and Recreation: one
  
- FOIA Coordination - In 1997, the County Board of Commissioners designated the Prosecuting Attorney as the FOIA coordinator for Grand Traverse County. As the coordinator, we ensure that the various county departments are complying with Michigan's FOIA law including determining whether the requested information should be exempt from disclosure. For the month of November, we reviewed eleven requests, and provided advice and consultation to the following departments:
  - o Construction Codes: five
  - o Clerk: one
  - o Human Resources: one
  - o Sheriff: one
  - o Prosecutor: two
  - o Central Dispatch: one

- Board of Commissioners/Staff Questions - Part of our duties as Civil Counsel involves answering questions and/or preparing opinion memoranda for the Board of Commissioners and County staff related to a wide variety of issues, ranging from compliance with state and federal statutes to advising on exposure to liability. For the month of November, we answered questions/prepared memos for the Board of Commissioners and various departments including:
  - o Health
  - o Clerk
  - o Parks and Recreation
  - o Administration
  
- Ordinance Drafting - As you know, under MCL 46.11, a county board of commissioners has the authority to adopt ordinances related to county affairs. One of our responsibilities is to prepare, amend or repeal ordinances when requested by the Board of Commissioners. For November, we did not prepare any ordinances.
  
- Litigation - We represent the County in civil actions filed in the Grand Traverse County District and Circuit Courts as well as the Federal District Courts. For the month of November, we represented the County in the following cases:
  - o *Grand Traverse County v. Eric Abramczyk et al.* In November, we filed 9 separate inmate reimbursement lawsuits seeking \$15,768.99 in total. As with the other lawsuits, we will seek to obtain multiple default judgments against those Defendants who fail to answer the complaints, and consent judgments for those Defendants who are willing to pay the outstanding debt.
  
  - o *In re Duck Lake.* We filed the petition to determine the lake level for Duck Lake with the Circuit Court on October 6<sup>th</sup>. By filing the petition on behalf of the Board of Commissioners, we are requesting the Court hold a hearing to reaffirm the normal lake level of Duck Lake at 837.3 feet, the lake level set by the Circuit Court at a hearing held in 1959, and to set a winter lake level at 836.8 feet so as to prevent erosion damage, minimize potential flooding, and control certain aquatic weeds. Finally, the petition requests that the Circuit Court confirm the special assessment district boundaries within 60 days following the hearing. The hearing is scheduled for December 14, 2015 at 2:30 p.m.
  
- Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of November, Chris Forsyth attended the public health and safety committee meeting and the ways and means committee meeting. Bob Cooney attended the resource management and administration committee meeting, and the regular board meeting. Chris also attended the November Regular Parks and Recreation Commission meeting.

### **Resource Recovery (8)**

- Resource Recovery staff are currently processing 2016 hauler license applications for all local waste, recycling and yard waste haulers. In order to be in compliance with Grand Traverse County Ordinance #17, anyone collecting, transporting, delivering, or disposing of solid waste,

yard waste or recyclable materials generated by another person within Grand Traverse County must obtain a hauler license.

- In November, RecycleSmart staff participated in a guided brainstorming session to generate ideas for doubling the state's recycling rate and move towards the launch of a statewide competition aimed at boosting waste diversion. The event was organized by the Michigan Recycling Coalition (MRC) and Consumers Energy and included 75 recycling stakeholders from private businesses, municipalities, haulers and other industry professionals.

# ACME TOWNSHIP - Addendum to Treasurer's Report

Reconciled with Bank as of November 30, 2015

		FUND #	October 31, 2015 Account Balance	NET CHANGE	November 30, 2015 Account Balance	
Chase Bank			\$ 738,407	\$ 3,174	\$ 741,581	
Chemical Bank - High Yield		101-206	\$ 156,777	\$ 6	\$ 156,784	
Chemical Bank - Money Market Plus		207-209				
		212-246	\$ 297,236	\$ 12	\$ 297,248	
Chemical Bank - Liquor Fund		212	\$ 12,196	\$ 0.50	\$ 12,196	
<b>A</b>	<b>TOTAL BANK ACCOUNTS FOR GENERAL FUND</b>		<b>\$ 1,204,617</b>	<b>\$ 3,193</b>	<b>\$ 1,207,810</b>	
	Self Funded Accts Payable 6 Months	<i>Committed</i> 101	\$ 361,177	\$ -	\$ 361,177	
	Saylor Park Boat Launch Imp	<i>Motion</i> 101	\$ 95,052	\$ -	\$ 95,052	
	Septage Plant Bond Buyout	<i>Committed</i> 101	\$ 208,546	\$ -	\$ 208,546	
	Water Engineering Study (GTB Grant)	<i>Restricted</i> 101	\$ 14,000	\$ -	\$ 14,000	
	GTTC Engineer Project Management	<i>Committed</i> 101	\$ 40,000	\$ -	\$ 40,000	
	Public Broadcast Equipment Fund	<i>Restricted</i> 101	\$ 6,864	\$ -	\$ 6,864	
	PA48 Metro Fund -(PA 48 Twp Imp (SAD) \$20,401)	<i>Restricted</i> 101	\$ 39,038	\$ -	\$ 39,038	
	Park Match \$25,000 Per Yr (Start 15/16 Yr)	<i>Motion</i> 101	\$ 25,000	\$ -	\$ 25,000	
<b>B</b>	<b>Sub-Total Assigned From GENERAL FUND</b>		<b>\$ 789,677</b>	<b>\$ -</b>	<b>\$ 789,677</b>	
<b>Funds within General Fund Bank Account (Restricted or Committed)</b>						
	Cemetery Fund	<i>Committed</i> 209	\$ 7,333	\$ (1,182)	\$ 6,151	
	Fire Fund <i>Special Assessment</i>	<i>Restricted</i> 206	\$ 32,643	\$ (17,280)	\$ 15,363	
	Police Fund <i>Special Assessment</i>	<i>Restricted</i> 207	\$ 100,163	\$ -	\$ 100,163	
	Liquor Fund	<i>Restricted</i> 212	\$ 21,989	\$ 1	\$ 21,989	
	Township Improvement (SAD)	<i>Committed</i> 246	\$ -	\$ -	\$ -	
	<b>SUB-TOTAL (Restricted or Committed)</b>		<b>\$ 162,128</b>	<b>\$ (18,461)</b>	<b>\$ 143,666</b>	
<b>C</b>	<b>BALANCE</b>		<b>\$ 101</b>	<b>\$ 252,812</b>	<b>\$ 274,467</b>	
			Note ((A)-(B+C))		Note ((A)-(B+C))	
<b>RESTRICTED BY BOARD RESOLUTION ACCOUNTS:</b>						
	Shoreline Preserv. Fund	<i>Committed</i> 224	\$ 1,378	\$ 0.03	\$ 1,378	
	Parks & Recreation Closed	<i>Closed</i> 226	\$ -	\$ -	\$ -	
	Saylor Park Boat Launch Imp	<i>Committed</i> 401	\$ 102,902	\$ (17,187.45)	\$ 85,715	
	Parks/Shoreline Fund <small>(New Urbanist to Park/Shoreline)</small>	<i>Closed</i> 227	\$ -	\$ -	\$ -	
	Parks Fund	<i>Committed</i> 208	\$ 37,959	\$ 0.96	\$ 37,960	
	<b>SUB-TOTAL</b>		<b>\$ 142,238</b>		<b>\$ 125,052</b>	
<b>D</b>	<b>RESTRICTED BY MILLAGE:</b>					
	Farmland <i>Millage Chemical Bank</i>	<i>Restricted</i> 225	\$ 5,199	\$ 0.21	\$ 5,199	
	Farmland <i>Millage Chase Bank</i>	<i>Restricted</i> 225	\$ 174,734	\$ 4.36	\$ 174,738	
	Farmland Totals		\$ 187,428	\$ 4.57	\$ 179,937	
	Tax Collection	<i>Temporary Funds</i> 703	\$ 78,317	\$ (58,984)	\$ 19,333	
			\$ 265,745		\$ 199,270	
<b>E</b>	<b>RESTRICTED BY REVENUE SOURCE ACCOUNTS:</b>					
	Sewer Fund Chemical Bank	<i>Restricted</i> 590	\$ 196,771	\$ 8	\$ 196,779	
	Sewer Fund Chase Bank	<i>Restricted</i> 590	\$ 1,999,422	\$ 18,378	\$ 2,017,800	
	Sewer Fund Totals	<i>Restricted</i> 590	\$ 2,196,193	\$ 18,386	\$ 2,214,578	
	Planning Review Fees (Trust & Agency) Escrow	<i>Restricted</i> 701	\$ -	\$ -	\$ -	
	Holiday Hills Special Assessment	<i>Restricted</i> 818	\$ 195,789	\$ (15,364)	\$ 180,425	
	<b>ACME TOWNSHIP RESTRICTED FUNDS</b>		<b>\$ 2,391,982</b>		<b>\$ 2,395,003</b>	
<b>F</b>	<b>ACME TOWNSHIP ALL ACCOUNT BALANCES</b>		<b>\$ 4,004,583.1</b>		<b>\$ 3,927,135</b>	
			NOTE: (A+D+E+F)		NOTE: (A+D+E+F)	

Bank Code	Description	Beginning Balance 11/01/2015	Total Debits	Total Credits	Ending Balance 11/30/2015
CHASE	GENERAL FUND				
101	GENERAL FUND	583,381.31	100,939.36	86,071.68	598,248.99
206	FIRE FUND	32,642.50	0.00	17,279.72	15,362.78
207	POLICE PROTECTION	100,163.07	0.00	0.00	100,163.07
209	CEMETERY FUND	7,333.39	200.00	1,381.98	6,151.41
212	LIQUOR FUND	9,792.74	0.00	0.00	9,792.74
	GENERAL FUND	<u>733,313.01</u>	<u>101,139.36</u>	<u>104,733.38</u>	<u>729,718.99</u>
FARM	FARMLAND PRESERVATION				
225	FARMLAND PRESERVATION	174,734.06	4.36	0.00	174,738.42
	FARMLAND PRESERVATION	<u>174,734.06</u>	<u>4.36</u>	<u>0.00</u>	<u>174,738.42</u>
FARMM	FARMLAND PRESERVATION - MONEY MARKET				
225	FARMLAND PRESERVATION	5,198.67	0.43	0.22	5,198.88
	FARMLAND PRESERVATION - MONEY MARKET	<u>5,198.67</u>	<u>0.43</u>	<u>0.22</u>	<u>5,198.88</u>
GENHY	GENERAL FUND - HIGH YIELD				
101	GENERAL FUND	156,777.43	13.10	6.66	156,783.87
	GENERAL FUND - HIGH YIELD	<u>156,777.43</u>	<u>13.10</u>	<u>6.66</u>	<u>156,783.87</u>
GENMM	GENERAL FUND - MONEY MARKET				
101	GENERAL FUND	297,236.25	24.84	12.62	297,248.47
	GENERAL FUND - MONEY MARKET	<u>297,236.25</u>	<u>24.84</u>	<u>12.62</u>	<u>297,248.47</u>
LIQ	LIQUOR MONEY MARKET				
212	LIQUOR FUND	12,195.85	1.02	0.52	12,196.35
	LIQUOR MONEY MARKET	<u>12,195.85</u>	<u>1.02</u>	<u>0.52</u>	<u>12,196.35</u>
NEWUR	PARK FUND				
208	PARK FUND	37,958.84	0.96	0.00	37,959.80
	PARK FUND	<u>37,958.84</u>	<u>0.96</u>	<u>0.00</u>	<u>37,959.80</u>
PARKS	SAYLER PARK BOAT LAUNCH				
401	SAYLER PARK BOAT LAUNCH CAPITAL FUND	102,902.13	0.00	17,187.50	85,714.63
	SAYLER PARK BOAT LAUNCH	<u>102,902.13</u>	<u>0.00</u>	<u>17,187.50</u>	<u>85,714.63</u>
PETTY	PETTY CASH				
101	GENERAL FUND	200.00	0.00	0.00	200.00
	PETTY CASH	<u>200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>

CASH SUMMARY BY BANK FOR ACME TOWNSHIP  
FROM 11/01/2015 TO 11/30/2015

Bank Code	Description	Beginning Balance 11/01/2015	Total Debits	Total Credits	Ending Balance 11/30/2015
SADH 818	HOLIDAY 818 HOLIDAY HILLS AREA IMPROVEMENT	195,788.93	0.00	15,364.35	180,424.58
	HOLIDAY 818	<u>195,788.93</u>	<u>0.00</u>	<u>15,364.35</u>	<u>180,424.58</u>
SEWER 590	ACME RELIEF SEWER ACME RELIEF SEWER	1,999,421.82	28,094.68	9,716.90	2,017,799.60
	ACME RELIEF SEWER	<u>1,999,421.82</u>	<u>28,094.68</u>	<u>9,716.90</u>	<u>2,017,799.60</u>
SEWMM 590	ACME RELIEF SEWER MONEY MARKET ACME RELIEF SEWER	196,770.59	16.45	8.36	196,778.68
	ACME RELIEF SEWER MONEY MARKET	<u>196,770.59</u>	<u>16.45</u>	<u>8.36</u>	<u>196,778.68</u>
SHORE 224	SHORELINE PRESERVATION SHORELINE PPRESERVATION	1,377.50	0.06	0.03	1,377.53
	SHORELINE PRESERVATION	<u>1,377.50</u>	<u>0.06</u>	<u>0.03</u>	<u>1,377.53</u>
TAX 703	CURRENT TAX COLLECTION CURRENT TAX COLLECTION	28,248.15	27,521.15	36,832.16	18,937.14
	CURRENT TAX COLLECTION	<u>28,248.15</u>	<u>27,521.15</u>	<u>36,832.16</u>	<u>18,937.14</u>
	TOTAL - ALL FUNDS	<u>3,942,123.23</u>	<u>156,816.41</u>	<u>183,862.70</u>	<u>3,915,076.94</u>



12/22/15

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2015 (ABNORMAL)	MONTH 11/30/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>						
<b>Revenues</b>						
<b>Dept 000</b>						
101-000-402.000	CURRENT PROPERTY TAXES	226,500.00	0.00	0.00	226,500.00	0.00
101-000-412.000	PERSONAL PROP TAXES	1,000.00	0.00	0.00	1,000.00	0.00
101-000-445.020	PENALTIES& INTEREST	500.00	1,146.04	0.00	(646.04)	229.21
101-000-447.000	ADMINISTRATIVE FEE 1%	104,600.00	84,495.53	342.26	20,104.47	80.78
101-000-448.000	CABLE TV FEE	82,500.00	21,986.60	21,986.60	60,513.40	26.65
101-000-465.000	PASSPORT FEES	3,200.00	771.00	146.00	2,429.00	24.09
101-000-574.000	ST SHARED SALES TAX	344,895.00	54,818.00	58,110.00	290,077.00	15.89
101-000-577.000	SWAMP TAX	1,000.00	0.00	0.00	1,000.00	0.00
101-000-602.000	GRANTS	50,000.00	20,070.00	0.00	29,930.00	40.14
101-000-607.000	CHARGES FOR SERVICES	0.00	29.30	0.00	(29.30)	100.00
101-000-608.001	Zoning Fees	14,500.00	8,246.00	1,230.00	6,254.00	56.87
101-000-610.000	Revenues for Escrow Account	60,000.00	57,025.61	1,500.00	2,974.39	95.04
101-000-631.000	CONS INDUSTRY ANNUAL MAINT FE	6,600.00	500.00	0.00	6,100.00	7.58
101-000-665.000	INTEREST ON INVESTMENTS	500.00	96.29	18.66	403.71	19.26
101-000-665.001	INTEREST SEPTAGE RECEIVED	1,400.00	1,384.11	1,384.11	15.89	98.87
101-000-667.000	RENT-PARKS	100.00	0.00	0.00	100.00	0.00
101-000-671.000	MISC REVENUES	4,000.00	0.00	0.00	4,000.00	0.00
101-000-676.000	REIMBURSEMENTS	24,000.00	26,220.13	9,554.76	(2,220.13)	109.25
101-000-676.701	REIMBURSEMENTS FROM 701	2,200.00	0.00	0.00	2,200.00	0.00
101-000-699.000	TRANS IN FRM OTHER FUNDS	0.00	0.52	0.00	(0.52)	100.00
<b>Total Dept 000</b>		<b>927,495.00</b>	<b>276,789.13</b>	<b>94,272.39</b>	<b>650,705.87</b>	<b>29.84</b>
<b>TOTAL Revenues</b>		<b>927,495.00</b>	<b>276,789.13</b>	<b>94,272.39</b>	<b>650,705.87</b>	<b>29.84</b>
<b>Expenditures</b>						
<b>Dept 000</b>						
101-000-465.001	POSTAGE FOR PASSPORTS	550.00	344.20	105.79	205.80	62.58
101-000-992.000	CONTINGENCY	26,500.00	0.00	0.00	26,500.00	0.00
101-000-994.000	TC TALUS CONTRACT SERVICES	800.00	0.00	0.00	800.00	0.00
101-000-997.300	FOURTH OF JULY FIREWORKS	300.00	0.00	0.00	300.00	0.00
101-000-998.000	GT COUNTY ROAD COMMISSION TART	1,530.00	0.00	0.00	1,530.00	0.00
101-000-999.000	TRANSFER TO OTHER FUNDS	95,868.00	95,866.86	0.00	1.14	100.00
<b>Total Dept 000</b>		<b>125,548.00</b>	<b>96,211.06</b>	<b>105.79</b>	<b>29,336.94</b>	<b>76.63</b>
<b>Dept 101-TOWNSHIP BOARD OF TRUSTEES</b>						
101-101-702.000	SALARIES	27,000.00	11,188.42	2,230.76	15,811.58	41.44
101-101-703.001	SECRETARY	29,700.00	11,632.25	2,261.60	18,067.75	39.17
101-101-705.001	PER DIEM TRUSTEES	500.00	0.00	0.00	500.00	0.00
101-101-714.000	FICA LOCAL SHARE	4,650.00	1,552.26	327.53	3,097.74	33.38
101-101-726.000	SUPPLIES & POSTAGE	3,000.00	795.83	0.00	2,204.17	26.53
101-101-801.000	ACCOUNTING & AUDIT	11,000.00	4,950.00	4,950.00	6,050.00	45.00
101-101-801.001	INTERNAL ACCOUNTANT	2,500.00	355.00	0.00	2,145.00	14.20
101-101-802.001	ATTORNEY SERVICES LITIGATION	1,000.00	0.00	0.00	1,000.00	0.00
101-101-802.002	ATTORNEY SERVICES	17,000.00	3,180.12	1,423.25	13,819.88	18.71
101-101-802.005	CONTRACTED COMMUNITY SERVICES	50,000.00	20,070.00	0.00	29,930.00	40.14
101-101-803.003	ENGINEERING SERVICES	25,000.00	3,997.50	300.00	21,002.50	15.99
101-101-804.000	SOFTWARE SUPPORT & PROCESSIN	57,674.67	42,995.38	1,625.14	14,679.29	74.55
101-101-860.000	TRAVEL & MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
101-101-874.000	RETIREMENT/PENSION	3,270.00	1,305.89	239.24	1,964.11	39.94
101-101-900.000	PUBLICATIONS	2,000.00	718.24	74.00	1,281.76	35.91
101-101-910.000	INSURANCE	8,084.00	3,137.65	627.53	4,946.35	38.81



PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 11/30/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-101-946.001	SUPPLIES/POSTAGE	150.00	9.00	0.00	141.00	6.00
101-101-958.000	EDUCATION/TRAINING/CONVENTION	500.00	0.00	0.00	500.00	0.00
101-101-960.000	dues subscriptions	5,350.00	5,483.17	16.99	(133.17)	102.49
Total Dept 101-TOWNSHIP BOARD OF TRUSTEES		249,378.67	111,370.71	14,076.04	138,007.96	44.66
Dept 171-SUPERVISOR EXPENDITURES						
101-171-702.000	SALARIES	37,000.00	14,800.00	2,846.16	22,200.00	40.00
101-171-714.000	FICA LOCAL SHARE	3,040.00	1,242.60	241.28	1,797.40	40.88
101-171-726.000	SUPPLIES & POSTAGE	100.00	0.00	0.00	100.00	0.00
101-171-860.000	TRAVEL & MILEAGE	500.00	0.00	0.00	500.00	0.00
101-171-874.000	RETIREMENT/PENSION	4,000.00	1,723.83	315.38	2,276.17	43.10
101-171-910.000	INSURANCE	4,000.00	1,584.65	307.70	2,415.35	39.62
101-171-958.000	EDUCATION/TRAINING/CONVENTION	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 171-SUPERVISOR EXPENDITURES		49,640.00	19,351.08	3,710.52	30,288.92	38.98
Dept 191-ELECTION EXPENDITURES						
101-191-702.000	SALARIES	10,000.00	0.00	0.00	10,000.00	0.00
101-191-714.000	FICA LOCAL SHARE	380.00	0.00	0.00	380.00	0.00
101-191-726.000	SUPPLIES & POSTAGE	5,000.00	160.02	0.00	4,839.98	3.20
101-191-900.000	PUBLICATIONS	800.00	0.00	0.00	800.00	0.00
Total Dept 191-ELECTION EXPENDITURES		16,180.00	160.02	0.00	16,019.98	0.99
Dept 209-ASSESSOR'S EXPENDITURES						
101-209-702.000	SALARIES	5,000.00	2,083.35	416.67	2,916.65	41.67
101-209-714.000	FICA LOCAL SHARE	383.00	159.38	31.87	223.62	41.61
101-209-726.000	SUPPLIES & POSTAGE	2,500.00	166.54	0.00	2,333.46	6.66
101-209-803.002	ASSESSING CONTRACT SERVICES	40,000.00	16,666.70	3,333.34	23,333.30	41.67
101-209-803.004	ASSESSOR'S EVALUATION SERVICES	2,000.00	180.00	45.00	1,820.00	9.00
101-209-804.000	SOFTWARE SUPPORT & PROCESSIN	1,500.00	1,192.00	0.00	308.00	79.47
Total Dept 209-ASSESSOR'S EXPENDITURES		51,383.00	20,447.97	3,826.88	30,935.03	39.80
Dept 215-CLERK'S EXPENDITURES						
101-215-702.000	SALARIES	37,008.00	14,660.82	2,846.76	22,347.18	39.62
101-215-703.000	WAGES DEPUTY/SEC/PRT TIME	18,304.00	5,764.00	944.00	12,540.00	31.49
101-215-714.000	FICA LOCAL SHARE	4,231.00	1,352.87	248.05	2,878.13	31.98
101-215-726.000	SUPPLIES & POSTAGE	1,500.00	32.82	0.00	1,467.18	2.19
101-215-804.000	SOFTWARE SUPPORT & PROCESSIN	1,500.00	0.00	0.00	1,500.00	0.00
101-215-860.000	TRAVEL & MILEAGE	2,000.00	1,020.16	0.00	979.84	51.01
101-215-874.000	RETIREMENT/PENSION	5,538.00	1,565.74	284.68	3,972.26	28.27
101-215-910.000	INSURANCE	12,200.00	4,728.55	945.71	7,471.45	38.76
101-215-958.000	EDUCATION/TRAINING/CONVENTION	2,000.00	353.00	0.00	1,647.00	17.65
Total Dept 215-CLERK'S EXPENDITURES		84,281.00	29,477.96	5,269.20	54,803.04	34.98
Dept 247-BOARD OF REVIEW						
101-247-702.000	SALARIES	800.00	0.00	0.00	800.00	0.00
101-247-714.000	FICA LOCAL SHARE	61.00	0.00	0.00	61.00	0.00

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 11/30/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-247-900.000	PUBLICATIONS	100.00	0.00	0.00	100.00	0.00
101-247-956.000	MISCELLANEOUS	200.00	0.00	0.00	200.00	0.00
Total Dept 247-BOARD OF REVIEW		1,161.00	0.00	0.00	1,161.00	0.00
Dept 253-TREASURER'S EXPENDITURES						
101-253-702.000	SALARIES	25,159.00	9,966.81	1,935.30	15,192.19	39.62
101-253-703.000	WAGES DEPUTY/SEC/PRT TIME	25,159.00	9,966.81	1,935.30	15,192.19	39.62
101-253-714.000	FICA LOCAL SHARE	3,825.00	1,483.33	287.78	2,341.67	38.78
101-253-726.000	SUPPLIES & POSTAGE	5,000.00	3,701.62	1,815.38	1,298.38	74.03
101-253-804.000	SOFTWARE SUPPORT & PROCESSIN	1,000.00	0.00	0.00	1,000.00	0.00
101-253-860.000	TRAVEL & MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
101-253-874.000	RETIREMENT/PENSION	5,032.00	2,128.94	387.08	2,903.06	42.31
101-253-910.000	INSURANCE	2,200.00	458.10	91.62	1,741.90	20.82
101-253-958.000	EDUCATION/TRAINING/CONVENTION	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 253-TREASURER'S EXPENDITURES		69,375.00	27,705.61	6,452.46	41,669.39	39.94
Dept 265-TOWNHALL EXPENDITURES						
101-265-726.000	SUPPLIES & POSTAGE	1,500.00	776.43	147.68	723.57	51.76
101-265-851.000	CABLE INTERNET SERVICES	4,000.00	1,668.94	339.29	2,331.06	41.72
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	11,000.00	5,460.72	1,340.82	5,539.28	49.64
101-265-921.000	STREET LIGHTS	12,500.00	2,578.80	362.42	9,921.20	20.63
101-265-922.000	MICH CON GAS	4,000.00	348.79	79.05	3,651.21	8.72
101-265-923.000	SEWER TOWNSHIP HALL	800.00	90.00	0.00	710.00	11.25
101-265-930.000	REPAIRS & MAINT	5,500.00	2,330.72	1,045.79	3,169.28	42.38
Total Dept 265-TOWNHALL EXPENDITURES		39,300.00	13,254.40	3,315.05	26,045.60	33.73
Dept 410-PLANNING & ZONING EXPENDITURES						
101-410-702.002	ZONING ADMIN SALARY	50,000.00	17,250.98	3,461.54	32,749.02	34.50
101-410-705.000	PER DIEM PLANNING/ZBA	18,500.00	2,750.00	125.00	15,750.00	14.86
101-410-714.000	FICA LOCAL SHARE	5,210.00	1,792.56	297.90	3,417.44	34.41
101-410-726.000	SUPPLIES & POSTAGE	400.00	30.65	0.00	369.35	7.66
101-410-726.001	POSTAGE T & A	100.00	0.00	0.00	100.00	0.00
101-410-802.001	ATTORNEY SERVICES LITIGATION	0.00	27.00	0.00	(27.00)	100.00
101-410-802.002	ATTORNEY SERVICES	16,000.00	5,384.88	1,581.75	10,615.12	33.66
101-410-802.003	ATTORNEY T & A	20,000.00	5,503.32	1,230.00	14,496.68	27.52
101-410-803.000	PLANNER SERVICES	15,000.00	5,679.32	3,144.32	9,320.68	37.86
101-410-803.001	PLANNING CONSULTANT	18,000.00	3,000.00	750.00	15,000.00	16.67
101-410-803.004	ENGINEERING SERVICES T&A	10,000.00	18,788.50	2,605.00	(8,788.50)	187.89
101-410-803.005	PLANNING & CONSULTANT T & A	29,000.00	25,722.37	3,486.00	3,277.63	88.70
101-410-804.000	SOFTWARE SUPPORT & PROCESSIN	500.00	0.00	0.00	500.00	0.00
101-410-860.000	TRAVEL & MILEAGE	500.00	92.38	0.00	407.62	18.48
101-410-874.000	RETIREMENT/PENSION	2,500.00	67.38	0.00	2,432.62	2.70
101-410-900.000	PUBLICATIONS	2,500.00	479.00	128.25	2,021.00	19.16
101-410-900.001	PUBLICATIONS T & A	900.00	0.00	0.00	900.00	0.00
101-410-910.000	INSURANCE	10,000.00	1,506.47	307.70	8,493.53	15.06
101-410-949.000	RENTAL OF SPACE	300.00	0.00	0.00	300.00	0.00
101-410-958.000	EDUCATION/TRAINING/CONVENTION	2,500.00	560.00	225.00	1,940.00	22.40
101-410-960.000	dues subscriptions	500.00	0.00	0.00	500.00	0.00
101-410-964.000	REIMBURSEMENTS	0.00	501.00	501.00	(501.00)	100.00

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2015 (ABNORMAL)	MONTH 11/30/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 410-PLANNING & ZONING EXPENDITURES		202,410.00	89,135.81	17,843.46	113,274.19	44.04
Dept 750-MAINT & PARKS EXPENDITURES						
101-750-702.000	SALARIES	47,600.00	19,536.58	3,665.60	28,063.42	41.04
101-750-703.000	WAGES DEPUTY/SEC/PRT TIME	9,000.00	6,975.00	0.00	2,025.00	77.50
101-750-714.000	FICA LOCAL SHARE	4,230.00	1,738.38	217.51	2,491.62	41.10
101-750-726.000	SUPPLIES & POSTAGE	2,000.00	193.27	0.00	1,806.73	9.66
101-750-860.000	TRAVEL & MILEAGE	95.00	32.00	14.00	63.00	33.68
101-750-874.000	RETIREMENT/PENSION	4,760.00	2,065.92	366.56	2,694.08	43.40
101-750-910.000	INSURANCE	13,000.00	4,695.50	939.10	8,304.50	36.12
101-750-930.000	REPAIRS & MAINT	62,490.00	65,796.58	20,348.25	(3,306.58)	105.29
101-750-956.000	MISCELLANEOUS	2,000.00	1,000.00	0.00	1,000.00	50.00
Total Dept 750-MAINT & PARKS EXPENDITURES		145,175.00	102,033.23	25,551.02	43,141.77	70.28
Dept 861-RETIREMENT/PENSION						
101-861-874.000	RETIREMENT/PENSION	1,200.00	1,245.00	0.00	(45.00)	103.75
Total Dept 861-RETIREMENT/PENSION		1,200.00	1,245.00	0.00	(45.00)	103.75
Dept 865-INSURANCE						
101-865-910.000	INSURANCE	12,000.00	12,087.00	10,150.00	(87.00)	100.73
Total Dept 865-INSURANCE		12,000.00	12,087.00	10,150.00	(87.00)	100.73
Dept 970-CAPITAL IMPROVEMENTS						
101-970-975.000	TWNHALL CAPITAL IMPROVE	400.00	0.00	0.00	400.00	0.00
Total Dept 970-CAPITAL IMPROVEMENTS		400.00	0.00	0.00	400.00	0.00
TOTAL Expenditures		1,047,431.67	522,479.85	90,300.42	524,951.82	49.88
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		927,495.00	276,789.13	94,272.39	650,705.87	29.84
TOTAL EXPENDITURES		1,047,431.67	522,479.85	90,300.42	524,951.82	49.88
NET OF REVENUES & EXPENDITURES		(119,936.67)	(245,690.72)	3,971.97	125,754.05	204.85

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 11/30/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-402.000	CURRENT PROPERTY TAXES	733,463.00	0.00	0.00	733,463.00	0.00
206-000-671.000	MISC REVENUES	0.00	899.00	0.00	(899.00)	100.00
206-000-699.000	TRANS IN FRM OTHER FUNDS	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 000		737,463.00	899.00	0.00	736,564.00	0.12
TOTAL Revenues		737,463.00	899.00	0.00	736,564.00	0.12
Expenditures						
Dept 000						
206-000-802.004	CONTRACTED EMPLOYEE SERVICES	91,300.00	31,103.50	17,279.72	60,196.50	34.07
206-000-805.000	METRO FIRE CONTRACT	645,447.12	0.00	0.00	645,447.12	0.00
206-000-964.000	REIMBURSEMENTS	0.00	899.00	0.00	(899.00)	100.00
Total Dept 000		736,747.12	32,002.50	17,279.72	704,744.62	4.34
TOTAL Expenditures		736,747.12	32,002.50	17,279.72	704,744.62	4.34
Fund 206 - FIRE FUND:						
TOTAL REVENUES		737,463.00	899.00	0.00	736,564.00	0.12
TOTAL EXPENDITURES		736,747.12	32,002.50	17,279.72	704,744.62	4.34
NET OF REVENUES & EXPENDITURES		715.88	(31,103.50)	(17,279.72)	31,819.38	4,344.79

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 11/30/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 207 - POLICE PROTECTION						
Revenues						
Dept 000						
207-000-402.000	CURRENT PROPERTY TAXES	43,850.00	0.00	0.00	43,850.00	0.00
207-000-671.000	MISC REVENUES	27,550.00	0.00	0.00	27,550.00	0.00
207-000-699.000	TRANS IN FRM OTHER FUNDS	8,600.00	0.00	0.00	8,600.00	0.00
Total Dept 000		<u>80,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>80,000.00</u>	<u>0.00</u>
TOTAL Revenues		<u>80,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>80,000.00</u>	<u>0.00</u>
Expenditures						
Dept 000						
207-000-802.000	COMMUNITY POLICING CONTRACT	78,500.00	19,147.00	0.00	59,353.00	24.39
Total Dept 000		<u>78,500.00</u>	<u>19,147.00</u>	<u>0.00</u>	<u>59,353.00</u>	<u>24.39</u>
TOTAL Expenditures		<u>78,500.00</u>	<u>19,147.00</u>	<u>0.00</u>	<u>59,353.00</u>	<u>24.39</u>
Fund 207 - POLICE PROTECTION:						
TOTAL REVENUES		<u>80,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>80,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES		<u>78,500.00</u>	<u>19,147.00</u>	<u>0.00</u>	<u>59,353.00</u>	<u>24.39</u>
NET OF REVENUES & EXPENDITURES		<u>1,500.00</u>	<u>(19,147.00)</u>	<u>0.00</u>	<u>20,647.00</u>	<u>1,276.47</u>

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2015 NORMAL (ABNORMAL)	MONTH 11/30/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 208 - PARK FUND						
Revenues						
Dept 000						
208-000-600.000	CONTRIBUTIONS FROM RESIDENTS	5,200.00	0.00	0.00	5,200.00	0.00
208-000-665.000	INTEREST ON INVESTMENTS	5.00	2.74	0.96	2.26	54.80
208-000-699.000	TRANS IN FRM OTHER FUNDS	37,957.06	37,957.06	0.00	0.00	100.00
Total Dept 000		<u>43,162.06</u>	<u>37,959.80</u>	<u>0.96</u>	<u>5,202.26</u>	<u>87.95</u>
TOTAL Revenues		<u>43,162.06</u>	<u>37,959.80</u>	<u>0.96</u>	<u>5,202.26</u>	<u>87.95</u>
Expenditures						
Dept 000						
208-000-930.005	SHORELINE REDEVELOPMENT	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 000		<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
TOTAL Expenditures		<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
Fund 208 - PARK FUND:						
TOTAL REVENUES		<u>43,162.06</u>	<u>37,959.80</u>	<u>0.96</u>	<u>5,202.26</u>	<u>87.95</u>
TOTAL EXPENDITURES		<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		<u>38,162.06</u>	<u>37,959.80</u>	<u>0.96</u>	<u>202.26</u>	<u>99.47</u>

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% B DGT USED
		AMENDED BUDGET	11/30/2015 (ABNORMAL)	MONTH 11/30/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 209 - CEMETERY FUND						
Revenues						
Dept 000						
209-000-643.000	CEMETARY lot &plots	2,400.00	1,600.00	0.00	800.00	66.67
209-000-646.000	BURIAL FEE PAYMENTS	3,000.00	1,900.00	200.00	1,100.00	63.33
Total Dept 000		5,400.00	3,500.00	200.00	1,900.00	64.81
TOTAL Revenues		5,400.00	3,500.00	200.00	1,900.00	64.81
Expenditures						
Dept 000						
209-000-726.000	SUPPLIES & POSTAGE	500.00	170.90	65.99	329.10	34.18
209-000-802.004	CONTRACTED EMPLOYEE SERVICES	2,000.00	1,900.00	1,300.00	100.00	95.00
209-000-930.000	REPAIRS & MAINT	2,500.00	82.96	15.99	2,417.04	3.32
Total Dept 000		5,000.00	2,153.86	1,381.98	2,846.14	43.08
TOTAL Expenditures		5,000.00	2,153.86	1,381.98	2,846.14	43.08
Fund 209 - CEMETERY FUND:						
TOTAL REVENUES		5,400.00	3,500.00	200.00	1,900.00	64.81
TOTAL EXPENDITURES		5,000.00	2,153.86	1,381.98	2,846.14	43.08
NET OF REVENUES & EXPENDITURES		400.00	1,346.14	(1,181.98)	(946.14)	336.54

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2015 (ABNORMAL)	MONTH 11/30/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 212 - LIQUOR FUND						
Revenues						
Dept 000						
212-000-443.000	LIQUOR LICENSE FEES	9,000.00	8,967.20	0.00	32.80	99.64
212-000-665.000	INTEREST ON INVESTMENTS	0.00	2.56	0.50	(2.56)	100.00
Total Dept 000		9,000.00	8,969.76	0.50	30.24	99.66
TOTAL Revenues		9,000.00	8,969.76	0.50	30.24	99.66
Expenditures						
Dept 000						
212-000-999.000	TRANSFER TO OTHER FUNDS	8,660.00	0.00	0.00	8,660.00	0.00
Total Dept 000		8,660.00	0.00	0.00	8,660.00	0.00
TOTAL Expenditures		8,660.00	0.00	0.00	8,660.00	0.00
Fund 212 - LIQUOR FUND:						
TOTAL REVENUES		9,000.00	8,969.76	0.50	30.24	99.66
TOTAL EXPENDITURES		8,660.00	0.00	0.00	8,660.00	0.00
NET OF REVENUES & EXPENDITURES		340.00	8,969.76	0.50	(8,629.76)	2,638.16



PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 11/30/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 224 - SHORELINE PPRESERVATION						
Revenues						
Dept 000						
224-000-665.000	INTEREST ON INVESTMENTS	0.00	0.15	0.03	(0.15)	100.00
Total Dept 000		0.00	0.15	0.03	(0.15)	100.00
TOTAL Revenues		0.00	0.15	0.03	(0.15)	100.00
Fund 224 - SHORELINE PPRESERVATION:						
TOTAL REVENUES		0.00	0.15	0.03	(0.15)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.15	0.03	(0.15)	100.00

User: CATHY DYE

PERIOD ENDING 11/30/2015

DB: Acme Township

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 11/30/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 225 - FARMLAND PRESERVATION						
Revenues						
Dept 000						
225-000-402.000	CURRENT PROPERTY TAXES	265,000.00	0.00	0.00	265,000.00	0.00
225-000-665.000	INTEREST ON INVESTMENTS	10.00	23.61	4.57	(13.61)	236.10
Total Dept 000		265,010.00	23.61	4.57	264,986.39	0.01
TOTAL Revenues		265,010.00	23.61	4.57	264,986.39	0.01
Expenditures						
Dept 000						
225-000-802.002	ATTORNEY SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
225-000-802.004	CONTRACTED EMPLOYEE SERVICES	20,000.00	7,500.00	0.00	12,500.00	37.50
225-000-941.000	PDR PYMT TO LANDOWNERS	200,000.00	0.00	0.00	200,000.00	0.00
225-000-942.000	APPASAL EXPENSES	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 000		225,500.00	7,500.00	0.00	218,000.00	3.33
TOTAL Expenditures		225,500.00	7,500.00	0.00	218,000.00	3.33
Fund 225 - FARMLAND PRESERVATION:						
TOTAL REVENUES		265,010.00	23.61	4.57	264,986.39	0.01
TOTAL EXPENDITURES		225,500.00	7,500.00	0.00	218,000.00	3.33
NET OF REVENUES & EXPENDITURES		39,510.00	(7,476.39)	4.57	46,986.39	18.92

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 11/30/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 226 - PARK and RECREATION FUND						
Revenues						
Dept 000						
226-000-665.000	INTEREST ON INVESTMENTS	0.00	0.43	0.00	(0.43)	100.00
Total Dept 000		0.00	0.43	0.00	(0.43)	100.00
TOTAL Revenues		0.00	0.43	0.00	(0.43)	100.00
Expenditures						
Dept 000						
226-000-999.000	TRANSFER TO OTHER FUNDS	17,100.00	17,100.52	0.00	(0.52)	100.00
Total Dept 000		17,100.00	17,100.52	0.00	(0.52)	100.00
TOTAL Expenditures		17,100.00	17,100.52	0.00	(0.52)	100.00
Fund 226 - PARK and RECREATION FUND:						
TOTAL REVENUES		0.00	0.43	0.00	(0.43)	100.00
TOTAL EXPENDITURES		17,100.00	17,100.52	0.00	(0.52)	100.00
NET OF REVENUES & EXPENDITURES		(17,100.00)	(17,100.09)	0.00	0.09	100.00

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 11/30/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 227 - NEW URBANIST TOWN CENTER						
Revenues						
Dept 000						
227-000-665.000	INTEREST ON INVESTMENTS	0.00	0.71	0.00	(0.71)	100.00
Total Dept 000		0.00	0.71	0.00	(0.71)	100.00
TOTAL Revenues		0.00	0.71	0.00	(0.71)	100.00
Expenditures						
Dept 000						
227-000-999.000	TRANSFER TO OTHER FUNDS	27,889.74	27,889.74	0.00	0.00	100.00
Total Dept 000		27,889.74	27,889.74	0.00	0.00	100.00
TOTAL Expenditures		27,889.74	27,889.74	0.00	0.00	100.00
Fund 227 - NEW URBANIST TOWN CENTER:						
TOTAL REVENUES		0.00	0.71	0.00	(0.71)	100.00
TOTAL EXPENDITURES		27,889.74	27,889.74	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		(27,889.74)	(27,889.03)	0.00	(0.71)	100.00

User: CATHY DYE

DB: Acme Township

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 11/30/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
Fund 401 - SAYLER PARK BOAT LAUNCH CAPITAL FUND						
Revenues						
Dept 000						
401-000-665.000	INTEREST ON INVESTMENTS	4.00	2.59	0.00	1.41	64.75
401-000-699.000	TRANS IN FRM OTHER FUNDS	102,900.68	102,899.54	0.00	1.14	100.00
Total Dept 000		102,904.68	102,902.13	0.00	2.55	100.00
TOTAL Revenues		102,904.68	102,902.13	0.00	2.55	100.00
Expenditures						
Dept 000						
401-000-803.000	PLANNER SERVICES	0.00	11,352.00	0.00	(11,352.00)	100.00
401-000-930.002	PARKS & RECREATION EXPENDITURE	10,000.00	5,835.50	5,835.50	4,164.50	58.36
Total Dept 000		10,000.00	17,187.50	5,835.50	(7,187.50)	171.88
TOTAL Expenditures		10,000.00	17,187.50	5,835.50	(7,187.50)	171.88
Fund 401 - SAYLER PARK BOAT LAUNCH CAPITAL FUND:						
TOTAL REVENUES		102,904.68	102,902.13	0.00	2.55	100.00
TOTAL EXPENDITURES		10,000.00	17,187.50	5,835.50	(7,187.50)	171.88
NET OF REVENUES & EXPENDITURES		92,904.68	85,714.63	(5,835.50)	7,190.05	92.26

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 11/30/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - ACME RELIEF SEWER						
Revenues						
Dept 000						
590-000-460.000	USAGE&CONNECTION FEES	870,000.00	778,873.45	24,510.44	91,126.55	89.53
590-000-665.000	INTEREST ON INVESTMENTS	525.00	217.14	58.81	307.86	41.36
Total Dept 000		870,525.00	779,090.59	24,569.25	91,434.41	89.50
Dept 550-HOPE VILLAGE- WATER						
590-550-450.000	USAGE FEES	14,000.00	7,000.61	3,500.00	6,999.39	50.00
Total Dept 550-HOPE VILLAGE- WATER		14,000.00	7,000.61	3,500.00	6,999.39	50.00
TOTAL Revenues		884,525.00	786,091.20	28,069.25	98,433.80	88.87
Expenditures						
Dept 000						
590-000-803.003	ENGINEERING SERVICES	45,000.00	1,177.50	0.00	43,822.50	2.62
590-000-956.001	OPERATING & MAINT EXP	451,254.00	54,001.29	9,633.63	397,252.71	11.97
590-000-956.003	HOCH ROAD #697 EXP	1,550.00	283.96	49.75	1,266.04	18.32
590-000-995.001	INTEREST on BONDS	250,000.00	13,022.05	0.00	236,977.95	5.21
Total Dept 000		747,804.00	68,484.80	9,683.38	679,319.20	9.16
Dept 550-HOPE VILLAGE- WATER						
590-550-956.001	OPERATING & MAINT EXP	14,000.00	2,406.90	0.00	11,593.10	17.19
Total Dept 550-HOPE VILLAGE- WATER		14,000.00	2,406.90	0.00	11,593.10	17.19
TOTAL Expenditures		761,804.00	70,891.70	9,683.38	690,912.30	9.31
Fund 590 - ACME RELIEF SEWER:						
TOTAL REVENUES		884,525.00	786,091.20	28,069.25	98,433.80	88.87
TOTAL EXPENDITURES		761,804.00	70,891.70	9,683.38	690,912.30	9.31
NET OF REVENUES & EXPENDITURES		122,721.00	715,199.50	18,385.87	(592,478.50)	582.78

PERIOD ENDING 11/30/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 11/30/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 703 - CURRENT TAX COLLECTION						
Expenditures						
Dept 000						
703-000-956.000	MISCELLANEOUS	0.00	262.42	0.00	(262.42)	100.00
Total Dept 000		0.00	262.42	0.00	(262.42)	100.00
TOTAL Expenditures		0.00	262.42	0.00	(262.42)	100.00
Fund 703 - CURRENT TAX COLLECTION:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	262.42	0.00	(262.42)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(262.42)	0.00	262.42	100.00

User: CATHY DYE

PERIOD ENDING 11/30/2015

DB: Acme Township

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	11/30/2015 (ABNORMAL)	MONTH 11/30/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 818 - HOLIDAY HILLS AREA IMPROVEMENT						
Revenues						
Dept 000						
818-000-665.000	INTEREST ON INVESTMENTS	150.00	0.00	0.00	150.00	0.00
818-000-671.000	MISC REVENUES	2,560.00	0.00	0.00	2,560.00	0.00
818-000-672.020	PREPAID ASSESSMENTS	55,610.00	5,254.00	0.00	50,356.00	9.45
Total Dept 000		58,320.00	5,254.00	0.00	53,066.00	9.01
TOTAL Revenues		58,320.00	5,254.00	0.00	53,066.00	9.01
Expenditures						
Dept 000						
818-000-900.000	PUBLICATIONS	500.00	0.00	0.00	500.00	0.00
818-000-997.000	DEBT PAYMENT TO COUNTY	22,818.75	0.00	0.00	22,818.75	0.00
Total Dept 000		23,318.75	0.00	0.00	23,318.75	0.00
TOTAL Expenditures		23,318.75	0.00	0.00	23,318.75	0.00
Fund 818 - HOLIDAY HILLS AREA IMPROVEMENT:						
TOTAL REVENUES		58,320.00	5,254.00	0.00	53,066.00	9.01
TOTAL EXPENDITURES		23,318.75	0.00	0.00	23,318.75	0.00
NET OF REVENUES & EXPENDITURES		35,001.25	5,254.00	0.00	29,747.25	15.01
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		3,113,279.74	1,222,389.92	122,547.70	1,890,889.82	39.26
NET OF REVENUES & EXPENDITURES		2,946,951.28	716,615.09	124,481.00	2,230,336.19	24.32
NET OF REVENUES & EXPENDITURES		166,328.46	505,774.83	(1,933.30)	(339,446.37)	304.08



Bank Code	Description	Beginning Balance 11/01/2015	Total Debits	Total Credits	Ending Balance 11/30/2015
CHASE	GENERAL FUND				
101	GENERAL FUND	583,381.31	100,939.36	86,071.68	598,248.99
206	FIRE FUND	32,642.50	0.00	17,279.72	15,362.78
207	POLICE PROTECTION	100,163.07	0.00	0.00	100,163.07
209	CEMETERY FUND	7,333.39	200.00	1,381.98	6,151.41
212	LIQUOR FUND	9,792.74	0.00	0.00	9,792.74
	GENERAL FUND	<u>733,313.01</u>	<u>101,139.36</u>	<u>104,733.38</u>	<u>729,718.99</u>
FARM	FARMLAND PRESERVATION				
225	FARMLAND PRESERVATION	174,734.06	4.36	0.00	174,738.42
	FARMLAND PRESERVATION	<u>174,734.06</u>	<u>4.36</u>	<u>0.00</u>	<u>174,738.42</u>
FARMM	FARMLAND PRESERVATION - MONEY MARKET				
225	FARMLAND PRESERVATION	5,198.67	0.43	0.22	5,198.88
	FARMLAND PRESERVATION - MONEY MARKET	<u>5,198.67</u>	<u>0.43</u>	<u>0.22</u>	<u>5,198.88</u>
GENHY	GENERAL FUND - HIGH YIELD				
101	GENERAL FUND	156,777.43	13.10	6.66	156,783.87
	GENERAL FUND - HIGH YIELD	<u>156,777.43</u>	<u>13.10</u>	<u>6.66</u>	<u>156,783.87</u>
GENMM	GENERAL FUND - MONEY MARKET				
101	GENERAL FUND	297,236.25	24.84	12.62	297,248.47
	GENERAL FUND - MONEY MARKET	<u>297,236.25</u>	<u>24.84</u>	<u>12.62</u>	<u>297,248.47</u>
LIQ	LIQUOR MONEY MARKET				
212	LIQUOR FUND	12,195.85	1.02	0.52	12,196.35
	LIQUOR MONEY MARKET	<u>12,195.85</u>	<u>1.02</u>	<u>0.52</u>	<u>12,196.35</u>
NEWUR	PARK FUND				
208	PARK FUND	37,958.84	0.96	0.00	37,959.80
	PARK FUND	<u>37,958.84</u>	<u>0.96</u>	<u>0.00</u>	<u>37,959.80</u>
PARKS	SAYLER PARK BOAT LAUNCH				
401	SAYLER PARK BOAT LAUNCH CAPITAL FUND	102,902.13	0.00	17,187.50	85,714.63
	SAYLER PARK BOAT LAUNCH	<u>102,902.13</u>	<u>0.00</u>	<u>17,187.50</u>	<u>85,714.63</u>
PETTY	PETTY CASH				
101	GENERAL FUND	200.00	0.00	0.00	200.00
	PETTY CASH	<u>200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>

Fund 101 GENERAL FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
101-000-001.000	CASH-CHECKING	740,085.57	598,248.93
101-000-002.000	CASH ON HAND (PETTY CASH)	200.00	200.00
101-000-004.000	3735-MONEY MARKET	297,186.18	297,248.47
101-000-005.000	1886-HIGH YIELD	156,751.01	156,783.87
101-000-018.000	MISC RECEIVABLE (IMMANUAL/BATES ACCT)	0.00	56,261.04
101-000-072.000	G.T. COUNTY SEPTAGE BOND/LOAN	140,047.63	133,747.63
101-000-123.000	PREPAID EXPENSE	12,424.20	12,424.20
<b>Total Assets</b>		<b>1,540,772.60</b>	<b>1,254,914.14</b>
*** Liabilities ***			
101-000-202.000	ACCOUNTS PAYABLE	30,923.18	(10,392.13)
101-000-230.000	ACCRUED RETIREMENT PENSION	18,516.31	18,516.31
101-000-231.000	DUE TO LOVASCO RETIREMENT	0.00	8,857.70
101-000-231.200	OTHER PAYROLL DEDUCTIONS	5,192.97	5,160.10
101-000-339.000	DEFERRED REVENUE	56,261.04	56,261.04
<b>Total Liabilities</b>		<b>118,570.76</b>	<b>78,403.02</b>
*** Fund Balance ***			
101-000-390.000	Fund Balance	1,010,281.84	1,010,281.84
101-000-393.000	Assigned Fund Balance	411,920.00	411,920.00
<b>Total Fund Balance</b>		<b>1,422,201.84</b>	<b>1,422,201.84</b>
<b>Beginning Fund Balance</b>			<b>1,422,201.84</b>
<b>Net of Revenues VS Expenditures</b>			<b>(245,690.72)</b>
<b>Ending Fund Balance</b>			<b>1,176,511.12</b>
<b>Total Liabilities And Fund Balance</b>			<b>1,254,914.14</b>

Fund 206 FIRE FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
206-000-001.000	CASH-CHECKING	61,353.42	15,362.78
<b>Total Assets</b>		<b>61,353.42</b>	<b>15,362.78</b>
*** Liabilities ***			
<b>Total Liabilities</b>		<b>14,887.14</b>	<b>0.00</b>
*** Fund Balance ***			
206-000-390.000	Fund Balance	46,466.28	46,466.28
<b>Total Fund Balance</b>		<b>46,466.28</b>	<b>46,466.28</b>
<b>Beginning Fund Balance</b>			<b>46,466.28</b>
<b>Net of Revenues VS Expenditures</b>			<b>(31,103.50)</b>
<b>Ending Fund Balance</b>			<b>15,362.78</b>
<b>Total Liabilities And Fund Balance</b>			<b>15,362.78</b>

Fund 207 POLICE PROTECTION

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
207-000-001.000	CASH-CHECKING	138,457.07	100,163.07
<b>Total Assets</b>		<b>138,457.07</b>	<b>100,163.07</b>
*** Liabilities ***			
<b>Total Liabilities</b>		<b>19,147.00</b>	<b>0.00</b>
*** Fund Balance ***			
207-000-390.000	Fund Balance	119,310.07	119,310.07
<b>Total Fund Balance</b>		<b>119,310.07</b>	<b>119,310.07</b>
<b>Beginning Fund Balance</b>			<b>119,310.07</b>
<b>Net of Revenues VS Expenditures</b>			<b>(19,147.00)</b>
<b>Ending Fund Balance</b>			<b>100,163.07</b>
<b>Total Liabilities And Fund Balance</b>			<b>100,163.07</b>

Fund 208 PARK FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
208-000-001.000	CASH-CHECKING	0.00	37,959.80
<b>Total Assets</b>		<b>0.00</b>	<b>37,959.80</b>
*** Liabilities ***			
<b>Total Liabilities</b>		<b>0.00</b>	<b>0.00</b>
*** Fund Balance ***			
<b>Total Fund Balance</b>		<b>0.00</b>	<b>0.00</b>
<b>Beginning Fund Balance</b>			<b>0.00</b>
<b>Net of Revenues VS Expenditures</b>			<b>37,959.80</b>
<b>Ending Fund Balance</b>			<b>37,959.80</b>
<b>Total Liabilities And Fund Balance</b>			<b>37,959.80</b>

Fund 209 CEMETERY FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
209-000-001.000	CASH-CHECKING	5,940.31	6,151.41
<b>Total Assets</b>		<b>5,940.31</b>	<b>6,151.41</b>
*** Liabilities ***			
<b>Total Liabilities</b>		<b>1,135.04</b>	<b>0.00</b>
*** Fund Balance ***			
209-000-390.000	Fund Balance	4,805.27	4,805.27
<b>Total Fund Balance</b>		<b>4,805.27</b>	<b>4,805.27</b>
<b>Beginning Fund Balance</b>			<b>4,805.27</b>
<b>Net of Revenues VS Expenditures</b>			<b>1,346.14</b>
<b>Ending Fund Balance</b>			<b>6,151.41</b>
<b>Total Liabilities And Fund Balance</b>			<b>6,151.41</b>

Fund 212 LIQUOR FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
212-000-001.000	CASH-CHECKING	826.04	9,792.74
212-000-004.000	0650-MONEY MARKET	12,193.29	12,196.35
<b>Total Assets</b>		<b>13,019.33</b>	<b>21,989.09</b>
*** Liabilities ***			
<b>Total Liabilities</b>		<b>0.00</b>	<b>0.00</b>
*** Fund Balance ***			
212-000-390.000	Fund Balance	13,019.33	13,019.33
<b>Total Fund Balance</b>		<b>13,019.33</b>	<b>13,019.33</b>
<b>Beginning Fund Balance</b>			<b>13,019.33</b>
<b>Net of Revenues VS Expenditures</b>			<b>8,969.76</b>
<b>Ending Fund Balance</b>			<b>21,989.09</b>
<b>Total Liabilities And Fund Balance</b>			<b>21,989.09</b>

Fund 224 SHORELINE PPRESERVATION

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
224-000-001.000	6244-CASH-CHECKING	1,377.38	1,377.53
<b>Total Assets</b>		<b>1,377.38</b>	<b>1,377.53</b>
*** Liabilities ***			
<b>Total Liabilities</b>		<b>0.00</b>	<b>0.00</b>
*** Fund Balance ***			
224-000-390.000	Fund Balance	1,377.38	1,377.38
<b>Total Fund Balance</b>		<b>1,377.38</b>	<b>1,377.38</b>
<b>Beginning Fund Balance</b>			<b>1,377.38</b>
<b>Net of Revenues VS Expenditures</b>			<b>0.15</b>
<b>Ending Fund Balance</b>			<b>1,377.53</b>
<b>Total Liabilities And Fund Balance</b>			<b>1,377.53</b>



Fund 225 FARMLAND PRESERVATION

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
225-000-001.000	9937-CASH-CHECKING	189,715.89	174,738.42
225-000-004.000	4319-MONEY MARKET	5,197.80	5,198.88
<b>Total Assets</b>		<b>194,913.69</b>	<b>179,937.30</b>
*** Liabilities ***			
<b>Total Liabilities</b>		<b>7,500.00</b>	<b>0.00</b>
*** Fund Balance ***			
225-000-390.000	Fund Balance	187,413.69	187,413.69
<b>Total Fund Balance</b>		<b>187,413.69</b>	<b>187,413.69</b>
<b>Beginning Fund Balance</b>			<b>187,413.69</b>
<b>Net of Revenues VS Expenditures</b>			<b>(7,476.39)</b>
<b>Ending Fund Balance</b>			<b>179,937.30</b>
<b>Total Liabilities And Fund Balance</b>			<b>179,937.30</b>

Fund 226 PARK and RECREATION FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
	<b>Total Assets</b>	<u>17,100.09</u>	<u>0.00</u>
*** Liabilities ***			
	<b>Total Liabilities</b>	<u>0.00</u>	<u>0.00</u>
*** Fund Balance ***			
226-000-390.000	Fund Balance	17,100.09	17,100.09
	<b>Total Fund Balance</b>	<u>17,100.09</u>	<u>17,100.09</u>
	<b>Beginning Fund Balance</b>		17,100.09
	<b>Net of Revenues VS Expenditures</b>		(17,100.09)
	<b>Ending Fund Balance</b>		0.00
	<b>Total Liabilities And Fund Balance</b>		0.00

Fund 227 NEW URBANIST TOWN CENTER

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
	<b>Total Assets</b>	<u>27,889.03</u>	<u>0.00</u>
*** Liabilities ***			
	<b>Total Liabilities</b>	<u>0.00</u>	<u>0.00</u>
*** Fund Balance ***			
227-000-390.000	Fund Balance	27,889.03	27,889.03
	<b>Total Fund Balance</b>	<u>27,889.03</u>	<u>27,889.03</u>
	<b>Beginning Fund Balance</b>		27,889.03
	<b>Net of Revenues VS Expenditures</b>		(27,889.03)
	<b>Ending Fund Balance</b>		0.00
	<b>Total Liabilities And Fund Balance</b>		0.00

Fund 401 SAYLER PARK BOAT LAUNCH CAPITAL FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
401-000-001.000	CASH-CHECKING	0.00	85,714.63
Total Assets		0.00	85,714.63
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
Total Fund Balance		0.00	0.00
Beginning Fund Balance			0.00
Net of Revenues VS Expenditures			85,714.63
Ending Fund Balance			85,714.63
Total Liabilities And Fund Balance			85,714.63

Fund 590 ACME RELIEF SEWER

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
590-000-001.000	9945-CASH-CHECKING	1,381,033.84	2,017,799.60
590-000-004.000	0651-MONEY MARKET	196,737.44	196,778.68
590-000-132.000	SEPTIC PLANT	470,853.00	470,853.00
590-000-133.000	ACCUMULATED DEPRECIATION	(65,737.06)	(65,737.06)
590-000-152.000	WATER SYSTEMS	177,000.00	177,000.00
590-000-153.000	ACCUMULATED DEPRECIATION-WATE	(60,475.00)	(60,475.00)
590-000-154.000	SEWER SYSTEMS	11,611,103.07	11,611,103.07
590-000-155.000	ACCUMULATED DEPREC-SEWER	(5,180,171.06)	(5,180,171.06)
590-000-160.000	LOAN ACQUISITION FEES	1,723.00	1,723.00
590-000-161.000	ACCUM AMORT LOAN ACCQU FEES	(1,723.00)	(1,723.00)
<b>Total Assets</b>		<b>8,530,344.23</b>	<b>9,167,151.23</b>
*** Liabilities ***			
590-000-250.000	BONDS PAYABLE LONG TERM	1,187,782.00	1,187,782.00
590-000-250.001	ACCR.INTEREST ON BONDS	9,130.00	9,130.00
590-000-250.100	Current portion of Bonds	206,362.00	206,362.00
590-000-251.002	PREMIUM OF REFUNDED BONDS	59,054.00	59,054.00
590-500-300.000	BONDS: SEPTAGE LONG TERM	309,215.00	309,215.00
<b>Total Liabilities</b>		<b>1,849,935.50</b>	<b>1,771,543.00</b>
*** Fund Balance ***			
590-000-390.000	Fund Balance	1,345,656.51	1,345,656.51
590-000-395.000	RETAINED EARNINGS	5,334,752.22	5,334,752.22
<b>Total Fund Balance</b>		<b>6,680,408.73</b>	<b>6,680,408.73</b>
<b>Beginning Fund Balance</b>			<b>6,680,408.73</b>
<b>Net of Revenues VS Expenditures</b>			<b>715,199.50</b>
<b>Ending Fund Balance</b>			<b>7,395,608.23</b>
<b>Total Liabilities And Fund Balance</b>			<b>9,167,151.23</b>

Fund 703 CURRENT TAX COLLECTION

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
703-000-001.000	CASH-CHECKING	1,765.91	18,937.14
<b>Total Assets</b>		<b>1,765.91</b>	<b>18,937.14</b>
*** Liabilities ***			
703-000-202.000	ACCOUNTS PAYABLE	310,823.09	310,823.09
703-000-273.000	UNDISTRIBUTED TAX	(420,740.22)	(403,306.57)
703-000-274.000	EARNED INTEREST UNDISTRIBUTED	133,361.16	133,361.16
<b>Total Liabilities</b>		<b>23,444.03</b>	<b>40,877.68</b>
*** Fund Balance ***			
703-000-390.000	Fund Balance	(21,678.12)	(21,678.12)
<b>Total Fund Balance</b>		<b>(21,678.12)</b>	<b>(21,678.12)</b>
<b>Beginning Fund Balance</b>			<b>(21,678.12)</b>
<b>Net of Revenues VS Expenditures</b>			<b>(262.42)</b>
<b>Ending Fund Balance</b>			<b>(21,940.54)</b>
<b>Total Liabilities And Fund Balance</b>			<b>18,937.14</b>

Fund 818 HOLIDAY HILLS AREA IMPROVEMENT

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
818-000-001.000	9307-CASH-CHECKING	190,651.58	180,424.58
<b>Total Assets</b>		<b>190,651.58</b>	<b>180,424.58</b>
*** Liabilities ***			
818-000-275.000	REFUND DUE TO TAXPAYERS	0.00	(15,364.35)
<b>Total Liabilities</b>		<b>116.65</b>	<b>(15,364.35)</b>
*** Fund Balance ***			
818-000-390.000	Fund Balance	190,534.93	190,534.93
<b>Total Fund Balance</b>		<b>190,534.93</b>	<b>190,534.93</b>
<b>Beginning Fund Balance</b>			<b>190,534.93</b>
<b>Net of Revenues VS Expenditures</b>			<b>5,254.00</b>
<b>Ending Fund Balance</b>			<b>195,788.93</b>
<b>Total Liabilities And Fund Balance</b>			<b>180,424.58</b>



# The Metro Insider

PROUDLY SERVING ACME, EAST BAY AND GARFIELD TOWNSHIPS SINCE 1980

*Patrick J. Panker ~ Fire Chief*

Volume # 8  
Issue # 6

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Firefighter Della Pia making sure he made the nice list this year.

## PUT A THERMOMETER ON FREEZE ON WINTER FIRES

Home fires occur more in winter than in any other season. As you stay cozy and warm this winter season, **be fire smart!**

**Half of all home heating fires** occur in the months of



**Heating equipment** **1** of **6** is involved in reported **home fires** and **1** in **every 5 home fire deaths**.



Keep anything that can burn at least

**3 feet from any heat source** like fireplaces, wood stoves, radiators, or space heaters.



Keep portable generators outside, away from windows, and **as far away as possible from your house.**

**Install and test** carbon monoxide alarms at least **once a month.**



Have a qualified professional clean and inspect your chimney and vents **every year**

Store cooking dishes in a tightly covered metal container, and keep it outside at least **10 feet** from your home and any nearby buildings.



Plug only **1 heat-producing appliance** such as a space heater into an electrical outlet at a time.



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## From The Desk of Chief Parker...

As we wind down this year, it is hard to believe that another one has come and gone. This has been another great year for the men and women of the Metro Fire Department. As we have said before, we are not a great department, but a good one that is raising the bar a little more on itself and trying to get better one day at a time. I feel confident that the citizens we serve have seen an improvement in the value we bring them.

This year we have pushed the envelope and have had some very successful daytime trainings. We also acquired some structures that allowed us to replicate real-life situations such as heat and smoke. Once again the outcomes at our fire and rescue scenes have been impressive. Our confidence continues to soar.

This was also a year of mandatory trauma training as well as training on administering Narcan for opiate overdoses. Early this fall we received our new ReadyLink devices. Metro crews are now bedside transmitting 12 lead cardiac rhythm to Munson hopefully reducing the door to balloon time in the catheter lab. Thank you Munson Foundation for these great devices. We saw another LUCAS chest compression device delivered to Metro Station 1. I am so impressed with the interventions allowed to us by medical control. We are doing groundbreaking procedures that other fire departments operating as basic EMT's are not.

Next year looks promising for some continued positive change. We will be shooting for the goal of improving our ISO Public Protection Classification to a 3 from a 5. After 10 years as our Operation Chief, Terry Flynn will be retiring to Alabama in August. He will leave a void that will hard to fill, but the search will start this spring. His retirement

will also cause the transition to a new Hazardous Materials team leader. We are currently evaluating candidates to fill this important position. The new year will also re-configure our Special Operations Function into USAR and Hazardous Materials. Hazardous Materials are self-explanatory, but USAR (Urban Search and Rescue) will house all of our SAR Operations both land and sea with Ropes High/Low, Trench, Confined Space, and Collapse. Our ultimate goal is to be a Strike Team assigned to Michigan Task Force 1. We will continue our relationship with BATR (Bay Area Tech Rescue) where we are a member of this multi-department team. I have always felt that if you are standing still, you are actually moving backwards. We are not letting any grass grow under our feet.

Our Fire Prevention Bureau continues to crank out plan reviews and inspections at a crazy rate with all of the new construction in our area. This was a year that our Stations amped up the Company Inspection program. This not only has helped our goal of visiting every occupancy each year, but also has brought an awareness of our Companies of the occupancies in their area. Our public educator Meredith Hawes left us for the NFPA and we welcomed Kyle Clute to the position. New programs are in the works for our target audiences.

Thanks to everyone for this past year. Your dedication and determination for improvement and customer service is noticed. We can't let relax and let our guard down in the New Year. The expectations for us will constantly increase and we must continue to operate safely. Let's make the New Year one for increased wellness and fitness as well.

Until next year, Be Safe Out There!

-Chief Parker

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## Safe Neighborhood

A properly installed and maintained smoke alarm is the only thing in your home that can alert you and your family to a fire 24 hours a day, seven days a week. Whether you're awake or asleep, a working smoke alarm is constantly on alert, scanning the air for fire and smoke. According to the National Fire Protection Association, almost two-thirds of home fire deaths resulted from fires in properties without working smoke alarms. A working smoke alarm significantly increases your chances of surviving a deadly home fire.

Through the Safe Neighborhood Campaign Grand Traverse Metro Firefighters are working door-to-door, and by request, to check and change batteries in smoke alarms, check and/or provide and install smoke alarms in homes that are in need, and provide local coupons for the purchase of additional smoke alarms. This program is supported through the generosity of local and national businesses such as; Home Depot, Kidde, the National Fire Protection Association, Ace Hardware, Gilroy's, DeWeese Hardware, Lowe's, Roy's General Store, Northern Fire & Safety, and the Rotary Good Works. There is no cost to participants.

[Click here to fill out an application](#)



## Reckless Ricky

Reckless Ricky asked our Firefighters to help ensure his family has a safe holiday season. Stay tuned over the holiday season as we teach Ricky some important safety tips.

Follow us on Facebook to see all the things that Ricky will learn on how to ensure his family has a safe holiday season this year.

[#metroholidaysafety](#)

[Click above for a timeline of safety tips](#)



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Every new recruit that joins the Metro Fire Department is told that we represent this department and its citizens always; whether on duty or off. I would like to recognize off duty Lt. Gary Francisco for his life saving CPR performed on a citizen while he was working his side job! Gary the entire Metro family is so proud of you that you could make a difference in this family's life. You have heard me use this Winston Churchill quote many times, but it is so appropriate in this situation:

"To each there comes in their lifetime a special moment when they are figuratively tapped on the shoulder and offered the chance to do a very special thing, unique to them and fitted to their talents. What a tragedy if that moment finds them unprepared or unqualified for that which could have been their finest hour."

## Gary this was one of your finest hours!

1 Mr. Francisco,

2 As a nursing student I know no one goes into  
3 the healthcare field for the recognition of our work.

4 But the more life goes by I feel the need to recognize  
5 what you did for me, my father, & our family.

6 Tonight my dad called me, not for anything  
7 important, but he was able to call me because you  
8 saved his life October 5<sup>th</sup> November 16<sup>th</sup> my grandmother,

9 his mother turned 80. He was able to see that & be there  
10 for her surprise birthday dinner I had been planning.

11 We had a lot of life to celebrate that day. A few weeks  
12 ago my dad got to have Thanksgiving with his 4

13 granddaughters because of you I get to have my  
14 40<sup>th</sup> Christmas with my dad this year because

15 an HVAC guy decided to be an EMT too

16 My dad had an arrhythmia, no heart damage,  
17 no atherosclerosis, just Vfib, which you know

18 minutes are critical. He would have died but  
19 because of your work he has a pacemaker, other-

20 wise healthy, & to have it work.

21 No amount of thank you can describe

22 how I feel about what you gave us that day.

23 Thank you for saving my dad & giving me

24 more time with him

25 - Stacy

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## Metro Fire Buck Pole



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Metro will be receiving 36 brand new air packs! Thank you to our board for approving the purchase and to Captain Posey for taking charge of the project. Our last air packs were purchased in 2000.



Walk through at the new IMAX movie theater that's now open. This photo should give you an idea of just how big that screen will be. (The diagonal measurement is over 90ft)

On December 10th, crews responded to multiple car accidents, medical calls, lines down and even a mutual aid structure fire with Grand Traverse Rural Fire. In 24 hours, Metro responded to 26 calls throughout our 3 townships and 1 mutual aid call. It was a very busy shift at Metro and our crews handled all of them without issue. - Great job!

Crews completed a lot of live fire, RIT, VEIS, ladders, and Search and Rescue training over the past two months.



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## Grand Traverse Metro Wellness Warrior

Metro's Wellness Warrior is a new feature to the newsletter. We wanted to shine a light and acknowledge those amongst the ranks who are working hard to keep themselves healthy and physically fit to handle the rigors of being a fire service member. This is one of your own's story and message they wish to share.

### Lieutenant Tim Newton

Lt. Newton has been in the fire service with Grand Traverse Metro for seven years. He was fairly recently promoted to his lieutenant status, indicating his dedication and qualities of leadership. Lt. Newton applies those same qualities to his personal life, including his health and fitness.



Tim has been a "cardio athlete" for as long as he can remember. But after an injury a couple of years ago, and frustration with the lack of progress in healing to allow him to get back to his "routine", he felt he needed to reassess if his "plan" was really working for him.

With a family health history that included grandparents, on both sides of his family, dying relatively young from both heart disease and cancer, he charted a course to "Break the cycle of his family health history". He decided to educate himself beyond the runner, and modify his routine to prioritize healthy eating, and working out to include strengthening. Especially after his injury, he became a believer and advocate of "the core", and how important it has been in his recovery. "Core is Key", says Tim. T25 and P90X were great ways to incorporate this and still get his cardio fix. "My biggest accomplishment regarding my health has been losing over 20#, decreasing my vitals and bettering my labs to the best levels since starting in the fire service."

When asked what inspires him, Tim says first and foremost, his wife! "She's my rock". He also includes his kids, who are active themselves. And his friends. "Family".

"I have to have a goal, something to work toward or accomplish. I want to pay it forward. I have a group of 7 friends, both men and women, that I run with and enter events to raise money/funds for others in need. We pick an event every year; Farmland 5K, the Michigan Tough Mudder. The Remembrance Run for Breast Cancer is a very emotional one." When focused on training for an event Tim says he eats by the book and follows the plan set to meet his goals. Once the event(s) are passed he takes a more relaxed perspective; stay healthy and active, "live within moderation."

His motivation? "For love of job! I love what I do!" His community. He wants to the best he can for the community he serves. And of course his family health history. He wants to be around long enough to enjoy his kids as adults and grandkids as they grow up. "I make it a point to do something every day." "I'm there to help, or workout with, anyone on any given day."

Tim's message that he wants to end with:

Focus on yourself, Have Faith in yourself, Have a Purpose or a Goal to accomplish.

Merry Christmas to all! Enjoy yourselves and those around you!

-Beth Pryde ~ Wellness Coordinator

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# The Metro Insider

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## Letter from the editor...

I would like to personally thank each and every person in our community for their unrelenting support in 2015. I am proud to not only be a member of this department but also a member of this amazing community we all get to call home.

This year, a major change was made to the newsletter to help make it more effective and consistent. A major design was the most notable change and then also changing the distribution to only every two months, instead of monthly. The feedback was amazing and in support of both of those decisions.

We want to continue the great service that we provide to our community, so I would like to ask you for any additional comments, concerns, and feedback that you might have.

I am also happy to announce that we will continue our newsletter into 2016, under the same distribution frequency.

Thank you for your support!

-Firefighter Cory Ellis

## '1-2-10' Rule for Smoke Detectors

- 1 - Test monthly
- 2 - Replace batteries twice a year (time changes)
- 10 - Replace detectors every ten years

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# Trip List - Dispatch (Short)

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 11/01/2015 AND 11/30/2015; AND Response Zone IS ACME TWSP-28; AND No Group; AND No Group; AND No

Run # or Trip #	TripDate	Veh/Unit	Time	Call Type	Customer Name	PickUp Location	DropOff Location
<b>NORTH FLIGHT INC</b>							
<b>Dispatched</b>							
18817	11/1/2015	NF 11: NF 11	00:13:29	Prehospital	<Unknown>	3495 HOLIDAY RD	
18878	11/2/2015	NF 17: NF 17	02:41:06	Prehospital		3281 GREENWOOD DR	MUNSON MEDICAL CENTER ER
18966	11/2/2015	NF 8: NF 8	13:46:10	Prehospital	CANCEL, PREHOSPITAL	6730 YUBA RD	
19123	11/4/2015	NF 8: NF 8	09:33:27	Prehospital		HOPE VILLAGE 1123	MUNSON MEDICAL CENTER ER
19193	11/5/2015	NF 8: NF 8	13:04:55	Prehospital		4173 HOLIDAY RD	MUNSON MEDICAL CENTER ER
19286	11/7/2015	NF 8: NF 8	14:08:37	Prehospital		4900 M 72 E NEW MEIJERS STORE	MUNSON MEDICAL CENTER ER
19338	11/8/2015	NF 8: NF 8	15:22:58	Prehospital		5076 S LAUTNER RD	MUNSON MEDICAL CENTER ER
19407	11/9/2015	NF 8: NF 8	20:22:21	Prehospital		HOPE VILLAGE	MUNSON MEDICAL CENTER ER
19409	11/9/2015	NF 8: NF 8	22:00:55	Prehospital		3491 HOLIDAY RD APT 102	MUNSON MEDICAL CENTER ER
19441	11/10/2015	NF 8: NF 8	19:05:46	Community Benefit		FIRE, STANDBYBATES RD & BRACKETT RD	
19442	11/10/2015	NF 8: NF 8	19:10:19	Prehospital		8641 US 31 N HWY	MUNSON MEDICAL CENTER ER
19497	11/12/2015	NF 10: NF 10	03:07:39	Prehospital		GRAND TRAVERSE RESORT 1262	MUNSON MEDICAL CENTER ER
19616	11/13/2015	NF 8: NF 8	08:50:13	Prehospital		HOPE VILLAGE 316	MUNSON MEDICAL CENTER ER
19638	11/13/2015	NF 8: NF 8	10:03:15	Prehospital		8641 US 31 N HWY	MUNSON MEDICAL CENTER ER
19673	11/13/2015	NF 8: NF 8	14:03:27	Community Benefit		SERVICE, OTHER7407 US 31 N	
19747	11/14/2015	NF 8: NF 8	22:58:07	Prehospital		HOPE VILLAGE 1101	MUNSON MEDICAL CENTER ER
19832	11/16/2015	NF 8: NF 8	11:46:20	Prehospital		3451 HOLIDAY RD 7	MUNSON MEDICAL CENTER ER
19900	11/17/2015	NF 8: NF 8	09:32:27	Prehospital		HOPE VILLAGE 203	MUNSON MEDICAL CENTER ER
20044	11/19/2015	NF 8: NF 8	19:10:01	Community Benefit		FIRE, STANDBY4399 GROUND PINE TRL	
20088	11/20/2015	NF 9: NF 9	23:53:03	Prehospital		HOPE VILLAGE	MUNSON MEDICAL CENTER ER

\* Shaded records indicate that trip has been cancelled

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## Trip List - Dispatch (Short)

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 11/01/2015 AND 11/30/2015; AND Response Zone IS ACME TWSP-28; AND No Group; AND No Group; AND No

Run # or Trip #	TripDate	Veh/Unit	Time	Call Type	Customer Name	PickUp Location	DropOff Location
20095	11/21/2015	NF 9: NF 9	06:35:09	Prehospital		3327 SCENIC HILLS DR	MUNSON MEDICAL CENTER ER
20150	11/22/2015	NF 8: NF 8	15:46:46	Prehospital		4444 EAGLECREST DR	
20246	11/24/2015	NF 8: NF 8	09:25:23	Prehospital		3950 SHORE RD	MUNSON MEDICAL CENTER ER
20333	11/25/2015	NF 8: NF 8	11:58:38	Prehospital		HOPE VILLAGE RM 107	MUNSON MEDICAL CENTER ER
20349	11/25/2015	NF 9: NF 9	13:10:58	Prehospital		HOPE VILLAGE	
20390	11/26/2015	NF 8: NF 8	07:01:37	Prehospital		HOPE VILLAGE 1105	MUNSON MEDICAL CENTER ER
20403	11/26/2015	NF 8: NF 8	21:52:54	Prehospital		3055 HOLIDAY DR	MUNSON MEDICAL CENTER ER
20462	11/28/2015	NF 8: NF 8	07:49:03	Prehospital		4316 W TIMBERWOOD DR	MUNSON MEDICAL CENTER ER
20486	11/28/2015	NF 8: NF 8	22:17:15	Prehospital		HOPE VILLAGE	MUNSON MEDICAL CENTER ER
20559	11/30/2015	NF 8: NF 8	16:33:27	Prehospital	CANCEL, PREHOSPITAL	6265 ARNOLD RD	

**Total Calls Dispatched: 30**

**Total Transports: 22**

**Total Calls for NORTH FLIGHT INC: 30**

**Total Transports: 22**

\* Shaded records indicate that trip has been cancelled

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**ACME TOWNSHIP PLANNING COMMISSION MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
December 14, 2015 7:00 p.m.**

**CALL TO ORDER :** 7:01pm

**ROLL CALL:**

**PC Members Present:** D. Rosa, D. White, S. Feringa, K. Wentzloff, M. Timmins, T. Forgette, B. Balentine, and J. Jessup.

**PC Members Absent:** J. DeMarsh

**Staff Present:** S. Winter, Zoning Administrator; J. Iacoangeli, Township Planner; J. Jocks, Counsel

**A. LIMIETED PUBLIC COMMENT:** Start Time; 7:02pm

Andy Andres, 1107 Barlow St. Want to find out more about M-72 and PUD ordinance. Andres Trust has 40 acres.

B. Kelley, Ridgecrest Road. Spoke to the Gokey Apartment agenda item. He is concerned with proximity to creek and 50 foot buffer designation. He did not find stormwater detail sheets or the runoff volume calculations and they are an important component of the process and the planning commission meeting packet for public to review at the meeting. Liked use of basins under parking lot but did not see a survey on soil types and specifically problem types. Thought perk tests should be required. He is concerned about lack of detail of existing vegetation and saving of it to act as a natural buffer. Due to sensitivity of site, an environmental assessment should be required before project approval.

Closed at 7:06pm

**B. APPROVAL OF AGENDA:**

Motion by Timmins to approve the agenda with the change of moving the order of items I and H with New Business being first on the agenda. Support by Forgette. Motion carried unanimously.

**C. INQUIRY AS TO CONFLICTS OF INTEREST:** None noted.

**D. CONSENT CALENDAR:**

S. Winter asked to remove Planning Commission Minutes from 11/09/15.

Motion made by Timmins to approve consent calendar with removal of Planning Commission minutes of 11/09/15. Support by Balentine. Motion carried unanimously.

**1. RECEIVE AND FILE**

**a. Approved Minutes of:**

- i.** Township Board Minutes 11/10/15
- ii.** Parks and Trails Committee Minutes 11/06/15

**2. ACTION:**

**a. Approve Draft Minutes of:**

- i.** ~~Planning Commission Minutes 11/09/15~~

**b. Adopt 2016 Meeting Schedules for:**

- i.** Planning Commission
- ii.** Zoning Board of Appeals

**E. ITEMS REMOVED FROM CONSENT CALENDAR:**

**1. Planning Commission Minutes 11/09/2015**

If you are planning to attend and are physically challenged, requiring any special assistance, please notify Cathy Dye, Clerk, within 24 hours of the meeting at 938-1350.

2. \_\_\_\_\_

S. Winter suggested a change in the minutes at the end of the public comment (front page) regarding the conversation exchange between he and Mr. Mattson and the Acme Plaza. At the end of the paragraph, Winter would like to add verbiage, Winter recommended that tenants discontinue displaying merchandise until clarification and options can be provided. Mr. Mattson agreed.

Motion made by Timmins to approve the Planning Commission minutes of 11/09/15 with the added language change at the end of public comment, “Winter recommended that tenants discontinue displaying merchandise until clarification and options can be provided. Mr. Mattson agreed”; support by White. Motion carried unanimously.

**F. CORRESPONDENCE:**

1. *Planning and Zoning News*, Vol. 34 No. 1, November 2015

**G. PUBLIC HEARINGS:** none

**H. NEW BUSINESS:**

1. PUD/SUP 2015-04 Minor Amendment with Site Plan Review – LochenHeath Golf Cottage

S. Winter provided a summary of the review for the above site plan.

- The Applicant wishes to convert an existing two-story single family structure into a golf course cottage for members and their guests. The building was formerly used as an administrative/sales office
- The attached site plan review details the minimal structural changes needed to convert the building into a six bedroom, six and a half bathroom cottage. The maximum number of guests that could be accommodated is 14, but a more typical number is eight, primarily on the weekends between April and October. Most food preparation and consumption will occur at the golf club’s restaurant.
- Minimal impact is expected from this project. The majority of guests will already be visiting the club to golf, there will be no new entrances (existing entrance off interior road), or signage along US-31.
- The applicant’s proposal provides a use for currently vacant building that fits the nature and character of the existing golf course use. Providing onsite lodging options appears to be a growing trend in the golf industry.

Little land disturbance as there is an existing building and water and sewer present. Planning commission members’ discussion included concern over short-term rentals. Being a commercial use, the issues may not apply to this development. Applicant representative indicated the purpose of the use is for building their memberships. Units will be located about 400 yards from clubhouse. Wentzloff indicated the maximum number accommodated would be 16 based on the number of double beds. S. Winter has spoken to the applicant that some updates to site plan need to be done.

- Motion by Timmins to approve PUD/SUP 2015-04 Minor Amendment with Site Plan Review for the LochenHeath Golf Cottage subject to completion, submission and approval by the Zoning Administrator or Planner of the following:
  1. Updated site plan to include:
    - Removal of dumpster
    - The location and species of two trees (canopy or evergreen) and 10 small shrubs along the US-31 right-of-way between the existing beech trees where the driveway is to be removed (§7.5.6(e))
    - Correction of the compass arrow direction
    - Stamped/sealed by engineer
    - Date of final revision
  2. The final approved set of site plan drawings to be signed by the Chairperson of the Acme Township Planning Commission and the Applicant, or their designated representative.

Support by Rosa. Motion carried unanimously.

2. 2015-06 Site Plan Review – Gokey Apartments

John Iacoangeli provided summary of proposal and site plan review.

- The Applicant is proposing to build a multifamily housing development at the end of Holt Rd. The development will occur in two phases, with Phase I being reviewed at this time.
- This use is allowed by right in the Mixed Housing Neighborhood (MHN) district.

The property location is bordered by Acme Creek to the north and zoning requirements require a 50' buffer. Site plans indicate very little disturbance to existing vegetation. Development complies with all aspects of code with respect to density. Outstanding issues at time of review have been addressed. Interesting part of the project is the use of low impact design for stormwater which does not direct it towards the creek but rather to underground stormwater system under the parking lots. Design criteria meets all specifications with the exception of a missing infiltration tests that the township engineer has requested to assure stormwater percolates fast enough. The County Soil Erosion-Sedimentation Control Report indicated the soils are of types that allow for excellent drainage and low erosion potential. GT Metro Fire noted that since the development is not served by public water, a 24 hour monitoring system will be required. The applicant indicated that these were to be done.

Discussions occurred to address public comment. Applicant went over project plan and phasing with planning commission. Edge of creek was closely checked and verified for the application. Applicant has done hand borings to confirm soils. An infiltration test is yet to be done per Applicant. Should the infiltration testing are unsatisfactory, applicant will return to review further options. Stormwater designed for back to back 100-year storms. Additional discussions with applicant and commission members included stormwater controls to protect the creek during construction, tenants' change of use of buffer zone to be limited, new parking code requirement, infiltration tests, apartment construction type and materials, and moving of dumpster. Buffer zone of 50' is nearly flat and then a steep slope to creek that is not accessible or walkable. This is the purpose of the second silt fence. Project would not have been able to be done under old code. Natural buffer will remain. Tenants will not be allowed to have pets. Tenants will not be doing their own outdoor maintenance. Applicant is requesting approval for both phases with the second phase to be built in future and subject to review process at that time.

- Motion by Timmins to approve the site plan submitted by Todd Gokey for the construction of 24 townhome apartments to be built in two phases located on 2.17 acres with the following stipulations:
  - 1) The approved site plan consists of Sheets 1 through 5 with a date to be written in the lower right corner under the sheet title (i.e. C1.1) by the Chairperson of the Planning Commission.
    - a) Sheet C0 – General Information Plan
    - b) Sheet C1.1 – Demolition Plan
    - c) Sheet C1.2 – Site and Dimension Plan
    - d) Sheet C1.3 – Utility Plan
    - e) Sheet C1.4 – Grading, Drainage & Soil Erosion Plan
  - 2) The approved site plan package is signed by the Chairperson of the Planning Commission and the Applicant, or their representative.
  - 3) The southern edge of the parking lot will not include a curb and shall be used for snow storage.
  - 4) All recommendations from the Township Engineer regarding stormwater management shall be instituted and comply with Section 6.6.6.5.
  - 5) Parking lot light poles shall not exceed the height of the roof (not the peak or main entrance structure) and shall be in conformance with Section 6.6.6.3.
  - 6) Because the development is residential-only and not a mixed use project the height of first floor does not need to comply with Section 6.6.5.2 – First Floor Ceiling Height.
  - 7) A final landscape plan that complies with Section 7.5.6 Landscaping shall be submitted and approved by Beckett & Raeder prior to issuance of a Land Us Permit.
  - 8) All agency permits must be provided to the Township prior to the issuance of the Land Use Permit.
  - 9) All comments from review agencies are required to be addressed and included in the final plans.

Support by Forgette. Motion carried unanimously.

3. Planning Commission Agenda Format – S. Winter provided a draft sample of agenda format. Primarily to move some of the presenters to more of the front of the meeting and the general housekeeping to the end of meeting. J. Jocks suggest we look at township policies and procedures. Wentzloff suggests removing the consent calendar to expedite, but a motion would be required for each of the Receive and File items and

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Action items. Wentzloff would also like the addition of the 3 minute limit requirement for public comment. Andy Andres look at the TC Commission requirements. Summarize same issue in one comment.

**I. OLD BUSINESS:**

**1. Amendment 036: Medical Marihuana Dispensaries and Cultivation Operations**

Legal counsel provided clarification of his disagreement with the County's position on this ordinance. J. Jocks provided explanation and feels we should move ahead with approval of ordinance. He feels the county is misunderstanding the township ordinance. County disagrees with J.Jocks interpretation. Dispensaries are not illegal unless operated illegally. Further discussion occurred with respect to who can go into grow stations to meet law requirements.

Motion by Timmins to recommend approval by the Township Board for the adoption of Amendment 036 – Medical Marihuana Dispensaries and Cultivation Operations in the B-4 Material Processing and Warehousing District

Support by Rosa. Motion carried unanimously.

**2. Planned Unit Development (PUD) Ordinance**

John Iacoangeli provided a history of the ordinance. Adopted by board previously around 2002 but was rejected by a referendum vote. The ordinance up for review now, is nearly the same one. Suggested changes to the draft ordinance language were included. Per the Planning Commission's request, S. Winter provided a report that was included in the packet that provides examples of developments created using PUD's throughout the area. Also included in the report were a number of illustrative examples from the book "Rural by Design", written by Randall Arendt. Benefits of PUD are:

- PUD's provide developers with more flexibility in the development of their land that may otherwise be prohibited through traditional zoning practices.
- Allows for a mix of uses, densities, parcel sizes, open space preservation, etc. within a single development
- Comprehensive planning of the development at a holistic level provides a better balance of land uses, economic feasibility and environmental protection
- Streamlines the development process by overcoming the need to constantly amend SUP's and/or seek zoning ordinance amendments/variances

A local case of PUD in action is the re-development of the old Norris Elementary site. John Iacoangeli discussed how this could also work within the agriculture community. A discussion occurred with examples of how it might work with recent projects. A PUD cannot be used to circumvent zoning. John Iacoangeli wanted to know whether to keep agriculture zone in or out. Mr. White thought we should keep it in but thought that all PDR already have the restriction. But there are some agriculture properties that are not in the PDRs that they may want to use the option. Any PUD still has to conform to the master plan. PC members thought PUD was good idea as an additional option and provides flexibility. K. Wentzloff wanted to note that Scheffer Farms is not what we are looking for. We want to keep conservation in big chunks as opposed to fragmented. John I. referred to Figure 17-9 of Rural by Design as a better example. John I. likes to refer to these as Planned Development (PD) because we don't have a minimum acreage requirement. S. Winter referenced conversation with developer that a PD requires them to put the best plan forward right up front. It gets recorded in the land record. K. Wentloff would like for the proposed ordinance be reviewed to make sure we note all of things the township emphasizes in site reviews such as stormwater, native plantings, etc.

Motion by White to set a public hearing for the Planned Unit Development (PUD) draft amendment to the Acme Township Zoning Ordinance at the January 11, 2016 Planning Commission Meeting. Support by Feringa. Motion carried unanimously.

3. Tent Sale Ordinance – S Winter provided a synopsis with things to consider Not a lot of consistency with respect to these requests and should there even be a standard. Winter wanted to know if this was to be a police power ordinance or zoning ordinance.

Jocks indicated that we have to look at each property restrictions; don't want to do parking lot tents as a zoning ordinance. Better suited to be treated as a special event. John I. suggested talking to building code people as there are some safety issues and concerns related to public tents. J. Jocks suggested go to township board and approach them about special events ordinance.

S. Winter asked about food trucks as a police power ordinance. John I recommended making it a police power ordinance so that they have to pull permit so that it makes it an administrative function only; no PC ordinance.

## **J. PUBLIC COMMENT & OTHER PC BUSINESS**

**9:05pm Public comment - closed at 9:05**

1. Zoning Administrator update on projects – S. Winter provided a summary report.
  - Land Use Permits – 2 issued since the November 9<sup>th</sup> PC Meeting
    - New Home – 1
    - Accessory/Addition – 1
  - Sign Permits – 2
  - Next Month:
    - Bravo Zulu SUP Major Amendment (potentially)
      - Addition of a restaurant, changing use to a brew pub
      - Will require a public hearing
2. Planning Consultant
3. PC Education, etc.: New township meeting schedules released. M. Timmins updated PC on park and trail committee. Park shoreline and trail committee looking to connect the three points. Engineering is getting off the ground. Wentzloff attending Acme to Charlevoix trail meeting. Feels it is very nicely done and comprehensive. Brief discussion on closing gap in the trail and preliminary engineering needs.

**ADJOURN:** Motion to adjourn Timmins; support Balentine. Motion carried unanimously.



**ACME TOWNSHIP PARKS & TRAILS MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**November 20, 2015 10:00 a.m.**

**ROLL CALL:** (10:05 meeting called to order)

Committee:

Clark  DeMarsh  Feringa  Heffner  Henkel  Jenema  McDonough  
 Timmins  Wentzloff  Winter

Board Members:

Aukerman  LaPointe  Zollinger

**A. PUBLIC COMMENT:**

- None – no public in attendance

**B. APPROVAL OF AGENDA:**

- Today's agenda was set

**C. INQUIRY AS TO CONFLICTS OF INTEREST:**

- No conflicts of interest

**D. CONSENT CALENDAR:** The purpose of the consent calendar is to expedite business by grouping non-controversial items together for one Commission motion without discussion. A request to remove any item for discussion later in the agenda from any member of the Planning Commission, staff or public shall be granted.

**1. ACTION:**

**a. Approve Draft Minutes of:**

**i. Parks & Trail Meeting Minutes 11/06/15**

- Meeting minutes approved from 11/06/15, no corrections or additions requested

**E. ITEMS REMOVED FROM CONSENT CALENDAR:**

**1. None**

**F. OLD BUSINESS:**

**1. Grant Strategy Update**

- Original idea to go for CZM grant and after meeting with Winter, Heinert and McDonough decided that timing is not ideal with CZM grant. (December 18, 2015 application deadline, August 2016 award notification, October 2016 award distributed)
- We would start with a DNR Trust fund grant as our main focus. The maximum grant award is \$300,000, and engineering work for design and construction will be written into the application. The grant requires a 25% match, however we will aim for providing a 26 – 35% match to bring the total budget closer to the actual construction costs, while improving our points/score (~5 to 10 points) in the application review process. Township has already committed \$75,000 over the next three years. Parks and Recreation Plan needs to be uploaded to the application portal by March 1, 2015. Application deadline is April 1, 2015. Heinert is beginning a preliminary design for North Bayside Park after the last meeting. The budget is being worked out, but will be done in conjunction with the trail work that is being done as well. Request has been made to Michigan Geomatics to create a digital contour map file.
- Not applying for the December 2015 2% grant from the Tribe

- Reassess our needs further down the road and potentially applying for the June 2016 2% Tribe grant and/or December 2016 CZM grant – may use as DNR Trust Fund match?
  - Federal funds may not be used as match. Need to verify.
- Will explore Oleson and Rotary grants, Michigan-based Foundations
- Heinert has begun a preliminary design for the North Bayside Park after the last meeting. The budget is being worked out, but it will be done in conjunction with the trail work that is being done. Including having contour maps from Michigan Geomatics.
- \$25,000 grant from Tribe already, authorized to use for parks. We will want to consider strategically putting this money to use, showing how we have implemented the funding as intended to various grants we will be applying to.
- A real rough estimate of the improvements suggested for North Bayside park is approximately \$500,000. This will be better estimated after the preliminary design phase by Heinert. The design will focus on making best use of the existing conditions by maximizing open space, keeping the overall layout simplistic, providing improved connectivity, incorporating simple land forms, designating the park as a regional trailhead, and maximizing water access. Work previously done cannot be used as a match (in-kind) to DNR Trust Fund, need cash in hand. Only work that has been itemized in the grant application, completed after we're under contract in the grant agreement, can be used as a match.
  - We will need to define the roles of our partner organizations in this effort to understand how we can all work together in a meaningful and mutually effective way. Must understand their desire and ability to help with the raising of matching funds, and secure letters of commitment from their boards.
  - Grant will require hiring a grant writer. Potential companies include Community Consulting, Parallel Solutions, Beckett & Raeder, Gosling Czubak
    - Heinert of Gosling Czubak could potentially team up with Winter, in conjunction with assistance from Aukerman, to potentially write the grant.

## G. NEW BUSINESS:

### 1. Summer 2016 Work Program

- Some money is available for improvements in 2016. Using the money will show the community, partners, and granting organizations that we are committed to making improvements to the park. Some of these items would need to be done as prep work for the Trust Fund grant, but again will not count as in-kind match. Approximately \$37,000 available to do this work.
  - Selection and execution of projects must be done carefully as to not create work that will need to be removed/redone during a future larger scale park improvement project (i.e. work proposed in the Trust Fund application)
  - Zollinger provided a list of potential projects with estimated costs.
    - Bury overhead electric wires
    - Garden club to move the parking lot flowers to an area near the old Hoxsie house. Would require installing irrigation to the existing pump, and would be sized accordingly to be a permanent part of a future full-scale irrigation system. Garden club will be approaching the Board at their Dec. 1<sup>st</sup> meeting about installing a Blue Star Memorial Highway sign in that location.
    - Shelter house located in the trees near the south side of the park. Estimate does not include cement pad.
    - Topsoil, seed and irrigate the grass.
    - Pay for preliminary design work by Heinert.
  - Winter added tree clearing on west end of the parking lot for future expansion and softening the tree line along the open space.
  - Henkel suggested parking lot reseal, restriping, patching the flower beds.
  - Selection of projects for 2016 should be conducted after Heinert's preliminary design work is completed. Consult with Henkel on maintenance needs.
  - Best approach is to figure out which project(s) we want to implement in 2016 before we submit the Trust Fund application so that we don't include items that will require us to go back and amend our application due to work completion.



- Wentzloff expressed concern that we are sacrificing quality for expedited implementation. Large publicly funded projects take time. Suggested a public relations effort to promote and share with the public the work we are doing and the end product we are moving towards.
    - Heinert feels we can do some of both. Address functionality and maintenance issues now, but save our pennies too.
    - Other smaller grants could help in this process
  - Wentzloff had to excuse herself a little early and upon her departure expressed the need to formerly define who is on this committee, what they are trying to accomplish, how communications are to be handled, what order/procedures are to be followed, etc. Suggested placing the Parks and Recreation Committee under the Planning Commission.
  - Phase I would be work conducted beginning in spring/summer 2016, Phase II would be work scoped in the DNR Trust Fund grant. If grant was to be awarded, Phase II realistically wouldn't begin until fall 2017. Heinert will include a line item budget in his preliminary design to help determine phasing options.
  - Acme leaders need to own and lead this process, and coordinate with advisory partners (GTRLC and TART) and their resources/skill set.
2. Report/Update for December 1, 2015 Board Meeting
- Summary of the Committee's Action Plan for the Board:
    - Request that we forego CZM right now due to sequencing of the grant cycles
    - Focusing now on the DNR Trust Fund grant with an April 1, 2016 application deadline.
    - Ask for a motion for roughly \$5,000 dollars (exact cost still to be determined by Heinert) to be committed for the preliminary design work at North Bayside Park.
    - Preliminary design work will provide information necessary to outline Phase I work program for 2016, utilizing funds we already have available.
    - The remaining elements would be incorporated into the Phase II which will be outlined in the Trust Fund application.
    - Hire a grant writer to assist in the DNR Trust Fund application.
    - Revisit the CZM grant next fall (2016) to see if it fits our strategy at that point.
  - Discussion continued on how to approach 2016 work program items. Zollinger suggested some of the items could be budgeted into the annual park budget since they are maintenance issues, separate from the \$37,000 previously mentioned. An example would be the parking lot sealing and restriping, filling-in the flower beds.
    - Aukerman mentioned that the June 2016 2% Tribal grant may be another option to help in that effort.
    - Timmins reminded the group that we still have \$25,000 donated from the Tribe still sitting there. Spending this money on Phase I improvements could show momentum and help in the effort to secure additional funding
  - Jenema suggests blending the Shoreline Committee and the Trails Committee into one since the personnel overlap so much anyways. Support from those in attendance. Moving forward the two committees will be known as the Parks and Trails Advisory Committee composed of the following:
    - Parks and Trails Advisory Committee Members:
      - Jenema – Board representative
      - LaPointe – Board representative
      - Wentzloff – Planning Commission – Chair
      - Feringa – Planning Commission – Vice Chair, Grand Traverse Band
      - Timmins – Planning Commission, Parks and Rec Committee – Chair
      - DeMarsh – Planning Commission
      - Henkel – Park Maintenance
      - Heffner – Community Representative
      - Winter – Staff, point person between committee and advisory partners
    - Parks and Trails Advisory Partners:
      - McDonough – GTRLC
      - Clark – TART
      - Heinert – Gosling Czubak
  - Aukerman suggested it is now time to sunset the Parks and Rec Committee. This new group (listed

- above) is the group performing the work on Acme's recreation resources.
- Timmins does not feel the current Parks and Recreation Committee is effective
  - Jenema supports placing the Parks and Trails Advisory Committee under the Planning Commission
    - Zollinger doesn't disagree, but says we need to look further into what options are allowable
      - Look into state statutes, MTA
    - Henkel supports the Parks and Trails Advisory Committee under the Planning Commission, which in turn advises the Board.
    - For the immediate time being, the Parks and Rec Committee will remain as is, future will be readdressed.
  - Committee updates on action items:
    - Jenema – Blue/Water Trail
      - We're there, we've done everything we need and are part of the network.
      - We can be viewed on the Michigan Water Trails website (<http://www.michiganwatertrails.org/trail.asp?ait=cv&cid=148>)
      - South Bayside Park, North Bayside Park, Saylor Park are in the network for sure, need to verify if Deepwater Point and Maple Bay are included.
      - Uniform signage may be incorporated in the future
    - Winter – Yuba Creak Natural Area Autumn Olive (AO)
      - Met with GTRLC and LaPointe to develop a work plan to address AO at Yuba Creek.
      - Eagle Scout project removing AO near the parking lot using buckthorn baggies this month. Clipped trees will be piled and burned this winter
      - 5 Americorps volunteers will start with GTRLC this January through November 2016. They will address the lower shelf and slopes using herbicide
      - Mechanical treatment will be needed on the upper shelf. Need to reach out to the Rough Grosse Society, local farmers, and other land clearing companies. This will need to be followed by ground cover plantings and periodic (annual) mowing. Planting more trees will provide an eventual long term solution to having to mow annually.
      - Henkel recommends marking existing trees prior to mechanical treatment

## H. PUBLIC COMMENT

ADJOURN: 11:40

Banks: CHASE

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/03/2015	CHAS	23462	CHARTER COMMUNICATIONS/SPECTRUM	CABLE INTERNET SERVICES	101-265-851.000	333.67
12/03/2015	CHAS	23463	CHERRYLAND RURAL ELECTRIC	ELECTRIC UTILITIES TOWNHALL/SAYLER P	101-265-920.000	55.90
		23463		STREET LIGHTS/YUBA PK RD & US 31 N	101-265-921.000	362.42
						418.32
12/03/2015	CHAS	23464	DTE ENERGY	MICH CON GAS	101-265-922.000	169.78
12/14/2015	CHAS	23465	ACE HARDWARE	REPAIRS & MAINT	101-750-930.000	184.78
12/14/2015	CHAS	23466	AMERICAN WASTE	REPAIRS & MAINT	101-265-930.000	675.00
12/14/2015	CHAS	23467	CONSUMERS ENERGY	STREET LIGHTS	101-265-921.000	558.20
12/14/2015	CHAS	23468	GRAND TRAVERSE COUNTY -DPW	SEWER TOWNSHIP HALL- 6042 ACME RD	101-265-923.000	90.00
		23468		REPAIRS & MAINT- 5875 US 31 NORTH	101-750-930.000	90.00
						180.00
12/21/2015	CHAS	23469	SHELL OIL COMPANY	REPAIRS & MAINT	101-750-930.000	154.45
12/21/2015	CHAS	23470	CHASE USA	SUPPLIES & POSTAGE	101-101-726.000	16.45
		23470		dues subscriptions	101-101-960.000	16.99
		23470		REPAIRS & MAINT	101-265-930.000	73.29
		23470		SUPPLIES & POSTAGE	101-410-726.000	123.93
		23470		REPAIRS & MAINT	101-750-930.000	193.97
						424.63
12/21/2015	CHAS	23471	NEOFUNDS BY NEOPOST	SUPPLIES & POSTAGE-BOARD	101-101-726.000	244.26
		23471		SUPPLIES & POSTAGE-ELECTIONS	101-191-726.000	39.42
		23471		SUPPLIES & POSTAGE-ASSESSOR	101-209-726.000	2.91
		23471		SUPPLIES & POSTAGE-CLERK	101-215-726.000	38.32
		23471		SUPPLIES & POSTAGE-TREASURER	101-253-726.000	108.64
		23471		SUPPLIES & POSTAGE-PLAN ZONE	101-410-726.000	1.45
						435.00
12/21/2015	CHAS	23472	CONSUMERS ENERGY	ELECTRIC UTILITIES TOWNHALL- 6042 AC	101-265-920.000	916.27
12/22/2015	CHAS	23473	GRAND TRAVERSE METRO ESA	METRO FIRE CONTRACT	206-000-805.000	54,353.41
TOTAL - ALL FUNDS						58,803.51
--- GL TOTALS ---						
101-101-726.000			SUPPLIES & POSTAGE		260.71	

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-101-960.000				dues subscriptions		16.99
101-191-726.000				SUPPLIES & POSTAGE		39.42
101-209-726.000				SUPPLIES & POSTAGE		2.91
101-215-726.000				SUPPLIES & POSTAGE		38.32
101-253-726.000				SUPPLIES & POSTAGE		108.64
101-265-851.000				CABLE INTERNET SERVICES		333.67
101-265-920.000				ELECTRIC UTILITIES TOWNHALL		972.17
101-265-921.000				STREET LIGHTS		920.62
101-265-922.000				MICH CON GAS		169.78
101-265-923.000				SEWER TOWNSHIP HALL		90.00
101-265-930.000				REPAIRS & MAINT		748.29
101-410-726.000				SUPPLIES & POSTAGE		125.38
101-750-930.000				REPAIRS & MAINT		623.20
206-000-805.000				METRO FIRE CONTRACT		54,353.41

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0000000520 - A & D ASSESSING:							
JANUARY 2016							
7273	A & D ASSESSING ASSESSING	01/05/2016 CRISTY DANCA	01/05/2016	3,333.34	3,333.34	Open	N 01/05/2016
	101-209-803.002	ASSESSING CONTRACT SERVICES		3,333.34			
	Total for vendor 0000000520 - A & D ASSESSING:			<u>3,333.34</u>	<u>3,333.34</u>		
Vendor BAIRD - BAIRD, COTTER & BISHOP, P.C.:							
301136							
7291	BAIRD, COTTER & BISHOP, P.C. REVIEW DRAFT, TRAVEL, MILEAGE	01/05/2016 CRISTY DANCA	01/05/2016	430.00	430.00	Open	N 01/05/2016
	101-101-801.001	INTERNAL ACCOUNTANT		430.00			
	Total for vendor BAIRD - BAIRD, COTTER & BISHOP, P.C.:			<u>430.00</u>	<u>430.00</u>		
Vendor 0000001660 - BECKETT & RAEDER:							
2015-750,751,752							
7310	BECKETT & RAEDER SERVICE FEES & EXPENSES FOR NOVEMB	01/05/2016 CRISTY DANCA	01/05/2016	4,254.50	4,254.50	Open	N 01/05/2016
	101-410-803.001	PLANNING CONSULTANT		750.00			
	101-410-803.005-901	PLANNING & CONSULTANT T & A		3,014.50			
	101-410-803.005-078	PLANNING & CONSULTANT T & A		490.00			
	Total for vendor 0000001660 - BECKETT & RAEDER:			<u>4,254.50</u>	<u>4,254.50</u>		
Vendor 0000002900 - CHERRYLAND RURAL ELECTRIC:							
DECEMBER 7, 2015							
7296	CHERRYLAND RURAL ELECTRIC OVERHEAD TO UNDERGROUND SERVICE ON	01/05/2016 CRISTY DANCA	01/05/2016	4,500.00	4,500.00	Open	N 01/05/2016
	101-750-956.000	MISCELLANEOUS - SERVICE ORDER		4,500.00			
	Total for vendor 0000002900 - CHERRYLAND RURAL ELECTRIC:			<u>4,500.00</u>	<u>4,500.00</u>		
Vendor 0000002990 - CINTAS CORP #729:							
729771892							
7313	CINTAS CORP #729 CARPETS	01/05/2016 CRISTY DANCA	01/05/2016	46.01	46.01	Open	N 01/05/2016
	101-265-930.000	REPAIRS & MAINT		46.01			
	Total for vendor 0000002990 - CINTAS CORP #729:			<u>46.01</u>	<u>46.01</u>		
Vendor 0000003400 - CULLIGAN WATER, MCCARDEL:							

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
11/25/2015 7290	CULLIGAN WATER, MCCARDEL WATER 101-265-930.000	01/05/2016 CRISTY DANCA	01/05/2016	16.00	16.00	Open	N 01/05/2016
	REPAIRS & MAINT			16.00			
	Total for vendor 0000003400 - CULLIGAN WATER, MCCARDEL:			<u>16.00</u>	<u>16.00</u>		

Vendor 0000005200 - ENGINEERING PROTECTION SYSTEMS:

A742953 7288	ENGINEERING PROTECTION SYSTEMS ALARM SYSTEM MONITORING JANUARY - 101-750-930.000	01/05/2016 CRISTY DANCA	01/05/2016	156.84	156.84	Open	N 01/05/2016
	REPAIRS & MAINT			156.84			
	Total for vendor 0000005200 - ENGINEERING PROTECTION SYSTEMS:			<u>156.84</u>	<u>156.84</u>		

Vendor GABR - GABRIDGE & COMPANY, PLC:

7322379 7292	GABRIDGE & COMPANY, PLC FINAL BILLING FOR JUNE 30, 2015 FI 101-101-801.000	01/05/2016 CRISTY DANCA	01/05/2016	4,950.00	4,950.00	Open	N 01/05/2016
	ACCOUNTING & AUDIT			4,950.00			
	Total for vendor GABR - GABRIDGE & COMPANY, PLC:			<u>4,950.00</u>	<u>4,950.00</u>		

Vendor 0000007675 - GOSLING CZUBAK ENGR:

74318 7278	GOSLING CZUBAK ENGR WATERWAYS CONTRACT FINAL ENG SVS, 401-000-803.000	01/05/2016 CRISTY DANCA	01/05/2016	6,379.00	6,379.00	Open	N 01/05/2016
	PLANNER SERVICES			6,379.00			
	Total for vendor 0000007675 - GOSLING CZUBAK ENGR:			<u>6,379.00</u>	<u>6,379.00</u>		

Vendor 0000007720 - GOVERNMENTAL BUSINESS SYS GBS:

15-23542 7314	GOVERNMENTAL BUSINESS SYS GBS ABSENTEE APS, BALLOT MARKING INST 101-191-726.000	01/05/2016 CRISTY DANCA	01/05/2016	167.74	167.74	Open	N 01/05/2016
	SUPPLIES & POSTAGE			167.74			
	Total for vendor 0000007720 - GOVERNMENTAL BUSINESS SYS GBS:			<u>167.74</u>	<u>167.74</u>		

Vendor 7890 - GRAND TRAVERSE COUNTY:

91086 7282	GRAND TRAVERSE COUNTY BRUSH DROP OFF 101-265-930.000	01/05/2016 CATHY DYE	01/05/2016	76.00	76.00	Open	N 01/05/2016
	REPAIRS & MAINT			76.00			
	Total for vendor 7890 - GRAND TRAVERSE COUNTY:			<u>76.00</u>	<u>76.00</u>		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0000007950 - GRAND TRAVERSE METRO ESA:							
797 7294	GRAND TRAVERSE METRO ESA PART-TIME EMS STAFFING FOR NOVEMBE 206-000-802.004	01/05/2016 CRISTY DANCA	01/05/2016	6,911.89	6,911.89	Open	N 01/05/2016
	CONTRACTED EMPLOYEE SERVICES			6,911.89			
	Total for vendor 0000007950 - GRAND TRAVERSE METRO ESA:			<u>6,911.89</u>	<u>6,911.89</u>		
Vendor MTA - GRAND TRAVERSE MTA ASSOCIATION:							
JANUARY 2016							
7287	GRAND TRAVERSE MTA ASSOCIATION ANNUAL DUES JANUARY-DECEMBER 2016 101-101-960.000	01/05/2016 CRISTY DANCA	01/05/2016	82.76	82.76	Open	N 01/05/2016
	dues subscriptions			82.76			
	Total for vendor MTA - GRAND TRAVERSE MTA ASSOCIATION:			<u>82.76</u>	<u>82.76</u>		
Vendor 0000007800 - GRD TRAV COUNTY TREASURERS OFF:							
NOV 2015 PRE DENIAL							
7297	GRD TRAV COUNTY TREASURERS OFF NOVEMBER 2015 PRE DENAIL INTEREST/ 101-000-447.000	01/05/2016 CATHY DYE	01/05/2016	802.82	802.82	Open	N 01/05/2016
	ADMINISTRATIVE FEE 1%			802.82			
	Total for vendor 0000007800 - GRD TRAV COUNTY TREASURERS OFF:			<u>802.82</u>	<u>802.82</u>		
Vendor GREAT - GREATAMERICA FINANCIAL SVCS:							
18021018							
7311	GREATAMERICA FINANCIAL SVCS DESKTOP COMPUTERS 101-101-804.000	01/05/2016 CRISTY DANCA	01/05/2016	311.65	311.65	Open	N 01/05/2016
	SOFTWARE SUPPORT & PROCESSIN			311.65			
	Total for vendor GREAT - GREATAMERICA FINANCIAL SVCS:			<u>311.65</u>	<u>311.65</u>		
Vendor 0000007912 - GTR LAND CONSERVANCY:							
JANUARY 2016							
7279	GTR LAND CONSERVANCY PYMT #4 225-000-802.004	01/05/2016 CRISTY DANCA	01/05/2016	7,500.00	7,500.00	Open	N 01/05/2016
	CONTRACTED EMPLOYEE SERVICES			7,500.00			
	Total for vendor 0000007912 - GTR LAND CONSERVANCY:			<u>7,500.00</u>	<u>7,500.00</u>		
Vendor 0000010300 - INTEGRITY BUSINESS SOLUTIONS:							
1312122-0							
7285	INTEGRITY BUSINESS SOLUTIONS PAPER CLIPS,3X5 CARDS,LETTER OPENE	01/05/2016 CRISTY DANCA	01/05/2016	134.57	134.57	Open	N 01/05/2016

INVOICE REGISTER REPORT FOR ACME TOWNSHIP  
 EXP CHECK RUN DATES 12/02/2015 - 01/05/2016  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution 101-265-726.000	SUPPLIES & POSTAGE		134.57			
1313302-0 7312	INTEGRITY BUSINESS SOLUTIONS TAX FORMS 1099,1096 101-215-726.000	01/05/2016 CRISTY DANCA SUPPLIES & POSTAGE	01/05/2016	19.00 19.00	19.00	Open	N 01/05/2016
Total for vendor 0000010300 - INTEGRITY BUSINESS SOLUTIONS:				153.57	153.57		

Vendor 0000011105 - KCI:

248930 7276	KCI WINTER 2015 TAX BILL MAILING, SET- 101-265-726.000	01/05/2016 CRISTY DANCA SUPPLIES & POSTAGE	01/05/2016	90.68 90.68	90.68	Open	N 01/05/2016
Total for vendor 0000011105 - KCI:				90.68	90.68		

Vendor 0000011800 - KOPY SALES INC.:

98299, 98300 7289	KOPY SALES INC. B & W AND LEVEL 1, 2, & 3 101-265-930.000	01/05/2016 CRISTY DANCA REPAIRS & MAINT	01/05/2016	158.25 158.25	158.25	Open	N 01/05/2016
Total for vendor 0000011800 - KOPY SALES INC.:				158.25	158.25		

Vendor 0000012660 - LASER PRINTER TECHNOLOGIES:

171690 7293	LASER PRINTER TECHNOLOGIES HP TONERS 101-253-726.000	01/05/2016 CRISTY DANCA SUPPLIES & POSTAGE	01/05/2016	104.00 104.00	104.00	Open	N 01/05/2016
Total for vendor 0000012660 - LASER PRINTER TECHNOLOGIES:				104.00	104.00		

Vendor 14413 - MAILFINANCE:

N5666938 7286	MAILFINANCE COVERAGE PERIOD JAN 8 - APRIL 7 20 101-101-726.000	01/05/2016 CRISTY DANCA SUPPLIES & POSTAGE	01/05/2016	154.32 154.32	154.32	Open	N 01/05/2016
Total for vendor 14413 - MAILFINANCE:				154.32	154.32		

Vendor MI GEOMAT - MICHIGAN GEOMATICS:

15-3156 7275	MICHIGAN GEOMATICS ADD CONTOURS TO 13-3037 AREAS A & 101-101-803.003	01/05/2016 CRISTY DANCA ENGINEERING SERVICES	01/05/2016	700.00 700.00	700.00	Open	N 01/05/2016
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INVOICE REGISTER REPORT FOR ACME TOWNSHIP  
 EXP CHECK RUN DATES 12/02/2015 - 01/05/2016  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Total for vendor MI GEOMAT - MICHIGAN GEOMATICS:				700.00	700.00		
Vendor 0000014025 - MICHIGAN MUNICIPAL WORKERS:							
5553740-14							
7280	MICHIGAN MUNICIPAL WORKERS	01/05/2016	01/05/2016	379.00	379.00	Open	N 01/05/2016
	PAYROLL AUDIT 7/1/2014 - 7/1/2015	CATHY DYE					
	101-101-910.000	INSURANCE		379.00			
Total for vendor 0000014025 - MICHIGAN MUNICIPAL WORKERS:				379.00	379.00		
Vendor 0000014060 - MICHIGAN RECREATION & PARK:							
6308							
7270	MICHIGAN RECREATION & PARK	01/05/2016	01/05/2016	330.00	330.00	Open	N 01/05/2016
	BASIC AGENCY MEMBERSHIP FEE & REGI	CRISTY DANCA					
	101-750-930.000	REPAIRS & MAINT		330.00			
Total for vendor 0000014060 - MICHIGAN RECREATION & PARK:				330.00	330.00		
Vendor 0000015070 - NORTHERN MICHIGAN JANITORIAL S:							
19841							
7274	NORTHERN MICHIGAN JANITORIAL S	01/05/2016	01/05/2016	49.90	49.90	Open	N 01/05/2016
	CAN LINER 100 PER CASE - QTY 2	CRISTY DANCA					
	101-750-726.000	SUPPLIES & POSTAGE		49.90			
Total for vendor 0000015070 - NORTHERN MICHIGAN JANITORIAL S:				49.90	49.90		
Vendor 0000016245 - OLSON,BZDOK&HOWARD,P.C:							
DECEMBER 4, 2015							
7295	OLSON,BZDOK&HOWARD,P.C	01/05/2016	01/05/2016	1,545.00	1,545.00	Open	N 01/05/2016
	ATTORNEY FEES	CRISTY DANCA					
	101-410-802.002	ATTORNEY SERVICES		483.57			
	101-101-802.002	ATTORNEY SERVICES		1,016.43			
	101-410-802.002	ATTORNEY SERVICES		15.00			
	101-209-803.004	ASSESSOR'S EVALUATION SERVICES		30.00			
Total for vendor 0000016245 - OLSON,BZDOK&HOWARD,P.C:				1,545.00	1,545.00		
Vendor 0000022000 - TRAVERSE CITY RECORD EAGLE:							
11156							
7277	TRAVERSE CITY RECORD EAGLE	01/05/2016	01/05/2016	189.25	189.25	Open	N 01/05/2016
	LEGAL NOTICE X 2	CRISTY DANCA					
	101-101-900.000	PUBLICATIONS		95.25			
	101-101-900.000	PUBLICATIONS		94.00			
Total for vendor 0000022000 - TRAVERSE CITY RECORD EAGLE:				189.25	189.25		

12/28/2015 01:53 PM  
User: CATHY DYE  
DB: ACME TOWNSHIP

INVOICE REGISTER REPORT FOR ACME TOWNSHIP  
EXP CHECK RUN DATES 12/02/2015 - 01/05/2016  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

Vendor WYANT - WYANT COMPUTER SERVICES:

MS18446							
7269	WYANT COMPUTER SERVICES	01/05/2016	01/05/2016	1,089.00	1,089.00	Open	N
	WORKSTATION GOLD, SERVER GOLD, SWI	CRISTY DANCA					01/05/2016
	101-101-804.000	SOFTWARE SUPPORT & PROCESSIN		1,089.00			
	Total for vendor WYANT - WYANT COMPUTER SERVICES:			<u>1,089.00</u>	<u>1,089.00</u>		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
# of Invoices:	29	# Due:	29	Totals:	44,861.52		44,861.52
# of Credit Memos:	0	# Due:	0	Totals:	0.00		0.00
Net of Invoices and Credit Memos:					<u>44,861.52</u>		<u>44,861.52</u>

--- TOTALS BY BANK ---

CHASE	GENERAL FUND	30,982.52
PARKS	SAYLER PARK BOAT LAUNCH	6,379.00
FARM	FARMLAND PRESERVATION	7,500.00

--- TOTALS BY GL DISTRIBUTION ---

101-000-447.000	ADMINISTRATIVE FEE 1%	802.82
101-101-726.000	SUPPLIES & POSTAGE	154.32
101-101-801.000	ACCOUNTING & AUDIT	4,950.00
101-101-801.001	INTERNAL ACCOUNTANT	430.00
101-101-802.002	ATTORNEY SERVICES	1,016.43
101-101-803.003	ENGINEERING SERVICES	700.00
101-101-804.000	SOFTWARE SUPPORT & PROCESSIN	1,400.65
101-101-900.000	PUBLICATIONS	189.25
101-101-910.000	INSURANCE	379.00
101-101-960.000	dues subscriptions	82.76
101-191-726.000	SUPPLIES & POSTAGE	167.74
101-209-803.002	ASSESSING CONTRACT SERVICES	3,333.34
101-209-803.004	ASSESSOR'S EVALUATION SERVICES	30.00
101-215-726.000	SUPPLIES & POSTAGE	19.00
101-253-726.000	SUPPLIES & POSTAGE	104.00
101-265-726.000	SUPPLIES & POSTAGE	225.25
101-265-930.000	REPAIRS & MAINT	296.26
101-410-802.002	ATTORNEY SERVICES	498.57
101-410-803.001	PLANNING CONSULTANT	750.00
101-410-803.005-078	PLANNING & CONSULTANT T & A	490.00
101-410-803.005-901	PLANNING & CONSULTANT T & A	3,014.50
101-750-726.000	SUPPLIES & POSTAGE	49.90
101-750-930.000	REPAIRS & MAINT	486.84
101-750-956.000	MISCELLANEOUS	4,500.00
206-000-802.004	CONTRACTED EMPLOYEE SERVICES	6,911.89
225-000-802.004	CONTRACTED EMPLOYEE SERVICES	7,500.00
401-000-803.000	PLANNER SERVICES	6,379.00

12/28/2015 01:51 PM  
User: CATHY DYE  
DB: ACME TOWNSHIP

INVOICE REGISTER REPORT FOR ACME TOWNSHIP  
EXP CHECK RUN DATES 12/02/2015 - 01/05/2016  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			24,070.63	24,070.63		
	206 - FIRE FUND			6,911.89	6,911.89		
	225 - FARMLAND PRESERVATION			7,500.00	7,500.00		
	401 - SAYLER PARK BOAT LAUNCH CAP			6,379.00	6,379.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 -			21,593.71	21,593.71		
	101 - TOWNSHIP BOARD OF TRUSTEES			9,302.41	9,302.41		
	191 - ELECTION EXPENDITURES			167.74	167.74		
	209 - ASSESSOR'S EXPENDITURES			3,363.34	3,363.34		
	215 - CLERK'S EXPENDITURES			19.00	19.00		
	253 - TREASURER'S EXPENDITURES			104.00	104.00		
	265 - TOWNHALL EXPENDITURES			521.51	521.51		
	410 - PLANNING & ZONING EXPENDITU			4,753.07	4,753.07		
	750 - MAINT & PARKS EXPENDITURES			5,036.74	5,036.74		

## Shawn Winter

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**From:** Angie Lucas <alucas@gtrlc.org>  
**Sent:** Thursday, December 17, 2015 12:03 PM  
**To:** Shawn Winter; Jacob Bournay; Gordie Lapointe  
**Cc:** David Foote; Jon Throop  
**Subject:** Autumn olive recap

Hi Shawn, Gordie, Doug, and Jake~

It was nice to see you all! Here are my notes/next steps from our meeting this morning~please let me know if any changes needed--otherwise, looking forward to moving forward! :) Angie

### **Jake and Americorp crew:**

1. Between January 12th-February 12th: Jake and the crew will map the autumn olive as large polygons (scattered shrubs can get individual points) using GTRLC mapping equipment (Ipads). By mapping out the infestation, the township can use that information to prioritize efforts on areas over the long-term.

Suggestion: Since wildlife and birding are important goals on the property, while Jake and crew do the mapping, they will also make note if any Autumn olive is being utilized for bird nests--this will be good to know in general as info for the public or other users.

Note: we did notice a few bird nests on our walk today, but the few we saw were only in the native Dogwood shrubs--therefore, recommend flagging these shrubs and avoiding if mowing during nesting season (early May to July 15th). Also, since these native shrubs seem (at first glance) to be providing better nest sites, I recommend avoiding them whenever possible.

Note: bird boxes: there are many bird boxes on the property and those should be moved or flagged before equipment comes in (Jake/Shawn work together on this step)

2. Jake will then report back to Shawn on recommendations, and GTRLC can commit one week of crew time on prioritized areas. Acme Twp will cover cost for herbicide. Jake will give Shawn the info on recommended herbicide to order (at that time, depending on how much is needed).

3. Jake and Shawn will discuss potential volunteer activities in relation to the proposed cut/stump treatments as well (and enlist interested Boy Scout troop leaders--it will be important to keep them involved as much as possible since their help will be invaluable with piling brush, cutting stems, etc.)

--Jake will also check and see if the brush-hog at Maple Bay is an option to use at Yuba in the future for maintenance mowing

Additional Suggestion: Jake-- reach out to Ken Engle to see if he is still interested in the project, as he offered in the past to allow the Twp to use his equipment at a reasonable acreage rate (his mower is like the RGS but smaller--so may be good for tight spots--maybe in the trail area?)

### **Shawn:**

--will schedule the Ruffed Grouse Society equipment to chop up the autumn olive on the 14 acres for whenever works for the RGS to come in 2016

--will reach out to the tribe on autumn olive equipment to see if they are interested in splitting some of the cost

--after assessing the autumn olive efforts in 2016/17, Shawn and Jake will look at which areas make sense for possible tree plantings of white pines. Note: white pine is a good fast-growing species that does well at Yuba, and is a good early successional species to shade out the ground, while also giving cover to shady species like Maples to grow in eventually. If future plantings occur in the future, using

white pine is a good idea and local conservation agencies frequently have reduced rates, etc (like Conservation Resource Alliance and Conservation Districts).

--will write up a permission slip for GTRLC to do herbicide/cut-stump work on the natural area.

**Group:** agreed that long-term maintenance is critical, so at some point after the active removal is done, next steps for maintenance will need to be developed.

--Also, due to extensive seed bank and root system of autumn olive, replanting with grasses is not recommended at this time, and the area will be allowed to re-vegetate naturally.

Suggestion: There is a lot of native milkweed in the upper shelf already, and moving seeds to disturbed areas may help establish some good milkweed spots (milkweed is the key plant for Monarch butterflies)

--Hunter considerations: Shawn will post temporary info signs at entrances that the work will be done--this will help educate all or most of the users of the natural area



**Angie Lucas**  
*Senior Land Steward*

email: [alucas@gtrlc.org](mailto:alucas@gtrlc.org)

web: [www.gtrlc.org](http://www.gtrlc.org)

telephone: 231.929.7911

3860 N. Long Lake Rd, St D

Traverse City, MI 49684





# MEMORANDUM

## Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: [www.acmetownship.org](http://www.acmetownship.org)

To: Acme Township Board  
From: Shawn Winter, Zoning Administrator  
CC: Jeff Jocks  
Date: December 22, 2015  
Re: Zoning Ordinance 036 – Medical Marihuana

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The Acme Township Planning Commission voted unanimously at their regular meeting held December 14, 2015 to recommend approval by the Township Board for the adoption of Zoning Ordinance Amendment 036 – Medical Marihuana Dispensaries and Cultivation Operations in the B-4 Material Processing and Warehousing District. A public meeting was held for Amendment 036 at the October 12, 2015 Planning Commission meeting, followed by a review from the Grand Traverse County Planning Commission at their October 20, 2015 meeting.

To briefly summarize, due to the newly acquired park properties that require a 1000 foot buffer, there is no place in the Township where a medical marihuana dispensary can exist. Furthermore, medical marihuana cultivation was a prohibited use. In order to prevent exclusionary zoning, the Planning Commission has been exploring medical marihuana dispensaries and cultivation operations, as allowed under the Michigan Medical Marihuana Act (MMA), in the B-4 Material Processing and Warehousing District. Highlights of the proposed change include:

- Allows for medical marihuana dispensaries and cultivation operations in the B-4 Material Processing and Warehousing District through a Special Use Permit.
- Reduces the buffer between dispensaries and/or cultivation operations from 1000 to 500 feet.
- Reduces hours of operation from 7:00 am – 10:00 pm to 8:00 am – 8:00 pm.
- Adds public and private youth recreation facilities to 1000 foot buffered uses.
- Adds “medical marihuana cultivation operation” as a new definition.
- Makes minor text adjustments.

A copy of the complete set of text changes proposed to the Zoning Ordinance through this amendment has been attached.



# Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: [www.acmetownship.org](http://www.acmetownship.org)

## AMENDMENT TO ACME TOWNSHIP ZONING ORDINANCE

### AMENDMENT 036 – MEDICAL MARIHUANA DISPENSARIES AND CULTIVATION OPERATIONS

#### §§ 3.2, 6.11.3, 9.26, 9.27

The Acme Township Planning Commission has reviewed and considered changes to §§ 3.2, 6.11.3, 9.26 and the addition of § 9.27 pursuant to the following:

**WHEREAS** the Township adopted § 3.2 on November 18, 2008, § 6.11.3 on May 13, 2014, and § 9.26 on August 2, 2011

**WHEREAS** the implementation of § 9.26 has revealed that certain sections of §§ 3.2, 6.11.3 and 9.26 should be revised to better meet the Township's zoning goals.

**WHEREAS** activities associated with Medical Marihuana, as allowed under the Michigan Medical Marihuana Act, require amendment in order to meet those goals.

Now therefore, the following changes shall be made to §§ 3.2, 6.11.3, 9.26 and the addition of § 9.27 of the Acme Township Zoning Ordinance:

1. § **3.2 DEFINITIONS** will be amended to include the following:

**“Medical Marihuana Cultivation Operation:** A use where Medical Marihuana is grown by a Primary Caregiver to be provided to Qualifying Patients under his/her care. The maximum number of plants that shall be allowed on a single parcel used as a Medical Marihuana Cultivation Operation is sixty (60), unless the Primary Caregiver operating the Medical Marihuana Cultivation Operation is also a Qualifying Patient, in which case the maximum number of plants allowed on the parcel shall be seventy two (72).”

2. § **6.11.3 USES AUTHORIZED BY SPECIAL PERMIT** will be amended to add the following uses:

**“h.** Medical Marihuana Dispensary”

**“g.** Medical Marihuana Cultivation Operation”

3. § **9.26.2 REQUIRED STANDARDS** will be amended as follows:

§ **9.26.2(a)** will replace the word “marihuana” with “Medical Marihuana” and will read as:

**“a.** The acquisition, possession, delivery or transfer of **Medical Marihuana** or paraphernalia shall comply at all times with the Medical Marihuana Act and the General Rules of the Michigan Department of Community Health, as amended.”

§ **9.26.2(c)** will be amended to change the hours prohibiting operation from “10:00 pm to 7:00 am” to “8:00



pm to 8:00 am” and will read as:

- “ c. A Medical Marihuana Dispensary shall not operate between the hours of **8:00 p.m.** and **8:00 a.m.**”

§ 9.26.2(d) will be removed in its entirety and all subsequent subsections of § 9.26.2 will be renumbered accordingly:

- ~~d. — No Medical Marihuana Cultivation shall occur on the parcel.~~

§ 9.26.2(e) will add the language “who is under the age of eighteen (18)” and will read as:

- “d. Except for parents or guardians of a Qualifying Patient **who is under the age of eighteen (18)** and the Owner or staff of the facility, persons other than a Qualifying Patient or Primary Caregiver shall not be permitted within the facility when Medical Marihuana is being transferred.”

§ 9.26.2(j) will be amended to change the distance between Medical Marihuana Dispensaries from “1,000” feet to “500” feet and language will be added to include “Medical Marihuana Cultivation Operation” and will read as:

- “i. A Medical Marihuana Dispensary shall not be located within a **500** foot radius of another existing Medical Marihuana Dispensary or **Medical Marihuana Cultivation Operation.**”

§ 9.26.2(j)(1) will be amended to change the explanation on measuring distances between Medical Marihuana Dispensaries from “1,000” feet to “500” feet and language will be added to include “Medical Marihuana Cultivation Operations” and will read as:

- “1. For purposes of measuring the **500** foot radius in this section, the measurement shall be taken from the nearest point on the building where the existing Medical Marihuana Dispensary **or Medical Marihuana Cultivation Operation** exists to the nearest point on the building where the proposed Medical Marihuana Dispensary is proposed.”

§ 9.26.2(j)(2) will be added to allow exception to the distance between a Medical Marihuana Dispensary and a Medical Marihuana Cultivation Operation when they have been approved to operate on the same parcel and will read as:

- “2. Exception shall be made when the operator of a Medical Marihuana Dispensary is also approved to operate a Medical Marihuana Cultivation Operation on the same parcel as granted through a Special Use Permit.”

§ 9.26.2(k) will add language to include “public or private youth recreational facility” and will read as:

- “j. A Medical Marihuana Dispensary shall not be located within a 1,000 foot radius of any existing public or private elementary, vocational, or secondary school, or a public or private college, junior college, or university, or a library, or a playground or park, **or a public or private youth recreational facility.**”

§ 9.26.2(k)(4) will add language to include “public or private youth recreational facility” and will read as:

- “4. For purposes of measuring the 1,000 foot radius in this section, the measurement shall be taken from the nearest property line of the existing public or private elementary, vocational,

or secondary school, or public or private college, junior college, or university, library, or playground or park, **or a public or private youth recreational facility** to the nearest point on the building where the proposed Medical Marihuana Dispensary is proposed.”

§ 9.26.2(k) will be added that expressly prohibits all activities associated with a Medical Marihuana Cultivation Operation unless approved through a Special Use Permit and will read as:

“k. The planting, growing, harvesting, processing and packaging of Medical Marihuana shall not be allowed on the parcel unless approved through a Special Use Permit and pursuant to Section 9.1 and Section 9.27.”

4. § 9.27 **MEDICAL MARIHUANA CULTIVATION OPERATION** will be added to regulate the planting, growing, harvesting, processing, packaging and storage of Medical Marihuana as defined under Medical Marihuana Cultivation Operation in § 3.2 under a Special Use Permit, and will read as:

**“9.27 MEDICAL MARIHUANA CULTIVATION OPERATION**

**9.27.1 STATEMENT OF INTENT**

The purpose of a Medical Marihuana Cultivation Operation is to allow an establishment or place of business to undertake the following “Medical uses” of Medical Marihuana on the property: planting, growing, harvesting, processing, packaging or storing of Medical Marihuana to treat or alleviate a registered Qualifying Patient’s debilitating medical conditions or symptoms associated with the debilitating medical condition under the Medical Marihuana Act. Acme Township desires to allow all legal businesses to operate in the Township, but recognizes the need to zone for all uses to protect the health, safety and welfare of the general public. A Medical Marihuana Cultivation Operation must satisfy the general standards of Section 9.1, the specific requirements of this Section, and all other requirements of the Acme Township Zoning Ordinance.

**9.27.2 REQUIRED STANDARDS**

- a. The planting, growing, harvesting, processing, packaging or storing of Medical Marihuana shall comply at all times with the Medical Marihuana Act and the General Rules of the Michigan Department of Community Health.
- b. The cultivation of Medical Marihuana shall be only allowed by a Primary Caregiver for the Qualifying Patients registered under their care.
- c. Medical Marihuana Cultivation Operations shall be limited to growing a maximum of sixty (60) Medical Marihuana plants for Qualifying Patients. The maximum number of Medical Marihuana plants shall increase to seventy two (72) if the Primary Caregiver operating the Medical Marihuana Cultivation Operation is also a Qualifying Patient.
- d. Except for the Owner of the property, persons other than the Primary Caregiver shall not be permitted within the Operation when Medical Marihuana is being cultivated, harvested, processed, packaged or stored.
- e. No person under the age of eighteen (18) shall be permitted into a Medical Marihuana Cultivation Operation at any time

- f.** A Medical Marihuana Cultivation Operation shall not be owned or operated by, or employ, a person that has been convicted of a felony involving controlled substances.
- g.** No use by way of smoking, ingestion, consumption, or any other method of taking Medical Marihuana into the body shall occur at a Medical Marihuana Cultivation Operation.
- h.** No more than one (1) Primary Caregiver shall operate a Medical Marihuana Cultivation Operation on any one (1) parcel.
- i.** The cultivation of Medical Marihuana shall only be permitted inside a structure not visible from the outside that shall be at all times secured and locked, and shall be accessible only by the Primary Caregiver and Owner of the property.
- j.** Lighting utilized for cultivating Medical Marihuana shall not be visible from the exterior of the building.
- k.** No equipment or process shall be used in which creates noise, dust, vibration, glare, fumes, odors or electrical interference detectable to the normal senses beyond the parcel boundary.
- l.** A waste disposal plan shall be included with all applications for an operation detailing plans for chemical disposal and plans for Medical Marihuana plant disposal. Under no instance shall the incineration of Medical Marihuana plants or plant materials be allowed on the parcel.
- m.** A Medical Marihuana Cultivation Operation shall be considered an industrial or manufacturing use for purposes of determining Off-Street Parking and Loading requirements under the Zoning Ordinance.
- n.** A Medical Marihuana Cultivation Operation shall not be located within a 500 foot radius of another existing Medical Marihuana Cultivation Operation or Medical Marihuana Dispensary.

  - 1.** For purposes of measuring the 500 foot radius in this section, the measurement shall be taken from the nearest point on the building where the existing Medical Marihuana Cultivation Operation or Medical Marihuana Dispensary exists to the nearest point on the building where the proposed Medical Marihuana Cultivation Operation is proposed
  - 2.** Exception shall be made when the operator of a Medical Marihuana Cultivation Operation is also approved to operate a Medical Marihuana Dispensary on the same parcel as granted through a Special Use Permit.
- o.** A Medical Marihuana Cultivation Operation shall not be located within a 1,000 foot radius of any existing public or private elementary, vocational, or secondary school, or a public or private college, junior college, or university, or a library, or a playground or park, or a public or private youth recreational facility.

1. For purposes of this section the term “library” means a library that is established by the state; a county, city township, village, school district, or other local unit of government or authority or combination of local units of government and authorities; a community college district; a college or university; or any private library open to the public.
  2. For purposes of this section the term “playground” means any outdoor facility (including any parking lot appurtenant thereto) intended for recreation, open to the public, and with any portion thereof containing three or more separate apparatus intended for the recreation of children including, but not limited to, sliding boards, swing set, and teeterboards.
  3. For purposes of this section the term “park” means any land or facility of any size or shape, including but not limited to linear ways, road ends, and submerged lands, that are open to the public and used for recreation or held for future recreational use.
  4. For purposes of measuring the 1,000 foot radius in this section, the measurement shall be taken from the nearest property line of the existing public or private elementary, vocational, or secondary school, or public park or private college, junior college, or university, or a library, or a playground or park, or a public or private youth recreational facility to the nearest point on the building where the proposed Medical Marihuana Cultivation Operation is proposed.
- p. The acquisition, possession, delivery or transfer of Medical Marihuana of paraphernalia shall not be allowed on the parcel unless approved through a Special Use Permit and pursuant to Section 9.1 and Section 9.26.”

**RESOLUTION OF THE ACME TOWNSHIP BOARD OF TRUSTEES**  
**RESOLUTION #R-2016\_-1**  
*Resolution on Budget Amendments*  
*Various fund moves adjustments 2015/2016 Township Budget*  
*January 5, 2016,*

At a meeting of the Acme Township Board of Trustees, held on January 5, 2016, the Acme Township Board of Trustees, on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_

The following resolution:

Whereas, at the Acme Township Board meeting held January 5, 2016, Resolution R-2016-1 was approved to make fund moves to bring the 2015-16 Budget in balance and improve our 2015-16 audit.

Whereas; The Fund's listed below have a budget correction to be made. These effect the Septage plant committed funds 101 and Parks fund 208. The following Funds have budget amounts resulting in a change in Budget amounts. Please refer to the following data below.

Transaction	Description	Fund	Dept.	Line	Amend Amount	Beginning Balance	New Balance
From	101 Septage plant committed	101	000		\$29,000.	\$208,546	\$179,546.
To	Parks Fund	208	000	930.005	\$29,000.	\$5,000.	\$34,000.
From							
To							
From							
To							
From							
To							

Now therefore be it resolved that the Acme Township Board approves this request.

Township Board members: Present :

Absent:

Upon roll call, the following vote was cast:

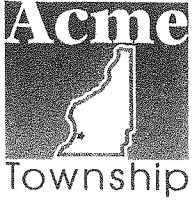
Aye:

Nay: 0

Abstaining: 0

\_\_\_\_\_  
 Jay B. Zollinger Acme Township Supervisor

\_\_\_\_\_  
 Cathy Dye Acme Township Clerk



# Memo

To: Acme Township Board

From: Jay B Zollinger,

Date: December 18, 2015

Re: Zoning Administrator Pay recommendation

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In July of 2015 we hired Shawn Winter as the Zoning Administrator for Acme Township. During the hiring process a specific set of guidelines was set to evaluate his performance at six and twelve months with wage increases after a satisfactory review. I have completed his review and discussed his job performance with those he interacts with the most. In the six months period his performance has been very satisfactory. I am recommending to the Board that his wage be increased by \$1500 annually, starting in his next pay period after the Board's approval.

A motion is in order to approve this recommendation.

Jay B. Zollinger

Acme Township Supervisor

ACME TOWNSHIP

Resolution of the Township Board of Trustees  
To Amend the Acme Township Consumer Fireworks Ordinance

Resolution No: R2016-\_\_\_\_  
January \_\_, 2016

At a regular meeting of the Acme Township Board of Trustees held on January \_\_, 2016, the Township Board adopts the following resolution:

WHEREAS the Township Board of Trustees adopted the Acme Township Consumer Fireworks Ordinance in 2012 and amended it in 2013 (“Consumer Fireworks Ordinance”);

WHEREAS the Township Board adopted the International Fire Code 2012 Edition, with amendments that include the prohibition of the use of Sky Lanterns in Acme Township on August 11, 2015;

WHEREAS Acme Township now desires to add the prohibition of the use of Sky Lanterns to its Consumer Fireworks Ordinance; and

WHEREAS the amended Consumer Fireworks Ordinance adding the prohibition of the use of Sky Lanterns is attached hereto.

Now therefore be it resolved that:

1. The Acme Township Board adopts the attached amended Consumer Fireworks Ordinance.
2. This amendment to the Consumer Fireworks Ordinance shall be published once, within 30 days of today’s date, in the *Traverse City Record-Eagle* and shall take effect 30 days after the date of publication.
3. This ordinance amendment shall be recorded in the Township’s ordinance book as set forth in MCL 41.185.

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Abstain: \_\_\_\_\_

\_\_\_\_\_  
Jay Zollinger, Supervisor

\_\_\_\_\_  
Cathy Dye, Clerk

**ACME TOWNSHIP  
CONSUMER FIREWORKS ORDINANCE  
ORDINANCE NO: 2012-04  
AMENDMENT NO: 2013-01  
AMENDMENT NO: 2016-\_\_**

An Ordinance to secure the public health, safety and general welfare of the citizens of Acme Township, Grand Traverse County, Michigan, by regulating the use of Consumer Fireworks in Acme Township, as provided in Public Act 256 of 2011, as amended (MCL 28.451, *et seq.*) and pursuant to Public Act 246 of 1945 (MCL 41.181 *et seq.*).

ACME TOWNSHIP ORDAINS:

**Section 1: Findings**

The Township Board makes the following findings:

Public Act 246 of 1945 (MCL 41.181, *et seq.*) authorizes Acme Township to enact ordinances that regulate the public health, safety and general welfare of persons and property. Public Act 256 of 2011, as amended (MCL 28.451, *et seq.*) authorizes Acme Township to enact an ordinance regulating the ignition, discharge, and use of Consumer Fireworks. The Township Board believes an ordinance prohibiting the ignition, discharge, and use of Consumer Fireworks, to the extent allowed by Public Act 256 of 2011, as amended, is in the interest of public health, safety and general welfare.

**Section 2: Title**

This Ordinance shall be known and cited as the Acme Township Consumer Fireworks Ordinance.

**Section 3: Definitions**

The following definitions apply for purposes of this Ordinance:

1. Consumer Fireworks: Fireworks devices that are designed to produce visible effects by combustion, that are required to comply with the construction, chemical composition, and labeling regulations promulgated by the United States consumer product safety commission under 16 CFR parts 1500 and 1507, and that are listed in APA standard 87-1, 3.1.2, 3.1.3, or 3.5. Consumer fireworks does not include low-impact fireworks.
2. National Holiday: A national holiday is defined in 5 USC 6103 and includes: New Year's Day (January); Martin Luther King Jr. Day (third Monday in January); Washington's Birthday (third Monday in February); Memorial Day (last Monday in May); Independence Day (July 4); Labor Day (first Monday in September); Columbus Day (second Monday in October); Veterans Day (November 11); Thanksgiving Day (fourth Thursday in November); Christmas Day (December 25).
3. Sky Lantern: An unmanned device with a combustible fuel source that incorporates an open flame in order to make the device airborne.

**Section 4: Ignition, Discharge, and Use of Consumer Fireworks**

The ignition, discharge, and use of Consumer Fireworks in Acme Township is prohibited at all times except for the day preceding, the day of, or the day after a National Holiday.



The discharge of Consumer Fireworks in Acme Township shall only be allowed between the hours of 8:00 a.m. and 1:00 a.m.

**Section 5: Use of Sky Lanterns**

No person shall release or cause to be released an untethered sky lantern.

**Section 6: Severability**

This Ordinance shall be deemed severable and if any word, sentence, clause, section, or provision is declared invalid or unenforceable for any reason by any court of competent jurisdiction, it shall not affect any other portion of this Ordinance and the remaining portions of this Ordinance shall remain valid and enforceable.

**Section 7: Penalty**

A violation of this ordinance is a municipal civil infraction, subject to a maximum fine of \$500.00 and court costs.

**Section 8: Effective Date**

This Ordinance shall take effect 30 days following publication.

The above Ordinance is adopted this \_\_\_ day of \_\_\_\_\_, 2016.

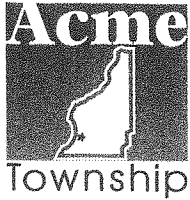
Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstain: \_\_\_\_\_

\_\_\_\_\_  
Jay B. Zollinger, Supervisor

\_\_\_\_\_  
Cathy Dye, Clerk



# Memo

To: Acme Township Board

From: Jay B Zollinger,

Date: December 18, 2015

Re: Committee Changes Parks & Recreation suggested Changes

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Acme Township has obtained a lot of park land over the last few years about 1400 acres with 33 acres of recreational land not natural area and with obtaining these great Parcel's some along the bay we need to make sure we now focus both on planning and improvements along with day to day maintenance. We need to come to a realization that our funds are limited but both areas need focus, Improvements could be covered with Grants and some matching funds but Maintenance would be part of our budgeting process.

We are at the time we also need to change the structure we manage our parks under and a proposal is shown below.

**Step one**, is to decommission our present Parks and Recreation committee.

**Step two**, Acme needs to Charter the present Parks & Trail committee and appoint a chairman for 6 months. This committee needs after six months to appoint their own chair like many of our other committees. This group will lead our Parks & Trail planning and grant writing to support Improvements planned.

**Step three**, is to create a Parks & Cemetery maintenance group made up of a Trustee, a member of the Parks and Trail committee and the Township Supervisor. This group will lay out the Job description for Parks & Building Maintenance Supervisor Position. The group also will work with our Township maintenance supervisor to document what work activities are required and the appropriate staffing levels to meet our objectives.

Motions should be made to accomplish this direction.

Jay Zollinger

Acme Township Supervisor



## Acme Township Job Description

**Position Title:** Parks & Building Maintenance Supervisor

**Reports To:** The Township's three member Parks & Cemetery Committee\* comprised of a Trustee, a representative from the Parks-& Trails and the Acme Township Supervisor. The Acme Township Supervisor will be responsible for day to day supervision.

**Supervises:** Part time summer workers and contractors.

**Employment Status:** Full time, Non-Exempt

### Overview:

The position is responsible for supervising and performing the planning for, and the maintenance and custodial duties for all Township buildings and properties. The Parks & Building Maintenance Supervisor is responsible for the development and submittal of an Annual Park/Cemetery Improvement and Maintenance Plan (**Annual Plan**) and associated budget to the Parks & Cemetery Committee for approval.

### Primary Duties and Responsibilities

1. Performs and supervises the maintenance of all Acme Township properties including parks, cemeteries and natural areas in accordance with the Annual Plan including but not limited to the following:  
Mowing and trimming of grass areas, beach grooming where approved, fall clean up and leaf removal, trimming and removal of trees as appropriate, maintain and assemble park features as appropriate, snow/ice removal (shoveling and plowing) at identified locations, trash removal, and various other tasks associated with township owned properties.
2. Performs light daily and weekly scheduled maintenance on township buildings plus minor repairs and minor construction/building projects as needed. May be required to paint or varnish where necessary to maintain the appearance of park equipment and structures.
3. Insures that all grounds maintenance equipment and vehicles are properly maintained and perform minor repairs and maintenance as necessary.
4. Performs public water supply sampling and testing for township buildings and grounds as required by state law. Also does periodic surface water sampling and testing as required by state law and/or the township.
5. Insures that (1) the parks are opened and closed in accordance with the posted hours (2) the park bathhouse facilities are clean and fully stocked with the necessary supplies (3) trash containers are emptied as required (4) any garbage left behind by visitors is properly disposed of and all properties remain safe, clean and in an orderly condition at all times for use by the public.
6. Supervises, schedules and coordinates activities of part time workers and outside contractors engaged in maintaining the township parks and cemeteries.

7. In accordance with adopted budgets and township spending policies, orders supplies and building materials for carrying out assigned duties and responsibilities and reviews time cards and invoices from part-time summer workers for payroll purposes.
8. Prepares and submits all required MDEQ permits and insures that the uses of the parks are in compliance with any DEQ mandates and Township ordinances.

#### **Secondary Duties and Responsibilities**

1. As needed assist with setup for meetings, elections and other functions held at the Township Hall.
2. As needed cleans floors, windows and fixtures in all township buildings and removes trash.
3. Performs other tasks and special projects as requested.
4. Is available to attend the monthly Acme Board meeting and Parks and Trails Committee meetings as required.

#### **Qualifications:**

1. High school diploma.
2. Aptitude and skills in general maintenance and repairs and ability to read maps.
3. Communication skills to relate effectively with township staff and elected officials at all levels, supervise workers, deal with outside vendors and contractors, and relate effectively with township residents and other representatives of the community at large.
4. Valid driver's license.
5. Ability to safely operate a variety of tools and equipment.
6. Ability to receive and comprehend instructions, organize, prioritize and schedule work to achieve deadlines and maximize efficiency, and ability to accept changes in assigned work priorities to accommodate project schedules.
7. Become certified by MDARD as a **Private Pesticide Applicator**.
8. This is a physically demanding position that includes: prolonged standing, bending, stooping and stretching; manual dexterity to operate and use various tools, devices and equipment; physical agility to walk, climb, enter confined spaces; occasional work with chemicals; frequent work outdoors during all seasons and all weather conditions; lifting of materials supplies and equipment weighting 75 pounds or more.
9. Ability to work on nights and weekends as needed for seasonal activities such as snow removal.
10. Ability to efficiently use various computer applications such as MS Word, Excel and Internet Explorer.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

\* The Parks and Cemetery Committee is responsible for the overall operational maintenance and upkeep of all of the Townships properties including parks, cemeteries, natural areas and all structures including the township hall.