



**ACME TOWNSHIP BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Tuesday, July 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, D. White, J. Zollinger
Members excused: P. Scott
Staff present: N. Edwardson, Recording Secretary

A. LIMITED PUBLIC COMMENT:

P. Anderson, 10108 Kay Ray Road, thanked the Board for the action taken on getting the two burnt houses in the Township cleared up.

B. APPROVAL OF AGENDA:

LaPointe requested a discussion on a new town hall to be added under New Business #2.

Motion by Jenema, seconded by White to approve the agenda with the addition to New Business. Motion carried by unanimous vote.

C. APPROVAL OF BOARD MINUTES 06/07/16

LaPointe stated that the motion on Resolution for Trustees' salaries does not reflect his opposition to the motion.

Motion by White seconded by LaPointe to approve the 06/07/16 Board minutes with the correction to the Trustees' salaries motion of one opposing. Motion carried by unanimous vote.

D. INQUIRY AS TO CONFLICTS OF INTEREST: None

E. REPORTS:

1. Clerk – Dye

Dye commented that absentee ballots for the August primary are going out.

2. Parks – Henkel Received and filed

3. Legal Counsel – No report

4. Sherriff – No report

5. County – Carol Crawford – No report

6. Roads – Marc McKeller – No report

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
Draft unapproved meeting minutes**

1. Planning Commission 06/13/16

2. APPROVAL:

**a. Accounts Payable Prepaid of \$7,218.07 and Current to be approved of \$90,473.25
(Recommend approval: Cathy Dye, Clerk)**

Motion by Dye, seconded by White to approve the consent calendar with the removal of the Planning Commission minutes of 06/13/16 and Addendum to Treasurer's report. Motion carried by unanimous roll call vote.

H. ITEMS REMOVED FROM THE CONSENT CALENDAR:

Jenema asked White if there was an update to Temporary Outdoor sales as there was a Planning commission meeting after the last Board meeting. Discussion.

Motion by Jenema, seconded by White to approve the Planning commission minutes of 06/13/16 as presented. Motion carried by unanimous vote.

LaPointe asked Jenema about the \$534,783.00 balance in general fund. Discussion. The question was is this amount about average for this time of year or a little high. Jenema responded it is about normal and does fluctuate based on tax times and some annual expenses.

Motion by LaPointe, seconded by White to approve the Treasurer's report as presented. Motion carried by unanimous vote.

I. CORRESPONDENCE:

1. **Letter dated 6/28/16 from Seventh-Day Adventist church regarding door-to-door missionary work in Acme Township this summer.**

J. PUBLIC HEARING: None

K. NEW BUSINESS:

1. **Acme 401k changes – Dye/Zollinger**

Discussion of the township 401k plan. State law will not allow the plan we currently have (401a) to have employee contributions, the company that is our third party administrator does not handle "457". Dye and Zollinger will be meeting with another company on July 7th.

2. **Discussion on a new town hall**

LaPointe stated he would like some discussion on a new town hall. Discussion followed with the Board willing to pursue the issue. Board will look to form a committee of residents willing to commit to at least a year of seeking and gathering information on a new building. By a straw vote the Board was willing to have a resolution drawn up for the August Board meeting in favor of setting aside monies up to \$30,000.00 for this endeavor. Board will be thinking of potential residents to participate.

L. OLD BUSINESS:

1. **Employee Handbook final updates – Dye**

Draft employee handbook was reviewed by the Board with no additional corrections.

Motion by LaPointe, seconded by Jenema to adopt the newly amended employee handbook as presented. Motion carried by unanimous vote.

2. **Proposed Police power ordinance mobile food trucks**

The Board previously asked the Planning Commission to draft a police power ordinance regulating mobile food vending units (i.e. food trucks) in the Township. The Board was given a draft ordinance at the June meeting.

Motion by White, seconded by Jenema to set a Public Hearing for the August Board meeting for the Police power ordinance regulating mobile food vending units in Acme Township. A fee also will be set. Motion carried by unanimous vote.

3. **Status of demolition of two burnt houses in Acme Township**

Following Anderson's public comment on the burnt houses in the township Zollinger stated we are waiting

for asbestos abatement to be completed and then the house on 31 North will be taken down. The house on M72 is currently being removed.

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

Jenema wanted the Board to know that a citizen questioned the qualifying statement not showing up on the state website. The “F-65” report is only required for bonding by the township. Our auditor provided a F-65 to the state for 2013-2014. One was not provided in the 2014-2015 audit but will be done as part of the 2015-2016 by our auditor, Gabridge & Co.

Jenema passed out some information on the Traverse City to Chalevoix trail. Also a proposed Acme TART connector – Bunker Hill to VGT/Phase 1 TC to CHX Bayside park through Deepwater Natural area and TC to Jenema

ADJOURN AT 8:40 pm



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ACME TOWNSHIP REGULAR BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Tuesday, July 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 06/07/16**
- D. INQUIRY AS TO CONFLICTS OF INTEREST:**
- E. REPORTS**
 - a. Clerk - Dye**
 - b. Parks – T. Henkel**
 - c. Legal Counsel – J. Jocks**
 - d. Sheriff – Report Provided**
 - e. County -Carol Crawford**
 - f. Roads - Marc Mc Keller**
- 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. GT County Commission on Aging July/August 2016 newsletter**
 - c. Draft Unapproved meeting minutes**
 - 1. Planning Commission 06/13/16**
 - 2. APPROVAL:**
 - 1. Accounts Payable Prepaid of \$7,218.07 and Current to be approved of \$90,473.25 (Recommend approval: Clerk, C. Dye)**
- H. ITEMS REMOVED FROM THE CONSENT CALENDAR:**
 - 1. _____**
 - 2. _____**
 - 3. _____**

I. CORRESPONDENCE:

1. Letter dated 6/28/16 from Seventh-Day Adventist church regarding door-to-door missionary work in Acme Township this summer

J. PUBLIC HEARING:

K. NEW BUSINESS:

1. Acme 401K changes –Dye/Zollinger

L. OLD BUSINESS:

1. Employee Handbook final up dates -Dye
2. Proposed Police Power Ordinance Mobil Food Trucks
3. Status of Demolition of two burnt houses in Acme Township

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, June 7, 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:

Gail Parsons, Director of Traverse Area District Library (TADL) system was present to talk about the ballot proposal to renew a levy of .9548 mills to provide funding for TADL for ten years at the August 2nd primary.

Kim and Steve Eiseler, owners of the “Spirit of the West” business newly relocated to Acme Township, introduced themselves.

D. Nelson, 7466 Sayler Rd, commented that he was running for the position of Trustee on the Acme Township Board. He wanted to put a face to the name.

B. APPROVAL OF AGENDA:

Zollinger requested two items be added under New Business; #8 Fees schedule update and #9 TC Boom Boom club 4th of July Fireworks funding. Zollinger also stated there was a new report for Henkel and Sheriff on the table.

Motion by LaPointe, seconded by White to approve the agenda with the two additions to New Business. Motion carried by unanimous vote.

C. APPROVAL OF BOARD MINUTES

1. Draft unapproved minutes 05/10/16 Regular Board

Motion by Dye seconded by LaPointe to approve the 05/10/16 Board minutes with the corrections.

Discussion followed regarding second motion by LaPointe. Board decided to strike out the second motion by LaPointe on the May 10th Board minutes.

Motion carried by unanimous vote.

D. INQUIRY AS TO CONFLICTS OF INTEREST: None

E. REPORTS:

1. Clerk – Dye

Dye commented that work was being done on the Employee Handbook by the Personnel committee, also training election for workers was in July.

2. Parks – Henkel Received and filed

3. Legal Counsel – No report

4. Sherriff – Received and filed

5. County – Carol Crawford

6. Roads – Marc McKeller

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
Draft unapproved meeting minutes
 - 1. Planning Commission 05/09/16

2. APPROVAL:

- a. Accounts Payable Prepaid of \$74,707.46 and Current to be approved of \$129,223.91
(Recommend approval: Cathy Dye, Clerk)

Motion by Scott, seconded by Jenema to approve the consent calendar with the removal of the current bills report. Motion carried by unanimous roll call vote.

H. ITEMS REMOVED FROM THE CONSENT CALENDAR:

Jenema requested \$1,500 for postage for July tax bills to be added to current bills.

Motion by Scott, seconded by White, to approve the addition of \$1,500.00 for July tax bill. Motion carried by unanimous roll call vote.

I. CORRESPONDENCE:

1. Email dated 06/02/26 from Brian Kelley

Kelley requested the email to be read. LaPointe stated that Mr. Kelley was not present nor was the issue relative to the Board agenda. The email is in the packet on the website.

Motion by LaPointe, seconded by Scott, to not read the email from Kelley as presented. Motion carried by unanimous vote.

**J. PUBLIC HEARING: Adoption of Acme Township Budget for 2016-2017
Resolutions for Budget**

Resolution R-2016-#21 Supervisor's Salary

Zollinger recused himself and turned the gavel over to Dye.

Motion by Jenema, seconded Aukerman to approve Resolution R-2016-#21 establishing the Acme Township Supervisor's salary for fiscal year 2016-17 at \$37,000. Motion carried by roll call vote of 6 (Aukerman, Dye, Jenema, LaPointe, Scott, White) in favor and 1 (Zollinger) abstaining.

Resolution R-2016-#22 Stipends for Elected Officials for extra duties performed above statutory responsibilities

Motion by Jenema, seconded by LaPointe to approve Resolution R-2016-#22 supporting stipends for elected officials for extra duties performed above statutory responsibilities. Motion carried by roll call vote of 6 (Aukerman, Dye, Jenema, LaPointe, Scott, White) in favor and 1 (Zollinger) abstaining.

Resolution R-2016-#23 Clerk's Salary

Zollinger reassumed the gavel and Dye recused herself

Motion by White, seconded by Scott to approve Resolution R-2016-#23 establishing the Acme Township Clerk's salary at \$37,008 for fiscal year 2016-17. Motion carried by roll call vote of 6 (Aukerman, Jenema, LaPointe, Scott, White, Zollinger) in favor and 1 (Dye) abstaining.

Resolution R-2016#24 Treasurer's Salary

Dye rejoined the Board and Jenema recused herself

Motion by White, seconded by Aukerman to approve Resolution R-2016-#24 establishing the Acme Township Treasurer's salary at \$25,159 for the fiscal year 2016-17. Motion carried by roll call vote of 6 (Aukerman,Dye, LaPointe, Scott, White, Zollinger) in favor and 1 (Jenema) abstaining.

Resolution R-2016-#25 Trustees' Salaries

Jenema rejoined the Board.

Motion by Jenema, seconded by Dye, to approve Resolution R-2016-#25 establishing the Acme Township Trustees' salaries at \$6,000 and \$50.00/meeting per diem for additional meetings, where the board has requested their attendance. This does not apply when being paid by another entity. Motion carried by unanimous roll call vote.

Budget approval Fiscal year 2016/2017

Motion by White, seconded by Scott to adopt Resolution R-2016-#26 establishing the Acme Township General Appropriations Act for fiscal year 2016-2017. Motion carried by unanimous roll call vote.

K. NEW BUSINESS:

1. Annual Supervisor's recommendations for Planning Commission and various committees

Zollinger commented that the Board will not be voting on the Planning Commission member, Fourgette, as the PC appoints that person.

Motion by LaPointe, seconded by Aukerman to approve the Supervisor's recommendations for Planning Commission and ZBA as presented. Motion carried by unanimous vote.

2. Tribal 2% grant for Bayside Park

Winter presented a memo regarding 2% Tribal allocation grant application. Parks and Trails committee decided at the May 24, 2016, meeting to, upon Board approval to pursue a 2% Tribal allocation grant in the June cycle for additional site amenities at Bayside Park.

Motion by Jenema, seconded by Aukerman, to approve authorization of the Parks and Trails committee to apply for a 2% tribal allocation grant in the June 30th cycle for site amenities at Bayside Park. Motion carried by unanimous vote.

3. Budget Resolutions for 2015-16 budget

Zollinger stated the funds listed in the resolution have budget amounts which need to be increased to reflect money spent for cost increase to manage the annual liability insurance/workmans compensation fund and to balance out our park fund for additional expenses.

Motion by Jenema, seconded by LaPointe to approve Resolution R-2016-#27 for various fund adjustments moves for the 2015-16 budget. Motion carried by unanimous roll call vote.

4. Mobile food vending units draft ordinance - Winter

The Board asked the Planning Commission to draft a police power ordinance regulating mobile food vending units (i.e.food trucks) in the Township. Winter asked the Board to review the draft ordinance and address any questions to him.

5. Zoning Ordinance amendment 040 form base regulated uses - Winter

Winter stated that this amendment is minor in nature, clarifying that new projects in the US-31/M-72 Business District must adhere to the requirements of the district in the case where a conflict exists with provisions elsewhere in the Zoning Ordinance.

Motion by White, seconded by LaPointe, to approve Zoning Ordinance Amendment 040 – Section 6.6.4.1 Regulated Uses clarifying the requirements of in the US-31/M-72 Business District as presented, contingent upon a favorable review by the Grand Traverse County Planning Commission at their June 21, 2016 meeting. Motion carried by unanimous vote.

6. VGT SUP minor amendment 2016-01

Winter stated that a motion was made at the May 2016 Planning Commission meeting to recommend approval to the Township Board of Minor Amendment #4 which rescinds Minor Amendment #3 to SUP 2004-11P.

Motion by LaPointe, seconded by White, to approve the Minor Amendment #4 which rescinds Minor Amendment #3 to SUP 2004-11P. Motion carried by unanimous vote.

7. Resolution to approve keeping Township hours to four 10 hour days

At the December 2015, Board meeting it was approved to conduct office hours of 7:30 am to 6:00 pm Monday-Thursday for a six month trial period. Zollinger commented there were two emails received in early January against the change.

Motion by Jenema, seconded by Scott to approve Resolution R-2016-#28 as presented with the removal of the word “permanent” in two places in the resolution. Motion carried by unanimous vote.

8. Schedule of Fees and Escrow Deposits Update

At the May Board meeting Winter was requested to establish in the Acme Township Fee schedule for permitting of temporary outdoors sales. Winter presented the new Schedule of Fees.

Motion by LaPointe, seconded by Jenema to approve the revised Schedule of Fees and Escrow Deposits as presented. Motion carried unanimously.

9. Boom Boom Club Fireworks donation

Zollinger commented that for the last four years we have financially supported the Traverse City Boom Boom club 4th of July fireworks to light up the Traverse City sky.

Motion by Scott, seconded by LaPointe to approve a \$300.00 donation to the Traverse City Boom Boom club for the 4th of July fireworks. Motion carried by unanimous roll call vote.

L. OLD BUSINESS:

- 1. Approval of final contract amount to Molan constructing \$327,020.81 for Sayler Park Boat Launch**
Zollinger stated that Molan Excavating was awarded the bid to construct the Sayler Park Boat Launch.

Motion by LaPointe, seconded by Aukerman to approve Resolution R-2016-#29 supporting the awarding of the contract with Molan Excavating, Inc. to construct the Sayler Park Boat Launch. Motion carried by unanimous roll call vote.

2. Approval of By-laws/Vision statement for Parks and Trails committee

Earlier this spring the Parks & Trails committee provided the Board with a working draft of the committee's bylaws. Feedback was received and reviewed and updated the draft. A vision statement was also produced.

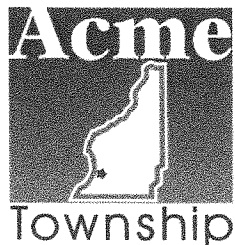
Motion by LaPointe, seconded by Scott to approve the Parks & Trails Bylaws and Vision statement has presented. Motion carried unanimously.

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

Steve Eiseler, from the “Spirit of the West” business, commented on the lack of sidewalks in the township.

Jenema said the next Parks & Trails meeting will be Friday, June 17th at 10:00 am.

ADJOURN AT 9:00 pm



To: Acme Township Board of Trustees

From: Tom Henkel, Facilities & Parks Manager

Date: 6/28/2016

Re: Monthly Update
June 2016

The Following is a summary of key activities underway.

Parks:

All facilities open and operating.

Automated door locks working as advertised.

Beach Grooming commences the last week of June, preliminary preparation has been done at Bayside.

Regulatory buoys are in place at both Swim areas.

Vegetation has been pruned, along the Shore, Bayside Park and our other properties along 31n and removed.

All flotsam, dock sections have been removed our shore properties along 31n. North of marina still has to be completed.

Sailboats remain at Bunker Hill, working on that problem.

Flower beds that we are removing at the parking lot have been pretty much cleared of plants by the garden club. We removed the old timber, from around them. The top soil that is left is to be recycled into the garden at the south end of Bayside.

Cemeteries:

Marking for sales, burials and headstone placement.

Mowing at a two week interval in cemeteries, Sayler, YCNA and 31n & five mile.

Buildings/Grounds:

Clean up behind Yuba shop 98% complete.

Equipment/Fixtures:

Automated lawn sprinklers (Hall and Bayside Park Bath area) are operating.

Lots of tire issues this year, replaced 3 dump trailer tires due to age. One was replaced last year.

Replaced 1 mower trailer tire due to damage.

Surface Water Quality Testing:

Completed for June.

Beach Water Quality Testing:

Attended the Beach Monitoring Stakeholders Meeting at the Environmental Heath building

Testing started the week of the 13th at Bayside and Sayler Parks Swim Area's.

Both swim areas were very clear from bacteria, almost zero readings.

Testing will be done once a week at both swim beaches until about Labor Day.

Invasive Species:

Jay attended the Phragmites Meeting.

Planning:

Meeting with the Maintenance Committee every other week.

Providing daily activities log to that committee.

Following the list that the committee has set around the other things that have to be completed.



County Staff Report June 2016

1

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

Administration/Board of Commissioners/Resource Recovery (1, 2, 4, 7)

- The April 21 Household Hazardous Waste (HHW) collection served 228 residents and 7 businesses and collected 39,120 pounds of hazardous waste for proper disposal. The May 12 collection had similar attendance with 206 residents and 5 businesses. The next collection is Thursday, June 23. Appointments for the 2016 collections can be made online at www.recyclesmart.info or by calling the RecycleSmart hotline at (231) 941-5555.

Central Dispatch/911 (7)

- No report provided.

Circuit Court

- No report provided.

Circuit Court - Family Division

- No report provided.

Commission on Aging (7)

- The Volunteers at the NMC BBQ packaged and delivered 310 meals this year.
- The COA has a new Public Service Announcement on local TV Stations and just published a new, updated brochure thanks to a donor's generous gift. Note the 14 point type making it easier to read.
- On June 7, the COA Board of Directors will be asked to approve the final staff recommendation for the MedMinder electronic medication box. Anticipating a positive outcome, the staff plans to have these smart, locking, wireless pillbox units into client homes in July.
- As of May 31, the staff of the COA has provided service to 1,430 residents of Grand Traverse County.

- The COA was contacted 1,179 times last month for information and assistance.
- The sale of our transportation vouchers is close to double that of last year. As of April 30 we have sold 4,509 as compared to 2,511 in 2015.
- At the end of the first Quarter Individual contributions have reached 72% of our goal for the entire year, 39% higher than anticipated!

County Clerk (4)

- Stats for month of MAY
 - New Circuit and Family Court Cases filed: 48 civil, 72 domestic, 31 felony, and 37 juvenile.
 - Three (3) jury pools sent out for Circuit Court trials.
 - Clerked two trials which lasted 9 days.
 - Clerked 2 County Commission meetings.
 - Vital Records filed: 169 births, 104 deaths, and 68 marriage licenses.
 - DBAs filed: 82
 - Concealed Pistol applications filed: 103
 - Concealed Pistol fingerprints done: 81
 - Concealed Pistol Licenses issued: 138
 - Passport Photos taken: 93
 - Certified Copies: 601 customers (this could be 1 or many copies per customer)
 - Wedding Ceremonies: 5
 - Voter Registrations: 192

County Drain Commissioner (3,7,8)

- No report provided.

District Court

- No report provided.

Equalization / GIS (1, 4)

- Personal Property Summary Reports for Debt Rate Calculations are being compiled.
- L-4028 Millage Reduction Fractions and Base Tax Rate Fractions are being compiled.
- Principal Residence Exemption audits remain ongoing. Some future appeal hearings have been scheduled and the auditor has taken part in hearings during May.
- Tax Maps are being updated with 2016 parcel boundaries.

Facilities Management (3)

- No report provided.

Finance (1)

- Started 2017 budget process.
- Completed annual audit fieldwork.

- Coordinated meeting with MGT of America, Inc. to discuss the process for the cost allocation plan for 2015.

Friend of the Court

- No report provided.

Health Department (7)

ADMINISTRATION & FINANCE DIVISION

- Working on FY 2017 Budget
- Completed Medicaid cost settlement calculation for 2014 and have submitted it to the state for review and payment. The finance director and accountant disagreed with the final settlements that were sent to us for 2012 and 2013, so they sent in encounter detail and GTCHD received an additional \$67,974 for 2012 and \$60,007 for 2013 for an additional total of \$127,981. Nice work Marissa Milliron and Erin Carlson!

MEDICAL EXAMINER DIVISION

- Gave report to Benzie County commissioners on 2015 Benzie Medical Examiner deaths and status of medical examiner office activities.
- Participating in statewide medical examiner analysis and assessment of system and looking at best options for efficiency and quality of process throughout the state.

ENVIRONMENTAL HEALTH

- Norther Michigan Public Health Alliance / Environmental Health Committee- Tom Buss met with other Environmental Health Directors in Gaylord on May 31, 2016 to start a strategic planning process for the Northern Michigan Public Health Alliance organization. Our group is tasked to work on ways for local Environmental Health departments to work collaboratively towards common environmental health goals and strategies to strengthen our programs across northern michigan.
- Dog Kennel Inspections- Tom Buss completed the annual dog kennel inspections for calendar year 2016. These inspections are required by County Ordinance. A total of 18 kennels were inspected during the month of May.
- ServSafe Training Course- Environmental Health staff conducted their third one-day ServSafe training course for food management personnel in the Grand Traverse region. In Michigan, each food-service establishment is required by law to have at least one full time Certified Food Manager who has taken this class and passed a proctored exam to gain certification.
- Beach Life Stations- Environmental Health staff have completed the construction of an additional 16 life safety stations which will be distributed at public beaches throughout our region. This brings the total life stations constructed and distributed for the Grand Traverse, Leelanau and Benzie region to 61! The life stations are constructed as part of the "Play it Safe in the Water" campaign through the Northwest Michigan Water Safety Network. For

more information regarding this network, check us out on facebook at www.facebook.com/playitsafeinthewater.

EMERGENCY MANAGEMENT & PUBLIC HEALTH PREPAREDNESS DIVISION

➤ Emergency Management -

- o Months of planning cumulated in the Bayshore Marathon. It was a busy marathon for EMS as the weather was very warm and humid. 47 participants needed medical assistance and transport from the course and 7 of those required transport to Munson ER. The Unified Command Post was operational from 5:30am until late in the afternoon. Agencies operating in the Command Trailer: EM, Central Dispatch, TCPD, TCFD, Peninsula FD, GTSO, and North Flight EMS.
- o Planning meetings and Incident Action Plan development for National Cherry Festival is in high gear as well as Incident Action Plans for Great Lakes Equestrian Festival, Film Festival, and Northwest Michigan Fair.
- o A Hazard/Threat Assessment was conducted with GTSO at Tyson Brands (Sara Lee).
- o An active shooter exercise was conducted at NMC with TCPD and TCFD.
- o The Local Emergency Planning Committee (LEPC) used grant and hazardous materials (HAZMAT) site assessment monies from the state to subscribe to a HAZMAT site reporting/recording software system that will greatly enhance our ability to monitor, track, assess, and enforce the federal requirements at all county sites that have hazardous materials on site.

➤ Emergency Preparedness

- o Grand Traverse County Health Department and Northern Michigan Public Health Emergency Preparedness Director presented on the collaborative practice of preparing Grand Traverse County alongside its regional neighbors for large scale public health emergencies at the National Preparedness Conference held by the National Association of City and County Health Departments.
- o Grand Traverse County Health Department stood up the Northern Michigan Public Health Emergency Preparedness Share Point platform. This collaborative platform enables health departments across the northern region to strengthen, grow, and implement the planning, preparedness, and implementation of advanced emergency preparedness planning and response. This capacity was funded through the NMPHEP collaboration and is administered and managed out of the Grand Traverse County Health Department Office.
- o The NMPHEP June 23rd Emerging Infectious Disease Table Top Exercise Plan was finalized and the planning stages of the logistical operations of this seven county, three local health department exercise were conducted. This exercise will test Grand Traverse County Health Department's capacity to plan for, respond to, and grow from the next large scale public health emergency within Grand Traverse County and alongside our neighboring counties and partnering public health agencies.

- o Grand Traverse County Health Department Emergency Preparedness prepared the 2016 Budget Period 5 financial narrative and for GTCHD and NMPHEP and submitted to the state of Michigan. All budgets were approved and finalized moving into July 1st and work plans for the application to additional supportive state and federal grants have begun.
- o Grand Traverse County Health Department Emergency Preparedness joined community partners with the Bay Area Transportation Agency on advanced community growth and development.

COMMUNITY HEALTH DIVISION

ADOLESCENT HEALTH CLINICS:

➤ KTown-

- o Kingsley staff participated in the bike to school day with Safe Kids North Shore and the Kingsley School System. The event drew approximately 40 kids in spite of outdoor temperatures in the 40's and rain.
- o Clinic supervisor participated in a town hall event at TC West surrounding the topic of prescription drug abuse and adolescents.
- o Clinic staff attended a conference to learn about engaging adolescents through social media.
- o Clinic medical provider (NP) has been engaging students from Kingsley High School in weekly meetings detailing ideas on how to increase clinic participation and a potential rebranding campaign.
- o We are experiencing difficulties in scheduling mental health services to meet the increasing demand for our services.

➤ Youth Health and Wellness Center-

- o Clinic supervisor participated in a town hall event at TC West surrounding the topic of prescription drug abuse and adolescents.
- o Also, experiencing difficulties in scheduling mental health services to meet the increasing demand for our services.
- o Held our biannual Community Advisory Committee meeting with attendance by school staff and community members. Great progress was made.
- o Currently in process of remodeling/updating the clinic waiting room with assistance of the Student Advisory Committee. All services being provided by the Career Tech Center and students of the Career Tech Center. Goal is to make the waiting room more adolescent friendly.

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease Program- Congratulations to Erin Johnson on her recent promotion from Public Health Nurse to CD Program Coordinator. CD Nurses followed up on 70

reportable communicable diseases and animal bites in May. One community presentation about communicable diseases and reporting was provided to a local agency.

- Reproductive Health – Provided services to 100 men and women in May. Staff are becoming more comfortable in month three of our Electronic Health Record implementation, and were able to see more clients this month compared to April.
- Immunizations- Congratulations to Sheila Corner on her promotion from immunization lead to immunization program coordinator. Immunization administration numbers have been consistent this first quarter 2016 compared to 2015. We opened up multiple days in the month of June for parents needing waiver education appointments to meet Fall 2016 school entry requirements, while continuing to maintain full capacity openings for immunization vaccination appointments for all ages. We currently have an opening for a full-time Community Health Administrative Secretary, which includes responsibility as our Biologics Clerk for the Immunization program. During this vacancy period, we have been cross training two employees to the various critical responsibilities of this role eventually providing us greater depth of competency and coverage for time off. Additionally, we are seeking applicants for two public health nursing position vacancies to include work in our immunization program, as well as, our communicable disease, reproductive health, and maternal child programs.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Maternal Infant Health Program- Both Community Health Director and Maternal Child Health Supervisor attended our monthly regional quality improvement committee meeting held at the Grand Traverse County Health Department, which includes representatives from throughout northern Michigan local public health departments. Current average caseload is 275 clients with an average admission conversion of 89% this current year compared to last year's overall average of 84%, achieving 100% this past month. We provided 212 visits to our infants in this medicaid program, a record number this year so far by greater than 10%.
- Healthy Futures-Current average caseload is 560 clients, both pregnant women and postpartum moms and babies combined. We continue to explore additional funding sources for this growing outcome based universal program for Munson births not dually serviced through our Medicaid funded Maternal Infant Health Program.
- Children's Special Health Care Services- We welcomed new team member, Martha Thorell, one of the public health nurse case managers as she has transitioned her previous responsibilities and been orienting to the CSHCS program over this past month.
- Pediatric Cardiac Clinic- We participated in two specialty clinics providing Public Health Nurse Heide McNichols to serve 19 special needs cardiac clients in our community for the month of May 2016.
- Head Start- We held our annual Orientation Planning Meeting with Northwest Michigan Community Action Agency. Head Start physicals dates were set for September 2016. We project another successful year integrating services by having the Head Start Clinics based at GTCHD.

- WIC- We received 365 Project Fresh coupon books with \$20.00 per book. We are working in partnership with MSU Extension to provide education classes at the Health Department for our qualifying WIC clients in June 2016. Last year, we had a 74% redemption rate for Project Fresh, which was up from 67% in 2014.
- Hearing & Vision-We participated in Grand Traverse County's schools kindergarten round up process which usually begins at the end of April and extends through mid June.
- Blood Lead Follow-Up- status quo

Human Resources (5)

- Currently recruiting for 28 positions of which 7 are on hold. This year to date we have issued 60 requisitions. This time last year we had issued 46 requisitions.
- In May, we have had 4 employees who retired, 7 new hires-of which 3 are Seasonal Marine Deputies, 0 promotions and 3 separations from employment.
- Budget training was taped by HR and put for review on the County Youtube account. This is unlisted so is not public.
- The Fire and Safety Emergency plan was rolled out in the Manager's Meeting on May 25, 2016 and a meeting will be set with all the lead persons to instruct on their responsibilities.

Information Technology (2)

- A new voicemail server went live on Wednesday, June 2. Randy Filkins, Telecommunications Coordinator, has spent the majority of his time over the last couple of months setting up the system and re-configuring department auto-attendant menus. Departments were required to re-record each menu item for the system. All voicemail users also needed to re-record their greetings on the system.
- Demonstrations were held for new Construction Code software. Vendor references are being checked with a recommendation planned for a June Board meeting.
- District Court Probation will begin testing a new document imaging application in June that has been developed jointly by Greyson Chen-Landvoy, IT Programmer/Analyst, and District Court. District Court will be utilizing software licenses from the Prosecutor's Office. No additional software was required to be purchased for the new system.
- IT hosted a budget training session in May for departments that have new personnel that have not been through the process before.
- The IT department has seen a recent increase in phishing based spam emails. The emails often appear to come from someone the person knows and trusts asking the receiver to open a protected document where they must provide a username and password. It is surprising how many people respond and enter their credentials and then compromise their own email account. Other emails ask for a wire transfer to pay a consultant or states the person is in trouble and needs money to bail them out. Rich

Pantano, IT Technician, is sending out monthly cybersecurity emails to raise awareness of these issues. Sadly, everyone needs to question the legitimacy of every email received.

MSU Extension (7, 8)

- MSU Extension Grand Traverse County worked with Traverse City Mayor Jim Carruthers to establish a proclamation recognizing the first ever “Traverse City School Garden Week.” In recognition of school garden week, MSU Extension and partner Groundwork Center FoodCorps service members hosted a daylong school garden “extravaganza” at Traverse Heights Elementary School on May 20. A brief school assembly was organized to welcome the Mayor and introduce the concept of a proclamation to the gym full of students. Following the assembly, classes visited their school garden to transplant plants and participate in outdoor learning stations. The event was showcased by the Michigan Department of Education as a success story in community partnerships to support school health. MSU Extension Educator Sarah Eichberger accepted the proclamation at the May 23 City Council meeting.



- Free lawn and gardening help is again being offered through our Diagnostic Clinics this summer. Master Gardener volunteers are on hand from 10am to 2pm every Wednesday through September to help identify plants, weeds, insects and diseases, and to offer solutions for home landscape problems. Come in during Clinic hours or feel free to drop off samples any time during the week for experts to look at during Clinic hours. Additional help is available every weekday at MSU Extension’s free gardening hotline: 1-888-MSUE-4MI (1-888-678-3464) as well as our gardening resources website: www.migarden.msu.edu.
- “Your Money Your Goals” is a financial empowerment toolkit designed for front line service workers to better prepare them to help clients with financial issues and concerns. The toolkit was developed by the Consumer Financial Protection Bureau and Michigan State University Extension is a trainer. The training is free. However, Social Work CEU credits are available for a fee. Currently we have 7 training locations throughout the state from June through August. The first will be held in Traverse City on June 21. Registration information can be found [here](#).

Parks and Recreation (7)

- Parks and Recreation Commissioners approved entering into an agreement with the River Outfitters to provide the following services at Medalie Roadside Park, which is located on the Boardman River and Boardman Lake: kayak rentals, bike rentals, standup paddleboard rentals, “shuttle” service to other locations, on-site bike repair, minimal concession sales (water, Gatorade, snacks, with possibility open for expanding concessions and no exclusivity for first year), and events in the pavilion.

- Crystal Bindi Studios, through a partnership with Parks and Recreation, will offer summer recreational programming at Twin Lakes Park's Gilbert Lodge, including yoga, Zumba, stretching classes, Middle Eastern drumming, and even a "Wiggler" belly dancing class for little ones, aged three to six. The public is invited on Wednesday, June 8, from 5:30 to 8 p.m. to an open house at Gilbert Lodge, 6800 N. Long Lake Road, to sample some of the unique offerings for the summer and fall. to sign up for classes, and to experience demonstrations and live entertainment by drummers and dancers.
- Rotary Charities of Traverse City has awarded a \$50,000 grant to the Grand Traverse Bay YMCA "to help support the development of a sustainable business model for the Easling Pool," which the Y operates through a collaboration with County Parks and Recreation. Easling Pool and Y Central are located at the Civic Center. Grant monies will be used to help support programming such as water fitness classes, lap swimming, family swimming lessons, triathlon training, and community water safety education. Also supported by the grant will be the Y's income-based financial assistance program, which makes Y membership accessible to all. For more information, visit <http://www.gtbayymca.org> or call 231-922-4814.

Parks and Recreation/Senior Center Network (7)

- 70 new members were registered in April.
- 1,432 seniors participated in 4,864 units of service in April.
- Staff met with the City of Traverse City Mayor, Jim Carruthers to further discussions on a capital campaign to renovate the Traverse City Senior Center.
- We hosted 150 people at the 90 over 90 event where 72 nonagenarians were celebrated with a brunch at the Hagerty Center.
- 2016 Senior Expo at Howe Arena drew record crowds of over 1,500 people seeking information about senior services. Bay Area Senior Advocates put on this event of which Manager, Lori Wells, is Chair.
- Community Garden planted with the help of personal donations received from the Board of Commissioners.
- Record number of participants have registered for Hiking, Yoga, Pickleball, Shuffleboard and Cycling season.
- Received "Cheers" in Record Eagle for Senior Prom held on May 7th.
- Spring Travel destinations included: New York City, Grand Rapids and Lansing.

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

- Staff worked with the City of Traverse City in completing the Eighth Street planning and design charrette. Several hundred residents, business owners, and local officials participated in the event. Consultants are fine tuning a draft plan that was presented at the end of the five-day charrette and will be back in June.

- Staff is working on an economic development video for the County. Taping of the video will occur June 14 and 15. This is an opportunity to highlight the talent in the County and nationally promote the County and attract new businesses to locate here.

CONSTRUCTION CODE DIVISION (7)

- Hotel Indigo is now open. Inspectors worked tirelessly with the owner to secure the hotel grand opening date. This project demonstrates a successful partnership between private and public entities working together to achieve the best results.
- Beginning in June, a new approach for commercial projects will begin. A “pre-conference meeting” will be held prior to submittal of blueprints, which provides a comprehensive look at the project at the beginning. This approach was an outcome from various meetings with several contractors and staff and will be an opportunity for the owner, architect, and contractor to review the project and identify the expectations of both the owner and Construction Code staff.
- Permit numbers for the first quarter of 2016 show that residential are running consistent and commercial developments are down from 2015.

SOIL EROSION PROGRAM (8)

- The Administrative Consent Order (ACO) which was placed on the Village at Grand Traverse in Acme Township in 2015 was lifted on May 17, 2016 by the Department of Environmental Quality (DEQ) following an on-site meeting including Deputy Director Jean Derenzy, Soil Erosion Inspector Gwen Zagore, DEQ officials, site owner, Township Supervisor, and Grand Traverse Band representatives. The tremendous work that was completed by the site owner was well received. In April, 2016, the eighth monthly water quality report was submitted to DEQ. Data indicates that the water quality in Acme Creek continues to meet or exceed Part 4 water quality standards prescribed under Part 31 of the Water Resources Protection Section of Michigan’s Natural Resource and Environmental Protection Act. Lifting of the ACO allows new development to occur within the Village.
- Permit numbers for the first quarter of 2016 are similar to 2015.

Probate Court

- No report provided.

Prosecuting Attorney (7)

- Prosecution
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 May, we engaged in the following:
 - Authorized 213 misdemeanor warrants
 - Authorized 35 felony warrants
 - Authorized 26 juvenile petitions

- Initiated 8 neglect/abuse case
- Handled the following matters in Family Court:
 - 6 allegedly mentally ill cases
 - 17 referrals from Office of Child Support
 - 15 cases filed in Family Court
 - 8 Defendants served with Summons & Complaint
 - Obtained 12 Judgments of 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 May, we reviewed three contracts for the following departments:

- Administration: one
- Central Dispatch: one
- 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 May, we reviewed four requests, and provided advice and consultation to the following departments:

- Construction Codes: one
- Prosecuting Attorney: two
- Administration: 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 May, we answered questions/prepared memos for the Board of Commissioners and various departments including:

- Administration
- Parks and Recreation
- Health
- Finance
- Equalization

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 May 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 May, we represented the County in the following cases:

- *Grand Traverse County v. Dawnisha Anderson et al.* In May, we filed 7 separate inmate reimbursement lawsuits seeking \$13,454.37 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.
- *North Bay Produce, Inc. v. Cherry Central Cooperative, Inc. et al.* This is a re-plat action where Plaintiff is seeking a court order allowing an amendment to the plat for Wood Cliff Hills Subdivision vacating Wood Cliff Hills Drive. The County Drain Commissioner has been named as a Defendant in this lawsuit. Mr. McElyea is not objecting to the street vacation because it would not impact a County drain. Because the Drain Commissioner is not objecting, we have filed an answer stating that the vacation is not being opposed. A consent judgment should be prepared next resolving the case as to the Drain Commissioner. A proposed judgment has been drafted and reviewed. We are now awaiting entry of the judgment with Circuit Court.

Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of May, Chris Forsyth attended both regular board meetings.

Public Works (7, 8)

- No report provided.

Register of Deeds (2, 4)

- No report provided.

Sheriff (7)

- No report provided.

Treasurer (1)

- Started creating 2016 tax databases for each township with the numbers reported by county Equalization. We will continue to update and maintain these databases throughout the year to balance and reconcile with the townships before their summer & winter tax bills are run.
- Started working on 2015 Treasurer's Report/Delinquent tax report to be presented to the board in June.
- Processed 96 regular service, and 30 expedited passports in May, 4 of 5 employees took recertification test for 2016.

Veterans Affairs (7)

- No report provided.

ACME TOWNSHIP - Addendum to Treasurer's Report

Reconciled with Bank as of May 31, 2016

		FUND #	April 29, 2016 Account Balance	NET CHANGE	May 31, 2016 Account Balance
	Chase Bank		\$ 1,031,284	\$ (19,975)	\$ 1,011,309
	Chemical Bank - High Yield	101-206	\$ 156,819	\$ 13	\$ 156,833
	Chemical Bank - Money Market Plus	207-209	\$ 297,316	\$ 25	\$ 297,341
	Chemical Bank - Liquor Fund	212-246	\$ 6,991	\$ 0	\$ 6,991
A	TOTAL BANK ACCOUNTS FOR GENERAL FUND		\$ 1,492,410	\$ (19,936)	\$ 1,472,473
	Self Funded Accts Payable 6 Months	Committed 101	\$ 361,177	\$ -	\$ 361,177
	Saylor Park Boat Launch Imp	Motion 101	\$ 95,052	\$ (40,790)	\$ 54,262
	Septage Plant Bond Buyout	Committed 101	\$ 179,546	\$ -	\$ 179,546
	Water Engineering Study (GTB Grant)	Restricted 101	\$ 14,000	\$ -	\$ 14,000
	GTTC Engineer Project Management	Committed 101	\$ 32,000	\$ -	\$ 32,000
	Public Broadcast Equipment Fund	Restricted 101	\$ 6,864	\$ -	\$ 6,864
	PA48 Metro Fund -(PA 48 Twp Imp (SAD) \$20,401)	Restricted 101	\$ 39,038	\$ -	\$ 39,038
	Park Match \$25,000 Per Yr (Start 15/16 Yr)	Motion 101	\$ 25,000	\$ -	\$ 25,000
B	Sub-Total Assigned From GENERAL FUND	101	\$ 752,677	\$ (40,790)	\$ 711,887
Funds within General Fund Bank Account (Restricted or Committed)					
	Fire Fund <i>Special Assessment</i>	Restricted 206	\$ 74,273	\$ (24,070)	\$ 50,202
	Police Fund <i>Special Assessment</i>	Restricted 207	\$ 117,902	\$ 2,416	\$ 120,318
	Parks Fund	Committed 208	\$ 38,089	\$ 350.17	\$ 38,439
	Cemetery Fund	Committed 209	\$ 7,239	\$ 2,476	\$ 9,715
	Liquor Fund	Restricted 212	\$ 7,128	\$ 0	\$ 7,128
	Township Improvement (SAD)	Committed 246	\$ -	\$ -	\$ -
	SUB-TOTAL (Restricted or Committed)		\$ 244,631	\$ (18,828)	\$ 225,803
C	BALANCE	101	\$ 495,101		\$ 534,783
			Note ((A)-(B+C))		Note ((A)-(B+C))
RESTRICTED BY BOARD RESOLUTION ACCOUNTS (Separate Checking Accounts):					
	Shoreline Preserv. Fund	Committed 224	\$ 1,378	\$ 0.10	\$ 1,378
	Parks & Recreation Closed	Closed 226	\$ -	\$ -	\$ -
	Saylor Park Boat Launch Imp	Committed 401	\$ 91,733	\$ (11,513.58)	\$ 80,220
	Parks/Shoreline Fund (New Urbanist to Park/Shoreline)	Closed 227	\$ -	\$ -	\$ -
	SUB-TOTAL		\$ 93,111		\$ 81,597
D	RESTRICTED BY MILLAGE:				
	Farmland <i>Millage Chemical Bank</i>	Restricted 225	\$ 5,200	\$ 0.22	\$ 5,200
	Farmland <i>Millage Chase Bank</i>	Restricted 225	\$ 375,486	\$ 12,520.14	\$ 388,006
	Farmland Totals		\$ 3	\$ 12,520.36	\$ 393,206
	Tax Collection	Temporary Funds 703	\$ 79,771	\$ (73,288)	\$ 6,483
			\$ 79,774		\$ 399,689
E	RESTRICTED BY REVENUE SOURCE ACCOUNTS:				
	Sewer Fund Chemical Bank	Restricted 590	\$ 196,823	\$ 17	\$ 196,840
	Sewer Fund Chase Bank	Restricted 590	\$ 1,952,009	\$ 174,772	\$ 2,126,781
	Sewer Fund Totals	Restricted 590	\$ 2,148,832	\$ 174,788	\$ 2,323,620
	Hope Village Water -Fund Balance		\$ 6,156		\$ 6,156
	Operation & Maintenance-Fund Balance		\$ 242,043		\$ 242,043
	Replacement-Fund Balance		\$ 161,362		\$ 161,362
	Improvement -Fund Balance		\$ 1,210,217		\$ 1,210,217
	Planning Review Fees (Trust & Agency) Escrow	Restricted 701	\$ -	\$ -	\$ -
	Holiday Hills Special Assessment	Restricted 818	\$ 231,051	\$ 3,859	\$ 234,910
	ACME TOWNSHIP RESTRICTED FUNDS		\$ 2,379,883		\$ 2,558,531
F	ACME TOWNSHIP ALL ACCOUNT BALANCES		\$ 4,045,179.0		\$ 4,512,291
			NOTE: (A+D+E+F)		NOTE: (A+D+E+F)

Notes: Committed = Board Resolution Restricted= Law or Outside Agency Controls Use of Funds


Bank Code	Description	Beginning Balance 04/30/2016	Total Debits	Total Credits	Ending Balance 05/31/2016
CHASE	GENERAL FUND				
101	GENERAL FUND	831,088.34	44,394.18	87,206.79	788,275.73
206	FIRE FUND	74,272.59	40,685.40	64,755.83	50,202.16
207	POLICE PROTECTION	117,901.69	2,416.09	0.00	120,317.78
208	PARK FUND	38,086.89	355.01	2.42	38,439.48
209	CEMETERY FUND	7,239.42	2,500.00	23.97	9,715.45
212	LIQUOR FUND	137.50	0.00	0.00	137.50
	GENERAL FUND	1,068,726.43	90,350.68	151,989.01	1,007,088.10
FARM	FARMLAND PRESERVATION				
225	FARMLAND PRESERVATION	375,461.72	12,568.30	24.08	388,005.94
	FARMLAND PRESERVATION	375,461.72	12,568.30	24.08	388,005.94
FARMM	FARMLAND PRESERVATION - MONEY MARKET				
225	FARMLAND PRESERVATION	5,199.75	0.64	0.21	5,200.18
	FARMLAND PRESERVATION - MONEY MARKET	5,199.75	0.64	0.21	5,200.18
GENHY	GENERAL FUND - HIGH YIELD				
101	GENERAL FUND	156,810.02	31.70	9.21	156,832.51
	GENERAL FUND - HIGH YIELD	156,810.02	31.70	9.21	156,832.51
GENMM	GENERAL FUND - MONEY MARKET				
101	GENERAL FUND	297,298.05	60.10	17.46	297,340.69
	GENERAL FUND - MONEY MARKET	297,298.05	60.10	17.46	297,340.69
LIQ	LIQUOR MONEY MARKET				
212	LIQUOR FUND	6,990.32	0.88	0.29	6,990.91
	LIQUOR MONEY MARKET	6,990.32	0.88	0.29	6,990.91
PARKS	SAYLER PARK BOAT LAUNCH				
401	SAYLER PARK BOAT LAUNCH CAPITAL FUND	91,733.08	0.17	11,513.75	80,219.50
	SAYLER PARK BOAT LAUNCH	91,733.08	0.17	11,513.75	80,219.50
PETTY	PETTY CASH				
101	GENERAL FUND	200.00	0.00	0.00	200.00
	PETTY CASH	200.00	0.00	0.00	200.00
SADH	HOLIDAY 818				
818	HOLIDAY HILLS AREA IMPROVEMENT	231,051.07	3,859.10	0.00	234,910.17
	HOLIDAY 818	231,051.07	3,859.10	0.00	234,910.17

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DB: ACME TOWNSHIP

CASH SUMMARY BY BANK FOR ACME TOWNSHIP
FROM 04/30/2016 TO 05/31/2016

Page: 2/2

Bank Code	Description	Beginning Balance 04/30/2016	Total Debits	Total Credits	Ending Balance 05/31/2016
SEWER 590	ACME RELIEF SEWER	1,951,881.26	175,112.28	212.83	2,126,780.71
	ACME RELIEF SEWER	<u>1,951,881.26</u>	<u>175,112.28</u>	<u>212.83</u>	<u>2,126,780.71</u>
SEWMM 590	ACME RELIEF SEWER MONEY MARKET	196,811.50	39.79	11.56	196,839.73
	ACME RELIEF SEWER MONEY MARKET	<u>196,811.50</u>	<u>39.79</u>	<u>11.56</u>	<u>196,839.73</u>
SHORE 224	SHORELINE PRESERVATION	1,377.80	0.28	0.09	1,377.99
	SHORELINE PRESERVATION	<u>1,377.80</u>	<u>0.28</u>	<u>0.09</u>	<u>1,377.99</u>
TAX 703	CURRENT TAX COLLECTION	79,574.73	5,642.67	81,390.10	3,827.30
	CURRENT TAX COLLECTION	<u>79,574.73</u>	<u>5,642.67</u>	<u>81,390.10</u>	<u>3,827.30</u>
	TOTAL - ALL FUNDS	<u>4,463,115.73</u>	<u>287,666.59</u>	<u>245,168.59</u>	<u>4,505,613.73</u>

 6/27/16.

PERIOD ENDING 05/31/2016

		2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		AMENDED	05/31/2016	MONTH 05/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	CURRENT PROPERTY TAXES	226,500.00	214,535.47	(643.14)	11,964.53	94.72
101-000-412.000	PERSONAL PROP TAXES	1,000.00	13,190.88	13,190.88	(12,190.88)	1,319.09
101-000-445.020	PENALTIES& INTEREST	500.00	2,714.16	58.10	(2,214.16)	542.83
101-000-447.000	ADMINISTRATIVE FEE 1%	104,600.00	103,673.75	2,807.63	926.25	99.11
101-000-448.000	CABLE TV FEE	82,500.00	64,557.94	20,825.21	17,942.06	78.25
101-000-465.000	PASSPORT FEES	3,200.00	1,806.00	0.00	1,394.00	56.44
101-000-574.000	ST SHARED SALES TAX	344,895.00	219,132.00	0.00	125,763.00	63.54
101-000-577.000	SWAMP TAX	1,000.00	1,380.52	0.00	(380.52)	138.05
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	52.00	0.00	(52.00)	100.00
101-000-608.001	Zoning Fees	14,500.00	10,787.67	340.00	3,712.33	74.40
101-000-610.000	Revenues for Escrow Account	60,000.00	71,650.64	0.00	(11,650.64)	119.42
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	237.15	38.46	262.85	47.43
101-000-665.001	INTEREST SEPTAGE RECEIVED	1,400.00	2,705.23	1,321.12	(1,305.23)	193.23
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	111,129.52	6,475.38	(87,129.52)	463.04
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
Total Dept 000		927,495.00	838,123.45	44,413.64	89,371.55	90.36
TOTAL Revenues		927,495.00	838,123.45	44,413.64	89,371.55	90.36
Expenditures						
Dept 000						
101-000-465.001	POSTAGE FOR PASSPORTS	550.00	652.18	0.00	(102.18)	118.58
101-000-992.000	CONTINGENCY	25,560.00	0.00	0.00	25,560.00	0.00
101-000-994.000	TC TALUS CONTRACT SERVICES	800.00	1,000.00	0.00	(200.00)	125.00
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
Total Dept 000		124,608.00	97,519.04	0.00	27,088.96	78.26
Dept 101-TOWNSHIP BOARD OF TRUSTEES						
101-101-702.000	SALARIES	27,000.00	24,688.36	2,230.76	2,311.64	91.44
101-101-703.001	SECRETARY	29,700.00	26,382.67	2,261.61	3,317.33	88.83
101-101-705.001	PER DIEM TRUSTEES	500.00	0.00	0.00	500.00	0.00
101-101-710.000	UNEMPLOYMENT EXPENSE	0.00	2,584.57	2,584.57	(2,584.57)	100.00
101-101-714.000	FICA LOCAL SHARE	4,650.00	3,690.44	367.20	959.56	79.36
101-101-726.000	SUPPLIES & POSTAGE	3,000.00	1,771.19	0.00	1,228.81	59.04
101-101-801.000	ACCOUNTING & AUDIT	11,000.00	9,900.00	0.00	1,100.00	90.00
101-101-801.001	INTERNAL ACCOUNTANT	2,500.00	785.00	0.00	1,715.00	31.40
101-101-802.001	ATTORNEY SERVICES LITIGATION	1,000.00	345.00	30.00	655.00	34.50
101-101-802.002	ATTORNEY SERVICES	17,000.00	7,497.33	1,176.00	9,502.67	44.10
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	13,324.50	4,794.50	11,675.50	53.30
101-101-804.000	SOFTWARE SUPPORT & PROCESSIN	57,674.67	53,941.32	1,400.65	3,733.35	93.53
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	2,922.51	270.02	347.49	89.37
101-101-900.000	PUBLICATIONS	2,000.00	2,222.84	573.60	(222.84)	111.14

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GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-101-910.000	INSURANCE	8,084.00	6,880.04	307.70	1,203.96	85.11
101-101-946.001	SUPPLIES/POSTAGE	150.00	113.00	0.00	37.00	75.33
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	5,667.87	33.98	(317.87)	105.94
Total Dept 101-TOWNSHIP BOARD OF TRUSTEES		249,378.67	182,786.64	16,030.59	66,592.03	73.30
Dept 171-SUPERVISOR EXPENDITURES						
101-171-702.000	SALARIES	37,000.00	33,300.04	2,846.16	3,699.96	90.00
101-171-714.000	FICA LOCAL SHARE	3,040.00	2,810.95	241.28	229.05	92.47
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	3,773.80	315.38	226.20	94.35
101-171-910.000	INSURANCE	4,000.00	3,584.70	307.70	415.30	89.62
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	43,469.49	3,710.52	6,170.51	87.57
Dept 191-ELECTION EXPENDITURES						
101-191-702.000	SALARIES	10,000.00	3,844.00	952.50	6,156.00	38.44
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	1,904.71	384.95	3,095.29	38.09
101-191-900.000	PUBLICATIONS	800.00	147.00	73.50	653.00	18.38
Total Dept 191-ELECTION EXPENDITURES		16,180.00	5,895.71	1,410.95	10,284.29	36.44
Dept 209-ASSESSOR'S EXPENDITURES						
101-209-702.000	SALARIES	5,000.00	4,583.37	416.67	416.63	91.67
101-209-714.000	FICA LOCAL SHARE	383.00	350.63	31.88	32.37	91.55
101-209-726.000	SUPPLIES & POSTAGE	2,500.00	2,820.52	0.00	(320.52)	112.82
101-209-803.002	ASSESSING CONTRACT SERVICES	40,000.00	36,666.74	3,333.34	3,333.26	91.67
101-209-803.004	ASSESSOR'S EVALUATION SERVICES	2,000.00	600.00	0.00	1,400.00	30.00
101-209-804.000	SOFTWARE SUPPORT & PROCESSIN	1,500.00	1,720.00	0.00	(220.00)	114.67
Total Dept 209-ASSESSOR'S EXPENDITURES		51,383.00	46,741.26	3,781.89	4,641.74	90.97
Dept 215-CLERK'S EXPENDITURES						
101-215-702.000	SALARIES	37,008.00	33,164.76	2,846.76	3,843.24	89.62
101-215-703.000	WAGES DEPUTY/SEC/PRT TIME	18,304.00	13,472.00	1,444.00	4,832.00	73.60
101-215-714.000	FICA LOCAL SHARE	4,231.00	3,082.52	283.59	1,148.48	72.86
101-215-726.000	SUPPLIES & POSTAGE	1,500.00	1,077.29	0.00	422.71	71.82
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	1,525.43	16.22	474.57	76.27
101-215-874.000	RETIREMENT/PENSION	5,538.00	3,416.16	284.68	2,121.84	61.69
101-215-910.000	INSURANCE	12,200.00	11,006.58	1,032.99	1,193.42	90.22
101-215-958.000	EDUCATION/TRAINING/CONVENTION	2,000.00	1,588.00	0.00	412.00	79.40
Total Dept 215-CLERK'S EXPENDITURES		84,281.00	68,332.74	5,908.24	15,948.26	81.08
Dept 247-BOARD OF REVIEW						
101-247-702.000	SALARIES	800.00	585.00	0.00	215.00	73.13

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GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-247-714.000	FICA LOCAL SHARE	61.00	44.77	0.00	16.23	73.39
101-247-900.000	PUBLICATIONS	100.00	41.13	0.00	58.87	41.13
101-247-956.000	MISCELLANEOUS	200.00	95.55	0.00	104.45	47.78
Total Dept 247-BOARD OF REVIEW		1,161.00	766.45	0.00	394.55	66.02
Dept 253-TREASURER'S EXPENDITURES						
101-253-702.000	SALARIES	25,159.00	22,546.26	1,935.30	2,612.74	89.62
101-253-703.000	WAGES DEPUTY/SEC/PRT TIME	25,159.00	22,546.26	1,935.30	2,612.74	89.62
101-253-714.000	FICA LOCAL SHARE	3,825.00	3,358.08	287.78	466.92	87.79
101-253-726.000	SUPPLIES & POSTAGE	5,000.00	4,894.39	48.00	105.61	97.89
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	4,644.96	387.08	387.04	92.31
101-253-910.000	INSURANCE	2,200.00	1,050.96	98.81	1,149.04	47.77
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	59,040.91	4,692.27	10,334.09	85.10
Dept 265-TOWNHALL EXPENDITURES						
101-265-726.000	SUPPLIES & POSTAGE	1,500.00	2,349.05	119.28	(849.05)	156.60
101-265-851.000	CABLE INTERNET SERVICES	4,000.00	3,714.54	288.88	285.46	92.86
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	11,000.00	10,440.72	838.12	559.28	94.92
101-265-921.000	STREET LIGHTS	12,500.00	8,725.26	955.70	3,774.74	69.80
101-265-922.000	MICH CON GAS	4,000.00	2,654.68	298.19	1,345.32	66.37
101-265-923.000	SEWER TOWNSHIP HALL	800.00	300.00	30.00	500.00	37.50
101-265-930.000	REPAIRS & MAINT	5,500.00	6,419.81	580.18	(919.81)	116.72
Total Dept 265-TOWNHALL EXPENDITURES		39,300.00	34,604.06	3,110.35	4,695.94	88.05
Dept 410-PLANNING & ZONING EXPENDITURES						
101-410-702.002	ZONING ADMIN SALARY	50,000.00	40,327.89	3,576.92	9,672.11	80.66
101-410-705.000	PER DIEM PLANNING/ZBA	18,500.00	7,000.00	0.00	11,500.00	37.84
101-410-714.000	FICA LOCAL SHARE	5,210.00	4,036.08	297.18	1,173.92	77.47
101-410-726.000	SUPPLIES & POSTAGE	400.00	258.52	0.00	141.48	64.63
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	11,987.67	1,074.00	4,012.33	74.92
101-410-802.003	ATTORNEY T & A	20,000.00	6,674.72	510.00	13,325.28	33.37
101-410-803.000	PLANNER SERVICES	15,000.00	5,919.32	0.00	9,080.68	39.46
101-410-803.001	PLANNING CONSULTANT	18,000.00	9,802.50	1,830.00	8,197.50	54.46
101-410-803.004	ENGINEERING SERVICES T&A	18,000.00	20,083.50	540.00	(2,083.50)	111.58
101-410-803.005	PLANNING & CONSULTANT T & A	29,000.00	34,024.37	0.00	(5,024.37)	117.33
101-410-804.000	SOFTWARE SUPPORT & PROCESSIN	500.00	1,330.87	1,330.87	(830.87)	266.17
101-410-860.000	TRAVEL & MILEAGE	500.00	231.20	0.00	268.80	46.24
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	2,072.95	337.20	427.05	82.92
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	3,506.52	307.70	6,493.48	35.07
101-410-949.000	RENTAL OF SPACE	300.00	0.00	0.00	300.00	0.00
101-410-956.000	MISCELLANEOUS	0.00	495.00	495.00	(495.00)	100.00
101-410-958.000	EDUCATION/TRAINING/CONVENTION	2,500.00	655.00	0.00	1,845.00	26.20
101-410-960.000	dues subscriptions	500.00	350.00	0.00	150.00	70.00

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Fund 101 - GENERAL FUND						
Expenditures						
101-410-964.000	REIMBURSEMENTS	0.00	501.00	0.00	(501.00)	100.00
Total Dept 410-PLANNING & ZONING EXPENDITURES		210,410.00	149,351.49	10,298.87	61,058.51	70.98
Dept 750-MAINT & PARKS EXPENDITURES						
101-750-702.000	SALARIES	47,600.00	44,806.52	4,696.70	2,793.48	94.13
101-750-703.000	WAGES DEPUTY/SEC/PRT TIME	9,000.00	7,557.00	582.00	1,443.00	83.97
101-750-714.000	FICA LOCAL SHARE	4,230.00	3,311.55	338.96	918.45	78.29
101-750-726.000	SUPPLIES & POSTAGE	2,000.00	333.17	0.00	1,666.83	16.66
101-750-860.000	TRAVEL & MILEAGE	95.00	32.00	0.00	63.00	33.68
101-750-874.000	RETIREMENT/PENSION	4,760.00	4,592.91	469.67	167.09	96.49
101-750-910.000	INSURANCE	13,000.00	10,954.38	1,029.31	2,045.62	84.26
101-750-930.000	REPAIRS & MAINT	127,490.00	119,515.86	28,053.18	7,974.14	93.75
101-750-930.001	PARK EQUIP MAINT	0.00	468.76	0.00	(468.76)	100.00
101-750-956.000	MISCELLANEOUS	2,000.00	5,500.00	0.00	(3,500.00)	275.00
Total Dept 750-MAINT & PARKS EXPENDITURES		210,175.00	197,072.15	35,169.82	13,102.85	93.77
Dept 861-RETIREMENT/PENSION						
101-861-874.000	RETIREMENT/PENSION	2,040.00	2,040.00	0.00	0.00	100.00
Total Dept 861-RETIREMENT/PENSION		2,040.00	2,040.00	0.00	0.00	100.00
Dept 865-INSURANCE						
101-865-910.000	INSURANCE	12,100.00	14,259.00	2,172.00	(2,159.00)	117.84
Total Dept 865-INSURANCE		12,100.00	14,259.00	2,172.00	(2,159.00)	117.84
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		1,120,431.67	901,878.94	86,285.50	218,552.73	80.49
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		927,495.00	838,123.45	44,413.64	89,371.55	90.36
TOTAL EXPENDITURES		1,120,431.67	901,878.94	86,285.50	218,552.73	80.49
NET OF REVENUES & EXPENDITURES		(192,936.67)	(63,755.49)	(41,871.86)	(129,181.18)	33.04

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Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-402.000	CURRENT PROPERTY TAXES	733,463.00	739,296.29	40,685.40	(5,833.29)	100.80
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	740,195.29	40,685.40	(2,732.29)	100.37
TOTAL Revenues		737,463.00	740,195.29	40,685.40	(2,732.29)	100.37
Expenditures						
Dept 000						
206-000-802.004	CONTRACTED EMPLOYEE SERVICES	91,300.00	66,194.64	7,089.12	25,105.36	72.50
206-000-805.000	METRO FIRE CONTRACT	645,447.12	669,365.77	57,666.71	(23,918.65)	103.71
206-000-964.000	REIMBURSEMENTS	0.00	899.00	0.00	(899.00)	100.00
Total Dept 000		736,747.12	736,459.41	64,755.83	287.71	99.96
TOTAL Expenditures		736,747.12	736,459.41	64,755.83	287.71	99.96
Fund 206 - FIRE FUND:						
TOTAL REVENUES		737,463.00	740,195.29	40,685.40	(2,732.29)	100.37
TOTAL EXPENDITURES		736,747.12	736,459.41	64,755.83	287.71	99.96
NET OF REVENUES & EXPENDITURES		715.88	3,735.88	(24,070.43)	(3,020.00)	521.86

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Fund 207 - POLICE PROTECTION						
Revenues						
Dept 000						
207-000-402.000	CURRENT PROPERTY TAXES	43,850.00	43,905.96	2,416.09	(55.96)	100.13
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	15,000.00	15,000.00	0.00	0.00	100.00
Total Dept 000		86,400.00	58,905.96	2,416.09	27,494.04	68.18
TOTAL Revenues		86,400.00	58,905.96	2,416.09	27,494.04	68.18
Expenditures						
Dept 000						
207-000-802.000	COMMUNITY POLICING CONTRACT	78,500.00	57,898.25	0.00	20,601.75	73.76
Total Dept 000		78,500.00	57,898.25	0.00	20,601.75	73.76
TOTAL Expenditures		78,500.00	57,898.25	0.00	20,601.75	73.76
Fund 207 - POLICE PROTECTION:						
TOTAL REVENUES		86,400.00	58,905.96	2,416.09	27,494.04	68.18
TOTAL EXPENDITURES		78,500.00	57,898.25	0.00	20,601.75	73.76
NET OF REVENUES & EXPENDITURES		7,900.00	1,007.71	2,416.09	6,892.29	12.76

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Fund 208 - PARK FUND						
Revenues						
Dept 000						
208-000-600.000	CONTRIBUTIONS FROM RESIDENTS	5,200.00	470.00	350.00	4,730.00	9.04
208-000-665.000	INTEREST ON INVESTMENTS	5.00	13.13	0.17	(8.13)	262.60
208-000-699.000	TRANS IN FRM OTHER FUNDS	37,957.06	37,956.35	0.00	0.71	100.00
Total Dept 000		43,162.06	38,439.48	350.17	4,722.58	89.06
TOTAL Revenues		43,162.06	38,439.48	350.17	4,722.58	89.06
Expenditures						
Dept 000						
208-000-930.005	SHORELINE REDEVELOPMENT	34,000.00	0.00	0.00	34,000.00	0.00
Total Dept 000		34,000.00	0.00	0.00	34,000.00	0.00
TOTAL Expenditures		34,000.00	0.00	0.00	34,000.00	0.00
Fund 208 - PARK FUND:						
TOTAL REVENUES		43,162.06	38,439.48	350.17	4,722.58	89.06
TOTAL EXPENDITURES		34,000.00	0.00	0.00	34,000.00	0.00
NET OF REVENUES & EXPENDITURES		9,162.06	38,439.48	350.17	(29,277.42)	419.55

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Fund 209 - CEMETERY FUND						
Revenues						
Dept 000						
209-000-643.000	CEMETARY lot &plots	2,400.00	4,400.00	2,000.00	(2,000.00)	183.33
209-000-646.000	BURIAL FEE PAYMENTS	3,000.00	2,700.00	500.00	300.00	90.00
Total Dept 000		5,400.00	7,100.00	2,500.00	(1,700.00)	131.48
TOTAL Revenues		5,400.00	7,100.00	2,500.00	(1,700.00)	131.48
Expenditures						
Dept 000						
209-000-726.000	SUPPLIES & POSTAGE	500.00	170.90	0.00	329.10	34.18
209-000-802.004	CONTRACTED EMPLOYEE SERVICES	2,000.00	1,900.00	0.00	100.00	95.00
209-000-930.000	REPAIRS & MAINT	2,500.00	118.92	23.97	2,381.08	4.76
Total Dept 000		5,000.00	2,189.82	23.97	2,810.18	43.80
TOTAL Expenditures		5,000.00	2,189.82	23.97	2,810.18	43.80
Fund 209 - CEMETERY FUND:						
TOTAL REVENUES		5,400.00	7,100.00	2,500.00	(1,700.00)	131.48
TOTAL EXPENDITURES		5,000.00	2,189.82	23.97	2,810.18	43.80
NET OF REVENUES & EXPENDITURES		400.00	4,910.18	2,476.03	(4,510.18)	1,227.55

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REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

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GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	05/31/2016 (ABNORMAL)	MONTH 05/31/2016 INCREASE (DECREASE)	BALANCE (ABNORMAL)			
Fund 212 - LIQUOR FUND								
Revenues								
Dept 000								
212-000-443.000	LIQUOR LICENSE FEES	9,000.00	9,104.70	0.00	(104.70)	101.16		
212-000-665.000	INTEREST ON INVESTMENTS	0.00	4.38	0.30	(4.38)	100.00		
Total Dept 000		9,000.00	9,109.08	0.30	(109.08)	101.21		
TOTAL Revenues		9,000.00	9,109.08	0.30	(109.08)	101.21		
Expenditures								
Dept 000								
212-000-999.000	TRANSFER TO OTHER FUNDS	15,000.00	15,000.00	0.00	0.00	100.00		
Total Dept 000		15,000.00	15,000.00	0.00	0.00	100.00		
TOTAL Expenditures		15,000.00	15,000.00	0.00	0.00	100.00		
Fund 212 - LIQUOR FUND:								
TOTAL REVENUES		9,000.00	9,109.08	0.30	(109.08)	101.21		
TOTAL EXPENDITURES		15,000.00	15,000.00	0.00	0.00	100.00		
NET OF REVENUES & EXPENDITURES		(6,000.00)	(5,890.92)	0.30	(109.08)	98.18		

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GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 224 - SHORELINE PPRESERVATION						
Revenues						
Dept 000						
224-000-665.000	INTEREST ON INVESTMENTS	0.00	0.61	0.10	(0.61)	100.00
Total Dept 000		0.00	0.61	0.10	(0.61)	100.00
TOTAL Revenues		0.00	0.61	0.10	(0.61)	100.00
Fund 224 - SHORELINE PPRESERVATION:						
TOTAL REVENUES		0.00	0.61	0.10	(0.61)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.61	0.10	(0.61)	100.00

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PERIOD ENDING 05/31/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 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	226,863.43	12,493.09	38,136.57	85.61
225-000-665.000	INTEREST ON INVESTMENTS	10.00	133.31	27.27	(123.31)	1,333.10
225-000-676.000	REIMBURSEMENTS	0.00	1,385.69	0.00	(1,385.69)	100.00
Total Dept 000		265,010.00	228,382.43	12,520.36	36,627.57	86.18
TOTAL Revenues		265,010.00	228,382.43	12,520.36	36,627.57	86.18
Expenditures						
Dept 000						
225-000-802.002	ATTORNEY SERVICES	3,000.00	90.00	0.00	2,910.00	3.00
225-000-802.004	CONTRACTED EMPLOYEE SERVICES	20,000.00	22,500.00	0.00	(2,500.00)	112.50
225-000-941.000	PDR PYMT TO LANDOWNERS	200,000.00	0.00	0.00	200,000.00	0.00
225-000-942.000	APPRASAL EXPENSES	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 000		225,500.00	22,590.00	0.00	202,910.00	10.02
TOTAL Expenditures		225,500.00	22,590.00	0.00	202,910.00	10.02
Fund 225 - FARMLAND PRESERVATION:						
TOTAL REVENUES		265,010.00	228,382.43	12,520.36	36,627.57	86.18
TOTAL EXPENDITURES		225,500.00	22,590.00	0.00	202,910.00	10.02
NET OF REVENUES & EXPENDITURES		39,510.00	205,792.43	12,520.36	(166,282.43)	520.86

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GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 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

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GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 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

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GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 401 - SAYLER PARK BOAT LAUNCH CAPITAL FUND						
Revenues						
Dept 000						
401-000-600.000	CONTRIBUTIONS FROM RESIDENTS	0.00	2,500.00	0.00	(2,500.00)	100.00
401-000-602.002	WATERWAYS GRANT	0.00	25,197.75	0.00	(25,197.75)	100.00
401-000-602.003	FISHERIES GRANT	0.00	11,656.00	0.00	(11,656.00)	100.00
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	142,255.88	0.00	(39,351.20)	138.24
TOTAL Revenues		102,904.68	142,255.88	0.00	(39,351.20)	138.24
Expenditures						
Dept 000						
401-000-726.000	SUPPLIES & POSTAGE	300.00	128.01	0.00	171.99	42.67
401-000-803.000	PLANNER SERVICES	20,000.00	25,573.58	1,013.58	(5,573.58)	127.87
401-000-930.002	PARKS & RECREATION EXPENDITURE	10,000.00	36,335.50	10,500.00	(26,335.50)	363.36
401-000-999.000	TRANSFER TO OTHER FUNDS	0.00	(0.71)	0.00	0.71	100.00
Total Dept 000		30,300.00	62,036.38	11,513.58	(31,736.38)	204.74
TOTAL Expenditures		30,300.00	62,036.38	11,513.58	(31,736.38)	204.74
Fund 401 - SAYLER PARK BOAT LAUNCH CAPITAL FUND:						
TOTAL REVENUES		102,904.68	142,255.88	0.00	(39,351.20)	138.24
TOTAL EXPENDITURES		30,300.00	62,036.38	11,513.58	(31,736.38)	204.74
NET OF REVENUES & EXPENDITURES		72,604.68	80,219.50	(11,513.58)	(7,614.82)	110.49

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GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 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	1,251,777.04	167,014.79	(381,777.04)	143.88
590-000-633.000	REPLACEMENT	0.00	840.00	840.00	(840.00)	100.00
590-000-634.000	IMPROVEMENTS	0.00	3,360.00	3,360.00	(3,360.00)	100.00
590-000-665.000	INTEREST ON INVESTMENTS	525.00	972.06	158.50	(447.06)	185.15
Total Dept 000		870,525.00	1,256,949.10	171,373.29	(386,424.10)	144.39
Dept 550-HOPE VILLAGE- WATER						
590-550-450.000	USAGE FEES	14,000.00	14,000.75	3,500.00	(0.75)	100.01
Total Dept 550-HOPE VILLAGE- WATER		14,000.00	14,000.75	3,500.00	(0.75)	100.01
TOTAL Revenues		884,525.00	1,270,949.85	174,873.29	(386,424.85)	143.69
Expenditures						
Dept 000						
590-000-802.002	ATTORNEY SERVICES	0.00	240.00	0.00	(240.00)	100.00
590-000-803.003	ENGINEERING SERVICES	45,000.00	1,731.25	85.00	43,268.75	3.85
590-000-956.001	OPERATING & MAINT EXP	472,454.00	312,010.36	0.00	160,443.64	66.04
590-000-956.003	HOCH ROAD #697 EXP	1,550.00	2,088.46	0.00	(538.46)	134.74
590-000-995.001	INTEREST on BONDS	250,000.00	20,976.44	0.00	229,023.56	8.39
Total Dept 000		769,004.00	337,046.51	85.00	431,957.49	43.83
Dept 550-HOPE VILLAGE- WATER						
590-550-956.001	OPERATING & MAINT EXP	32,945.00	27,710.68	0.00	5,234.32	84.11
Total Dept 550-HOPE VILLAGE- WATER		32,945.00	27,710.68	0.00	5,234.32	84.11
TOTAL Expenditures		801,949.00	364,757.19	85.00	437,191.81	45.48
Fund 590 - ACME RELIEF SEWER:						
TOTAL REVENUES		884,525.00	1,270,949.85	174,873.29	(386,424.85)	143.69
TOTAL EXPENDITURES		801,949.00	364,757.19	85.00	437,191.81	45.48
NET OF REVENUES & EXPENDITURES		82,576.00	906,192.66	174,788.29	(823,616.66)	1,097.40

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GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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
818-000-672.000	ASSESSMENTS CURRENT	0.00	68,691.98	3,859.10	(68,691.98)	100.00
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	73,945.98	3,859.10	(15,625.98)	126.79
TOTAL Revenues		58,320.00	73,945.98	3,859.10	(15,625.98)	126.79
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	14,206.39	0.00	8,612.36	62.26
Total Dept 000		23,318.75	14,206.39	0.00	9,112.36	60.92
TOTAL Expenditures		23,318.75	14,206.39	0.00	9,112.36	60.92
Fund 818 - HOLIDAY HILLS AREA IMPROVEMENT:						
TOTAL REVENUES		58,320.00	73,945.98	3,859.10	(15,625.98)	126.79
TOTAL EXPENDITURES		23,318.75	14,206.39	0.00	9,112.36	60.92
NET OF REVENUES & EXPENDITURES		35,001.25	59,739.59	3,859.10	(24,738.34)	170.68
TOTAL REVENUES - ALL FUNDS		3,119,679.74	3,407,409.15	281,618.45	(287,729.41)	109.22
TOTAL EXPENDITURES - ALL FUNDS		3,115,736.28	2,222,006.64	162,663.88	893,729.64	71.32
NET OF REVENUES & EXPENDITURES		3,943.46	1,185,402.51	118,954.57	(1,181,459.05)	30,059.9

Fund 101 GENERAL FUND

GL Number	Description	Balance
*** Assets ***		
101-000-001.000	CASH-CHECKING	788,275.73
101-000-002.000	CASH ON HAND (PETTY CASH)	200.00
101-000-004.000	3735-MONEY MARKET	297,340.69
101-000-005.000	1886-HIGH YIELD	156,832.51
101-000-018.000	MISC RECEIVABLE (IMMANUAL/BATES ACCT)	56,261.04
101-000-072.000	G.T. COUNTY SEPTAGE BOND/LOAN	133,747.63
101-000-123.000	PREPAID EXPENSE	12,424.20
Total Assets		1,445,081.80
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	8,124.18
101-000-231.000	DUE TO LOVASCO RETIREMENT	19,417.72
101-000-231.200	OTHER PAYROLL DEDUCTIONS	2,832.51
101-000-339.000	DEFERRED REVENUE	56,261.04
Total Liabilities		86,635.45
*** Fund Balance ***		
101-000-390.000	Fund Balance	1,422,201.84
Total Fund Balance		1,422,201.84
Beginning Fund Balance		1,422,201.84
Net of Revenues VS Expenditures		(63,755.49)
Fund Balance Adjustments		0.00
Ending Fund Balance		1,358,446.35
Total Liabilities And Fund Balance		1,445,081.80

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Fund 206 FIRE FUND

GL Number	Description	Balance
*** Assets ***		
206-000-001.000	CASH-CHECKING	50,202.16
Total Assets		50,202.16
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
206-000-390.000	Fund Balance	46,466.28
Total Fund Balance		46,466.28
Beginning Fund Balance		46,466.28
Net of Revenues VS Expenditures		3,735.88
Fund Balance Adjustments		0.00
Ending Fund Balance		50,202.16
Total Liabilities And Fund Balance		50,202.16

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Fund 207 POLICE PROTECTION

GL Number	Description	Balance
*** Assets ***		
207-000-001.000	CASH-CHECKING	120,317.78
Total Assets		120,317.78
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
207-000-390.000	Fund Balance	119,310.07
Total Fund Balance		119,310.07
Beginning Fund Balance		119,310.07
Net of Revenues VS Expenditures		1,007.71
Ending Fund Balance		120,317.78
Total Liabilities And Fund Balance		120,317.78

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Fund 208 PARK FUND

GL Number	Description	Balance
*** Assets ***		
208-000-001.000	CASH-CHECKING	38,439.48
Total Assets		38,439.48
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
Total Fund Balance		0.00
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		38,439.48
Ending Fund Balance		38,439.48
Total Liabilities And Fund Balance		38,439.48

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Fund 209 CEMETERY FUND

GL Number	Description	Balance
*** Assets ***		
209-000-001.000	CASH-CHECKING	9,715.45
Total Assets		9,715.45
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
209-000-390.000	Fund Balance	4,805.27
Total Fund Balance		4,805.27
Beginning Fund Balance		4,805.27
Net of Revenues VS Expenditures		4,910.18
Ending Fund Balance		9,715.45
Total Liabilities And Fund Balance		9,715.45

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Fund 212 LIQUOR FUND

GL Number	Description	Balance
*** Assets ***		
212-000-001.000	CASH-CHECKING	137.50
212-000-004.000	0650-MONEY MARKET	6,990.91
Total Assets		7,128.41
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
212-000-390.000	Fund Balance	13,019.33
Total Fund Balance		13,019.33
Beginning Fund Balance		13,019.33
Net of Revenues VS Expenditures		(5,890.92)
Ending Fund Balance		7,128.41
Total Liabilities And Fund Balance		7,128.41

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Fund 224 SHORELINE PPRESERVATION

GL Number	Description	Balance
*** Assets ***		
224-000-001.000	6244-CASH-CHECKING	1,377.99
Total Assets		<u>1,377.99</u>
*** Liabilities ***		
Total Liabilities		<u>0.00</u>
*** Fund Balance ***		
224-000-390.000	Fund Balance	1,377.38
Total Fund Balance		<u>1,377.38</u>
Beginning Fund Balance		1,377.38
Net of Revenues VS Expenditures		0.61
Ending Fund Balance		1,377.99
Total Liabilities And Fund Balance		1,377.99

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Fund 225 FARMLAND PRESERVATION

GL Number	Description	Balance
*** Assets ***		
225-000-001.000	9937-CASH-CHECKING	388,005.94
225-000-004.000	4319-MONEY MARKET	5,200.18
Total Assets		393,206.12
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
225-000-390.000	Fund Balance	187,413.69
Total Fund Balance		187,413.69
Beginning Fund Balance		187,413.69
Net of Revenues VS Expenditures		205,792.43
Ending Fund Balance		393,206.12
Total Liabilities And Fund Balance		393,206.12

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Fund 226 PARK and RECREATION FUND

GL Number	Description	Balance
*** Assets ***		
	Total Assets	0.00
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
226-000-390.000	Fund Balance	17,100.09
	Total Fund Balance	17,100.09
	Beginning Fund Balance	17,100.09
	Net of Revenues VS Expenditures	(17,100.09)
	Ending Fund Balance	0.00
	Total Liabilities And Fund Balance	0.00

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Fund 227 NEW URBANIST TOWN CENTER

GL Number	Description	Balance
*** Assets ***		
	Total Assets	0.00
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
227-000-390.000	Fund Balance	27,889.03
	Total Fund Balance	27,889.03
	Beginning Fund Balance	27,889.03
	Net of Revenues VS Expenditures	(27,889.03)
	Ending Fund Balance	0.00
	Total Liabilities And Fund Balance	0.00

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Fund 401 SAYLER PARK BOAT LAUNCH CAPITAL FUND

GL Number	Description	Balance
*** Assets ***		
401-000-001.000	CASH-CHECKING	80,219.50
Total Assets		80,219.50
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
Total Fund Balance		0.00
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		80,219.50
Ending Fund Balance		80,219.50
Total Liabilities And Fund Balance		80,219.50

Fund 590 ACME RELIEF SEWER

GL Number	Description	Balance
*** Assets ***		
590-000-001.000	9945-CASH-CHECKING	2,126,780.71
590-000-004.000	0651-MONEY MARKET	196,839.73
590-000-132.000	SEPTIC PLANT	470,853.00
590-000-133.000	ACCUMULATED DEPRECIATION	(65,737.06)
590-000-152.000	WATER SYSTEMS	177,000.00
590-000-153.000	ACCUMULATED DEPRECIATION-WATE	(60,475.00)
590-000-154.000	SEWER SYSTEMS	11,611,103.07
590-000-155.000	ACCUMULATED DEPREC-SEWER	(5,180,171.06)
590-000-160.000	LOAN ACQUISITION FEES	1,723.00
590-000-161.000	ACCUM AMORT LOAN ACCQU FEES	(1,723.00)
Total Assets		9,276,193.39
*** Liabilities ***		
590-000-250.000	BONDS PAYABLE LONG TERM	1,105,831.00
590-000-250.001	ACCR.INTEREST ON BONDS	9,130.00
590-000-250.100	Current portion of Bonds	206,362.00
590-000-251.002	PREMIUM OF REFUNDED BONDS	59,054.00
590-500-300.000	BONDS: SEPTAGE LONG TERM	309,215.00
Total Liabilities		1,689,592.00
*** Fund Balance ***		
590-000-390.000	Fund Balance	1,345,656.51
590-000-395.000	RETAINED EARNINGS	5,334,752.22
Total Fund Balance		6,680,408.73
Beginning Fund Balance		6,680,408.73
Net of Revenues VS Expenditures		906,192.66
Ending Fund Balance		7,586,601.39
Total Liabilities And Fund Balance		9,276,193.39

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User: CATHY DYE
DB: Acme Township

BALANCE SHEET FOR ACME TOWNSHIP
Period Ending 05/31/2016

Page: 13/14

Fund 703 CURRENT TAX COLLECTION

GL Number	Description	Balance
*** Assets ***		
703-000-001.000	CASH-CHECKING	3,827.30
Total Assets		3,827.30
*** Liabilities ***		
703-000-202.000	ACCOUNTS PAYABLE	181.03
703-000-273.000	UNDISTRIBUTED TAX	3,646.27
Total Liabilities		3,827.30
*** Fund Balance ***		
Total Fund Balance		0.00
Beginning Fund Balance		(21,678.12)
Net of Revenues VS Expenditures		0.00
Fund Balance Adjustments		21,678.12
Ending Fund Balance		0.00
Total Liabilities And Fund Balance		3,827.30

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User: CATHY DYE
DB: Acme Township

BALANCE SHEET FOR ACME TOWNSHIP
Period Ending 05/31/2016

Page: 14/14

Fund 818 HOLIDAY HILLS AREA IMPROVEMENT

GL Number	Description	Balance
*** Assets ***		
818-000-001.000	9307-CASH-CHECKING	234,910.17
Total Assets		<u>234,910.17</u>
*** Liabilities ***		
818-000-275.000	REFUND DUE TO TAXPAYERS	(15,364.35)
Total Liabilities		<u>(15,364.35)</u>
*** Fund Balance ***		
818-000-390.000	Fund Balance	190,534.93
Total Fund Balance		<u>190,534.93</u>
Beginning Fund Balance		190,534.93
Net of Revenues VS Expenditures		59,739.59
Ending Fund Balance		250,274.52
Total Liabilities And Fund Balance		234,910.17



front & center

JUL/AUG 2016

BI-MONTHLY
VOLUME 1 • ISSUE 3

CHERRY FESTIVAL EVENTS

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MILLAGE RENEWAL INFORMATION

AUGUST 2 PRIMARY ELECTION

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DEPARTMENTS

Senior Center Network

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Commission on Aging In-Home Services

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Parks and Recreation

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Options for Caregivers

Many families caring for someone at home feel they have only two alternatives for care: take on the role of full-time caregiver or place a loved one in a nursing home.

Grand Traverse Pavilions Offers a Viable Alternative.

Adult Day Services

Monday - Friday, 8 am - 5 pm

A key service for people with dementia. Provides caregivers with much-needed respite as well as the ability to continue working outside the home. Ensures that a loved one has a safe, secure environment.

Overnight Respite

24-hours a day, 7 days a week

Offers 24-hour care in a private suite with a handicap-accessible bath. Gives caregivers an opportunity to take a vacation, or spend time doing things that normally wouldn't get done.

Financial Assistance May Be Available
Transportation Services
Social & Recreational Activities
Medication Management
Participating with the MI-Choice Waiver Program

Choose Your Alternative: (231) 932-3650



Grand Traverse Pavilions

A COMMUNITY CARING FOR GENERATIONS

1000 Pavilions Circle | Traverse City, MI 49684



Bay Ridge



Independent Living 995-9385

Assisted Living 932-9757

3850 Scenic Ridge • Traverse City

TRS 711

www.villageatbayridge.com



**GREAT LAKES
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**Superior service and compassionate
care in the comfort of your own home.**

**Call us Today! 231-668-4171
Or go to WWW.GLHCU.COM**

**830 East Front Street Suite 320
Traverse City, MI 49686**

Our Services:

- Alzheimer's and Dementia Care
- Non-Skilled Nursing
- Meal Preparation
- Respite
- And More!
- Skilled Nursing Care
- Medication Reminders
- Housekeeping
- Companionship
- Parkinson's Care
- Traumatic Brain Injuries



**Community Events & Resources
Not just for kids...**

**Check out the community members
50+ section!**

TCAPS
Traverse City Area Public Schools
Great Community, Great Schools

www.tcaps.net/cr | 231.933.5654

MESSAGE BOARD

Seeking Program Facilitators

Do you have a special talent or skill you would like to share?
Call 922-4911 or email ehovie@grandtraverse.org

HELP WANTED!

Do you like to assist others with helpful information? We are looking to fill several 3-4 hour shifts at the Governmental Center Information Desk with smiling faces. Individuals assist callers/visitors by directing them to appropriate City/County departments for assistance. Some knowledge of City/County functions is helpful but we will train! Please call Chris Cramer at 922-4797 if you are interested in finding out more about this opportunity!

Sales Reps Wanted

Self Starter with 3 Yr. Sales Exp. Necessary! Must have commercial driving license with the ability to

FOR THE SPELL OF IT

A Spelling Bee

All. Grown. Up.



On Sunday, May 15, the Senior Center Network and the Traverse Area District Library hosted an adult spelling bee, just for the spell of it!

Congratulations to the winners! First place was earned by The Hard Scrabblers (Top Photo) whose team consisted of Cheri, Stephanie, and Sharon, who held tough until the end of Round 18, and correctly spelled the winning word: SYCOPHANCY. Second place winners (Bottom Photo) were Cornelia, Richard, and Marly, of team Axolotls (look that up!), and they promise to be back next year — raring to go!



4



GRAND TRAVERSE COUNTY PARKS & RECREATION
Senior Center Network

Making longer lives, better lives.

Senior Center Network

Membership

- Grand Traverse County residents age 60+/FREE
- Residents under 60 pay \$10/year
- All others \$50/year
- For seniors in Grand Traverse County who may be unable to pay for membership, we have a scholarship fund to support them. If you would like to contribute to this fund, please visit the business office.

LOCATIONS

Traverse City • Interlochen
Acme • Kingsley • Fife Lake

231-922-4911

grandtraverse.org/scn



Cherry Festival Events

Traverse City: 801 E Front St
FREE. No registration required, unless noted.

Lifetime Leadership Breakfast

Elks Club
Mon, Jul 4; 9:00a \$5
Advance registration required by Jul 1.

Pinochle Tournament

Tue, Jul 5; 6:30p

Shuffleboard Tournament

Wed, Jul 6; 9:00a
Advance registration required.

BINGO

Fri, Jul 8 10:30a

Euchre

Fri, Jul 8; 7:00p

Shredding

Interlochen: 9700 Riley Rd
Jul 11, 12, 14; 11:00-4:00p

Kingsley: 115 E Blair St
Jul 25-29; 3:00-5:00p FREE

Fife Lake: 77 Lakecrest Ln
Aug 8-12; 10:00-3:00p FREE

A 96 gallon locked tote with a slot on the top will be on-site to collect your items. Accepted items: any paper (no binder clips), check registers and credit cards.

Thinking Cap Days

Traverse City: 801 E Front St
Jul 12/Aug 17; 12:15p FREE
Wear your favorite hat. Participate in our special thinking cap games! No registration required.

Painting in the Park

Traverse City: 801 E Front St
Wed, Jul 13/Aug 17; 5-7p \$15
Materials provided. Paint a classic masterpiece with Jackie Freeman. Bring your own beverages (beer/wine permitted, no glass containers please). Advance registration required and LIMITED!

Euchre Tournaments

Interlochen: 9700 Riley Rd
Tue, Jul 19; 3:30-6:00p

Kingsley: 115 E Blair St
Fri, Aug 12; 10:00-12:00p

All are invited to play tournament style Euchre preceded by a meal. \$1 to play; \$3 suggested donation for the meal. Advance registration required.

Be the Solution

Kingsley: 115 E Blair St
Wed, Jul 13; 12:30p

Acme: 4354 Mt Hope Rd
Mon, Jul 18; 6:00p

Fife Lake: 77 Lakecrest Ln
Wed, Jul 20; 12:30p

Interlochen: 9700 Riley Rd
Thu, Aug 11; 12:30p

With ONE in FOUR youth having misused or abused prescription drugs, the need for parents, grandparents, teachers and community leaders to take immediate preventative action is without question. There are several key steps that can be taken to make a community-wide impact. Presented by Kristen Wilson of Catholic Human Services. Advance registration appreciated.

Luau Lunch

Interlochen: 9700 Riley Rd
Thu, July 14; 12:00p

Kingsley: 115 E Blair St
Wed, July 27; 12:00p

Come join us for a special Luau style lunch with entertainment by country musician, Cliff Shelder. Advance registration required. \$3 suggested donation.

Epilepsy Support Group

Traverse City: 801 E Front St
Jul 14; 6:00p FREE

Sponsored by Spectrum Health Shan Abbas, MD, Clinical Neurologist and Epileptologist from the Department of Clinical Neurosciences at Spectrum Health Medical Group will discuss the day to day challenge of living with epilepsy, how to manage these challenges and how to maximize seizure control. This is an opportunity to learn more about epilepsy and seizures, connect with others who live with epilepsy, share resources and coping strategies. Light refreshments provided. Advance registration requested.



Citizen CPR & First Aid

Traverse City: 801 E Front St
Wed, Jul 20; 2:00p

Interlochen: 9700 Riley Rd
Thu, Jul 21; 12:30p

Kingsley: 115 E Blair St
Wed, Aug 24; 12:30p

FREE. Come learn the basic skills needed to respond to several common emergencies from certified American Red Cross trainers. This presentation will also cover some of the important steps to take before 911 comes that can help make a difference. This is not a certification course. Advance registration appreciated.

Ducks in a Row Presentation

Fife Lake: 77 Lakecrest Ln
Wed, Aug 3; 12:30p

Kingsley: 115 E Blair St
Wed, Aug 10; 12:30p

FREE; lunch included. Use this opportunity to ask questions and learn the many ways you can be sure your funeral is planned just the way you want it, your loved ones will thank you for it! Presented by Nicole Westrick, Certified Preplanning Consultant with Reynolds-Jonkhoff Funeral Home and Cremation Services. Advance registration required.

ZEN with a Pen

Traverse City: 801 E Front St
Wed, Aug 3, 10, 17, 24; 1-2:30p

Leave your stress at the door and learn about the meditative art form called Zentangle. At first glance, Zentangle may seem detailed and complicated, but everyone succeeds when you realize how simple it is to create the designs one line at a time. The class will be broken down into daily instructional exercises. During each class, you will receive new handouts for your booklet and be given specific steps on completing the exercises in class as well as ideas on how to use your finished artwork in Zentangle inspired artwork on your own. \$40/person, includes instruction and materials: 3 Piece Sakura Zentangle Pigma Apprentice Pen Set, 75 Studio Series Artist Tiles, Bound booklet of instructional lessons, practice exercises and project inspiration. Advance registration required.

Special Programs

To register, please call 231-922-4911 or email dmikowski@grandtraverse.org



Presentation

Traverse City: 801 E Front St
Wed, Aug 3; 3:30p **FREE**

Join Doug Weaver, from Mission Point Press, publisher of Storm Struck: When Supercharged Winds Slammed Northwest Michigan, on the first anniversary of the massive storm that hit our area. Share your personal stories and photos from the storm. Everyone attending will have an opportunity to win a copy of the book or purchase one. Light refreshments provided. Advance registration required.

Root Beer Float Day!

Acme: 4354 Mt Hope Rd
Tue, Aug 2; 3:00p

Kingsley: 115 E Blair St
Wed, Aug 3; 12:30p

Fife Lake: 77 Lakecrest Ln
Wed, Aug 3; 12:30p

Interlochen: 9700 Riley Rd
Thu, Aug 4; 12:30p

Traverse City: 801 E Front
Fri, Aug 5; 12:30p
FREE. Root beer floats, conversation and fun!
No registration required.

Proud to

Be An American Picnic

Kingsley: 115 E Blair St
Wed, Aug 17; 12:00p

Fife Lake: 77 Lakecrest Ln
Wed, Aug 17; 12:00p

Interlochen: 9700 Riley Rd
Thu, Aug 18; 12:00p

Acme Roadside Park, US 31
Mon, Aug 29; 11:30a

Special American style picnic lunch with outdoor games and entertainment.
Advance registration required.
\$3 suggested donation.



Shuffleboard Tournament

Traverse City: 801 E Front St
Tue, Aug 23; 10:00a **FREE**

Seniors Tournament
Wed, Aug 24; 2:30p

Celebrity tournament with refreshments and awards.
Advance registration required.
Sponsored by Reynolds-Jonkhoff Funeral Home.

Flea Market

Traverse City: 801 E Front St
Sat, Sep 10; \$10/Table
Registration now available for vendors on our website
grandtraverse.org/scn.

Travel With Us In 2016

Visit grandtraverse.org/scn to check availability or stop by the Senior Center for more info.

Extended Trips

Prices per person based on double occupancy. Insurance included on most trips or optional.

Secrets of Detroit

August 9-11, \$432

Mystery Overnight

September 7-8, \$291

Day Trips

Prices are per person and include insurance.

Elks & Eats

September 29, \$158

Art Prize

October 6, \$89



Casino Trip

Wed, Aug 10 \$27

Deluxe motor coach and \$25 back in gaming package plus Senior Bonus! Advance registration/payment required. Registration form available at grandtraverse.org/scn



In May, the Senior Center Network hosted the first 90 over 90 event and celebrated the lives of people who have helped to shape our community and continue to make the Grand Traverse Region such a vibrant place to live, work and play. Special thank you to Cordia, for being the presenting sponsor. Thank you to our supporting sponsors: Monarch Home Health Services, Lighthouse Insurance Group, Bay Ridge, Comfort Keepers, Options for Senior Living, Life Story Funeral Home, Grand Traverse Pavilions, Acts of Love Home Companions, BrightStar Care, Samaritas, Front Street Foundation and Hospice of Michigan. Thank you to all the volunteers for helping and everyone who attended. We look forward to hosting another event in 2017!



Senior Prom

7

Thank you to Boardman Lake Glens for sponsoring our annual Senior Prom in May. Congratulations to the

**Prom King,
Charlie L. and
Prom Queen,
Leda K.!**

Returning Champions Defend Title at Senior Odyssey of Michigan



On Sat, Apr 16, a team of older adults from GT County traveled to Grand Rapids to compete in the Senior Odyssey of Michigan which promotes cognitive health and vitality in adults through creative problem solving activities. Allowing adults to use lifelong experiences, knowledge, and skills in new and innovative ways, they work together to solve 'problems' by creating scenarios that address them, as well as, 'spontaneous problems' requiring creative responses within a limited time.

Nine teams of 5-7 older adults of all abilities from all over Lower Michigan competed against one another. The long term problem, Aesop Gone Viral, asked participants to create a skit demonstrating how a fable could go viral before electricity using costumes, scenery and sound. The 3rd place team, the Salvation Army Senior Program wowed audiences with their scenery. The 2nd place team from Van Buren County brought the house down with their hilarious song. Ultimately, the returning champions from Grand Traverse County took home the 1st place trophy for their skit involving a gypsy and a back country doctor.

"We are very proud of our team, including Cheri and Dave Garvin, Kim and Rob Smith and Tom Allen who were led by returning coach, Tina Allen," said Ericca Hovie, Program Coordinator.

If you are interested in participating in this fun, creative event next year, please contact 231-922-4911 or email ehovie@grandtraverse.org.

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Food Programs

Noon Meal

\$3 suggested donation/60+
\$5 charge/all others. Do not
need to be a member. Menu
available onsite/online.

Traverse City: 801 E Front St
Mon-Fri; 12:00p

Call 231-947-5285 to register
24-hours in advance.
* Salad bar only (\$3 charge)
available without a reservation.

Interlochen: 9700 Riley Rd
Thu; 12:00p

Call 231-922-4911 to register
by Monday of week you plan to
attend.

Kingsley: 115 E Blair St
Wed; 12:00p

Call 231-922-4911 to register
by Monday of week you plan to
attend.

Fife Lake: 77 Lakecrest Ln
Wed Jul 6, 20/Aug 3, 17; 12:00p
Call 231-879-4101 to register
by Monday of week you plan to
attend.

Specialty Coffee Week Network Wide

Jul 25-29 / Aug 29-Sep 2 FREE
Enjoy special flavored coffees
and creamers all week.

Fun Funky Days

Jul 20 - Lollipop Day
Aug 3 - Watermelon Day
Aug 10 - S'mores Day
Aug 31 - Trail Mix Day
Join us for special treats at
lunch! Outreach treats during
regularly scheduled lunch.

Women Dining Out

Jul 23; 5:00p - Ruby Tuesday
Aug 27; 5:00p - Bob Evans
Ladies meet for social dining out
experience and always welcome
newcomers, Dutch treat.
Advance registration required.

Social Programs

No registration required unless
otherwise noted.

Art with a Heart

Interlochen: 9700 Riley Rd
Wed; 10:00-12:00p FREE

Bring your own project and
materials.

Discussion Group

Traverse City: 801 E Front St
Thu; 9:30-10:30a FREE

Come sit with your peers and
discuss everything from local
politics to worldly concerns. No
topic is off the table – just keep it
civil. Voice interests or sit and
listen during this hour-long lively
conversation!

Girl Friends

Traverse City: 801 E Front St
Fri; 12:00p FREE

Ladies only group.
Jul 8 - Cherry Festival Fun
Jul 15 - Lunch Outing
Jul 22 - DIY Project
Jul 29 - Try it! Recipes
Advance registration appreciated.

Guy Time

Traverse City: 801 E Front St
Fri; 12:00p FREE

Men only group, discussing
challenges of retirement.
Bring lunch or reserve one.

Hobby Group

Traverse City: 801 E Front St
Mon; 11:00-2:00p FREE

Knitters, crocheters, needle
pointers, scrap bookers and
more are all welcome.

Knitting 2Gether

Acme: 4354 Mt Hope Rd
Mon; 3:00-4:30p FREE

Traverse City: 801 E Front St
Fri; 3:00-4:00p FREE

Knitters and crocheters come to
share projects, tips and tricks.

Painting/Coloring Club

Traverse City: 801 E Front St
Wed; 2:30-5:00p FREE

All painters and colorers
welcome to this fun social group
to share tips/techniques.

Stitches of Kindness

Acme: 4354 Mt Hope Rd
Thu; 3:00-4:30p FREE

Dancing

Registration not required for any
Line Dancing groups.

Line Dancing: Beginner

Interlochen: 9700 Riley Rd
Tue; 10:30-12:00p
Tips appreciated.

Line Dancing: Interm.

Traverse City: 801 E Front St
Tue; 1:00-3:00p \$3

Line Dancing All Levels

Incredible Mo's
Wed; 11:00-12:30p \$3

Rock 'N Jam

Kingsley: 115 E Blair St
Sat, Jul 9/Aug 13; 5:00-8:00p
Donation at the door. Live
music and dancing at The Rock.

Foot Care

Cleaning, filing, trimming of nails
and callouses by an RN, plus
moisturizing and gentle
massage. Bring towel and water
basin. \$25/person. Appointment
required.

Traverse City: 801 E Front St
Thu, Jul 7, 21/Aug 4, 18
9:30-12:30p

Acme: 4354 Mt Hope Rd
Thu, Jul 14 /Aug 11
1:30-3:30p

Kingsley: 115 E Blair St
Fri, Jul 8; 10:00-12:00p

Interlochen: 9700 Riley Rd
Fri, Jul 8; 1:30-3:30p

Support & Assistance

Grief Support

Traverse City: 801 E Front St
Every Tue; 10:00-11:00a FREE
Wed, May 11/Jun 8; 5-6p FREE
Sponsor: Munson Hospice. This group setting may offer comfort and help facilitate growth to those who have experienced loss. No registration required.

Ask the Lawyer

Traverse City: 801 E Front St
Wed, Jul 6/Aug 3; 12:30-2:30p
Have a legal question?
Jim Dalrymple, Estate Planning Attorney, hosts FREE 15 minute sessions to answer your questions. Appt. required.

Options for Senior Living

Traverse City: 801 E Front St
Wed, Jul 20/Aug 17; 4-5p FREE
Kim Bauml, Senior Care Consultant, discusses housing in the area by appointment.

Parkinsons Support

Traverse City: 801 E Front St
Wed, Jul 27/Aug 24; 10:15a
For those living with Parkinson's and their loved ones.
No registration required.

Health & Wellness

Blood Pressure Check

Traverse City: 801 E Front St
Thu, Jul 14/Aug 11; 11:00-12p
Tue, Jul 19/Aug 16; 11:00-12p
Do you know your numbers?
Get them checked for free!
No registration required.

Blood Pressure and Glucose Check

Interlochen: 9700 Riley Rd
Thu, Jul 21/Aug 25;
11:30-12:30p FREE
No registration required.

Chair Massage

Traverse City: 801 E Front St
Wed, Jul 27/Aug 24; 1:00-2:45p
\$5/15 min. Gentle back, neck and shoulder massage.
Appointment required.

Interlochen: 9700 Riley Rd

Thu; 11:00-1:00p \$1/min.
No appointment required.

Reflexology

Traverse City: 801 E Front St
Fri, Jul 15/Aug 19; 10:00-12:00p
\$7/15 min Leslie Friend of On the Spot Reflexology provides specific hand or foot pressure point massage. Appt. required.

Exercise

No registration required unless otherwise noted.

Active For Life

Traverse City: 801 E Front St
Mon; 9:30-10:00a FREE
This low impact chair exercising class is led by Evelyn Lambert who lost 50 lbs in one year.

Corebar™ Vital

Traverse City: 801 E Front St
Tue; 10:00a \$5
Corebar Vital is the low impact class where you can get in shape without jumping and running! The intensity is easily adjusted by the participants themselves, gentle for knees and joints and always ends with a good relaxation stretch.

Energetics

Traverse City: 801 E Front St
Tue & Thu; 8:45-9:30a \$3
Karen Belanger, certified personal trainer, uses music, mats, stretch bands and balls to keep this class fresh, interesting and challenging to build your strength inside and out.

Exercise

Kingsley: 115 E Blair St
Fri; 9:00-10:00a
Tips appreciated.

Fitness Over 50

Fife Lake:
77 Lakecrest Ln
Tue & Thu;
10:00-11:00a FREE

Pilates

Traverse City: 801 E Front St
Mon; 11:00-11:45a \$4
with Michele Ryan
Wed; 10:15-11:00a \$4
with Bridgit Franke
Designed to restore natural curves of the spine & rebalance the muscles around the joints, placing more emphasis on core strength and improving balance, coordination and circulation.

Strong Bones & Balance

Interlochen: 9700 Riley Rd
Mon & Thu; 10:00-11:00a
Tips appreciated.

Traverse City: 801 E Front St
Wed; 3:00 - 3:45p
Fri; 2:15-3:00p \$2

Class is led by Michele Hollis, a physical therapist with Great Lakes Therapy House Calls and Jeana Seidelman. They help you keep your range of motion, dexterity and agility. You'll work on balance and other activities that keep you stronger and healthier longer.

Yoga

Interlochen: 9700 Riley Rd
Mon; 9:00-10:00a Beginner
Thu; 9:00-10:00a Intermediate
Tips appreciated.

Led by certified instructor Jeana Seidelman. Bring your mat and a towel that can be rolled up. Men and women welcome.

Fife Lake: 77 Lakecrest Ln
Fri; 9:00-10:00a FREE

Zumba

Traverse City: 801 E Front St
Wed; 9:00-9:45a \$5 TONING
Fri; 10:30-11:15a \$5 GOLD
Fuses hypnotic Latin rhythms and easy to follow moves.

Advance registration required for all sports unless otherwise noted.
Visit our website at grandtraverse.org/scn or the office to register.

Sports

Golf

Bay Meadows: Par 3 Course

Fri; 10:00a: Men/
Fri; 10:30a: Women

\$11 walking/\$17 riding

Bay Meadows Golf Course's dedicated purpose is making it TC's premier 'family-friendly' golf experience. They offer a rolling panoramic 9-Hole Executive Course (Blue), a challenging 9-Hole Par 3 Course (Green), 3 practice greens, practice bunkers and a large driving range.

Interlochen Golf Club

10586 U.S. 31 South, Interlochen
Tue; 9:45-12:00p

\$12 walk/\$20 ride

All are welcome to play 9 holes.
Advance registration not required.

Hiking

Traverse City: 801 E Front St
Wed; 1:30p FREE

Hikes throughout the area, approximately 3 miles. Meet at TC Senior Center to car pool at 12:50p; trailhead at 1:30p. Schedule available onsite or online.

Pickleball League

Traverse City: 801 E Front St

Intermediate/Advanced

Tue/Thu; 8:00-10:00a or
10:00-12:00p

Pre-Intermediate

Fri; 10:30-12:00p Season: \$10

Pickleball Lessons

Traverse City: 801 E Front St

Begins Fri, Jul 1; 9:00-10:30a

4 lessons: \$10 (Includes lessons and league fees)

Played with whiffle like ball and hard paddles on tennis court.

Over the Hills Cycling

Traverse City: 801 E Front St

FREE; Schedule varies, participants notified of rides via email or phone. Helmets required.

Shuffleboard League

Traverse City: 801 E Front St

Tue/Thu; 10:00a

Season: \$10

Mixed league.

Tennis League

Traverse City: 801 E Front St

Mon/Wed; 8:00-12:00p

Season: \$10

Intermediate doubles.

Tai Chi on the Beach

Traverse City: SCN Beach
Wed; 7:45-8:30a \$3

Michele Hollis leads group through Tai Chi routine focusing on movement, balance and breathing.

Yoga on the Beach

Traverse City: SCN Beach
Tue; 8:00-8:45a \$5

Welcoming new instructor, Erika Shenk-Tessin. Gentle flow yoga good for all levels.

Interested?

Kayaking and disc golf groups forming, call 922-4911 or email dmikowski@grandtraverse.org if you are interested in receiving more information.

Organizations

Traverse Area Basketry Guild

Traverse City: 801 E Front St

Tue, Jul 19/Aug 16; 6:00p

Meetings are open to the public. Group welcomes anyone who enjoys weaving baskets. For more information, contact Diane at destvc@charter.net.

Michigan Steelhead & Salmon Fishing Association

Traverse City: 801 E Front St

Wed, Jul 6/Aug 3; 7:00p FREE

The public is welcome to learn more about sport fishing. This organization sponsors fishing clinics, seminars, sport-fishing shows, derbies and tournaments. MSSFA helps to enhance the resource and sport fishing in our rivers, streams, inland lakes and of course, the Great Lakes. For more information, visit michigansteelheaders.org

IMPORTANT CALENDAR INFORMATION

Senior Center Activity Calendars are now available at grandtraverse.org/scn or for pick up at each site.

- **No programming in Interlochen Aug 1 and 2 due to election.**
- **All sites closed Mon Jul 4.**

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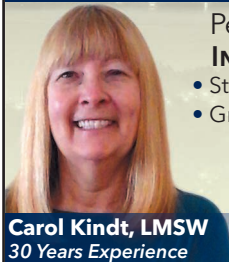
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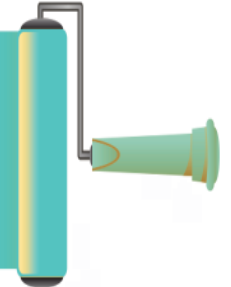
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SPECIAL**



Cards & Games

No registration required unless otherwise noted.

BINGO

Traverse City: 801 E Front St
Mon & Fri; 10:30a \$1/card

Kingsley: 115 E Blair St
Wed; 10:30a \$1

Regular and special games with cash prizes!

Chess

Traverse City: 801 E Front St
Fri; 1:30-4:00p FREE
All skill levels welcome for friendly competition.

Club Day

Traverse City: 801 E Front St
Mon; 1:00-4:00p FREE
Open to all groups who like to play together, call ahead to reserve a table. We currently have groups for Mah Jongg and Bridge.

Cribbage

Traverse City: 801 E Front St
Tue; 1:00-3:00p \$3
Classic card and peg board game.

Dominoes (Mexican Train)

Traverse City: 801 E Front St
Thu; 1:15-4:00p \$1
Choo choo! All aboard during this exciting game to see who can get rid of their tiles first and build the longest train.

Euchre

Interlochen: 9700 Riley Rd
Tue; 3:30-6:00p \$1

Kingsley: 115 E Blair St
Fri; 10:00-12:00p \$1

Traverse City: 801 E Front St
Fri & Sun; 7:00-9:30p \$3
Unique and popular card game most commonly played in Michigan and Wisconsin.

Farkel

Traverse City: 801 E Front St
Wed, Jul 6/Aug 3; 3:00-5p FREE
Easy and fun dice game.

Mah Jongg

Traverse City: 801 E Front St
Tue & Thu; 1:00-4:30p FREE
Ancient Chinese tile game played by four people.

Interlochen: 9700 Riley Rd
Tue; 12:30-3:00p FREE
Lessons available by request.

Open Activities

Interlochen: 9700 Riley Rd
Tue & Thu; 11:00-5:00p FREE
Join others for various card and board games.

Pinochle

Traverse City: 801 E Front St
Double: Wed; 1:00-4:00p \$3
Single: Thu; 1:00-4:00p \$3
Tue; 6:30-9:00p \$3
Card game of suits and runs with small cash prizes.



Poker

Traverse City: 801 E Front St
Fri; 1:30-3:30p \$3
Think you have a good poker face? Join us and find out!

Social Bridge

Traverse City: 801 E Front St
Thu; 1:00-4:00p 50¢
Mon; 1:00-4:00p FREE
Let us know if you would like to be on a list for bridge subs. We are looking for Bridge players for our Interlochen site to start a game, call if interested.

Scrabble

Traverse City: 801 E Front St
Tue; 1:00-2:00p FREE
The original Words with Friends group.

Table Tennis

Traverse City: 801 E Front St
Mon; 9:30a FREE
All skill levels and new players are always welcome.

Wii Bowling

Traverse City: 801 E Front St
Begins Thu, Jul 14; 10:00a
8 week session; \$7/person.
Virtual bowling game with awards banquet at the end.
Advance registration required.

Kingsley: 115 E Blair St
Wed; 11:00a FREE
Lessons available by request.

Learning

1-on-1 Computer Tutor

Traverse City: 801 E Front St
\$25/2 hrs. Topics vary: Word, Internet, Email, Facebook etc.
Call for an appointment with Nancy Gonzalez today.

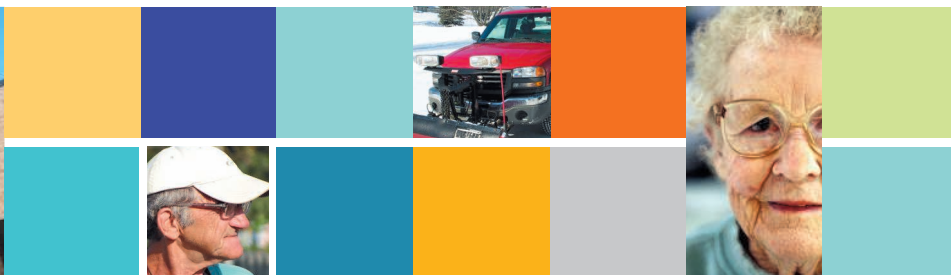
iPad Tutor

Traverse City: 801 E Front St
\$15/hr; 1-on-1 assistance.
Learn more about your iPad.
Appointment required.

Watercolor Class

Traverse City: 801 E Front St
Mon; 2:30p & Wed; 9:30a \$30
Instructor: Charles Murphy.
Supply list available online or in the office. No registration required.

16



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520 W Front Street - Traverse City, MI 49684
231-922-4688 or 800-686-4688. Visit GTCOA.org.
Our email address is gtcoa@grandtraverse.org

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Chair: Rodetta Harrand
Vice Chair: Sandra Busch
Secretary: Shirley Zerafa
Treasurer: William Rokos
County Commissioner:
Christine Maxbauer
Kory Hansen
Carl Kucera
Carol Sullivan
David Taylor
Michelle Mercer

Board Meetings

GTCOA Board Meetings
Jul 19/Aug 16; 9a
@ Governmental Center
Committee of the Whole
Jul 5/Aug 2; 9a @ Front St

Meetings on TV:

LIVE day of the meeting
on LIAA Public Access
Television, Channel 191,
and are shown the 3rd
Tue of each month. For a
complete schedule visit
www.upnorthmedia.org

Services We Offer

Home Health Care Providing personal care needs (bathing, skin and hair care, etc.).

Light House Cleaning Every other week.

Respite Relief for caregivers to get a regularly scheduled break from providing care.

Outside Home Chore Snow removal, outside window washing and lawn maintenance.

Foot Care In home for the homebound.

Personal Emergency Response System

Units provided in the home to contact parties in the event of an emergency (necklace and bracelet options available).

Loan Closet Walkers, wheelchairs, commodes, transfer and bath benches are loaned for a one time fee based on our sliding fee scale. **LOAN CLOSET HOURS:** 9-4p; call 231-922-4688.

Transportation BATA Zip Passes and local cab company/van transportation coupons available for purchase based on our sliding fee scale.





Deputy Director

A MESSAGE FROM LAURA GREEN

The Older Americans (OAA) Reauthorization

How it does matter...

The OAA 3 year re-authorization was recently signed by the President. The Federal government is acknowledging societal changes impacting many older members in our communities via the re-authorization. Specifically it makes clear that Family Caregiver Support services can be accessed by older adults caring for younger family members, both adult children with disabilities and young children. For more information on the expansion of support for Seniors continuing to raise grandchildren and care for disabled adult children contact the Area Aging on Aging of Northwest Michigan at 231-947-8920.

Preventative Healthcare

Proactively Addressing Early Signs Of Memory Loss

A new program will help you with these questions and more. It is called Senior Reach. Call 1-844-933-4930, Mon-Fri, 8-5p to speak with a Senior Reach Specialist. This pilot program offered by the State of Michigan will give families the opportunity to ease their fears and concerns of the What IFs?....by seeking the help of professionals.

Would You Walk Away From a Stack of \$20 Bills Lying on a Table?

\$20 Billion Dollars in benefits available for low to middle income seniors are not being spent. **For an easy to understand brochure, "You Gave. Now \$ave", that describes how to access federally funded programs visit n4a.org or ncoa.org.** If you do not have access to a computer staff at the Front Street Office of the Commission on Aging or the Traverse City Senior Center will be happy to print a copy for you.

Northwestern Michigan Fair: Aug 6-13

The Commission on Aging will have a booth at the Fair this August. Please stop by and see us!

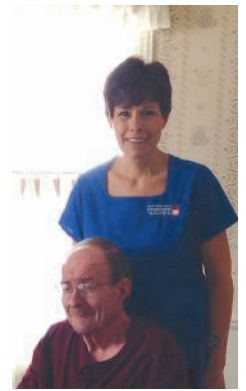
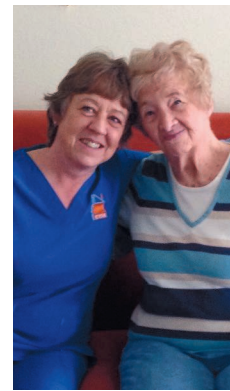
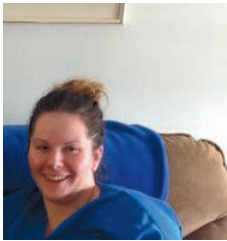


AARP Smart Driver Course

**520 W Front St;
Thu, Aug 18
and Fri, Aug 19
8:30-12:30p**

**\$15/AARP Members;
\$20/Non-Members**

You could be eligible for an auto insurance discount! Consult your insurance agent. Take the 2 day, 8 hr classroom refresher course designed for mature drivers. Coffee is provided and we welcome you to bring lunch and/or refreshments to class. A microwave and refrigerator are available for your use. Advance registration required, call 922-4688. Fee collected on first day of class.



COA Works Hard For Us

Shirley Zerafa, Client and Commission on Aging Board Member

Following a knee replacement nine years ago, I contacted the Grand Traverse County Commission on Aging (COA) for assistance. Although I could take care of my home and myself in most ways, I had trouble with some household chores, especially outside.

I discussed my needs and my situation with staff, and learned I qualified for assistance. Staff assessed my situation based on my age, health, and income. Following the assessment, my situation was "scored", and my name was placed on a waiting list. Soon after, I received a call from the COA, and my services began.

There is a second option available for using COA's services. COA has vouchers for services from approved vendors that may be purchased by clients and are priced on a sliding fee scale, based on one's ability to pay. Vendors who provide services to COA clients through the voucher program are paid \$30 for each voucher.

Services offered by the Commission on Aging include mowing, raking, window washing, snow plowing, personal care, respite care, foot care, and light housecleaning. The Commission also rents safety equipment to clients, including personal emergency response units, electronic medication management dispensers, and medical equipment for the home.

The services I receive have made it possible and safe for me to continue to live in my house, where I have been for 24 years. That means I have the support of my neighbors and the familiar

"The services I receive have made it possible and safe for me to continue to live in my house, where I have been for 24 years."

**Shirley
Zerafa**

bonds formed at my church. My network of doctors, stores, banks, etc. are well established. All of this adds to my peace of mind. At 80 years of age, I would find it difficult to replace these things. In addition, there is the matter of cost. It has been proven that it is much cheaper to keep seniors in their homes than to place them in nursing homes.

For more information about how the COA can help you, call 231-922-4688 or 1-877-686-4688 (toll-free), or visit the COA's website gtcoa.com.

An application is available on the website, along with a list of fees for services based on a sliding fee scale.

NOTE: If you or someone you know has a story to share about using the Commission on Aging's services, *Front and Center* wants to hear from you. Contact Commission on Aging Deputy Director Laura Green via e-mail at lgreen2@grandtraverse.org, or call 231-922-4688.



Brain Games

from your
Commission on Aging



E	S	A	N	D	S	C	U	P	L	T	U	R	E	P
E	S	O	C	A	E	H	T	A	I	R	D	O	G	H
D	F	F	H	E	L	E	N	X	A	S	U	D	I	E
C	U	X	E	T	H	R	E	L	T	L	B	U	J	R
N	L	T	R	R	C	R	G	K	U	E	E	L	V	I
T	G	U	R	A	O	Y	A	S	J	G	Q	Z	C	T
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A	E	R	E	D	O	Y	Y	A	W	L	S	C	I	A
H	E	A	N	E	W	O	O	P	D	B	B	N	C	Y
C	I	C	J	T	W	Y	R	Y	I	Z	A	O	C	D
E	P	E	R	L	O	R	D	Q	M	D	L	C	A	C
I	W	P	L	H	P	Q	C	O	C	J	L	M	R	Y

National Cherry Festival WORD SEARCH

AIR DOG	PARADES
BLUE ANGELS	PIE EATING
CHALK ART	PINOCHLE
CHERRYOPOLY	POWWOW
CHERRY QUEEN	QUEENS BALL
CLASSIC CAR	ROYALE
CONCERTS	SANDSCULPTURE
HERITAGE DAY	TEDDY BEAR TEA
MIDWAY	TURTLE RACE

COLOR THE BLOSSOMS

Fun Fact: In 1925, the cherry growers partnered with Traverse City merchants to create the "Blessing of the Blossoms Festival"



We create Community.

Commission Members

John Roth, President;
Rodetta Harrand, Vice President;
Patrick McIntyre, Secretary;
Christine Maxbauer, County
Commission Representative;
Pete Albers, Planning Commission
Representative; Kevin McElyea,
LLA, County Drain Commissioner;
Andy J. Marek, County Road
Commission Representative;
Alisa Kroupa; Jeri LeRoi;
and David Grams.
Staff: Kristine Erickson,
Parks and Recreation Director.

Parks and Recreation Commission

Regular meetings of the commission are held on the third Thursday of every month at 6:30p at the Gov. Center, 400 Boardman Ave, except on a holiday observed by GT County, and as identified by resolution on a day on which business is not conducted, or on any Election Day. A subcommittee of the Parks and Recreation Commission, the Business Development Team for the Civic Center meets the third Wed. of every month at 12:30p at 1213 W Civic Center Drive, in the Civic Center Conference Room.

Agenda, minutes and meeting schedules are available online at: grandtraverse.org/agendacenter

Parks and Recreation

The Grand Traverse County Parks and Recreation department is in charge of 10 highly valued parks and other outdoor amenities, key to the success and prosperity of the Grand Traverse County community. These parks include Beitner Park, the Civic Center, the Keystone Soccer complex, Maple Bay Park & Natural Area, Medalie Park, Natural Education Reserve, Power Island, Twin Lakes, the VASA pathway and the Whitewater property.

Beitner Park

2651 Beitner Rd, Traverse City

a 5-acre multi purpose property located on the southernmost edge of the Natural Education Reserve (NER). Services include use as a boat launch with corresponding facilities including public restrooms and picnic tables, use as an exit off of the Boardman river to avoid the Keystone Rapids for inexperienced users, and also provides approximately 1.5 miles of riverside hiking trails.

The Grand Traverse County Civic Center

**1213 W Civic Center Dr,
Traverse City**

a 45-acre property in the heart of Traverse City, home to an amplitude of amenities, attracting over 1 million visitors per year. Amenities include a 1 mile outdoor walking track, outdoor basketball courts, skate park, an outdoor amphitheater, a pavilion with picnic tables, Howe Arena ice rink/expo and conventions center and the YMCA operated pool/fitness center.

The Keystone Complex

Keystone Rd, Traverse City

a 77-acre parcel with 15 soccer fields and is home to over 3,000 soccer enthusiasts in the Traverse Bay Area Youth Soccer (TBAYS) organization



The Grand Traverse Natural Education Reserve

1450 Cass Rd, Traverse City

was set aside as a "natural environmental classroom for area youth." All visitors are welcome to enjoy the nearly 7 miles of improved trails that wind along the Boardman River. This includes over 1,200 feet of boardwalks, bridges, canoe portage sites, boat launch and picnic areas for such activities as hiking, photography, canoeing, nature study, bird watching and other forms of quiet recreation.



Power Island

located 6.5 miles via boat ride from Clinch Park Marina and 3.5 miles via boat ride from Bower's Harbor Marina, this 200 acre property has 3 miles of waterfront and 5 miles of hiking trails. Camping on Power Island is available along with a shuttle service out to the Island if needed. Prices range from \$25-\$45 per night. Other amenities include a boat dock, picnic areas, trails and sandy beaches. Reservations can be made by calling 231-922-4817.

Medalie Park

a 15-acre park located on the south side of Boardman Lake. Located in Medalie area picnic shelter/Pavilion, indoor restrooms, paved walking path, 3 overlooks/fishing platforms along the Boardman River and 1 canoe launch site accessing Boardman River/Boardman Lake.

The Whitewater Property

Sometimes referred to as the Sand Lakes parcel this is 160 acres of vacant land located west of Williamsburg Rd and north of Supply Rd. It was purchased in 1977 and has been considered for many uses, such as a landfill, gun range and a dog park. At this time there are no plans to develop this parcel.

Maple Bay Natural Area

10849 US 31 N, Traverse City

is a 450-acre property that straddles both sides of North US 31. This property is known for its beautiful sunflowers planted on both sides of the highway by local farmers on leased land as well as wonderful hiking trails leading to a popular beach.



Twin Lakes Park

6800 North Long Lake Rd, Traverse City

off of North Long Lake, hosts a variety of events such as wedding receptions, church retreats, graduation parties, business meetings, dances, and more. There are summer weekly camps like high school marching bands, soccer, church day camps, dance groups, and 4-H youth camps. To make facility reservations call, 231-922-4817.



The VASA Pathway

4450 Bartlett Rd, Traverse City

offers 34 km of non-motorized trail within the Pere Marquette State Forest. Grand Traverse County owns approximately 40 acres at the trail head with a parking lot, restroom facilities and warming area.

Y Central

at the Civic Center now open!

Mon - Fri, 5:30a to 8p

(pool closes at 7:30p)

Sat, 7 to 12p; Closed Sun.

(pool closes at 11:45p)

Central Y Contact Number:

231-922-4814

Monthly membership rates for the "Y" at the Civic Center are: **Youth: \$19; Adult: \$39 Adult Cple: \$45; Senior: \$29 Senior Cple: \$35 Family: \$50** * \$50 joiner fee. Financial aid available for those who qualify.

Attention All Absentee Ballot Voters

Watch your mail! Absentee Ballots will be mailed from each Township Clerk's office on June 18, 2016.

Applications to vote by absentee ballot can be completed and submitted until 2:00 pm on Saturday July 30, 2016. To locate the address and contact information for your township please visit <https://vote.michigan.gov/mvic/>

Millage Renewals on Primary Ballot Tue, August 2, 2016

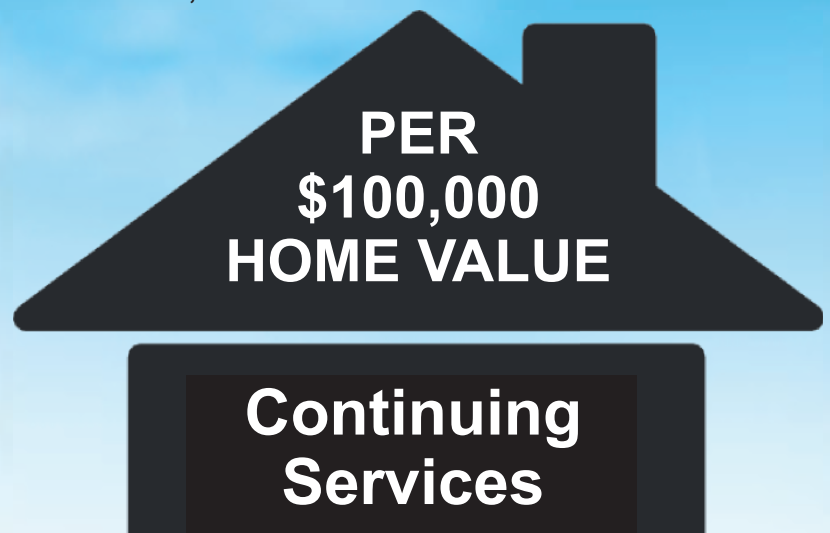
Both the Commission on Aging and Senior Centers are primarily funded with these millage dollars. The Commission on Aging renewal is 0.5 (one half) mill, the same as the current rate. The tax impact on a \$100,000.00 home is \$25.00 per year.

The Senior Center Network renewal is for 0.1 (one-tenth) of a mill, the same as the current rate. For a home with estimated taxable value of \$100,000.00 that equates to \$5.00 per year.

Since the last millages were passed in 2010

- The Commission on Aging has served over 10,000 clients
- The Senior Center Network has served over 7,000 members

**COST EACH
YEAR TO
HOMEOWNER**



Commission on Aging 0.5 mills = \$25/year
Senior Centers 0.1 mills = \$5/year

The Commission on Aging and Senior Center Network millage renewals will be on the ballot for the August 2 primary election.

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231-922-4688 or 877-686-4688
gtcoa.org
gtcoa@grandtraverse.org
Deputy Director: Laura Green

Parks and Recreation

Mon-Fri 8:00 - 4:30p
Civic Center
1213 W Civic Center Dr
Traverse City, MI 49686
231-922-4818
grandtraverse.org/764/
parks-recreation
kerickson@grandtraverse.org
Director: Kristine Erickson

Senior Center Network

Mon-Fri 8:00 - 5:00p
801 E Front Street
Traverse City, MI 49686
231-922-4911
Acme - Kingsley
Interlochen - Fife Lake
grandtraverse.org/scn
lwells@grandtraverse.org
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**ACME TOWNSHIP PLANNING COMMISSION MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
June 13th, 2016 7:00 p.m.**

CALL TO ORDER WITH PLEDGE OF ALLEGIANCE : 7:00pm

ROLL CALL:

PC Members Present: D. Rosa, D. White, K. Wentzloff, M. Timmins, B. Ballentine, T. Forgette

PC Members Absent: J. Jessup

PC Members Excused: J. DeMarsh, S. Feringa

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

A. LIMITED PUBLIC COMMENT: Opened at 7:02pm

C. Abernathy, 431 Westridge. Noticed signs of cut lawn between east side Meijer and Lautner Road and thought that SUP indicated that to be left as meadow according to plans. Wentzloff indicated this would be investigated.

R. Babcock, 4261 Bartlett Road. Asked if VGT would be able to change their SUP in order to utilize aspects of PD if it is approved or are they restricted. Jocks indicated they would have to amend SUP for any changes. Iacoangeli said property is essentially a mixed-use PD already. Any changes would require an amendment process similar to what they used last year for changes made and since rescinded.

Public comment closed at 7:09pm.

B. APPROVAL OF AGENDA:

Motion by Timmins to approve agenda as presented; support by White; motion passed unanimously.

C. INQUIRY AS TO CONFLICTS OF INTEREST: None

D. CORRESPONDENCE: None

E. PUBLIC HEARINGS:

Motion by Timmins to set a public for Zoning Ordinance Amendment 042 - 6.6.4 Land Use Table in the form-based code district to July's meeting due to a missed deadline for public notice, support by Ballentine. Motion passed unanimously.

F. OLD BUSINESS:

1. Zoning Ordinance Amendment 041 – Article IX Special Uses

Iacoangeli indicated during discussions and preparations with Winter that it became apparent that things may be presented in the wrong order. They would like to change and come back with article revision that is different. One article that shows intent and purpose for each zoning district and one article with regulated uses in table format. Explained purpose and asked PC for more time to put this together and PC members agreed.

2. Zoning Ordinance Amendment 038 – Temporary Outdoor Sales

Winter indicated to the PC that the Board adopted Zoning Ordinance Amendment 038, but that there was some confusion on section 7.2.10(a)(4) which prohibits outside or third-party vendors. They want the PC to review and provide clarification on the intent. Discussion occurred among PC members present. A poll of members supported not to allow outside or third-party vendors to operate temporary outdoor sales. Concerns included

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.

proliferation of tents, and difficulty to administer. The ordinance allows an existing business more flexibility in the sale of their regular inventory of goods and products and provides more flexibility than before its adoption.

3. Zoning Ordinance Amendment 037 – Planned Development

Winter went to the GT County Planning Commission that reviewed the ordinance. The only issue that came up during this county meeting was the 10% wetland stipulation. A discussion occurred among the PC on “what is a wetland”. Jocks indicated the ordinance does have a definition of a wetland that is similar to that of the MDEQ. The township also has regulations to restrict development in wetlands. Jocks feels the intent of the percentage was to limit and protect the wetland. Additionally, the transfer limit of 10% is based only on the acreage of the property that is deemed developable by the ordinance. Iacoangeli indicated that re-writing C.1 to better clarify the amount of wetland cannot be used in the transferrable property amount. Suggested language for C.1 (page 4, line 29) would be if the sending parcel contains wetlands, only the buildable acreage shall count against the allowable transferrable density. The language would be re-written for the next meeting.

G. NEW BUSINESS:

1. Preliminary Conceptual Plan Discussion for VGT Properties Along M-72

J. Iacoangeli provided PC with summary of administrative meetings as the result the potential relocation of Chase Bank into the development. In process of review, it was noted the design was more of a stand-alone design as opposed to the integrated use within the development. The existing conceptual plan of 2004 is used to analyze proposed properties and is now recognized the market has changed. In doing so, there may be a way to create a design that meets the intent of a town center and still meet the layout needs of prospective businesses. Based on comments provided, developers are in process of re-design. Iacoangeli also indicated his staff is looking into that first tier of properties along M72 and the first drive and how it can be integrated into the overall development in order to visualize it as more of a village/downtown.

2. Spirit of the West Sculpture Display

Winter summarized a request from Spirit of the West asking if they could display a sculpture with landscaping in one of the parking lot islands. The sculpture(s) themselves may be purchased. The question is whether or not this merchandise is being used as a sign. PC discussion occurred and it was deemed that it is merchandise and is therefore signage. There is already a sign present.

H. ADMINISTRATIVE ACTION

1. Receive and file Township Board Minutes 04/05/16. Motion by Timmins to receive and file Township Board Minutes 04/05/16, support by Ballentine. Motion passed unanimously.
2. Receive and file Township Board Minutes 04/20/16. Motion by Timmins to receive and file Township Board Minutes 04/20/16, support by Ballentine. Motion passed unanimously
3. Approve draft Planning Commission Minutes 05/09/16. Motion by Timmins to approve draft Planning Commission Minutes 005/09/16, support by Ballentine. Motion passed unanimously.

I. PUBLIC COMMENT & OTHER PC BUSINESS

1. Zoning Administrator Report – Shawn Winter provide synopsis of zoning activity in the previous month.

Zoning Administrator Report:

- Land Use Permits – 8
 - 2016-13: Demolition
 - 2016-14: New Home
 - 2016-15: Accessory
 - 2016-16: New Home
 - 2016-17: Demolition
 - 2016-18: Accessory
 - 2016-19: Accessory

- 2016-20: New Home
 - Sign Permits – 4
 - 2016-06: Martin Land Improvement (permanent)
 - 2016-07: Traverse City State Bank (permanent)
 - 2016-08: Traverse City State Bank (temporary)
 - 2016-09: Home Builder’s Association (temporary)
 - Municipal Civil Infractions – 1
 - Pro-Fireworks, temporary sign violation
 - Zoning Ordinance Amendment 040 – §6.6.4.1 Regulated Uses (text amendment) and Zoning Ordinance Amendment 039 – Article VIII: Site Plan Review have been sent to the Grand Traverse County Planning Commission for review. I anticipate them being placed on the June 21, 2016 agenda.
 - Zoning Ordinance 040 - §6.6.4.1 Regulated Uses was adopted by the Board at their June 7, 2016 meeting. This amendment established that new projects in the form-based code district must meet the provisions of that section in the case that a conflict exists with provisions elsewhere in the ordinance.
 - SUP 2016-01 Minor Amendment to SUP 2004-11P was approved by the Board at their June 7, 2016 Board meeting. This amendment rescinded the VGT’s amendment #3/
 - Mobile Food Vending Units have been presented to the Board. They didn’t really have many questions or comments. They are going to process through it and set a public hearing at their next meeting on July 7, 2016.
 - Walkability Workshop: Design, Function, Maintenance and Liability – CANCELLED
2. Planning Consultant Report – John Iacoangeli wanted to thank Ballentine for tenure and that it was a pleasure to work with her.
 3. Township Board Report – Doug White indicated Board passed the budget and signed off on Yuba Boat launch and Sayler park upgrades are moving ahead. A contractor has been selected.
 4. Parks & Trails Committee Report – Marcie Timmins indicated standard meeting dates have been chosen and the mission statement has been updated. Continuing on with Bayside park and selection of contractors. Walkway is going to be put in.

ADJOURN: Motion by Timmins to adjourn, support by White. Motion passed unanimously. Meeting adjourned at 8:39pm.

06/29/2016 10:14 AM
User: CATHY DYE
DB: ACME TOWNSHIP

CHECK DISBURSEMENT REPORT FOR ACME TOWNSHIP
CHECK DATE FROM 06/08/2016 - 06/30/2016
Banks: CHASE, PARKS, SEWER

Prepaid

Page 1/2

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/08/2016	CHAS	23701	AMERICAN WASTE	REPAIRS & MAINT	101-750-930.000	112.50
06/08/2016	CHAS	23702	CHERRYLAND RURAL ELECTRIC	ELECTRIC UTILITIES TOWNHALL/SAYLER P	101-265-920.000	68.35
		23702		STREET LIGHTS/YUBA PK RD & US 31 N	101-265-921.000	377.84
						<hr/> 446.19
06/08/2016	CHAS	23703	CONSUMERS ENERGY	STREET LIGHTS	101-265-921.000	499.50
06/08/2016	CHAS	23704	GRAND TRAVERSE COUNTY -DPW	SEWER TOWNSHIP HALL	101-265-923.000	30.00
		23704		REPAIRS & MAINT	101-750-930.000	30.00
						<hr/> 60.00
06/08/2016	CHAS	23705	INTERNAL REVENUE SERVICE	FEDERAL WITH HOLDING TAX	101-000-229.000	1,000.00
06/08/2016	CHAS	23706	STATE OF MICHIGAN TREASURY	STATE WITHHOLDING TAXES	101-000-228.200	212.00
06/13/2016	CHAS	23745	KCI	SUPPLIES & POSTAGE	101-253-726.000	1,217.17
06/13/2016	CHAS	23746	NEOFUNDS BY NEOPOST	SUPPLIES & POSTAGE-BOARD	101-101-726.000	332.21
		23746		SUPPLIES & POSTAGE-ELECTIONS	101-191-726.000	30.17
		23746		SUPPLIES & POSTAGE-ASSESSOR	101-209-726.000	4.57
		23746		SUPPLIES & POSTAGE-CLERK	101-215-726.000	23.42
		23746		SUPPLIES & POSTAGE-TREASURER	101-253-726.000	2.53
		23746		SUPPLIES & POSTAGE-PLAN ZONE	101-410-726.000	7.10
						<hr/> 400.00
06/13/2016	CHAS	23747	SHELL OIL COMPANY	REPAIRS & MAINT	101-750-930.000	190.35
06/23/2016	CHAS	23748	CHASE USA	FOURTH OF JULY FIREWORKS	101-000-997.300	300.00
		23748		dues subscriptions	101-101-960.000	16.99
		23748		SUPPLIES & POSTAGE	101-191-726.000	610.00
		23748		SUPPLIES & POSTAGE	101-215-726.000	110.68
		23748		TRAVEL & MILEAGE	101-215-860.000	27.38
		23748		REPAIRS & MAINT	101-265-930.000	169.99
		23748		SUPPLIES & POSTAGE	101-410-726.000	369.35
		23748		REPAIRS & MAINT	101-750-930.000	639.82
						<hr/> 2,244.21
06/23/2016	CHAS	23749	CONSUMERS ENERGY	ELECTRIC UTILITIES TOWNHALL	101-265-920.000	835.65
06/23/2016	CHAS	23750	STATE OF MICHIGAN TREASURY	STATE WITHHOLDING TAXES	101-000-228.200	0.50

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TOTAL - ALL FUNDS

TOTAL OF 12 CHECKS

7,218.07

--- GL TOTALS ---

101-000-228.200	STATE WITHHOLDING TAXES	212.50
101-000-229.000	FEDERAL WITH HOLDING TAX	1,000.00
101-000-997.300	FOURTH OF JULY FIREWORKS	300.00
101-101-726.000	SUPPLIES & POSTAGE	332.21
101-101-960.000	dues subscriptions	16.99
101-191-726.000	SUPPLIES & POSTAGE	640.17
101-209-726.000	SUPPLIES & POSTAGE	4.57
101-215-726.000	SUPPLIES & POSTAGE	134.10
101-215-860.000	TRAVEL & MILEAGE	27.38
101-253-726.000	SUPPLIES & POSTAGE	1,219.70
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	904.00
101-265-921.000	STREET LIGHTS	877.34
101-265-923.000	SEWER TOWNSHIP HALL	30.00
101-265-930.000	REPAIRS & MAINT	169.99
101-410-726.000	SUPPLIES & POSTAGE	376.45
101-750-930.000	REPAIRS & MAINT	972.67

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date

Vendor 0000001880 - BREEZE HILL GREENHOUSE:

MAY 2016							
7620	BREEZE HILL GREENHOUSE	07/05/2016	07/05/2016	479.45	479.45	Open	Y
	FLOWER/ANNUAL & PRENNIALS	CATHY DYE					06/30/2016
	101-750-930.000	REPAIRS & MAINT		479.45			
	Total for vendor 0000001880 - BREEZE HILL GREENHOUSE:			479.45	479.45		

Vendor DYE - CATHY DYE:

MAY/JUNE 2016							
7661	CATHY DYE	07/05/2016	07/05/2016	90.45	90.45	Open	Y
	MILEAGE REIMBURSEMENT	CATHY DYE					06/30/2016
	101-215-860.000	TRAVEL & MILEAGE		90.45			
	Total for vendor DYE - CATHY DYE:			90.45	90.45		

Vendor 0000002900 - CHERRYLAND RURAL ELECTRIC:

MAY/JUNE 2016							
7657	CHERRYLAND RURAL ELECTRIC	07/05/2016	07/05/2016	492.49	492.49	Open	Y
	ELECTRIC	CATHY DYE					07/05/2016
	101-265-921.000	STREET LIGHTS/ HOLIDAY RD/HOLIDAY PINE		70.80			
	101-265-920.000	ELECTRIC UTILITIES TOWNHALL/SAYLER PK B		71.25			
	101-265-920.000	ELECTRIC UTILITIES TOWNHALL/ YUBA CEMET		25.90			
	101-265-920.000	ELECTRIC UTILITIES TOWNHALL/SAYLERPK/BA		17.50			
	101-265-921.000	STREET LIGHTS/YUBA PK RD & US 31 N		32.36			
	101-265-921.000	STREET LIGHTS/PEACEFUL VAL.NEAR 7791		11.47			
	101-265-921.000	STREET LIGHTS/US 31 N-11 LIGHTS		176.80			
	101-265-921.000	STREET LIGHTS/SAYLOR PK		10.37			
	101-265-921.000	STREET LIGHTS/BAY VALLEY ST LITE		11.47			
	101-265-921.000	STREET LIGHTS/5 MILE NEAR ADD 4782		13.64			
	101-265-921.000	STREET LIGHTS/BUNKER HILL AND WHITE		18.72			
	101-265-921.000	STREET LIGHTS/FIVE MILE & HOLIDAY HLS		20.74			
	101-265-921.000	STREET LIGHTS/YUBA HERITAGE		11.47			
	Total for vendor 0000002900 - CHERRYLAND RURAL ELECTRIC:			492.49	492.49		

Vendor 0000002990 - CINTAS CORP #729:

729803473							
7634	CINTAS CORP #729	07/05/2016	07/05/2016	46.01	46.01	Open	Y
	RUGS	CATHY DYE					06/30/2016
	101-265-930.000	REPAIRS & MAINT		46.01			
729808672							
7658	CINTAS CORP #729	07/05/2016	07/05/2016	48.72	48.72	Open	Y
	RUGS	CATHY DYE					07/05/2016

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution						
	101-265-930.000	REPAIRS & MAINT		48.72			
	Total for vendor 0000002990 - CINTAS CORP #729:			94.73	94.73		

Vendor 0000003300 - CONSUMERS ENERGY:

MAY 2016							
7651	CONSUMERS ENERGY	07/05/2016	07/05/2016	70.43	70.43	Open	Y
	ELECTRIC	CATHY DYE					06/30/2016
	101-265-921.000	STREET LIGHTS- 5741 LAUTNER RD		70.43			
	Total for vendor 0000003300 - CONSUMERS ENERGY:			70.43	70.43		

Vendor 0000003830 - DAN HELSEL'S TREE SERVICE:

JUNE 2016							
7655	DAN HELSEL'S TREE SERVICE	07/05/2016	07/05/2016	3,000.00	3,000.00	Open	Y
	TREE SERVICE	CATHY DYE					06/30/2016
	208-000-930.005	SHORELINE REDEVELOPMENT		3,000.00			
	Total for vendor 0000003830 - DAN HELSEL'S TREE SERVICE:			3,000.00	3,000.00		

Vendor EPS - EPS:

A753589,							
7631	EPS	07/05/2016	07/05/2016	156.84	156.84	Open	Y
	ALARM SYSTEM 7.1.2016 TO 9.30.2016	CATHY DYE					07/05/2016
	101-750-930.000	REPAIRS & MAINT		156.84			
	Total for vendor EPS - EPS:			156.84	156.84		

Vendor 0000007275 - G.J'S RENTALS, INC:

24050							
7633	G.J'S RENTALS, INC	07/05/2016	07/05/2016	210.00	210.00	Open	Y
	10 X 10 AWNING/TEST FOR ELECTION I	CATHY DYE					07/05/2016
	101-191-726.000	SUPPLIES & POSTAGE		210.00			
	Total for vendor 0000007275 - G.J'S RENTALS, INC:			210.00	210.00		

Vendor GARY - GARY LAMOTT:

MAY/JUNE 2016							
7640	GARY LAMOTT	07/05/2016	07/05/2016	111.87	111.87	Open	Y
	MILEAGE REIMBURSEMENT	CATHY DYE					06/30/2016
	101-750-860.000	TRAVEL & MILEAGE		111.87			
	Total for vendor GARY - GARY LAMOTT:			111.87	111.87		

Vendor 0000007250 - GINOP SALES:

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
WP55414 7629	GINOP SALES MOWER BLADES 101-750-930.000	07/05/2016 CATHY DYE	07/05/2016	56.29	56.29	Open	Y 06/30/2016
	REPAIRS & MAINT			56.29			
	Total for vendor 0000007250 - GINOP SALES:			56.29	56.29		

Vendor 0000007675 - GOSLING CZUBAK ENGR:

75455 7617	GOSLING CZUBAK ENGR PROFESSIONAL SERVICES 101-410-803.004-075	07/05/2016 CATHY DYE	07/05/2016	500.00	500.00	Open	Y 06/30/2016
	ENGINEERING SERVICES T&A			500.00			
	Total for vendor 0000007675 - GOSLING CZUBAK ENGR:			500.00	500.00		

Vendor 0000007720 - GOVERNMENTAL BUSINESS SYS GBS:

16-26485 7626	GOVERNMENTAL BUSINESS SYS GBS ABSENTEE APPLICATION TO VOTE 101-191-726.000	07/05/2016 CATHY DYE	07/05/2016	60.84	60.84	Open	Y 06/30/2016
	SUPPLIES & POSTAGE			60.84			
16-26784 7654	GOVERNMENTAL BUSINESS SYS GBS ELECTION SUPPLIES 101-191-726.000	07/05/2016 CATHY DYE	07/05/2016	585.31	585.31	Open	Y 06/30/2016
	SUPPLIES & POSTAGE			585.31			
	Total for vendor 0000007720 - GOVERNMENTAL BUSINESS SYS GBS:			646.15	646.15		

Vendor GTRLC - GRAND TRAVERE REGIONAL LAND CO:

#2 PAYMENT 7636	GRAND TRAVERE REGIONAL LAND CO SERVICE AGREEMENT 225-000-802.004	07/05/2016 CATHY DYE	07/05/2016	7,500.00	7,500.00	Open	Y 07/05/2016
	CONTRACTED EMPLOYEE SERVICES			7,500.00			
	Total for vendor GTRLC - GRAND TRAVERE REGIONAL LAND CO:			7,500.00	7,500.00		

Vendor 7890 - GRAND TRAVERSE COUNTY:

91856, 91857 7622	GRAND TRAVERSE COUNTY DPW ACME SEWER, ACME WATER-HOPE VIL 590-000-956.001	07/05/2016 CATHY DYE	07/05/2016	20,096.00	20,096.00	Open	Y 06/30/2016
	OPERATING & MAINT EXP			19,730.29			
	USAGE FEES			365.71			
91957, 91958 7652	GRAND TRAVERSE COUNTY ACME SEWER, ACME WATER MAY 2016	07/05/2016 CATHY DYE	07/05/2016	35,256.56	35,256.56	Open	Y 06/30/2016

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DB: ACME TOWNSHIP

INVOICE REGISTER REPORT FOR ACME TOWNSHIP
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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution						
	590-000-956.001	OPERATING & MAINT EXP		34,183.10			
	590-000-956.003	HOCH ROAD #697 EXP		52.89			
	590-550-956.001	OPERATING & MAINT EXP		1,020.57			
91969 7660	GRAND TRAVERSE COUNTY GIS MAP	07/05/2016 CATHY DYE	07/05/2016	18.38	18.38	Open	Y 07/05/2016
	101-410-726.000	SUPPLIES & POSTAGE		18.38			
	Total for vendor 7890 - GRAND TRAVERSE COUNTY:			55,370.94	55,370.94		

Vendor 0000007950 - GRAND TRAVERSE METRO ESA:

826 7616	GRAND TRAVERSE METRO ESA	07/05/2016	07/05/2016	7,089.12	7,089.12	Open	Y 06/30/2016
	PART-TIME EMS STAFFING FOR MAY 201	CATHY DYE					
	206-000-802.004	CONTRACTED EMPLOYEE SERVICES		7,089.12			
	Total for vendor 0000007950 - GRAND TRAVERSE METRO ESA:			7,089.12	7,089.12		

Vendor GREAT - GREATAMERICA FINANCIAL SVCS:

18931141 7649	GREATAMERICA FINANCIAL SVCS	07/05/2016	07/05/2016	311.65	311.65	Open	Y 07/05/2016
	COMPUTERS	CATHY DYE					
	101-101-804.000	SOFTWARE SUPPORT & PROCESSIN		311.65			
	Total for vendor GREAT - GREATAMERICA FINANCIAL SVCS:			311.65	311.65		

Vendor 0000010300 - INTEGRITY BUSINESS SOLUTIONS:

1394359-0 7627	INTEGRITY BUSINESS SOLUTIONS	07/05/2016	07/05/2016	46.97	46.97	Open	Y 06/30/2016
	COPY PAPER, CLEANER	CATHY DYE					
	101-265-726.000	SUPPLIES & POSTAGE		46.97			
1398506-0 7648	INTEGRITY BUSINESS SOLUTIONS	07/05/2016	07/05/2016	49.97	49.97	Open	Y 06/30/2016
	KEYBOARD, COPY PAPER	CATHY DYE					
	101-265-726.000	SUPPLIES & POSTAGE		49.97			
	Total for vendor 0000010300 - INTEGRITY BUSINESS SOLUTIONS:			96.94	96.94		

Vendor 0000011800 - KOPY SALES INC.:

100503,100504 7618	KOPY SALES INC.	07/05/2016	07/05/2016	212.71	212.71	Open	Y 06/30/2016
	COPY MACHING	CATHY DYE					
	101-265-930.000	REPAIRS & MAINT		212.71			
	Total for vendor 0000011800 - KOPY SALES INC.:			212.71	212.71		

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0000012650 - LARK LAWN AND GARDEN:							
223763 7635	LARK LAWN AND GARDEN HVA TRIMMER HEADS 101-750-930.000	07/05/2016 CATHY DYE	07/05/2016	52.06	52.06	Open	Y 06/30/2016
	REPAIRS & MAINT			52.06			
	Total for vendor 0000012650 - LARK LAWN AND GARDEN:			52.06	52.06		
Vendor LOVA - LOVASCO:							
1826, 1748 7644	LOVASCO 1099 FOR TAX YEAR 2015 ANDANNUAL R 101-861-874.000	07/05/2016 CATHY DYE	07/05/2016	575.00	575.00	Open	Y 07/30/2016
	RETIREMENT/PENSION			575.00			
	Total for vendor LOVA - LOVASCO:			575.00	575.00		
Vendor 14413 - MAILFINANCE:							
N5974208 7621	MAILFINANCE POSTAGE MACHINE LEASE JUL 8,2016 T 101-101-726.000	07/05/2016 CATHY DYE	07/05/2016	146.97	146.97	Open	Y 07/05/2016
	SUPPLIES & POSTAGE			146.97			
	Total for vendor 14413 - MAILFINANCE:			146.97	146.97		
Vendor 0000013984 - MICHIGAN ELECTION RESOURCES:							
36043 7625	MICHIGAN ELECTION RESOURCES QVF AV APPLICATIONS 101-191-726.000	07/05/2016 CATHY DYE	07/05/2016	75.77	75.77	Open	Y 06/30/2016
	SUPPLIES & POSTAGE			75.77			
	Total for vendor 0000013984 - MICHIGAN ELECTION RESOURCES:			75.77	75.77		
Vendor 0000015070 - NORTHERN MICHIGAN JANITORIAL S:							
20792 7645	NORTHERN MICHIGAN JANITORIAL S PAPER TOWELS, CAN LINER 101-750-726.000	07/05/2016 CATHY DYE	07/05/2016	82.60	82.60	Open	Y 06/30/2016
	SUPPLIES & POSTAGE			82.60			
	Total for vendor 0000015070 - NORTHERN MICHIGAN JANITORIAL S:			82.60	82.60		
Vendor 0000016245 - OLSON, BZDOK & HOWARD, P.C:							
JUNE 9,2016 7641	OLSON, BZDOK & HOWARD, P.C ATTORNEY	07/05/2016 CATHY DYE	07/05/2016	2,257.50	2,257.50	Open	Y 06/30/2016

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution						
	101-410-802.002	ATTORNEY SERVICES		373.69			
	101-101-802.002	ATTORNEY SERVICES		902.31			
	101-101-802.001	ATTORNEY SERVICES LITIGATION		67.50			
	101-209-803.004	ASSESSOR'S EVALUATION SERVICES		45.00			
	101-410-802.002	ATTORNEY SERVICES		645.00			
	101-101-802.002	ATTORNEY SERVICES		224.00			
	Total for vendor 0000016245 - OLSON, BZDOK & HOWARD, P.C:			2,257.50	2,257.50		

Vendor 0000017800 - PRINTING SYSTEMS INC:

96087							
7647	PRINTING SYSTEMS INC	07/05/2016	07/05/2016	148.42	148.42	Open	Y
	SECRECY ENVELOPES, WINDOW ENVELOPE	CATHY DYE					06/30/2016
	101-191-726.000	SUPPLIES & POSTAGE		148.42			
	Total for vendor 0000017800 - PRINTING SYSTEMS INC:			148.42	148.42		

Vendor 0000026150 - SHARMA ZOLLINGER:

1220160366							
7630	SHARMA ZOLLINGER	07/05/2016	07/05/2016	75.00	75.00	Open	Y
	DAIRY DOO COMPOST	CATHY DYE					06/30/2016
	101-750-930.000	REPAIRS & MAINT		75.00			
	Total for vendor 0000026150 - SHARMA ZOLLINGER:			75.00	75.00		

Vendor SVEC - SVEC CONSTRUCTION COMPANY:

2016-0245							
7653	SVEC CONSTRUCTION COMPANY	07/05/2016	07/05/2016	3,078.00	3,078.00	Open	Y
	MISC. SITE WORK	CATHY DYE					06/30/2016
	101-750-930.000	REPAIRS & MAINT		3,078.00			
	Total for vendor SVEC - SVEC CONSTRUCTION COMPANY:			3,078.00	3,078.00		

Vendor 0000021700 - THIRLBY AUTOMOTIVE:

318725							
7628	THIRLBY AUTOMOTIVE	07/05/2016	07/05/2016	99.85	99.85	Open	Y
	BATTERY	CATHY DYE					06/30/2016
	101-750-930.000	REPAIRS & MAINT		99.85			
310960, 308587							
7632	THIRLBY AUTOMOTIVE	07/05/2016	07/05/2016	17.96	17.96	Open	Y
	MOVER PARTS, CARB CLEANER	CATHY DYE					06/15/2016
	101-750-930.000	REPAIRS & MAINT		17.96			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
333269 7650	THIRLBY AUTOMOTIVE TAIL LIGHT FOR DUMP TRUCK 101-750-930.000	07/05/2016 CATHY DYE	07/05/2016	11.27 11.27	11.27	Open	Y 07/05/2016
	REPAIRS & MAINT			11.27			
	Total for vendor 0000021700 - THIRLBY AUTOMOTIVE:			129.08	129.08		

Vendor 0000022000 - TRAVERSE CITY RECORD EAGLE:

MAY 2016 7619	TRAVERSE CITY RECORD EAGLE PUBLICATIONS	07/05/2016 CATHY DYE	07/05/2016	418.25	418.25	Open	Y 06/30/2016
	101-101-900.000	PUBLICATIONS-TOWNSHIP BOARD		92.00			
	101-410-900.000	PUBLICATIONS-PLANNING & ZONING		326.25			
	Total for vendor 0000022000 - TRAVERSE CITY RECORD EAGLE:			418.25	418.25		

Vendor 0000006700 - TYLER TECHNOLOGIES, INC:

025-159283 7623	TYLER TECHNOLOGIES, INC CEMETERY-FUNDBALANCE 8.1.2016 TO	07/05/2016 CATHY DYE	07/05/2016	179.95	179.95	Open	Y 07/05/2016
	209-000-726.000	SUPPLIES & POSTAGE		179.95			
	Total for vendor 0000006700 - TYLER TECHNOLOGIES, INC:			179.95	179.95		

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

# of Invoices:	43	# Due:	43	Totals:	90,473.25	90,473.25	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					<u>90,473.25</u>	<u>90,473.25</u>	

--- TOTALS BY BANK ---

CHASE	GENERAL FUND	27,620.69
SEWER	ACME RELIEF SEWER	55,352.56
FARM	FARMLAND PRESERVATION	7,500.00

--- TOTALS BY GL DISTRIBUTION ---

101-101-726.000	SUPPLIES & POSTAGE	146.97
101-101-802.001	ATTORNEY SERVICES LITIGATION	67.50
101-101-802.002	ATTORNEY SERVICES	1,126.31
101-101-804.000	SOFTWARE SUPPORT & PROCESSIN	311.65
101-101-900.000	PUBLICATIONS	92.00
101-191-702.000	SALARIES	70.00
101-191-726.000	SUPPLIES & POSTAGE	1,080.34
101-209-803.002	ASSESSING CONTRACT SERVICES	3,333.34
101-209-803.004	ASSESSOR'S EVALUATION SERVICES	45.00
101-215-860.000	TRAVEL & MILEAGE	90.45
101-265-726.000	SUPPLIES & POSTAGE	96.94
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	114.65
101-265-921.000	STREET LIGHTS	448.27
101-265-930.000	REPAIRS & MAINT	347.44
101-410-726.000	SUPPLIES & POSTAGE	18.38
101-410-802.002	ATTORNEY SERVICES	1,018.69
101-410-803.001	PLANNING CONSULTANT	2,310.00
101-410-803.004-075	ENGINEERING SERVICES T&A	500.00
101-410-803.005	PLANNING & CONSULTANT T & A	231.25
101-410-803.005-079	PLANNING & CONSULTANT T & A	280.00
101-410-900.000	PUBLICATIONS	326.25
101-750-726.000	SUPPLIES & POSTAGE	82.60
101-750-860.000	TRAVEL & MILEAGE	111.87
101-750-930.000	REPAIRS & MAINT	4,526.72
101-861-874.000	RETIREMENT/PENSION	575.00
206-000-802.004	CONTRACTED EMPLOYEE SERVICES	7,089.12
208-000-930.005	SHORELINE REDEVELOPMENT	3,000.00
209-000-726.000	SUPPLIES & POSTAGE	179.95
225-000-802.004	CONTRACTED EMPLOYEE SERVICES	7,500.00
590-000-956.001	OPERATING & MAINT EXP	53,913.39
590-000-956.003	HOCH ROAD #697 EXP	52.89
590-550-450.000	USAGE FEES	365.71
590-550-956.001	OPERATING & MAINT EXP	1,020.57

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			17,351.62	17,351.62		
	206 - FIRE FUND			7,089.12	7,089.12		
	208 - PARK FUND			3,000.00	3,000.00		
	209 - CEMETERY FUND			179.95	179.95		
	225 - FARMLAND PRESERVATION			7,500.00	7,500.00		
	590 - ACME RELIEF SEWER			55,352.56	55,352.56		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 -			71,735.35	71,735.35		
	101 - TOWNSHIP BOARD OF TRUSTEES			1,744.43	1,744.43		
	191 - ELECTION EXPENDITURES			1,150.34	1,150.34		
	209 - ASSESSOR'S EXPENDITURES			3,378.34	3,378.34		
	215 - CLERK'S EXPENDITURES			90.45	90.45		
	265 - TOWNHALL EXPENDITURES			1,007.30	1,007.30		
	410 - PLANNING & ZONING EXPENDITU			4,684.57	4,684.57		
	550 - HOPE VILLAGE- WATER			1,386.28	1,386.28		
	750 - MAINT & PARKS EXPENDITURES			4,721.19	4,721.19		
	861 - RETIREMENT/PENSION			575.00	575.00		



SEVENTH-DAY
ADVENTIST
CHURCH

Michigan Conference
Headquarters



PO Box 24187
Lansing MI 48909-4187
320 West St Joseph
Lansing MI 48933-2339
Telenhance: (517) 316-1500

To Whom It May Concern:

This summer young people from the Michigan Conference of Seventh-day Adventists will be in your area doing door-to-door missionary work during the months of June, July, and August of 2016.

The activities that our young people will be involved in include:

- 1) Seeking to place Christian literature in each home that will accept it, enabling residents to give a donation to the young people to help further their education
- 2) Offering Bible study programs to those interested
- 3) Praying with individuals that desire prayer
- 4) Interesting individuals in the Seventh-day Adventist Church

For the safety of our young people, we have provided two-way radios and group supervisors. A list of our young people and vehicle information will be available upon request beginning June 9, 2016.

PLEASE FORWARD THIS INFORMATION TO YOUR LOCAL POLICE/SHERIFF DEPARTMENT.

Please accept this letter as acknowledgment of our youth missionary project in your area. If you have any other questions, please don't hesitate to call us at 517-316-1515.

Respectfully yours,

K Metz

Kamil Metz
Literature Ministries Director

As confirmation that you received this information, we would ask that you please fill out the following and fax this letter back to the number below. *We understand that your signature is not an endorsement of our project, but simply recognition of our presence in your community.*

PLEASE PRINT

Name of county: Grand Traverse

Name of city/twp/village: Acme
(circle one)

Received by: *Cathy Dye* Cathy Dye
(Signature) (Please print)

Date: 6-28-16
Return Fax number: 517-316-1549

ACME TOWNSHIP EMPLOYEE HANDBOOK
ADOPTED APRIL 6, 2010
AMENDED JULY 5, 2016

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I. INTRODUCTION

A. WELCOME TO ACME TOWNSHIP

It's our pleasure to welcome you to the staff of Acme Township. The Township values each employee and hopes that you find your work here rewarding and satisfying.

B. HISTORY

Acme Township was settled about 1855 and soon had mills, a general store, a blacksmith and other business. John Pulcipher, who became the first supervisor in 1881, organized the township. A township hall was built for the amount of \$1,000.00 with a population of 2,000. The Township has a total area of 25.3 square miles, with two cemeteries, two natural areas, two township-operated parks and several county or privately-operated parks.

C. DISCLAIMER

The policies contained in this manual are guidelines. They are not to be construed as a contract existing between the employees and Acme Township.

D. AT WILL EMPLOYMENT

Each employee of Acme Township serves at the Township's pleasure. Either the Township or the employee may terminate the employment relationship at any time without notice and without cause. This basic condition of employment is not, and may not be, modified by any verbal assurances or other policies, procedures or practices of the Township.

E. SCOPE

This personnel policy shall apply to all employees of Acme Township except those who are elected officials. With the exception of the non-discrimination and non-harassment policy, this personnel policy does not apply to **Deputy Clerk, Deputy Treasurer**, members of the Planning Commission, Zoning Board of Appeals, Board of Review or any advisory committee. Political appointees are subject to this personnel policy as enforced by the elected official to whom the appointee reports. With the exception of the non-discrimination and non-harassment policy, this personnel policy also does not apply to those individuals providing services through contractual agreement with the Township.

F. REVISIONS

The policies and procedures contained in this manual may be changed at any time by a formal resolution of the Acme Township Board. Employee suggestions for changes to the policies and procedures may be submitted in

writing to the Township Personnel Committee. These suggestions will be maintained in a file and reviewed periodically by the Personnel Committee. The Personnel Committee shall make recommendations to the Township Board regarding revisions as needed. The Township Board will review the policies and procedures annually at a minimum.

II. SELECTION POLICY

A. NON-DISCRIMINATION AND NON-HARASSMENT POLICY

It is the policy of Acme Township not to discriminate against any employee or applicant for employment because of race, religion, color, age, height, weight, marital status, sex, national origin, veteran or legal alien status, a disability that can reasonably be accommodated, or any other legally protected category. Harassment based on any of these protected classifications is strictly prohibited. Incidents of harassment are to be reported immediately to the Township Manager or to any Township Board member that the person may choose. Anyone receiving such complaints will report them to the Township Supervisor. A prompt and confidential investigation will be conducted and appropriate remedial action taken if the complaint is substantiated. The problem solving procedure set forth in this policy may, where appropriate, be used to process complaints. No employee will be retaliated against for making a good faith complaint or participating in an investigation.

B. DISABILITY ACCOMMODATION

Acme Township is committed to complying with applicable state and federal laws ensuring equal opportunity in employment for qualified persons with disabilities. Reasonable accommodation is available to all qualified individuals with known disabilities, unless doing so would result in an undue hardship to Acme Township. Employees with disability requiring accommodation must notify their immediate supervisor in writing as soon as the need for accommodation becomes known.

C. ANTI-NEPOTISM

No person shall be employed and placed under the direct or indirect supervision of a relative by blood or marriage. Such relationships must be disclosed prior to the time of hire. "Relative" is defined as the following relationships: mother, father, child, sister, brother, niece, nephew, or person residing in the same home. Should such a relationship develop after hire, the relationship must be disclosed to the employees' immediate supervisor(s), and may require the reassignment or termination of one or both individuals involved.

Any employee(s) in violation of this provision at the time of its original adoption (June 2008) shall be exempt so long as they hold their current

position. Any change in position or status will require the employee to be in compliance with this provision.

This provision may be waived in individual cases upon specific request by an affirmative vote of at least five (5) members of the Board of Trustees at a public meeting.

Due to state law governing their selection, the anti-nepotism policy shall not apply to the selection of deputies by the Supervisor, Clerk or Treasurer.

D. EMPLOYMENT PROCEDURES

1. STAFFING

The Township Board shall be responsible for determining the number and scope of all positions consistent with Township needs and budgetary limitations. The Township may contract for any services as it deems advisable, including the staffing of vacant positions.

2. POSTING

When the Township Board determines that there is a position vacancy to be filled through employment by the Township, the following procedure will be followed:

The ~~Manager~~ Clerk shall review the job description with the Personnel Committee.

The ~~Manager~~ Clerk shall post a notice for a minimum of seven days on the public bulletin board in the Township Office and advertise in a local newspaper or other appropriate location for a minimum of three days, indicating the job title, position, description, qualifications required, wage rate, and application deadline. Specialized positions may also be advertised in local or trade publications or posted on college campuses or other appropriate locations.

NOTE: All advertisements and posted notices shall contain the phrase "An Equal Opportunity Employer."

The ~~Manager~~ Clerk will be responsible for posting the announcement.

The ~~Manager~~ Supervisor may, on an interim basis, make a temporary appointment, pending completion of the posting procedures stated above, provided the Township Board has approved posting the vacancy.

When a new position is created, the ~~manager~~ Clerk will prepare and submit a job description and request to the Township Board. If approved, the same procedure as for a position vacancy will be followed.

3. APPLICATION

Persons desiring employment or promotion with the Township must submit an application. Applications and complete job descriptions may be obtained at the Township Office. All applications will be active for sixty days.

4. SELECTION

Following the deadline for submission of applications, the ~~Manager~~ Clerk or Functional Manager shall determine which applicants possess qualifications that meet the position's minimum qualifications.

~~The Manager~~ One or more Elected Official(s) will interview at least the three most qualified candidates with assistance from the Personnel Committee. The purpose of the interview is to further evaluate the training, experience, and skills of the applicants relative to the position to be filled. It also allows the interviewers an opportunity to inform the applicants about the salary, benefits, organizational structure, and job content of the position. All unsuccessful applicants will be notified by mail after the position is filled.

~~The Manager~~ One or more Elected Official(s) shall check with and verify the references and job history provided by the applicant.

The ~~Manager~~ Functional Manager will make the selection recommendation to the Township Board for final approval.

5. PHYSICAL EXAMINATIONS

Prospective employees may, according to job description, be required to submit to an examination, which may include mental, physical, alcohol and drug screening by a local doctor designated by the Township and at the Township's expense to determine fitness for the position. The examination shall occur after a conditional offer of employment has been made and should be conducted in such a way as to determine the applicant's ability to assume the duties as detailed in the position's job description.

Employment and continued employment shall be contingent upon the employee meeting the mental and physical, as well as alcohol and drug free requirements for the position. Employees may, at the Township's expense, be required to submit to mental, physical, alcohol or drug

examinations when the ~~Manager~~-Clerk, with the concurrence of the Township Supervisor, determines a reasonable need for such an examination. If the Township Supervisor is the immediate supervisor, he/she will need concurrence of the Clerk.

6. DRIVING RECORD

Prospective employees required to drive Township vehicles shall have their driving records reviewed prior to hire. Driving records may be reviewed annually.

Employment and continued employment shall be contingent upon the employee maintaining an appropriate safety record and being acceptable to the Township's insurance carrier.

7. BACKGROUND CHECK

Criminal record checks will be conducted on applicants selected for employment. The checks will generally be completed prior to gaining employment, but may be completed afterwards depending on the Township's needs at the time. A record of criminal conviction or pending felony charge not previously disclosed on the application will be grounds for immediate dismissal. The Township reserves, at its sole discretion, the right to determine whether to terminate employment based on any other criminal convictions or pending felony charges disclosed through this record check. The Township reserves the right to conduct other background checks, as it determines necessary under the circumstances.

8. FALSIFIED APPLICATION

If it is subsequently determined that a Township employee has falsified or failed to fully and truthfully complete his or her application for employment, that employee may be subject to immediate dismissal. The Township Board shall determine, in its sole discretion, whether the falsified or omitted information was deliberate or unintentional, and whether such falsification is sufficiently serious to warrant termination.

9. PERSONNEL RECORDS

The ~~Manager~~ Clerk shall maintain a personnel file for each employee containing information necessary for effective personnel administration. The personnel file may contain: application and resume, employee reviews, reports, disciplinary history, letters of commendation, record of training, doctor's notes for sick leave, record of physical or mental examination, drug or alcohol screening, record of positions held, record of leaves, other information required by law or

deemed necessary by the Township Board. Medical information shall be maintained in a separate confidential file, and only made available to those with a business need to know.

The Township Clerk shall maintain a file for each employee containing information necessary for effective distribution of wages and benefits to include: insurance records, retirement information, beneficiary information and other information required by law or deemed necessary by the Township Board. Employees are requested to notify the Township Clerk of any changes in their dependent status (i.e., marriage, birth of children, etc.), address, or person to notify in case of emergency within five working days after such changes occur.

Only the ~~Supervisor, Manager,~~ and the Township Board may view the personnel files. Employees are given the opportunity to periodically review their records in accordance with state statutes. Information contained in the employee's personnel file will be released to others only upon the employee's written authorization or as otherwise provided for by state law. Personnel files will be kept six years after termination.

III. CLASSIFICATION AND SCHEDULING

A. EMPLOYEE CLASSIFICATIONS

Full-time Employees are those who are hired to fill regularly established positions which are scheduled ~~at least 32 hours per week, 52 weeks a year minimum of 2080~~ **at least a minimum of 25 hours per week and a minimum of 2080 paid hours per year including earned vacation hours.**

Part-time Employees are those who are regularly scheduled to work ~~less than 32 hours per week,~~ **less than 24 hours per week and less than 999 hours per year.**

Temporary Employees are those who have been appointed for a specified period of time, or for a specific project (usually less than one year), whether they work forty hours per week or less.

Special Project Employees are individuals who are compensated indirectly by a particular federal, state or private grant or program.

B. HOURS OF WORK

1. REGULAR WORKING HOURS

Regular work schedules may vary by position, or week to week for a given position, based on the needs of the position or township. The

work schedule for each position will be communicated to each employee by their immediate supervisor.

2. RECORDING OF HOURS

Elected officials and exempt employees are not required to keep records of the hours they work. However, the Township may require exempt employees to keep records/logs of the time they spend on various tasks they perform and where such tasks are performed.

All non-exempt employees of the Township are required to complete bi-weekly time sheets that identify all hours worked, including overtime hours and time off. All time sheets must be signed and approved by the employee's immediate supervisor. All original time sheets must be submitted to the Township Clerk on the Monday following the close of each bi-weekly payroll period. Time sheets must be kept on Township premises at all times.

3. LUNCH PERIODS

Employees are allowed **up to one hour of unpaid lunchtime** ~~hour~~ to be taken at the time designated by the ~~Manager~~ **Functional Manager**. Lunchtime is important to the well-being of the employee and the township encourages it to be taken.

4. SEVERE WEATHER

The Township Supervisor, or the **Township Clerk** ~~Township Manager~~ if the Supervisor is unavailable, is authorized to close the township office due to severe weather conditions. If the Township Offices are officially closed due to severe weather, employees normally scheduled to work shall be paid for the time not worked.

5. TARDINESS

Employees who are going to be late for work should notify the Department Head as soon as possible. Failure to call in or excessive tardiness may result in disciplinary action up to or including termination.

C. ATTENDANCE POLICY AND PROCEDURE

1. DEFINITION OF ABSENCE

Absence is any failure to work a scheduled shift for any reason, except for authorized time off.

2. DEFINITION OF CHRONIC ABSENCE

Chronic absence is the accumulation of more than three absences, as defined above, within any consecutive six-month period.

3. ABSENTEE CONTROL PROCEDURE

It shall be the ~~Manager's~~ Clerk's responsibility to maintain all attendance records and to bring such matters to the personnel committee for discipline as required.

4. ABSENCE NOTICE PROCEDURE

If for any reason you will be late or absent, you are required to contact the Township office at least 30 minutes before the start of your shift. The Township may require you to produce a doctor's note if you call in sick. Employees who are absent and do not call in (no call/no show) two days in a row will be deemed to have voluntarily resigned.

D. PERSONAL CONDUCT POLICY

Information ordinarily accessible only to employees or obtained through employment with Acme Township shall be treated as confidential.

Confidential information and internal matters of the Township shall not be discussed with anyone other than those with a need to know.

Allegations, gossip, hearsay, rumor and anonymous uncorroborated information shall not be spread, but should be reported to the ~~Manager~~ Clerk and/or Supervisor if the information is of a serious nature.

Acme Township adheres to General Schedule #10, Michigan Township Record Retention (MCL 399.5, approved 07/01/97 and last reprinted 01/2005). No person may remove, alter, destroy or add to any record of the Township that the Township is required to keep by law or by Township policy.

Violation of this policy shall be cause for disciplinary action.

E. DISCIPLINE

Each employee has an obligation to first and foremost serve the citizens of Acme Township. The Township has developed these policies and other procedures and standards of conduct in order to best serve our customers. If an employee's behavior interferes with the service of Township citizens, or with the orderly and efficient operation of the Township, corrective disciplinary measures will be taken. Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The

appropriate disciplinary action imposed will be at the sole discretion of the Township. The following behavior may result in disciplinary action, up to and including discharge.

- Neglect of duty
- Disloyalty
- Theft
- Excessive unexcused absences
- Excessive tardiness
- Disregard, refusal, or failure to carry out instructions
- Fraudulent referenced, whenever discovered
- Falsification of any Township records
- Willful destruction of property
- Conviction of a crime, either committed on the premises, while in the course of employment, or which has an adverse impact on the Township
- Using alcohol or illegal substances during working hours, or being under the influence of alcohol or illegal substances except when used as prescribed
- Threatening or assaultive behavior toward co-workers or customers
- Disclosure of confidential information and internal matters of the Township.

These examples are not all-inclusive. Decisions to discipline and/or discharge an employee is based on an individualized assessment of the circumstances. Nothing in this policy modifies the employee-at-will policy.

F. LAY-OFF/REDUCTION OF HOURS/FURLOUGH

Employees (other than political appointees, who serve at the pleasure of their appointer) may be laid off at the discretion of the Township Board in the event of lack of work, lack of funds, or reorganization of job duties. The ~~Manager~~ **Functional Manager** shall make a recommendation as to the employee(s) to be laid off. The employees to be laid off will be identified by the ~~Manager~~ **Supervisor**. The decision to lay off employees is at the sole discretion of the Township Board, but the following factors may be considered: (1) the

employee's classification, (2) length of service in the department and (3) performance.

All employees to be laid off shall be given a minimum of two weeks written notice; two weeks pay in lieu of such notice, or any combination thereof.

The name of such separated employees shall be placed on a re-employment or recall list for future hiring consideration for a maximum period of one year or length of service whichever is less.

Health care program coverage, if the laid off employee was enrolled in the plan, will continue until the end of the month. Laid-off employees will be advised as to their eligibility to extend healthcare coverage under COBRA.

In lieu of implementing a layoff, the Township Board may, in its sole discretion, and with the input and recommendation of the ~~Manager~~ **Functional Manager**, reduce the regular work schedule (hours worked) of some or all Township employees, or may elect to reduce the regular work week (days worked) of some or all Township employees in the event of lack of work, lack of funds, or reorganization of job duties.

IV. PAY PLAN AND ADMINISTRATION

A. SALARY ADMINISTRATION

1. METHOD OF PAYMENT

Employees will be paid on a bi-weekly basis. If a payday falls on a holiday: you will receive your paycheck on the last workday immediately before that payday.

Employees must submit their time cards to the ~~Township Manager~~ **Functional Manager** by noon on the Monday morning following the end of the pay period.

2. WORK WEEK

The work week will be ~~Friday at 5:01 p.m. through the following Friday at 5:00 p.m.~~ **start Sunday at 12:01 a.m. through the following Saturday at 12:00 p.m.**

3. NORMAL PAY DAYS

Normal pay days will be the Wednesday following the close of each bi-weekly period. If a normal payday falls on a recognized holiday or day when the township offices are to be closed, paychecks will be issued on the last business day prior to the holiday.

B. WAGES

1. WAGE ADVANCES

The Township will not advance money to employees against wages. Exceptions may be made when employees are leaving on vacation and will not be available to receive their paycheck on the normally schedule payday.

2. VOLUNTARY DEDUCTIONS

The Township shall make all voluntary deductions from employee's pay only after the employee gives written authorization.

3. WAGE ADJUSTMENTS

The Township Board will consider wage adjustments at least annually.
Overtime Pay

Exempt employees are not entitled to overtime pay. All non-exempt employees are entitled to overtime pay for overtime hours worked. The ~~Manager~~ **Functional Manager** must approve all overtime hours in advance **in writing**.

Overtime pay will be calculated at the rate of time and one-half the employee's regular rate for all hours worked in excess of 40 per workweek.

Compensatory time, defined as hours during which an employee is not working and for which the employee is compensated in lieu of monetary overtime compensation, is not permitted unless authorized in advance by the Board of Trustees.

4. GARNISHMENT OF WAGES

Garnishment of wages may occur if an employee fails to meet a financial obligation. The Township will comply with any lawful court order to deduct a certain portion of the wage from the paycheck. Notice of garnishment will be placed in the employee's personnel file.

C. REVIEW AND EVALUATION

The ~~Personnel Committee~~ **Functional Manager** will complete employee performance reviews annually at least two months prior to the end of the township's fiscal year. Additional reviews may be conducted at any time.

The review will include job performance strengths and weaknesses and an assessment of the relationship of the individual job to the overall operation of the Township. Job performance goals for the following year will be established and will set the standard by which performance will be evaluated.

Employees shall have the right to attach a written response to their evaluation, which shall become a part of the evaluation. Employees will be required to sign the review form as proof that it has been reviewed with them. Signature by the employee does not imply their agreement with the contents of the review.

V. BENEFITS

A. TOWNSHIP OFFICIAL HOLIDAYS

1. DESIGNATED HOLIDAYS

There will be a minimum of nine paid holidays. The Township Board will determine dates annually. All offices shall be closed on these designated holidays:

Jan 1st	Veterans Day	
President's Day	Thanksgiving	
Good Friday	Day After Thanksgiving	
Memorial Day	December 24th	
July 4th	December 25th	
Labor Day	December 31st	

~~If a recognized holiday falls on a Saturday, the offices will be closed on Friday (this will not apply to Veterans Day). If a recognized holiday falls on a Sunday the offices will be closed on Monday (this will not apply to Veterans Day).~~

If a recognized holiday falls on a Friday or Saturday, the offices will be closed on Thursday of that week. Should a recognized holiday fall on Friday and Saturday the offices will be closed on Wednesday and Thursday of the same week. If a recognized holiday falls on a Sunday, the offices will be closed on the following Monday. Should a recognized holiday fall on Saturday and Sunday the offices will be closed on Thursday of the prior week and Monday of the following week.

2. ELIGIBILITY FOR HOLIDAY PAY

All full-time employees are eligible for holiday pay.

Part-time employees and temporary employees shall not be eligible for holiday pay.

Any employee eligible for holiday pay must have worked on the last scheduled work days immediately preceding and immediately following the holiday unless he/she was on authorized time off or an excused absence.

3. METHOD OF PAYMENT

Holiday Not Worked

Eligible employees shall receive straight time pay for the hours regularly scheduled but missed due to the holiday.

Holiday Actually Worked

Employees eligible for holiday pay will receive time and one half for time actually worked in addition to holiday pay if advance approval is granted by the employee's immediate supervisor. All time worked on a holiday that is not approved in advance will be paid at the employee's straight hourly rate. All holiday work must be pre-approved by the Manager or Supervisor.

B. PAID TIME OFF

1. ELIGIBILITY

In lieu of vacation and sick leave time, the Township provides a Total Time Off Policy for full-time employees. Paid Time Off will be credited on the following schedules:

FULL-TIME

For full time employees regularly scheduled to work forty hours per week:

<u>Paid Time Off Hours</u>	
Start	64 hours (pro-rated to fiscal year left)
1 full year	104 hours
Second - ninth years	128 hours
Tenth – fourteenth years	168 hours
Fifteen or over years	208 hours

The days allocated at the Start will be available after the employee satisfactorily completes three months of employment.

The days available for Year 1 and beyond will be credited to the employee's account on the first day of each township fiscal year.

PART-TIME

No Paid Time Off Hours are available to Part Time employees.

2. USE OF PAID TIME OFF

Paid Time Off hours may be used for vacation, illness, personal business or other similar employee needs.

Except in an emergency, all time off will require prior notice and approval from the employee's direct supervisor.

Time off must be taken in minimum two (2) hour increments. Should an employee require less than two (2) hours off during the work day to attend to an occasional matter (e.g., dentist appointment), the employee may, with the approval of his/her immediate supervisor, make up that time during the same work week instead of utilizing Paid Time Off.

3. ACCUMULATION

Full-time employees may bank, or carry over, 24 hours of time off per year. The maximum accumulation shall be 120 hours, exclusive of the current year's allotment. Accumulated hours can only be used for medical/disability leave. Any unused hours of Paid Time Off over these amounts shall be forfeited.

4. PAY-OUT

Employees whose employment with the township is terminated will receive payment for unused time off hours credited for the current fiscal year, prorated according to the percentage of time off hours already used and the percentage of the fiscal year remaining. Terminating employees will not be paid for hours accumulated from past fiscal years for family or medical leave use as described above.

5. EFFECTIVE DATE

The Paid Time Off Policy shall become effective July 1st, 2008.
Hospitalization Insurance

All full-time employees are eligible for health insurance coverage in accordance with current carrier's requirements.

Plan benefits and continuation after employment termination and during certain leave periods are described in more detail in the Acme Township Benefits Plan Summary Plan Description. Details of the current policy may be obtained from the Township Clerk.

C. CONTINUING EDUCATION

The Township supports its employees in regularly attending courses to continue their professional growth.

The Township will pay the cost of seminars and other training sessions for its full-time employees so long as their immediate supervisor approves it in advance. Time spent in a seminar/training will be paid at the employee's regular hourly rate. If this will result in the employee working more than 40 hours in a work week, then the employee is expected to adjust his/her schedule (with the input and approval of his/her immediate supervisor) for the remainder of the week to avoid overtime.

This policy is not intended to cover for-credit college courses.

D. WORKER'S COMPENSATION INSURANCE

All employees are covered by Worker's Compensation Insurance for disability or death as a result of accidental injuries or occupational diseases suffered in the course of employment. All injuries, even minor ones, must be immediately reported to the Manager or Supervisor.

E. SUPPLEMENTARY INSURANCE:

Acme Township offers its employees the opportunity to purchase supplementary insurance products for themselves and their families through AFLAC. Participation is entirely voluntary and entirely at employee expense. Premium payments for participating individuals will be paid through voluntary payroll deductions.

F. RETIREMENT PLAN

Employees may be eligible for participation in the Acme Township-sponsored retirement plan. Eligibility is based on minimum service requirements; a Plan Summary is available through the Township Clerk. Acme Township contributes an amount equal to 10% of actual compensation earned to individual self-directed investment accounts for each eligible employee. Employees may elect to have additional contributions to their plan accounts made through voluntary payroll deductions.

G. LEAVES

1. MILITARY LEAVE

Military Leave will be granted to township employees as required and in accordance with federal law.

2. JURY DUTY/OTHER PAID PUBLIC SERVICE

Any employee who is called for jury duty or other paid public service (e.g., a volunteer fire fighter responding to a fire or medical emergency) shall be granted leave to serve as required. The employee is expected to be at work at all normal work hours when not serving as juror. Leave for paid public service shall be with full pay, less the amount received for the public service.

3. MEDICAL/DISABILITY LEAVE

Occasionally, it may be necessary for employees to request a medical/disability leave of absence and be absent from the job for an extended period of time. However, such absences can create confusion in work scheduling and the need for replacement personnel. Medical/disability leaves of absence will be granted on a case-by-case basis depending upon the employee's condition as documented by their health care provider. One example of a qualifying circumstance would be pregnancy.

The first two weeks of medical/disability leave used in a given fiscal year will be paid at the employee's normal compensation. Any medical/disability leave in excess of that, either during a single leave or during a subsequent leave within the same fiscal year will be without pay, except that an employee must use and be compensated for any Paid Time Off hours available to, and not used by the employee during the fiscal year in which the employee takes a medical/disability leave and/or any banked time off hours. Any benefits available to an employee based on length of service do not accrue during a medical/disability leave, but will be restored when an employee returns to work. The Township may discontinue paying healthcare premiums for those employees whose leaves of absence extend beyond three months. If the employee is unable to return to regular employment within 12 months, the employment relationship will automatically terminate. The foregoing shall not affect any rights which an employee may have under COBRA. The Township cannot guarantee that an employee's job will remain available upon return from a leave of absence.

4. OTHER APPROVED LEAVES (LONGER THAN ONE PAY PERIOD)

Any employee with a suitable reason may apply for an unpaid leave of absence. The Township Board in its sole discretion will determine whether to grant such leave and the terms and conditions of such leave.

Each leave must designate a return-to-work date. Failure to report to work on the designated date, unless excused by the Supervisor, will be deemed a voluntary termination. Certain insurance coverages will be continued, at Township's expense, until the end of the following month.

The Township cannot guarantee that an employee's job will remain available upon return from a leave of absence.

5. BEREAVEMENT LEAVE

Upon request, an employee will be granted a leave of absence with pay for three consecutive days following the death of a member of the employee's immediate family. Immediate family shall be defined as sibling, spouse, parents or children. Other than immediate family, bereavement leaves are to be taken using Total Time Off hours, if available.

VI. PROBLEM SOLVING

A. ELIGIBILITY

All employees shall use the problem solving procedure to present and settle disputes concerning the administration and interpretation of Township personnel policies and procedures and other work-related actions. At no time will an employee bypass their immediate supervisor or approach another Board member with a problem, except to present claims of prohibited discrimination or harassment.

B. PROCEDURE

Step One: Employees wishing to discuss a problem must approach the immediate supervisor within five working days following the action initiating the complaint and attempt to settle the difference on an informal basis. It is the employee's responsibility to assure that their immediate supervisor is aware of the nature and seriousness of the problem. Every effort shall be made to satisfactorily settle the complaint in this manner.

- Step Two: If the problem is not satisfactorily resolved through the verbal procedure, the employee may reduce the problem to writing with all the facts outlined and present it to the Immediate Supervisor within two working days after the verbal discussion. The immediate supervisor will have three working days in which to give the employee a written answer.
- Step Three: If the problem still is not resolved, the employee may, within two working days following the immediate supervisor's response, present the problem in writing to the Personnel Committee. The Personnel Committee will normally respond in writing within five working days.
- Step Four: If the problem still is not resolved, the employee may present the problem to the Township Board at the next regularly scheduled meeting. The employee may request that discipline, discharge or evaluation matters be considered in closed session. The Board will act on the problem no later than the following regularly scheduled Board meeting. The Township Board's decision will be final and the official ruling of the Township.

VII. GENERAL PERSONNEL POLICIES

A. COMPUTER, E-MAIL, AND INTERNET USAGE

Computers, computer files, the e-mail system, internet access, and software furnished to employees are the property of Acme Township and intended for business use. Employees should not use a password, access a file, or retrieve any stored information without authorization. The use of computers, e-mail, and internet usage are intended for job-related activities. All data that is composed, transmitted, or received via the Township's computer system is considered to be part of the official records of the Township and as such, may be subject to disclosure and may not be destroyed except pursuant to the Township's records retention policy. Consequently, employees should also ensure that the business information contained in computer files, internet e-mail messages, and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the computer system remain at all times the property of the Township. As such, the Township reserves the right to monitor computer usage, including internet usage and e-mail usage, and to retrieve and read any data composed, sent, accessed, or received through the Township's computer system and/or stored on its computer system. Data that is composed, accessed, or received through the computer system must not contain content that could be considered offensive, obscene, threatening, intimidating, or destructive to any employee or other person. Examples of unacceptable content include sexual comments

or images, racial slurs, off-color jokes, or any other comments or images that could reasonably offend someone.

B. DRUG-FREE WORKPLACE

Acme Township is a drug-free, alcohol-free workplace. The Township will not tolerate the use and/or possession of drugs or alcohol by an employee during work hours or in Township offices. The legal use of prescribed drugs is permitted only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner. Acme Township reserves the right to perform random drug tests on employees, or upon reasonable suspicion that the employee is in possession or under the influence of alcohol or drugs. Acme Township also reserves the right to search work spaces, personal effects, vehicles, and other property of employee upon reasonable suspicion of a violation of this policy. Failure to submit to a drug test or alcohol during work hours or in Township offices is grounds for immediate dismissal.

Employees who present a valid medical marijuana registry identification card may not possess or use marijuana at work, nor may they perform work for the Township while under the influence of marijuana.

C. SOCIAL SECURITY NUMBER PRIVACY

As required by law, Social Security Numbers at Acme Township obtained in the ordinary course of business (including employees' Social Security Numbers) will be held confidential to the extent possible and will be maintained by the Township in a secure location. Access to Social Security Numbers of employees, Township citizens, or other individuals doing business with the Township will be limited to those employees with a legitimate business need to know (e.g., preparation of W-2 forms). Any employee accessing the Social Security Number of another individual without the express authorization of the Township will be disciplined. Any documents which contain Social Security Numbers of employees, Township residents, or any other individual that must be disposed of will be shredded. If the information is contained in an electronic format, the information will be disposed of properly.

D. PERSONAL ELECTRONIC DEVICES

In general, use of personal electronic devices (including, but not limited to, cell phones, Blackberries, iPods, MP3 players, etc.) must be kept to a minimum. Personal electronic devices must be set at a volume level so as to not disturb others

E. DRESS CODE

Acme Township intends to project an overall image of excellence reflecting the professional standards of our staff and the services we provide to Township residents. This requires cleanliness, neatness, and appropriate attire for all employees at all times.

The Township operates with “business casual” as a guide. Casual shirts with collars, golf shirts, sweaters and turtlenecks are acceptable. Please avoid t-shirts, tank tops, halter tops, tops with bare shoulders, or any shirts that are ripped, wrinkled, or damaged.

Jeans and cotton slacks are acceptable provided they are clean and wrinkle-free, and have no rips or tears. Shorts are not acceptable, nor are mini-skirts no more than 1” above the knee, sundresses, and spaghetti strap dresses.

Footwear should also be selected with business casual in mind. Flip-flops and slippers are not acceptable. Sandals are only appropriate in the summer months and only if they are made of leather or other dressy material. Athletic shoes are only acceptable if clean and in good repair.

~~Managers~~ and Supervisors are responsible for interpreting and enforcing the dress code in their areas of responsibility. This includes counseling employees whose appearance or hygiene is inappropriate. Employees may be sent home to change if they report to work wearing inappropriate attire. Employees will not be paid for the time they spend returning home to change their clothes.

F. OUTSIDE EMPLOYMENT

Full-time employees are hired by Acme Township with the understanding that Acme Township is their primary employer. Other employment or commercial involvement which is in conflict with the interests of Acme Township is strictly prohibited. Employees should keep in mind that as public employees, they are limited from any business involvement which may be in conflict with their public responsibilities.

Full-time employees may accept employment in addition to their work with Acme Township only with the advance written approval of the Township Supervisor. The Township Supervisor will not unreasonably refuse such request, but will evaluate any possible conflicts of interest prior to granting approval.

G. CONFLICT OF INTEREST

State law governs Acme Township when it is contemplating entering into a transaction, contract, or other arrangement that could benefit the private interests of an officer, director, or employee of the Township (MCL 15.321 et

seq.). In the event that any Township employee, or any business in which an employee has an ownership interest, has the financial interest in a prospective contract or other arrangement with the Township, the employee must immediately disclose the financial interest to the Township supervisor prior to consideration of the contract by the Township Board.

H. SOLICITATION AND DISTRIBUTION

Employees are prohibited in engaging in solicitation unrelated to Acme Township business of any kind for any reason during working time. Distribution of non-Township literature is prohibited during work time or in work areas. Working times does not include scheduled meal periods, breaks, or other times when employees are not required to be working. Working time includes the actual working time of both the employee performing the solicitation or distribution and the employee to whom it is directed. If employees have questions about “working time” or “work areas,” they should ask the Township Manager for clarification.

I. SMOKE-FREE ENVIRONMENT

In keeping with Michigan law, Acme Township prohibits any form of smoking or tobacco use inside any Township building. Cigarette butts or other tobacco products must be disposed of in appropriate containers designated for that purpose.

J. CARE OF TOWNSHIP PROPERTY

The Township provides employees the supplies, equipment, and materials necessary to perform the job assigned. The Township is committed to being a steward of taxpayer funds, and therefore, all employees are expected to conserve materials, equipment, and supplies, and to use items provided solely for Township purposes.

Employees are expected to exercise care in the use of Township equipment and property and use such property only for authorized purposes. Loss, damages, or theft of Township property should be reported at once. Negligence in the care and use of Township property may be considered grounds for discipline, up to and including termination.

K. REPORTING WORKPLACE INJURIES

Acme Township maintains a comprehensive workers compensation policy that covers employees ~~eovers~~ injured on the job. Employees must immediately report any on the job injuries to the ~~Township Manager~~ **Functional Manager**. Employees may be required to complete a written accident report, submit to a medical exam, or submit to a drug or alcohol test in the event of any injury causing accident or “near miss” at work.

L. WORKPLACE VIOLENCE PREVENTION

Acme Township has a policy of zero tolerance for violence. Employees who engage in any violence in the workplace, or threaten violence in the workplace, will be subject to immediate discipline up to and including termination. Acme Township intends to ensure that all employees and customers of the Township never feel threatened by any employee's actions or conduct.

Acme Township specifically prohibits the possession of weapons by any employee while on Township property, whether or not licensed to carry a concealed weapon. Employees are also prohibited from carrying a weapon while performing services or otherwise representing the Township offsite. Weapons include guns, knives, explosives, and other items with the potential to inflict harm.

In the event the Township suspects an employee has violated this policy, the Township reserves the right to inspect employee desks and computers, as well as personal property on Township premises such as purses, vehicles, and clothing.

It is everyone's business to prevent violence in the workplace. You are encouraged to report any incident that may involve violence or a threat of violence in the workplace. Concerns may be presented to the Township Manager, Township Clerk or the Township Supervisor.

VIII. TERMINATION POLICY

A. NOTICE

Employees are requested but not required to give two (2) weeks' written notice before resigning from the Township.

B. METHOD OF PAYMENT

The separated employee's last paycheck(s) shall contain payment for the following items at the employee's salary rate as of the official date of separation:

- Payment for all days worked, but as yet unpaid, through the official date of separation.
- Payment at straight time for the pro-rated Paid Time Off amount, minus the hours used.

C. RETURN OF TOWNSHIP PROPERTY

Any pay due the employee shall not be paid until his/her Immediate Supervisor notifies the Township Clerk that all Township property, equipment, uniforms, keys, and other material have been returned to the department head's satisfaction.

D. EMPLOYMENT REFERENCES

If the Township is contacted by a prospective employer of a previously-terminated employee, the Township will only confirm that the former employee worked at the Township, the period of employment, and the position(s) held.

Acme Township Employee Handbook
Adopted April 6, 2010

Acknowledgement of Receipt

This employee handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of Acme Township. Please read it carefully.

I have received a copy of the Acme Township Employee Handbook which outlines the goals, policies, benefits and expectations of Acme Township, as well as my responsibilities as an employee.

I understand it is my responsibility to familiarize myself with the contents of this handbook. By my signature below, I agree to comply with the information contained in the Employee Handbook provided to me by Acme Township. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of Acme Township.

I understand that the Acme Township Employee Handbook is not a contract of employment and should not be deemed as such. I understand that I am employed on an "at will" basis which means that either the Township or I can terminate my employment at any time, with or without cause.

Employee Name

Date signed

Please return by: _____
(put date here)



Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: www.acmetownship.org

PROPOSED POLICE POWER ORDINANCE FOR ACME TOWNSHIP MOBILE FOOD VENDING ORDINANCE NO. 2016-_____

Section 1 INTENT

In the interest of encouraging mobile food vendors who add to the vibrancy and desirability of Acme Township, while providing a framework under which such businesses operate, this ordinance is established.

Section 2 DEFINITIONS

- a. *Mobile Food Vending* shall mean vending, serving, or offering for sale food and/or beverages from a mobile food vending unit which meets the definition of a Food Service Establishment under Public Act 92 of 2000, which may include the ancillary sales of branded items consistent with the food, such as a tee shirt that bears the name of the organization engaged in Mobile Food Vending.
- b. *Mobile Food Vending Unit* shall mean any motorized or non-motorized vehicle, trailer, or other device designed to be portable and not permanently attached to the ground from which food is vended, served, or offered for sale.
- c. *Vendor* shall mean any individual engaged in the business of Mobile Food Vending; if more than one individual is operating a single stand, cart or other means of conveyance, then Vendor shall mean all individuals operating such single stand, cart or other means of conveyance.
- d. *Operate* shall mean all activities associated with the conduct of business, including set up and take down and/or actual hours where the mobile food vending unit is open for business

Section 3 PERMIT REQUIRED

No vendor shall engage in Mobile Food Vending without a permit from the Township Zoning Administrator authorizing such vending. The Township Zoning Administrator shall prescribe the form of such permits and application for such permit. All permits shall be prominently displayed on the Mobile Food Vending Unit. No vending through a Mobile Food Vending Unit of food and/or other human consumables shall be permitted unless it meets the definition of Mobile Food Vending as defined by this ordinance.

Section 4 DURATION; NON-TRANSFERABILITY

Permits may be issued by the Township Zoning Administrator for a calendar year from the date of issuance. Any permit issued under this Ordinance is non-transferable from Vendor to Vendor, or from Mobile Food Vending Unit to Mobile Food Vending Unit.

1
2 **Section 5 APPLICATION**
3

4 Every vendor desiring to engage in Mobile Food Vending shall make a written application to the
5 Township Zoning Administrator for a permit under this Ordinance. The applicant shall truthfully state, in
6 full, all information requested by the Township Zoning Administrator and be accompanied by a fee
7 established by resolution of the Acme Township Board. Additionally, the applicant shall provide all
8 documentation, such as insurance, as required by the Township.
9

10 **Section 6 FEES**
11

12 An application for a permit under this Ordinance shall be accompanied by a fee in the amount established
13 by resolution of the Acme Township Board. There shall be no proration of fees. Fees are non-refundable
14 once a permit has been issued by the Township Zoning Administrator. A Mobile Food Vending Unit
15 owned by a business on the Township's tax rolls whose normal business operations include the sale of
16 food and/or beverages will be exempt from this fee. No one shall hire or subcontract such vendors in an
17 attempt to evade the provisions of this Ordinance.
18

19 **Section 7 REQUIREMENTS**
20

21 Any vendor engaging in Mobile Food Vending shall comply with the following requirements:
22

- 23 1. Mobile Food Vending Units shall only operate in districts zoned Corridor Commercial (C),
24 Corridor Flexible (CF), Material Processing and Warehousing (B-4), Planned Shopping Center
25 (B-3) where not prohibited through condition of a special use permit; or on properties approved
26 through a Special Open Space Use, Mixed Used Planned Development, Planned Development, or
27 Institutional Uses.
- 28 2. Vendors shall not operate on Township-owned property or on public streets. If operating on a
29 private street the customer service area for Mobile Food Vending Units shall be on the curb lawn
30 or sidewalk when parked. No food service shall be allowed on the driving lane side of the Mobile
31 Food Vending Unit.
- 32 3. No food shall be sold, prepared or displayed outside of the Mobile Food Vending Unit.
- 33 4. Not operate within 150 feet of a township-authorized street fair, public festival, farmers market or
34 event being conducted without authorization from the event sponsor. For the purpose of this
35 provision the measurement shall be taken from the nearest property boundary of the township-
36 authorized event and the location of the Mobile Food Vending Unit.
- 37 5. Provide appropriate waste receptacles at the site of the unit and remove all litter, debris and other
38 waste attributable to the vendor on a daily basis.
- 39 6. Not use any flashing or blinking lights or strobe lights; all exterior lights over 60 watts shall
40 contain opaque, hood shields to direct the illumination downward.
- 41 7. Not use loud music, amplification devices or "crying out" or any other audible methods to gain
42 attention which causes a disruption or safety hazard as determined by the Township.
- 43 8. May have only one portable sign that is six square feet, with no dimension greater than 3 feet and
44 no height (with legs) greater than 4 feet, located within five feet of the unit; and under no
45 circumstances shall such sign be placed upon the sidewalk or impede pedestrian and/or vehicle
46 safety.
- 47 9. Mobile Food Vending Units shall not be parked within 150 feet of an existing brick and mortar
48 restaurant during the hours when such restaurant is open to the public for business. For the
49 purpose of this provision the measurement shall be taken from the nearest point on the existing
50 restaurant building and the location of the Mobile Food Vending Unit.

- 1 10. No Vendor shall provide or allow any dining area within ten (10) feet of the Mobile Food
2 Vending Unit, including but not limited to tables and chairs, booths, stools, benches or stand up
3 counters.
4 11. Shall not utilize any electricity or power without the prior written authorization of the power
5 customer; no power cable or similar device shall be extended at or across any street or sidewalk
6 except in a safe manner.
7 12. Comply with all applicable federal, state and county regulations.
8 13. Not represent the granting of a permit under this Ordinance as an endorsement by the Township.
9

10 **Section 8 OTHER PERMITS**
11

12 A permit obtained under this Ordinance shall not relieve any vendor of the responsibility for obtaining
13 any other permit, or authorization required by any other ordinance, statute or administrative rule.
14

15 **Section 9 REVOCATION**
16

17 The Township Zoning Administrator shall revoke the permit of any vendor engaged in Mobile Food
18 Vending who ceases to meet any requirement of this Ordinance or violates any other federal, state or local
19 regulation, makes a false statement on their application, or conducts activity in a manner that is adverse to
20 the protection of the public health, safety and welfare. Immediately upon such revocation, the Township
21 Zoning Administrator shall provide written notice to the permit holder by certified mail to their place of
22 business or residence as indicated on the application. Immediately upon such revocation, the permit shall
23 become null and void.
24

25 **Section 10 COMPLAINTS; APPEALS**
26

27 If a written complaint is filed with the Township Zoning Administrator alleging a Food Vendor has
28 violated the provisions of this Ordinance, the Township Zoning Administrator shall promptly send a copy
29 of the written complaint to the vendor together with a notice that an investigation will be made as to the
30 truth of the complaint. The vendor shall be invited to respond to the complaint and present evidence and
31 respond to evidence produced by the investigation. If the Township Zoning Administrator, after
32 reviewing all relevant material, finds the complaint to be supported by a preponderance of the evidence,
33 the complaint shall be certified. If a permit is denied or revoked by the Township Zoning Administrator,
34 or if a written complaint is certified pursuant to this Ordinance, the applicant or holder of a permit may
35 appeal to and have a hearing before the Township Supervisor. The Township Supervisor shall make a
36 written determination, after presentation by the applicant and investigation by the Township Zoning
37 Administrator, as to whether or not the grounds for denial, revocation or complaint are true. If the
38 Township Supervisor determines that such grounds are supported by a preponderance of the evidence, the
39 action of Township Zoning Administrator or filing of the complaint shall be sustained and the applicant
40 may appeal the Township Supervisor's decision to a court of competent jurisdiction.
41

42 **Section 11 VIOLATIONS**
43

44 The County Sheriff and sworn officers of the Grand Traverse County Sheriff Department, or such other
45 officials as designated by the Township Supervisor, are authorized to issue and serve a municipal civil
46 infraction ticket subject to a \$500.00 fine per day to any vendor who violates this Ordinance.
47