



**ACME TOWNSHIP BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Tuesday, March 4, 2014, 7:00 p.m.**

MEETING CALLED TO ORDER WITH THE PLEDGE OF ALLEGIANCE AT 7:00 p.m.

Members present: C. Dye, C. Collett, A. Jenema (arrived at 7:45 pm) G. LaPointe, P. Scott, D. White, J. Zollinger
Members excused: None
Staff present: J. Jocks, Township counsel
N. Edwardson, Recording Secretary

A. PUBLIC OPEN DISCUSSION:

B.Kelly, expressed concern about the Saylor Park Boat launch grant application. He had an issue with removing trees. Zollinger commented that we will address his concerns during the time the item appears on the agenda.

V. Tegel, 4810 Bartlett Road, commented on two recent meetings she attended. One in Leelanau County and the other, Rotary Charities. She also asked if the Board would be filling B. Carstens position on the Planning Commission.

LIMITED PUBLIC COMMENT: None

A. APPROVAL OF AGENDA:

Motion by LaPointe, seconded by White to approve the agenda as presented. Motion carried by unanimous roll call vote.

C. INQUIRY AS TO CONFLICTS OF INTEREST: None noted

D. 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:

- 1. Treasurer's Report**
- 2. Clerk's Report and Balance Sheet**
- 3. Draft Unapproved Meeting Minutes:**
 - a. Planning Commission 02/10/14**
- 4. Parks and Maintenance Report – Tom Henkel**
- 5. MRPA Conference Report - Timmins**

2. ACTION – Consider approval:

- 1. Township Board meeting minutes of 02/04/14**
- 2. Accounts Payable Prepaid of \$3,428.52 and Current to be approved of \$120, 378.23 (Recommend approval: Cathy Dye, Clerk)**

Motion by Collett seconded by LaPointe to approve the consent calendar less Item 1# 4 Parks & Maintenance report. Motion carried by unanimous roll vote.

E ITEMS REMOVED FROM THE CONSENT CALENDAR:

1. Parks and Maintenance Report - Henkel

LaPointe pointed out in Henkel's report that Henkel had asked the Board about Bayside parking lot. He has worked with the tractor/loader and pushed back the banks as far as he could. He asked if the Board would like him to continue doing that or shut the gate until Spring. For now he will shut the gate. Scott commented that as soon as the snow started melting he wanted Henkel taking care of things.

Motion by LaPointe, seconded by White to accept the Parks and Maintenance report as presented. Motion carried by unanimous roll call vote.

F. REPORTS:

1. Sheriff's Report – Deputy: Ken Chubb

2. County Commissioner's Report – Larry Inman:

Inman was unable to attend tonight's meeting.

3. County Road commission report – Bill Mouser

Mouser reviewed

4. Metro Emergency Services 2013 Annual Report

Chief Pat Parker was in attendance to review the annual report. Copies of the report are available for public review at the township and also on the Metro Fire website.

Parker always commented on the Grand Traverse County Emergency alerts "Code Red" Program. Parker commented that one could go to grandtraverse.org and register for emergency, community alerts and important notices.

G. PUBLIC HEARING: None

H. NEW BUSINESS;

1. Resolution for Tax collection Elk Rapids School District

Motion by LaPointe, seconded by Collett to approve Resolution # R-2014-09 agreeing to enter into an agreement, to collect summer Taxes for Elk Rapids Schools for year July 1, 2014. Motion carried by unanimous roll call vote.

2. Hoxsie House status –Dave Hoxsie

Hoxsie, President of the Acme Heritage Society (AHS) was in attendance. He said (AHS) recently completed a community survey of township residents regarding the proposal to re-locate the historic Hoxsie house to a new site at the Grand Traverse Town Center.

Hoxsie said the re-location process is a slow and complicated move from one site to another through a plethora of overhead wires combined with the fragility of an historic structure.

The AHS estimates the total cost of moving the house, preparing a foundation and utilities at the new site at \$150,000.00. A meeting with Consumers, MDOT, Charter, AHS board and Supervisor, Zollinger is scheduled for March 19th to begin laying out the moving process.

3. Tribal 2% grant received for water-preliminary engineering

Zollinger said Acme Township received \$14,000.00 towards the preliminary engineering project to extend tribal water along the main business corridors of Acme Township.

4. Auditors for 2013/14 fiscal year selection-La Pointe

LaPointe said at last year's budget meeting concerns were issued that our annual audits were expensive. LaPointe researched what other townships were paying about a year ago and \$8,003.00 was the average. He said Acme was paying around \$20,000.00. LaPointe asked the auditors this year why our audit costs are so much. They said it was all the different funds we had. LaPointe suggested that we contact 2-3 other townships to see who they use and begin the interviewing process of who might be interested.

Motion by LaPointe, seconded by Scott, to have Dye, Collett and Zollinger begin the process of seeking out annual auditors bids to be completed and presented at the May meeting. Motion carried by unanimous roll call vote.

5. **Sayler Park Boat launch Grant application – Timmins/Aukerman**
Aukerman stated that Acme Township seeks to build a boat access site on township-owned Sayler Park, a 22-acre family-friendly park located in Yuba on Yuba Park Road. A preliminary plan was developed in 2008, but due to other circumstances was not acted on. The Acme Township Board has earmarked matching funds for this site and is seeking a Waterways Grant for financial and technical support.

Motion by Scott, seconded by Jenema to approve Resolution # 2014-10, to perform a Preliminary Engineering study for the construction of a boat launch on the site of Sayler Park. Motion carried by unanimous roll call vote.

6. **Election wages re-classifications for Dep -Clerk**
Dye said a question was raised by Collett, Treasurer, regarding election wages for the deputy clerk coming from the wrong line item. Dye said that the issue had been addressed and corrected.

7. **Bayside Park**

Zollinger stated that the deadline for a Trust Fund grant is April 1, 2014. We have asked our Planner, Beckett and Raeder, to prepare the application for work done on the North and South ends of the park simultaneously.

Megan Olds from the Grand Traverse Regional Land Conservancy (GTRLC), was present with a letter to the Board regarding the Board's earlier request to GTRLC for partnership services for the next phase of the shoreline park. GTRLC has committed \$50,000.00 to use as match for the grants contingent on the Township committing an equal or greater amount in match for public grants.

Motion by Scott, seconded by LaPointe, to proceed with what needs to be done to get the grant to the Trust Fund by the April 1, 2014, deadline. Motion carried by unanimous roll call vote.

Zollinger said we will probably need to call a Special meeting regarding the Bayside Park. We are tentative looking at March 20th for a day or evening meeting.

I. **OLD BUSINESS:**

1. **Status of the latest Farmland Purchases and funds-Brian Bourdages**
Bourdages said he wanted to give the Board an update on the status of the two remaining projects; one is the Sayler Family Farm purchase of an easement on 140 acres of that property and the farm behind Shoreline Fruit processing plant of 190 acres. Bourdages stated that the taxes came in more than expected but still looking to buy 130-135 acres of that property.

2. **Status on RFP for Township Technology improvements-Zollinger**
At the last Board meeting Zollinger was asked to draft a "RFP" for township technology improvements. Collett and Zollinger have met with one or two firms and Collett provided a spreadsheet on the information received.

Motion by Scott, seconded by Jenema, that the "RFQ/P for Computer services" be distributed as quickly as possible with a deadline of March 18, 2014, at 5:00 pm for submitting. Motion carried by unanimous roll call vote.

3. **Response on e-mail from Dennis Drennan which all board members received**
Collett stated that at the last Board meeting Zollinger agreed to contact Drennan, the Bookkeeper, regarding communicating by email with the Treasurer's offices. Collett stated that she does not want to work with him. Discussion followed.

Motion by Scott, seconded by Jenema, that the Clerk and Treasurer bring some resumes together for bookkeeping services at the March 20, 2014, meeting. Motion carried by a roll call vote of 6 (Dye, Jenema, LaPointe, Scott, White, Zollinger) in favor and 1 (Collett) opposed.

4. Status of Monthly Clerk /Treasurer Reconciliations: No report

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

Tom and Cynthia Phillips, 2986 Wild Juniper Trail, each expressed concerns and issues with our bookkeeper, Dennis Drennan.

R. Babcock, 4261 Bartlett Rd, along with B. Kelly also expressed frustration that the issues with Dennis Drennan were still not settled and strongly encouraged the Board to settle this on going dispute.

V. Tegel, 4810 Bartlett Road, expressed gratitude to the Grand Traverse Regional Conservancy.

Meeting adjourned at 9:45 p.m. on a motion by LaPointe with support from Scott.



**ACME TOWNSHIP REGULAR BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Tuesday, March 4, 2014, 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, cords, or portable microphones must be located so as not to block audience view.**

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

- A. PUBLIC OPEN DISCUSSION:** Open dialogue with board about community interest issues
- B. 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.
- C. APPROVAL OF AGENDA:**
- D. INQUIRY AS TO CONFLICTS OF INTEREST:**
- E. 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 Report and Balance Sheet**
 - c. Draft Unapproved Meeting Minutes:**
 - a. Planning Commission 02/10/14**
 - d. Parks and Maintenance Report – Tom Henkel**
 - e. North Flight 2014**
 - f. MRPA Conference Report - Timmins**
 - 2. ACTION – Consider approval:**
 - a. Township Board meeting minutes of 02/04/14**
 - b. Accounts Payable Prepaid of \$3,428.52 and Current to be approved of \$120,378.23 (Recommend approval: Cathy Dye, Clerk)**
- F. ITEMS REMOVED FROM THE CONSENT CALENDAR:**
 - 1. _____
 - 2. _____
 - 3. _____
- G. SPECIAL PRESENTATIONS/DISCUSSIONS:**
- H. REPORTS:**
 - 1. Sheriff's Report – Deputy: Ken Chubb**
 - 2. County Commissioner's Report – Larry Inman:**
 - 3. Road commission report-Bill Mouser**
 - 4. Metro Emergency Services 2013 Annual Report**

I. Correspondence:

J. Public Hearing:

K. NEW BUSINESS:

- 1. Resolution for Tax collection Elk Rapids School District**
- 2. Hoxsie House status –Dave Hoxsie**
- 3. Tribal 2% grant received for water-preliminary engineering**
- 4. Auditors for 2013/14 fiscal year selection-La Pointe**
- 5. Saylor Park Boat launch Grant application – Timmins/Aukerman**
- 6. Election wages re-classifications for Dep -Clerk**

L. OLD BUSINESS:

- 1. Status of the latest Farmland Purchases and funds-Brian Bourdages**
- 2. Status on RFP for Township Technology improvements-Zollinger**
- 3. Response on e-mail from Dennis Drennan which all board members received**
- 4. Status of Monthly Clerk /Treasurer Reconciliations**

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

ADJOURN

ACME TOWNSHIP

**MONTHLY TREASURERS REPORT
RECONCILED WITH BANK AS OF JANUARY 31, 2014**

	FUND #	DECEMBER 31, 2013 ACCOUNT BALANCE	Net Change	JANUARY 31, 2014 ACCOUNT BALANCE
UNRESTRICTED ACCOUNTS:				
GENERAL FUND TOTAL ACCOUNTS (1 CHECKING AND 2 SAVINGS)	101	\$ 971,944	115,140	\$ 1,087,084
ASSIGNED FROM GENERAL FUND BALANCE:				
SELF FUNDED ACCTS PAYABLE 6 MONTHS COMMITTED	<i>*incl in general fund</i>	388,125	0	388,125
SAYLOR PARK BOAT LAUNCH IMPROVEMENTS ASSIGNED	<i>*incl in general fund</i>	61,920	0	61,920
SEPTAGE PLANT FUNDS ASSIGNED	<i>*incl in general fund</i>	193,813	0	193,813
HOXSIE HOUSE RELOCATION ASSIGNED	<i>*incl in general fund</i>	10,000	0	10,000
PUBLIC BROADCAST EQUIPMENT FUND RESTRICTED	<i>*incl in general fund</i>	6,864	0	6,864
PA48 METRO ACCT FUND RESTRICTED	<i>*incl in general fund</i>	56,235	0	56,235
TOTAL ASSIGNED FROM GENERAL FUND BALANCE:		716,957	0	716,957
UNRESTRICTED BALANCE, Net of Assigned:		\$ 254,987	115,140	\$ 370,127
<i>Funds within General Fund Bank Account</i>				
CEMETARY FUND COMMITTED	209	7,685	0	7,685
FIRE FUND SPECIAL ASSMT	206	43,077	20,208	63,285
POLICE FUND SPECIAL ASSMT	207	150,246	13,261	163,507
LIQUOR FUND 212 MM and 101-212 RESTRICTED	212	12,844	1	12,845
PA48 TOWNSHIP IMPROVEMENT-R.O.W. RESTRICTED	246	20,401	0	20,401
		\$ 234,252	33,470	\$ 267,722
RESTRICTED BY BOARD RESOLUTION ACCOUNTS:				
SHORELINE PRESER.FUND COMMITTED	224	61,543	3	61,546
PARKS & RECREATION COMMITTED	226	9,886	0	9,886
-TRANS FROM NEW URB.TO PARK/SHORELINE COMMITTED	227	28,010	1	28,011
		\$ 99,440	4	\$ 99,444
RESTRICTED BY MILLAGE:				
FARMLAND DEVE. RIGHTS MILLAGE	225	595,470	110,906	706,376
TAX COLLECTION TEMPORARY FUNDS	703	378,768	(221,821)	156,947
		\$ 974,238	(110,915)	\$ 863,323
RESTRICTED BY REVENUE SOURCE ACCOUNTS:				
SEWER FUND RESTRICTED	590	871,299	(14,771)	856,528
PLANNING REVIEW FEES (T & A) ESCROW RESTRICTED	701	11,800	1,948	13,748
ACME TOWNSHIP RESTRICTED FUNDS		\$ 883,099	(12,823)	\$ 870,276
ACME TOWNSHIP ALL ACCOUNT BALANCES				
		\$ 3,162,972	24,877	\$ 3,187,849

Connie Collett

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014

Fund Type: 1.1 GENERAL FUND

Fund: 101 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 000							
997.300 FOURTH OF JULY FIREWORKS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
998.000 GT COUNTY ROAD COMMISION TART	1,013.00	1,013.00	837.90	0.00	0.00	175.10	82.7
999.000 TRANSFER TO OTHER FUNDS	0.00	6,872.31	10,507.63	0.00	0.00	-3,635.32	152.9
Dept: 000	22,113.00	12,618.00	11,345.53	0.00	0.00	1,272.47	89.9
Dept: 101 TOWNSHIP BOARD OF TRUSTEES							
702.000 SALARIES	24,000.00	24,000.00	14,011.52	2,005.76	0.00	9,988.48	58.4
703.000 WAGES DEPUTY/SEC/PRT TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.0
703.001 SECRETARY	27,414.00	27,414.00	16,502.61	2,208.80	0.00	10,911.39	60.2
703.002 TOWNSHIP MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0.0
705.001 PER DIEM TRUSTEES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
710.000 UNEMPLOYMENT EXPENSE	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
714.000 FICA LOCAL SHARE	3,932.00	3,932.00	2,264.11	308.05	0.00	1,667.89	57.6
726.000 SUPPLIES & POSTAGE	4,000.00	4,000.00	739.00	155.29	0.00	3,261.00	18.5
801.000 ACCOUNTING & AUDIT	20,000.00	20,000.00	12,000.00	0.00	0.00	8,000.00	60.0
801.001 INTERNAL ACCOUNTANT	10,000.00	10,000.00	6,480.00	465.00	0.00	3,520.00	64.8
802.001 ATTORNEY SERVICES LITIGATION	3,000.00	3,000.00	777.50	477.00	0.00	2,222.50	25.9
802.002 ATTORNEY SERVICES	16,500.00	16,500.00	10,163.06	1,490.00	0.00	6,336.94	61.6
802.004 CONTRACTED EMPLOYEE SERVICES	2,800.00	2,800.00	0.00	0.00	0.00	2,800.00	0.0
802.005 CONTRACTED COMMUNITY SERVICES	0.00	2,892.21	2,892.21	0.00	0.00	0.00	100.0
803.000 PLANNER SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
803.001 PLANNING CONSULTANT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
803.003 ENGINEERING SERVICES	35,000.00	35,000.00	1,021.25	0.00	0.00	33,978.75	2.9
804.000 SOFTWARE SUPPORT & PROCESSING	5,900.00	5,900.00	2,106.50	89.00	0.00	3,793.50	35.7
807.001 DDA Consultant	0.00	0.00	0.00	0.00	0.00	0.00	0.0
855.000 ACME NEWSLETTER	500.00	500.00	0.00	0.00	0.00	500.00	0.0
860.000 TRAVEL & MILEAGE	1,500.00	1,500.00	13.56	0.00	0.00	1,486.44	0.9
874.000 RETIREMENT/PENSION	2,740.00	2,740.00	2,666.56	0.00	0.00	73.44	97.3
900.000 PUBLICATIONS	1,800.00	1,800.00	1,091.25	319.25	0.00	708.75	60.6
910.000 INSURANCE	5,024.95	5,704.95	3,804.20	527.67	0.00	1,900.75	66.7
946.000 CHERRY CAPITAL CABLE FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
946.001 SUPPLIES/POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
956.000 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
958.000 EDUCATION/TRAINING/CONVENTIONS	1,000.00	1,000.00	130.50	0.00	0.00	869.50	13.1
960.000 dues subscriptions	800.00	800.00	269.10	0.00	0.00	530.90	33.6
965.000 TWP CLEAN UP DAY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TOWNSHIP BOARD OF TRUSTEES	176,910.95	180,483.16	76,932.93	8,045.82	0.00	103,550.23	42.6
Dept: 171 SUPERVISOR EXPENDITURES							
702.000 SALARIES	37,000.00	37,000.00	21,211.59	2,846.16	0.00	15,788.41	57.3
714.000 FICA LOCAL SHARE	2,812.00	2,812.00	1,622.62	217.72	0.00	1,189.38	57.7
726.000 SUPPLIES & POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
860.000 TRAVEL & MILEAGE	500.00	500.00	212.44	0.00	0.00	287.56	42.5
874.000 RETIREMENT/PENSION	2,159.00	2,159.00	1,211.54	0.00	0.00	947.46	56.1
910.000 INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
956.000 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
958.000 EDUCATION/TRAINING/CONVENTIONS	1,500.00	1,500.00	291.00	291.00	0.00	1,209.00	19.4
992.000 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
SUPERVISOR EXPENDITURES	43,971.00	43,971.00	24,549.19	3,354.88	0.00	19,421.81	55.8
Dept: 191 ELECTION EXPENDITURES							
702.000 SALARIES	9,600.00	9,600.00	7,020.78	253.28	0.00	2,579.22	73.1
714.000 FICA LOCAL SHARE	0.00	0.00	-203.81	19.38	0.00	203.81	0.0
726.000 SUPPLIES & POSTAGE	3,500.00	3,500.00	1,455.18	162.48	0.00	2,044.82	41.6
900.000 PUBLICATIONS	500.00	500.00	63.74	0.00	0.00	436.26	12.7
956.000 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
992.000 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
ELECTION EXPENDITURES	13,600.00	13,600.00	8,335.89	435.14	0.00	5,264.11	61.3

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014

Fund Type: 1.1 GENERAL FUND

Fund: 101 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
FICA LOCAL UNIT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 865 INSURANCE							
910.000 INSURANCE	15,000.00	15,000.00	11,035.00	0.00	0.00	3,965.00	73.6
INSURANCE	15,000.00	15,000.00	11,035.00	0.00	0.00	3,965.00	73.6
Dept: 866 SELF INSURANCE							
910.000 INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
SELF INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 900 MISC							
969.000 UNREALIZED LOSS ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 966 TRANSFER TO OTHER FUNDS							
999.000 TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 970 CAPITAL IMPROVEMENTS							
750.000 MAINT & PARKS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
971.000 TOWNSHIP BOARD	0.00	0.00	0.00	0.00	0.00	0.00	0.0
972.000 SUPERVISOR'S CAPITAL IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.0
973.000 CLERK'S CAPITAL	2,867.00	2,867.00	0.00	0.00	0.00	2,867.00	0.0
974.000 ELECTIONS CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
975.000 TWNHALL CAPITAL IMPROVE	13,800.00	13,800.00	0.00	0.00	0.00	13,800.00	0.0
977.000 TREASURER CAPITAL IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
CAPITAL IMPROVEMENTS	16,667.00	16,667.00	0.00	0.00	0.00	16,667.00	0.0
Expenditures	776,250.44	779,142.65	368,065.34	45,159.88	0.00	411,077.31	47.2
Net Effect for GENERAL FUND	35,349.56	32,457.35	188,452.31	115,250.30	0.00	-155,994.96	580.6
Change in Fund Balance:			188,452.31				

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 1.1 GENERAL FUND							
Fund: 102 - TWP ZONING TAKINGS SELF-INSURA							
Revenues							
Dept: 000							
665.000 INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
671.000 MISC REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
698.000 TRANS IN FRM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures							
Dept: 000							
802.001 ATTORNEY SERVICES LITIGATION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 966 TRANSFER TO OTHER FUNDS							
999.000 TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Net Effect for TWP ZONING TAKINGS SELF-INSURA	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Change in Fund Balance:			0.00				

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014

Fund Type: 1.1 GENERAL FUND

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 777 - CLEARING FUND

Expenditures

Dept: 000

714.000 FICA LOCAL SHARE

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0

Dept: 000

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0

Expenditures

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0

Net Effect for CLEARING FUND

Change in Fund Balance:

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0
0.00

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Net Effect for GENERAL FUND	35,349.56	32,457.35	188,452.31	115,250.30	0.00	-155,994.96	
Fund Type: 1.2 SPECIAL REVENUE FUNDS							
Fund: 206 - FIRE FUND							
Revenues							
Dept: 000							
402.000 CURRENT PROPERTY TAXES	88,025.00	88,025.00	221,169.31	136,298.74	0.00	-133,144.31	251.3
402.001 VOTED MILLAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
412.000 PERSONAL PROP TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
420.000 DELQUENT PERS PROP TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.0
423.000 ANY AND ALL OTHER TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
445.000 CURRENT TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
445.020 PENALTIES& INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.0
446.000 DEL PERS INTEREST & PENALTY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
665.000 INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
671.000 MISC REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
672.000 ASSESSMENTS CURRENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
676.000 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
698.000 TRANS IN FRM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
699.000 APPROPRIATIONS MISC INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	88,025.00	88,025.00	221,169.31	136,298.74	0.00	-133,144.31	251.3
Revenues	88,025.00	88,025.00	221,169.31	136,298.74	0.00	-133,144.31	251.3
Expenditures							
Dept: 000							
702.000 SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
714.000 FICA LOCAL SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
802.004 CONTRACTED EMPLOYEE SERVICES	83,500.00	83,500.00	34,727.93	6,314.17	0.00	48,772.07	41.6
805.000 METRO FIRE CONTRACT	0.00	0.00	173,429.32	99,167.57	0.00	-173,429.32	0.0
850.000 TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
874.000 RETIREMENT/PENSION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
910.000 INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
920.000 ELECTRIC UTILITIES TOWNHALL	0.00	0.00	0.00	0.00	0.00	0.00	0.0
922.000 MICH CON GAS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
930.000 REPAIRS & MAINT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
956.000 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
964.000 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
970.000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	83,500.00	83,500.00	208,157.25	105,481.74	0.00	-124,657.25	249.3
Dept: 265 TOWNHALL EXPENDITURES							
805.000 METRO FIRE CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
923.000 SEWER TOWNSHIP HALL	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TOWNHALL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 336 FIRE FUND CONTRACT							
804.000 SOFTWARE SUPPORT & PROCESSING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
805.000 METRO FIRE CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
FIRE FUND CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 861 RETIREMENT/PENSION							
805.000 METRO FIRE CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
RETIREMENT/PENSION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 865 INSURANCE							
956.000 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures	83,500.00	83,500.00	208,157.25	105,481.74	0.00	-124,657.25	249.3

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014

Fund Type: 1.2 SPECIAL REVENUE FUNDS

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Net Effect for FIRE FUND	4,525.00	4,525.00	13,012.06	30,817.00	0.00	-8,487.06	287.6
Change in Fund Balance:			13,012.06				

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014

Fund Type: 1.2 SPECIAL REVENUE FUNDS

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 207 - POLICE PROTECTION							
Revenues							
Dept: 000							
402.000 CURRENT PROPERTY TAXES	43,823.00	43,823.00	23,869.99	18,565.58	0.00	19,953.01	54.5
412.000 PERSONAL PROP TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
420.000 DELQUENT PERS PROP TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.0
443.000 LIQUOR LICENSE FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
445.020 PENALTIES& INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.0
446.000 DEL PERS INTEREST & PENALTY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
665.000 INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
671.000 MISC REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
676.000 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
698.000 TRANS IN FRM OTHER FUNDS	8,500.00	8,500.00	8,500.00	0.00	0.00	0.00	100.0
Dept: 000	52,323.00	52,323.00	32,369.99	18,565.58	0.00	19,953.01	61.9
Revenues	52,323.00	52,323.00	32,369.99	18,565.58	0.00	19,953.01	61.9
Expenditures							
Dept: 000							
802.000 COMMUNITY POLICING CONTRACT	78,678.00	78,678.00	37,080.50	0.00	0.00	41,597.50	47.1
850.000 TELEPHONE	552.00	552.00	0.00	0.00	0.00	552.00	0.0
956.000 MISCELLANEOUS	0.00	0.00	190.76	0.00	0.00	-190.76	0.0
964.000 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
999.000 TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	79,230.00	79,230.00	37,271.26	0.00	0.00	41,958.74	47.0
Expenditures	79,230.00	79,230.00	37,271.26	0.00	0.00	41,958.74	47.0
Net Effect for POLICE PROTECTION	-26,907.00	-26,907.00	-4,901.27	18,565.58	0.00	-22,005.73	18.2
Change in Fund Balance:			-4,901.27				

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014

Fund Type: 1.2 SPECIAL REVENUE FUNDS

Fund: 208 - PARK FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Net Effect for PARK FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Change in Fund Balance:			0.00				

BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 101 - GENERAL FUND

Assets

001.000 CASH-CHECKING	633,712.13
004.000 MONEY MARKET	453,372.32
100.000 ACCOUNTS RECEIVABLE	169,000.21
101.000 DUE FROM STATE OF MICHIGAN	105,868.00
102.000 DUE FROM OTHER FUNDS	89,829.32
123.000 PREPAID EXPENSE	3,107.09

Total Assets

1,454,889.07

Liabilities

214.000 DUE TO OTHER FUNDS	3,285.17
228.000 ACCRUED PAYROLL	4,673.52
228.100 FICA	498.93
229.000 FEDERAL WITH HOLDING TAX	61.94
230.000 ACCRUED RETIREMENT PENSION	13,504.45
231.200 OTHER PAYROLL DEDUCTIONS	5,813.39
231.300 FLEX PLAN	401.50
232.000 PASSPORT PAYABLE	-120.00
339.000 DEFERRED REVENUE	65,766.20

Total Liabilities

93,885.10

Reserves/Balances

390.000 Fund Balance	1,172,551.66
398.000 Change in Fund Balance	188,452.31

Total Reserves/Balances

1,361,003.97

Total Liabilities & Balances

1,454,889.07

BALANCE SHEET

Page: 2

2/25/2014

2:39 pm

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 206 - FIRE FUND

Assets

001.000 CASH-CHECKING

63,285.43

123.000 PREPAID EXPENSE

287,500.00

Total Assets

350,785.43

Reserves/Balances

390.000 Fund Balance

337,773.37

398.000 Change in Fund Balance

13,012.06

Total Reserves/Balances

350,785.43

Total Liabilities & Balances

350,785.43

BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 207 - POLICE PROTECTION

Assets

001.000 CASH-CHECKING

163,506.90

Total Assets

163,506.90

Reserves/Balances

390.000 Fund Balance

168,408.17

398.000 Change in Fund Balance

-4,901.27

Total Reserves/Balances

163,506.90

Total Liabilities & Balances

163,506.90

BALANCE SHEET

Page: 4

2/25/2014

2:39 pm

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 209 - CEMETERY FUND

Assets

001.000 CASH-CHECKING

7,684.59

Total Assets

7,684.59

Reserves/Balances

390.000 Fund Balance

6,215.42

398.000 Change in Fund Balance

1,469.17

Total Reserves/Balances

7,684.59

Total Liabilities & Balances

7,684.59

BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 212 - LIQUOR FUND

Assets

001.000 CASH-CHECKING

664.14

004.000 MONEY MARKET

12,180.47

Total Assets

12,844.61

Reserves/Balances

390.000 Fund Balance

12,387.29

398.000 Change in Fund Balance

457.32

Total Reserves/Balances

12,844.61

Total Liabilities & Balances

12,844.61

BALANCE SHEET

Page: 6

2/25/2014

2:39 pm

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 224 - SHORELINE PPRESERVATION

Assets

001.000 CASH-CHECKING

61,546.06

101.000 DUE FROM STATE OF MICHIGAN

-0.02

Total Assets

61,546.04

Liabilities

214.000 DUE TO OTHER FUNDS

675.00

Total Liabilities

675.00

Reserves/Balances

390.000 Fund Balance

54,669.93

398.000 Change in Fund Balance

6,201.11

Total Reserves/Balances

60,871.04

Total Liabilities & Balances

61,546.04

BALANCE SHEET

Page: 7

2/25/2014

2:39 pm

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 225 - FARMLAND PRESERVATION

Assets

001.000 CASH-CHECKING	606,253.75
004.000 MONEY MARKET	100,122.33
102.000 DUE FROM OTHER FUNDS	1,350.00

Total Assets 707,726.08

Liabilities

214.000 DUE TO OTHER FUNDS	1,290.00
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Total Liabilities 1,290.00

Reserves/Balances

390.000 Fund Balance	568,000.49
398.000 Change in Fund Balance	138,435.59

Total Reserves/Balances 706,436.08

Total Liabilities & Balances 707,726.08

BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 226 - PARK and RECREATION FUND

Assets

001.000 CASH-CHECKING

9,886.45

102.000 DUE FROM OTHER FUNDS

135.00

Total Assets

10,021.45

Liabilities

202.000 ACCOUNTS PAYABLE

279.08

Total Liabilities

279.08

Reserves/Balances

390.000 Fund Balance

9,614.01

398.000 Change in Fund Balance

128.36

Total Reserves/Balances

9,742.37

Total Liabilities & Balances

10,021.45

BALANCE SHEET

Page: 9

2/25/2014

2:39 pm

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 227 - NEW URBANIST TOWN CENTER

Assets

001.000 CASH-CHECKING

28,011.24

Total Assets

28,011.24

Liabilities

214.000 DUE TO OTHER FUNDS

135.00

Total Liabilities

135.00

Reserves/Balances

390.000 Fund Balance

27,852.63

398.000 Change in Fund Balance

23.61

Total Reserves/Balances

27,876.24

Total Liabilities & Balances

28,011.24

BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 246 - TWP IMPROVEMENT REVOLVING FUND

Assets

001.000 CASH-CHECKING

20,400.57

Total Assets

20,400.57

Reserves/Balances

390.000 Fund Balance

20,400.57

Total Reserves/Balances

20,400.57

Total Liabilities & Balances

20,400.57

BALANCE SHEET

Page: 11

2/25/2014

2:39 pm

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 590 - ACME RELIEF SEWER

Assets

001.000	CASH-CHECKING	660,035.31
004.000	MONEY MARKET	196,492.64
007.000	CASH WITH FISCAL AGENT	0.40
045.000	RECEIVABLE-CURRENT	2,072.78
100.000	ACCOUNTS RECEIVABLE	190,127.43
132.000	SEPTIC PLANT	470,853.00
133.000	ACCUMULATED DEPRECIATION	-56,320.00
152.000	WATER SYSTEMS	177,000.00
153.000	ACCUMULATED DEPRECIATION-WATER	-56,935.00
154.000	SEWER SYSTEMS	11,611,103.07
155.000	ACCUMULATED DEPREC-SEWER	-4,947,949.00
160.000	LOAN ACQUISITION FEES	1,723.00
161.000	ACCUM AMORT LOAN ACCQU FEES	-1,723.00

Total Assets

8,246,480.63

Liabilities

202.000	ACCOUNTS PAYABLE	1,471.63
214.000	DUE TO OTHER FUNDS	9,598.04
250.000	BONDS PAYABLE	1,564,003.37
250.001	ACCR.INTEREST ON BONDS	9,388.32
251.002	PREMIUM OF REFUNDED BONDS	66,436.03
300.000	BONDS	330,750.00

Total Liabilities

1,981,647.39

Reserves/Balances

390.000	Fund Balance	652,402.73
395.000	RETAINED EARNINGS	5,334,752.22
398.000	Change in Fund Balance	277,678.29

Total Reserves/Balances

6,264,833.24

Total Liabilities & Balances

8,246,480.63

BALANCE SHEET

Page: 12

2/25/2014

2:39 pm

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 701 - TRUST AND AGENCY

Assets

001.000 CASH-CHECKING	13,748.01
100.000 ACCOUNTS RECEIVABLE	65,766.20
102.000 DUE FROM OTHER FUNDS	2,610.17

<u>Total Assets</u>	<u>82,124.38</u>
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Liabilities

214.000 DUE TO OTHER FUNDS	85,121.15
255.000 ESCROW DEPOSITS	2,387.62
273.000 UNDISTRIBUTED INCOME	3.37
282.001 ENGLE WINERY SITE IMPROVEMENTS	-415.00
282.019 AMENDMENT 019 ANDRES REZONING	-15.72
282.054 TRAVERSE CITY BULL DOGS ATHLE	1,867.72
282.055 STEINORTH FINE HOMES	2,975.50
282.056 MUNN, JIM	380.00
282.057 9536 WINTER RD ZBA	400.00
282.059 6041 PLUM DR ZBA	400.00
282.060 GREAT LAKES TRIM	800.00
282.101 RV PARK EXPANSION SITE	261.72
282.141 AMENDMENT 141 IMMANUEL REZONIN	-6,099.75
282.210 EASTWOOD CUSTOM HOMES	390.00
282.352 HOLMAN ZBA	483.33
282.423 POW/WINDWARD RIDGE	-2,288.40
282.503 MEIJERS	-6,042.87
282.603 LOCHENHEATH PHASE 2 SUP	-4,611.00
282.803 TRAVERSE BAY RV SUP	78.30
282.901 VGT PHASE 1 SITE PLAN/SUP	6,266.34

<u>Total Liabilities</u>	<u>82,342.31</u>
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Reserves/Balances

390.000 Fund Balance	-217.93
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<u>Total Reserves/Balances</u>	<u>-217.93</u>
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<u>Total Liabilities & Balances</u>	<u>82,124.38</u>
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BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 703 - CURRENT TAX COLLECTION

Assets

001.000 CASH-CHECKING

156,946.85

Total Assets

156,946.85

Liabilities

273.000 UNDISTRIBUTED INCOME

135,268.73

Total Liabilities

135,268.73

Reserves/Balances

390.000 Fund Balance

21,678.12

Total Reserves/Balances

21,678.12

Total Liabilities & Balances

156,946.85

BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 817 - ARNOLD ROAD SPECIAL ASSESSMENT

Assets

045.000 RECEIVABLE-CURRENT

504.66

049.000 RECEIVABLES-DEFERRED

0.87

Total Assets

505.53

Liabilities

339.000 DEFERRED REVENUE

505.53

Total Liabilities

505.53

Total Liabilities & Balances

505.53



DRAFT UNAPPROVED

ACME TOWNSHIP PLANNING COMMISSION MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Monday, February 10, 2014, 7:00 pm.

CALL TO ORDER WITH PLEDGE OF ALLEGIANCE Opened at 7:02

ROLL CALL: Wentzloff x Feringa x Finch x Forgette x Rosa x Timmins x
White 7:10 DeMarsh x

Staff Present: Lennox, Jocks, Iacoangeli

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.

Opened:7:03

Closed 7:03

B. APPROVAL OF AGENDA: With addition of Tim Harts Letter and Mark Poniatoskis letter entered into Correspondence

Motion by: Timmins 2nd: Finch

Yes: unanimous vote

Motion carries

C. INQUIRY AS TO CONFLICTS OF INTEREST: None noted

D. CONSENT CALENDAR: The purpose is to expedite business by grouping non-controversial items together for one Board motion 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.

a) RECEIVE AND FILE:

1. Draft Unapproved Minutes of:

1. Township Board minutes: 1/07/14
2. Planning, Zoning & Administrative report 12/01/2013-01/31/2014
3. ZBA meeting minutes 01/09/2014

b) ACTION:

Draft Unapproved Minutes of:

1. Planning Commission minutes 01/13/14

Motion by: Timmins 2nd: Finch

To approve the Consent calendar with the Planning commission minutes and Planning/Zoning Administrative update removed.

Yes: unanimous vote

Motion carries

E. ITEMS REMOVED FROM THE CONSENT CALENDAR:

1. Planning Commission minutes 01/13/14- insert comments submitted by Brian Kelley
2. Planning and zoning administrative update- change Bertha Vos school to the International Baccalaureate school.

Motion by Feringa 2nd by Finch to approve the Planning Commission draft minutes from 01/13/14 with the added comments.

Yes: unanimous vote, motion carries

Motion by Timmins 2nd. By Finch to receive and file the Planning and Zoning Administrative report 12/01/13-01/31/14 with the changes noted.

Motion carries

Yes: unanimous vote, motion carries

F. CORRESPONDENCE: Letters received, read and filed from: Tim Hart, Mark Poniatoski and Brian Kelley

G. PUBLIC HEARINGS:

Ordinance# 028 Medical Marijuana Moratorium Opened at 7:20 Closed at 7:20

Ordinance# 029 US-31-M72 Business and Mixed Use District Opened at 7:21 Closed at 7:22

Brain Kelley, RidgeCrest Rd.– Stated the lack of availability of the document before the public meeting- reviewed January meeting minutes and it was ready for release than, wanted to know why it was not made public to everyone? He believes the township should share documents as soon as possible so the public can be ready at meetings and older documents should remain on the site for comparison.

H. NEW BUSINESS:

1. Ordinance #028 Medical Marijuana- Jeff Jocks gave a recap of the Dispensary Bill, and the politics that surround it. It may not be such a dire issue.

Discussion followed concerning the number of dispensaries that could even come into our community with all the new shoreline park property and the current ordinance that is in place. Nikki Lennox will be looking into the radius 1000 ft. from all the township parks to see where any may possibly fit.

White and Feringa don't see a need for a moratorium. The Supreme Court upheld that the Federal Controlled Substances Act does not preempt the Michigan Medical Marihuana Act but MMA preempts a local ordinance prohibiting medical marihuana. Jocks suggest we table it for a month and gather more information.

Motion by Finch 2nd by Rosa to postpone the Medical Marijuana moratorium while staff works on gathering more information

Yes: unanimous vote, motion carries

2. Ordinance #029 US-31 M-72 Business and Mixed Use District

Changed the name from Form Based Code to "Business and Mixed Use District".

Next step is to send it to County Planning and have them review it.

Jocks clarified that the County would be looking at it without board review.

John I said that was fine.

Motion by White support by Finch to send the Business and Mixed Use District plan to the county planning commission for review

Yes: unanimous vote, motion carries

3. Great Lakes Trim

Lennox explained this is an amendment under modifications and amendments to a S.U.P

S.U.P # 2001-16P, Amendment # 2004-9P along with a site plan review. It was determined than an additional SUP was missing.

Jeremy Dickens (FED Corp) and Tom Crandall, the owner of Great Lakes Trim stated that the

modifications were to improve product flow and additional storage.

Discussion of Beckett & Readers' report followed regarding parking and tree islands, maneuvering lane and drive way, drainage areas and curb cuts.

It was decided that township staff would look up the old S.U.P to see what it said; decision was postponed and will come back to the planning commission in March.

4. B-4 Amendment

John Iacoangeli read the draft Ordinance which will allow for more uses permitted by right in the B-4 District. Many of the draft uses are already present in that district.

Wentzloff wants to make sure the language matches the other ordinance.

Amendment postponed until March.

I. OLD BUSINESS:

1. Accessory Building Height Ordinance Amendment

Wentzloff read a letter from Mark Poniatoski, and stated that his math didn't take into account parking areas for lot coverage. It was pointed out that we have only had one request for a change to building foot print size, which can be addressed on an individual basis through the zoning board of appeals. All other requests dealt with height issues. The planning commission will not modify building foot print at this time, only height.

Wentzloff wants the wording of two stories removed from the amendment and leave it only as 24 ft.

Motion by Feringa 2nd by Timmins to set a public hearing at the March meeting with the removal of 7.2.1 E "two stories" and keeping only the language of "24 ft".

Yes: unanimous vote, motion carries

2. A-1 Agricultural Ordinance Amendment

John I read the survey results with 80% supporting having 5% locally produced fruit and 75% from the rest of the state of Michigan. 80% also supported a 3 year exemption for startup period for use of local fruit, the clock will start when the license is issued by the MLCC. Timmins supports the change to 5% local ingredients.

Discussion about enforcement – Hard to enforce but guarantees that something will be planted on the land in the Ag. District.

Discussion on language using something other than just the word fruits. John I suggested we use the language from the Right to farm act, Fruits will be changed to Farm Products.

Discussion on requirement for acreage amount planted. Wineries will be raised to 3 acres. Breweries and Distilleries will remain the same.

Motion by: Timmins 2nd: Finch to send the A-1 Agricultural Ordinance Amendment to hearing in March

Yes: unanimous vote, motion carries

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

Opened at 9:06 closed at 9:07

Timmins gave a recap of 3 classes attended at the MRPA conference

Feringa talked about the study being done on a passenger train from T.C to Turtle Creek Casino

ADJOURN: Motion by: Finch 2nd: Timmins

Yes: unanimous vote, motion carries

adjourned at 9:16



Memo

To: Acme Township Board of Trustees and the Park Advisory Board
From: Tom Henkel, Buildings, Grounds and Parks Manager
Date: 2/24/2014
Re: Buildings, Grounds & Parks Update

The following is a summary of key building, grounds and parks activities underway.

This List may not be exhaustive.

Parks:

- Plowing TART from 5 mile to Bunker Hill again, they sent a blower out and opened some snow storage space along the trail. I think it will last until we get windy big snow like 6" inches plus, then they will have to blow it out again. Also the railroad has plowed the tracks and they are throwing it back towards the trail a little. 120" inches of snow so far this year.
- Bayside parking lot is drifting in snow as high the hood on the truck in drifts. I went in with our tractor/loader and push up the banks as far as I could. One more storm and I think were done with the equipment we have. Here are two alternatives; 1. We can hire a big loader to clear it after the storm if it occurs. I worry that the gardens in the parking lot will be damaged from the loader as they are buried in the existing snow piles. A 2. For the amount of usage the park is getting, cry uncle and shut the gate until spring. Let me know what your pleasure is.
- All snow piles in parking areas have been consolidated with the tractor/loader to the limits of the reach of the machine.
- I have been keeping emergency bay access open at Bunker, Dock and Saylor Park ramps all winter. I also opened a path down the ramps for the fisherman once the bay froze over

good. I plow for parking where I can at the ramps, at Bunker Hill I plow also to keep access to the sewer lift station along with the G.T.D.P.W.

- Attended the Watershed Centers 2013 Invasive Phragmites Program review meeting Jan. 16.
- Attended the Health Departments Beach Monitoring Stakeholders Meeting Feb 21.

Cemeteries:

- Closed

Buildings/Grounds:

- Roof leaks in hall frozen for now, cannot do much until spring.
- Looking to get hall carpets cleaned in April/ spring cleaning.
- Snow at hall, getting close to being out of storage space. We may have to hire haul away service or have an early spring! I'm monitoring the situation.

Equipment/Fixtures:

- The doors for the storage wall in the west end of town hall just arrived, so I will be picking those up and other materials after the election this week. Then I will get started on that project.

Surface Water Quality Testing:

- Shut down until spring.

Planning:

- 2014-2015 Parks Maintenance Plan under review by Supervisor, for input. I hope to make any changes, then copy and present to Parks Advisory Board at their 2-27-2014 Meeting.

- Updated our 2013 data into the National Recreation and Parks Association “Proragis” Data Base. This is a member database so you can compare our operations to all the other members in the country. This can help us compare our operations and facilities against like sized operations, against average industry standards or regional operations. Example; we have a population of 4375 and we have two playgrounds which is about average. So it shows in most places, they have a playground for about every 2200 in permanent population. It takes very little time to update each year, I started 2011. I think is a good tool in the toolbox, worth the effort!

General Activities:

- Routine

Thanks!

Tom Henkel

MRPA Conference Jan. 23rd.

Economic Development benefits of Public investment in Parks & Recreation –

Douglas Luciani

- Michigan's tourist industry is worth 17 billion and raising.
- Connecting public assets to all the economic aspects that surround each asset.
- Managed each park as part of the economic plan, groups can be brought in to fully utilize the land within the township to bring in events that fit each space.
- Bringing in events that attract people from out of Michigan, creates a gateway to bring people back to an area.
- Grand Traverse region outpaced Michigan economy since 2001, how can we capture a piece of the growth.

Leveraging Volunteer training and Leadership to expand organizational capacity-

Steve Faber and Lee Mueller

- How to find volunteers within our community
- Developing framework before filling in the frame
- Ability of volunteers to become advocates and take ownership of the parks

The Economic Benefits of Parks, Trails and recreation -Dr. John Crompton

- Tourism was pioneered in Michigan
- Attractions drive tourism, and bring money to the business community
- Break down of service cost for different land uses based on a study in 98 cities.
- By keeping open space and creating a finite number of houses the demand will automatically raise home values



**ACME TOWNSHIP BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Tuesday, February 4, 2014, 7:00 p.m.**

MEETING CALLED TO ORDER WITH THE PLEDGE OF ALLEGIANCE AT 7:00 p.m.

Members present: C. Dye, C. Collett, A. Jenema, P. Scott, D. White, J. Zollinger
Members excused: G. LaPointe
Staff present: J. Jocks, Township counsel
N. Edwardson, Recording Secretary

A. LIMITED PUBLIC COMMENT:

CLOSED PUBLIC COMMENT: 7:01 pm

B. APPROVAL OF AGENDA:

Zollinger asked to add one item to New Business, #3 DPW sewer membrane replacement update and one on Old Business # 1 Update on Township computers and server and Scott asked to add emails regarding the bookkeeper as Old Business # 2.

Motion by Jenema seconded by Scott to approve the agenda as amended, adding one item under New Business and two under Old Business. Motion carried by unanimous roll call vote.

C. INQUIRY AS TO CONFLICTS OF INTEREST: None noted

D. 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:

1. [Treasurer's Report](#) 12/31/13
2. [Clerk's Report](#) 12/31/13
3. Draft Unapproved Meeting Minutes:
 - a. Planning Commission [01/13/14](#)
 - b. ZBA meeting [01/09/14](#)
- d. [Parks and Maintenance Report](#) – Tom Henkel
- e. [The Metro Insider Newsletter](#) January 2014
- f. [Planning, Zoning & Administrative Activity Report](#)
- g. [North Flight 2014](#)

2. ACTION – Consider approval:

- a. Township Board meeting minutes of [1/7/14](#)
- b. [Accounts Payable Prepaid](#) of \$3,982.72 and [Current](#) to be approved of \$25,692.50 (Recommend approval: Cathy Dye, Clerk)

Motion by Jenema, seconded by Collette to approve the consent calendar less Item 1# d Parks & Maintenance report, and Item 2# b Current bills. Motion carried by unanimous roll vote.

E ITEMS REMOVED FROM THE CONSENT CALENDAR:

1. Parks and Maintenance Report - Henkel

Jenema asked if the Tart Trails were informed that Henkel has stopped plowing because there is no place to push the snow. Zollinger commented that they were notified.

Motion by Jenema, seconded by White to accept the Parks and Maintenance report as presented. Motion carried by unanimous roll call vote.

2. Current invoices to be approved

Dye requested one additional invoice for Brick House Interactive for \$1,352.50 to be approved bringing the total invoices to \$27,024.00.

Motion by Scott, seconded by Jenema, to approve the Current invoices as amended. Motion carried by unanimous roll call vote.

F. REPORTS:

1. [Sheriff's Report](#) – Deputy: Ken Chubb

Chubb reported 206 calls the last month with 31 car accidents.

2. [County Commissioner's Report](#) – Larry Inman:

Inman was unable to attend tonight's meeting.

3. County Road commission report – Bill Mouser

No report given

G. Public Hearing : None

H. NEW BUSINESS:

1. Adoption of Resolution # R-2014-08 Community Recreation and Natural Resource Conservation Plan

Motion by Jenema, seconded by Dye to approve Resolution R # 2014-08 as presented. Motion carried unanimously.

2. Distribution of Acme Township Master Plan

Wentzloff, Chair of the Planning Commission was present. She commented that the Planning Commission is at a juncture where they would request the Board of Trustees approval to distribute the Acme Township Community Master Plan to various inter-governmental agencies for their review and comments. There will be 63 days to review and then a public hearing after that.

Motion by White, seconded by Scott to approve the distribution of the Acme Township Master plan to various inter-governmental agencies for their review and comments. Motion unanimously.

3. DPW Sewer membrane replacement update

Zollinger stated that there had been a few articles in the Record Eagle recently he wanted to keep the Board informed. It is the plan to replace one membrane in September of 2014. This would be a cost of around \$31,000.00 for Acme. This is based on flow not ownership.

I. OLD BUSINESS:

1. Township computers and servers

Zollinger stated that our computers and server are old. In another year the server will be non supported. We have had recent problems with updating but did not lose any information. Collett offered to look into some providers.

2. Dennis Drennan

Scott expressed concerns about recent emails that indicated Drennan would not communicate with our Treasurer, Collett. Scott stated that he made it very clear in his motion at the last Board meeting that everyone had to communicate with each other.

Motion by Zollinger, seconded by White, that Zollinger will contact Dennis Drennan, our Bookkeeper, and ask Drennan if he is willing to communicate with all Board members by Email. If not then the Board will dismiss him from his services to the township. Motion carried by 5 in favor (Collett, Jenema, Scott, White, Zollinger) and 1 opposed (Dye)

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

R. Challenger, 3885 Bunker Hill Road, express disappointed that after a two month absence from the Board meetings he finds that we are still bickering.

A. Rundhaugh, 3733 Bunker Hill Road, a Acme township resident since 1970 has seen a lot of Boards come and go and does not recall so much bickering between Board members as we currently have. She would encourage some “soul searching. She also commented on the notice for election workers.

Brian Kelley, address unknown, also expressed that it was time for the Board to move on pass the recent disagreements. He also provided a letter (attached to minutes) addressing issues with the Master Plan.

Meeting adjourned at 8:30 p.m. on a motion by Scott with support from Jenema.

Check Register Report

PREPAID

Date: 02/25/2014

Time: 4:02 pm

Page: 1

Acme Township

BANK: CHASE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
CHASE BANK Checks							
22470	02/11/2014	Printed		0000002875	CHARTER COMMUNICATIONS	TELEPHONE/INTERNET	323.97
22471	02/11/2014	Printed		0000002900	CHERRYLAND RURAL ELECTRIC	ELECTRIC	451.63
22472	02/11/2014	Printed		0000004460	DTE ENERGY	GAS	838.95
22473	02/11/2014	Printed		4416	NEOFUNDS BY NEOPOST	POSTAGE	200.00
22474	02/11/2014	Printed		0000020450	SHELL OIL COMPANY	GAS	336.38
22475	02/11/2014	Printed		0000025000	WASTE MANAGEMENT	GARBAGE PICKUP	170.41
22476	02/25/2014	Printed		00002877	CHASE BANK	CLASSES/SUPPLIES	205.12
22477	02/25/2014	Printed		0000003300	CONSUMERS ENERGY	ELECTRIC	23.52
22478	02/25/2014	Printed		0000003300	CONSUMERS ENERGY	ELECTRIC	23.52
22479	02/25/2014	Printed		0000003300	CONSUMERS ENERGY	ELECTRIC	826.98
22480	02/25/2014	Printed		0000025590	MCI	LONG DISTANCE/SHERIFF LINE	28.04
Total Checks: 11						Checks Total (excluding void checks):	3,428.52
Total Payments: 11						Bank Total (excluding void checks):	3,428.52

Edit List of Invoices - Detail w/GL

TO BE APPROVED

Date: 02/26/2014

Time: 3:48 pm

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Acme Township

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
13349	A & D ASSESSING	03/05/2014	CHASE	MARCH	
0000000520	4949 BREEDS HILL TRL	03/05/2014	N		2,500.00
	WILLIAMSBURG	03/05/2014	N	N	0.00
	MI 49690	03/05/2014	0.00	Y 0	0.00
	<Emailing Stub Disabled>	03/05/2014			2,500.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-209-803.002	ASSESSING CONTRACT SERVICES	MARCH	2,500.00	0.00
Distribution Total			2,500.00	0.00

Vendor Total: 2,500.00

13340	B S & A SOFTWARE	03/05/2014	CHASE	ANNUAL SERVICE/SUPPORT	
0000002300	14965 ABBEY LANE	03/05/2014	N		518.00
	BATH	03/05/2014	N	N	0.00
	MI 48808	03/05/2014	0.00	N 0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV 94283		518.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-209-804.000	SOFTWARE SUPPORT & PROCESSING	SPECIAL ASSES SYSTEM	518.00	0.00
Distribution Total			518.00	0.00

Vendor Total: 518.00

13346	BECKETT & RAEDER	03/05/2014	TRUST	PLANNING SERVICES	
0000001660	535 WEST WILLIAM, SUITE 101	03/05/2014	N		2,910.00
	ANN ARBOR	03/05/2014	N	N	0.00
	MI 48103	03/05/2014	0.00	N 0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV 2013-0297, INV 2013-03		2,910.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
701-400-282.901	VGT PHASE 1 SITE PLAN/SUP	PROJ #25012	2,310.00	0.00
701-400-282.901	VGT PHASE 1 SITE PLAN/SUP	PROJ #201332	600.00	0.00
Distribution Total			2,910.00	0.00

13348	BECKETT & RAEDER	03/05/2014	CHASE	PROFESSIONAL SERV FOR JANL	
0000001660	535 WEST WILLIAM, SUITE 101	03/05/2014	N		940.00
	ANN ARBOR	03/05/2014	N	N	0.00
	MI 48103	03/05/2014	0.00	N 0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV2014-0742, 0741, 0736		940.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-410-803.001	PLANNING CONSULTANT	RETAINER 2014-0742	750.00	0.00
101-410-803.001	PLANNING CONSULTANT	PLANNING 2014-0741	120.00	0.00
101-410-803.001	PLANNING CONSULTANT	PLANNING 2014-0736	70.00	0.00
Distribution Total			940.00	0.00

13354	BECKETT & RAEDER	03/05/2014	TRUST	PLANNING SERVICES	
0000001660	535 WEST WILLIAM, SUITE 101	03/05/2014	N		2,975.00
	ANN ARBOR	03/05/2014	N	N	0.00
	MI 48103	03/05/2014	0.00	N 0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV 2013-0343 PRO#20132i		2,975.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
701-400-282.055	STEINORTH FINE HOMES	2013-0343, 201328	2,975.00	0.00
Distribution Total			2,975.00	0.00

Edit List of Invoices - Detail w/GL

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Acme Township

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		

Vendor Total: 6,825.00

13344	CINTAS CORP #729	03/05/2014	CHASE	OFFICE RUGS	39.33
	P.O BOX 630910	03/05/2014	N		0.00
0000002990	CINCINNATI	03/05/2014	N	N	0.00
	OH 45263-0910	03/05/2014	0.00	0	0.00
	<Emailing Stub Disabled>	03/05/2014	729643344		39.33

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-265-930.000	REPAIRS & MAINT		39.33	0.00
Distribution Total			39.33	0.00

Vendor Total: 39.33

13337	CULLIGAN WATER, MCCARDEL	03/05/2014	CHASE	WATER	83.75
	40 HUGHES DRIVE	03/05/2014	N		0.00
0000003400	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49686	03/05/2014	0.00	0	0.00
	<Emailing Stub Disabled>	03/05/2014	ACCT# 1055621		83.75

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-265-930.000	REPAIRS & MAINT		83.75	0.00
Distribution Total			83.75	0.00

Vendor Total: 83.75

13352	EAST BAY PROFESSIONALS, INC	03/05/2014	CHASE	FEBRUARY 2014	345.00
	2145 CHRYSTAL RIDGE DR.	03/05/2014	N		0.00
EBP	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49686	03/05/2014	0.00	0	0.00
	<Emailing Stub Disabled>	03/05/2014			345.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-101-801.001	INTERNAL ACCOUNTANT	FEBRUARY	345.00	0.00
Distribution Total			345.00	0.00

Vendor Total: 345.00

13335	GOSLING CZUBAK ENGR	03/05/2014	CHASE	GENERAL ENGINEERING SERV	250.00
	1280 BUSINESS PARK DRIVE	03/05/2014	N		0.00
0000007675	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49686	03/05/2014	0.00	0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV 70174		250.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-101-803.003	ENGINEERING SERVICES		250.00	0.00
Distribution Total			250.00	0.00

Vendor Total: 250.00

13333	GOVERNMENTAL BUSINESS SYS	03/05/2014	CHASE	ELECTION SUPPLIES	67.06
	4995 VARSITY DR. UNIT C	03/05/2014	N		0.00
0000007720	LISLE	03/05/2014	N	N	0.00
	IL 60532	03/05/2014	0.00	0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV 14-18131		67.06

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-726.000	SUPPLIES & POSTAGE		67.06	0.00

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Acme Township

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		

Distribution Total					67.06	0.00
	GOVERNMENTAL BUSINESS SYS	03/05/2014		CHASE	ELECTION SUPPLIES	
	4995 VARSITY DR. UNIT C	03/05/2014		N		19.70
13347	LISLE	03/05/2014		N	N	0.00
0000007720	IL 60532	03/05/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV # 14-18180			19.70

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-726.000	SUPPLIES & POSTAGE	MI AV POLL BOOK QVF	19.70	0.00
Distribution Total			19.70	0.00

Vendor Total: 86.76

	GRAND TRAVERSE COUNTY	03/05/2014		SEWER	ACME SEWER	
	FINANCE DEPT. ACCTS RECEIVA	03/05/2014		N		74,724.29
13331	TRAVERSE CITY	03/05/2014		N	N	0.00
7890	MI 49684	03/05/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV 88123,88124,88144,881			74,724.29

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
590-000-956.001	OPERATING & MAINT EXP	SEWER DPW EXP FOR DEC2013	73,161.38	0.00
590-000-956.001	OPERATING & MAINT EXP	WATER-HOPE VILLAGE	1,375.90	0.00
590-000-956.001	OPERATING & MAINT EXP	SEWER FINAL EXP DEC2013	178.02	0.00
590-000-956.001	OPERATING & MAINT EXP	WATER-HOPE VILLAGE FINAL EXP	8.99	0.00

Distribution Total			74,724.29	0.00
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	GRAND TRAVERSE COUNTY	03/05/2014		CHASE	SHERIFF-CO PATROL	
	FINANCE DEPT. ACCTS RECEIVA	03/05/2014		N		19,003.75
13350	TRAVERSE CITY	03/05/2014		N	N	0.00
7890	MI 49684	03/05/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV 88239			19,003.75

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
207-000-802.000	COMMUNITY POLICING CONTRACT	JAN - MARCH 2014	19,003.75	0.00

Distribution Total			19,003.75	0.00
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Vendor Total: 93,728.04

	GRAND TRAVERSE METRO ESA	03/05/2014		CHASE	PT STAFFING JANUARY 2014 PA	
	897 PARSONS ROAD	03/05/2014		N		6,314.17
13329	TRAVERSE CITY	03/05/2014		N	N	0.00
0000007950	MI 49686	03/05/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV 705			6,314.17

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
206-000-802.004	CONTRACTED EMPLOYEE SERVICES		6,314.17	0.00

Distribution Total			6,314.17	0.00
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Vendor Total: 6,314.17

	INTEGRITY BUSINESS SOLUTION	03/05/2014		CHASE	OFFICE SUPPLIES	
	1302 INDUSTRY B	03/05/2014		N		86.40
13339	TRAVERSE CITY	03/05/2014		N	N	0.00
0000010300	MI 49696	03/05/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/05/2014				86.40

Edit List of Invoices - Detail w/GL

TO BE APPROVED

Date: 02/26/2014

Time: 3:48 pm

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Acme Township

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-265-726.000	SUPPLIES & POSTAGE		61.41	0.00
101-215-726.000	SUPPLIES & POSTAGE		24.99	0.00
Distribution Total			86.40	0.00

	INTEGRITY BUSINESS SOLUTION	03/05/2014		CHASE	OFFICE SUPPLIES			
	1302 INDUSTRY B	03/05/2014		N				86.10
13355	TRAVERSE CITY	03/05/2014		N	N			0.00
0000010300	MI 49696	03/05/2014	0.00	N	0			0.00
	<Emailing Stub Disabled>	03/05/2014						86.10

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-265-726.000	SUPPLIES & POSTAGE	COPY PAPER,TAB INDEX,LABELS	79.61	0.00
101-215-726.000	SUPPLIES & POSTAGE	3 HOLE PAPER	6.49	0.00
Distribution Total			86.10	0.00

Vendor Total: 172.50

	INTEGRITY SOFTWARE SYSTEM:	03/05/2014		CHASE	COMPUTER SUPPORT1/6/14+1/14			
	4020 COPPERVIEW	03/05/2014		N				267.00
13338	TRAVERSE CITY	03/05/2014		N	N			0.00
000001420	MI 49684	03/05/2014	0.00	N	0			0.00
	<Emailing Stub Disabled>	03/05/2014	INV 9529					267.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-101-804.000	SOFTWARE SUPPORT & PROCESSING		267.00	0.00
Distribution Total			267.00	0.00

	INTEGRITY SOFTWARE SYSTEM:	03/05/2014		CHASE	COMPUTER SERVICES			
	4020 COPPERVIEW	03/05/2014		N				318.25
13356	TRAVERSE CITY	03/05/2014		N	N			0.00
000001420	MI 49684	03/05/2014	0.00	N	0			0.00
	<Emailing Stub Disabled>	03/05/2014	INV 9552					318.25

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-101-804.000	SOFTWARE SUPPORT & PROCESSING		280.75	0.00
101-215-804.000	SOFTWARE SUPPORT & PROCESSING		37.50	0.00
Distribution Total			318.25	0.00

Vendor Total: 585.25

	KC1	03/05/2014		CHASE	ASSESSMENT NOTICE			
	3901 E. PARIS SE	03/05/2014		N				677.79
13351	GRAND RAPIDS	03/05/2014		N	N			0.00
0000011105	MI 49512	03/05/2014	0.00	N	0			0.00
	<Emailing Stub Disabled>	03/05/2014	INV 233957					677.79

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-209-726.000	SUPPLIES & POSTAGE	JOB # 126321	677.79	0.00
Distribution Total			677.79	0.00

Vendor Total: 677.79

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Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Discount
	Email Address	Inv. Date	Invoice No.		Net Amount
	KOPY SALES INC.	03/05/2014	CHASE	COPY MACHING	
	821 ROBINWOOD COURT	03/05/2014	N		127.98
13330	TRAVERSE CITY	03/05/2014	N	N	0.00
0000011800	MI 49686	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014	iNV 90721, 90722		<u>127.98</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-265-930.000	REPAIRS & MAINT		127.98	0.00
Distribution Total			127.98	0.00

Vendor Total: 127.98

	LASER PRINTER TECHNOLOGIES	03/05/2014	CHASE	TONER	
	1379 TRADE CENTRE DRIVE	03/05/2014	N		55.00
13334	TRAVERSE CITY	03/05/2014	N	N	0.00
0000012660	MI 49686	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014			<u>55.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-253-726.000	SUPPLIES & POSTAGE		55.00	0.00
Distribution Total			55.00	0.00

Vendor Total: 55.00

	MAASBERG SUSAN	03/05/2014	CHASE		
	3800 BAY VALLEY DR	03/05/2014	N		55.00
13373	WILLIAMSBURG	03/05/2014	N	N	0.00
0000012770	MI 49690	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014			<u>55.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-702.000	SALARIES	ELECTION 2-25-2014	55.00	0.00
Distribution Total			55.00	0.00

Vendor Total: 55.00

	MONCEL NANCY	03/05/2014	CHASE	ELECTION INSPECTOR	
	4732 RIDGE CREST	03/05/2014	N		175.00
13370	WILLIAMSBURG	03/05/2014	N	N	0.00
0000014300	MI 49690	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014			<u>175.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-702.000	SALARIES	ELECTION 2-25-2014	175.00	0.00
Distribution Total			175.00	0.00

Vendor Total: 175.00

	OLSON,BZDOK&HOWARD,P.C	03/05/2014	CHASE	ATTORNEY FEES	
	420 EAST FRONT ST.	03/05/2014	N		3,383.75
13342	TRAVERSE CITY	03/05/2014	N	N	0.00
0000016245	MI 49686	03/05/2014	0.00	Y	0
	<Emailing Stub Disabled>	03/05/2014	5385-00.5385-62.5385-65.5:		<u>3,383.75</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-101-802.002	ATTORNEY SERVICES	GENERAL MATTERS	1,472.58	0.00
101-101-802.001	ATTORNEY SERVICES	IMMANUEL	303.75	0.00
	LITIGATION			

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Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Discount
	Email Address	Inv. Date	Invoice No.		Net Amount
101-410-802.002	ATTORNEY SERVICES			MEDICAL MARIHUANA MORATORIUM	75.00 0.00
101-410-802.002	ATTORNEY SERVICES			AGRICULTURE DISTRICT RE-WRITE	90.00 0.00
101-410-802.002	ATTORNEY SERVICES			BUSINESS DISTRICT FORM BASED C	165.00 0.00
101-410-802.002	ATTORNEY SERVICES			PC MEETING/ACCES USE AMENDMENT	1,277.42 0.00
Distribution Total					3,383.75 0.00

13343	OLSON,BZDOK&HOWARD,P.C	03/05/2014		FARM	ATTORNEY FEES			
	420 EAST FRONT ST.	03/05/2014		N				30.00
0000016245	TRAVERSE CITY	03/05/2014		N	N			0.00
	MI 49686	03/05/2014	0.00	Y	0			0.00
	<Emailing Stub Disabled>	03/05/2014	INV# 5385-71					30.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
225-000-802.002	ATTORNEY SERVICES	FARMLAND SUBORDINATION	30.00	0.00
Distribution Total			30.00	0.00

13345	OLSON,BZDOK&HOWARD,P.C	03/05/2014		TRUST	ATTORNEY FEES			
	420 EAST FRONT ST.	03/05/2014		N				2,326.63
0000016245	TRAVERSE CITY	03/05/2014		N	N			0.00
	MI 49686	03/05/2014	0.00	Y	0			0.00
	<Emailing Stub Disabled>	03/05/2014	STMT # 48.49.50					2,326.63

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
701-400-282.901	VGT PHASE 1 SITE PLAN/SUP		2,326.63	0.00
Distribution Total			2,326.63	0.00

Vendor Total: 5,740.38

13336	PLANNING AND ZONING CENTER	03/05/2014		CHASE	SUBSCRIPTION			
	715 N CEDAR ST	03/05/2014		N				350.00
0000017400	LANSING	03/05/2014		N	N			0.00
	MI 48906-5275	03/05/2014	0.00	N	0			0.00
	<Emailing Stub Disabled>	03/05/2014						350.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-410-960.000	dues subcriptions	6/14 - 5/15	350.00	0.00
Distribution Total			350.00	0.00

Vendor Total: 350.00

13372	RANSOM DAVID	03/05/2014		CHASE	ELECTION INSPECTOR			
	4347 PAPER BIRCH LN.	03/05/2014		N				175.00
0000019250	TRAVERSE CITY	03/05/2014		N	N			0.00
	MI 49686	03/05/2014	0.00	N	0			0.00
	<Emailing Stub Disabled>	03/05/2014						175.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-702.000	SALARIES	ELECTION 2-25-2014	175.00	0.00
Distribution Total			175.00	0.00

Vendor Total: 175.00

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Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Discount
	Email Address	Inv. Date	Invoice No.		Net Amount
13369	RYAN, MARY	03/05/2014	CHASE	ELECTION INSPECTOR	175.00
	3806 BUNKER HILL ROAD	03/05/2014	N		0.00
0000020100	WILLIAMSBURG	03/05/2014	N	N	0.00
	MI 49690	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014			175.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-702.000	SALARIES	ELECTION 2-25-2014	175.00	0.00
Distribution Total			175.00	0.00

Vendor Total: 175.00

13371	SCHLEGEL SONIA	03/05/2014	CHASE	ELECTION INSPECTOR	210.00
	44493 MANORWOOD	03/05/2014	N		0.00
0000020870	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49685	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014			210.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-702.000	SALARIES	ELECTION 2-25-2014	210.00	0.00
Distribution Total			210.00	0.00

Vendor Total: 210.00

13341	STATE OF MICHIGAN	03/05/2014	CHASE	PUBLIC WATER SUP ANNUAL FEI	310.28
	MI DEPT OF ENVIRONMENTAL Q	03/05/2013	N		0.00
0000021050	LANSING	03/05/2014	N	N	0.00
	MI 48909-8157	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014	INV 833186, INV833888		310.28

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-750-930.000	REPAIRS & MAINT	BAYSIDE PARK-BATH HOUSE	155.14	0.00
101-750-930.000	REPAIRS & MAINT	8274	155.14	0.00
Distribution Total			310.28	0.00

Vendor Total: 310.28

13332	TRAVERSE CITY RECORD EAGLE	03/05/2014	CHASE	PUBLICATIONS	704.00
	120 W.FRONT STREET	03/05/2014	N		0.00
0000022000	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49684	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014	INV 01146		704.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-900.000	PUBLICATIONS		255.75	0.00
101-410-900.000	PUBLICATIONS		255.75	0.00
101-101-900.000	PUBLICATIONS		192.50	0.00
Distribution Total			704.00	0.00

Vendor Total: 704.00

13368	WHIPP, SANDRA	03/05/2014	CHASE	ELECTION INSPECTOR	175.00
	1591 GERALDTON	03/05/2014	N		0.00
WHIPP	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49686	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014			175.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
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Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		

101-191-702.000	SALARIES		ELECTION 2-25-2014	175.00	0.00
Distribution Total				175.00	0.00

Vendor Total: 175.00

Grand Total: 120,378.23

Less Credit Memos: 0.00

Net Total: 120,378.23

Less Hand Check Total: 0.00

Outstanding Invoice Total: 120,378.23

Total Invoices: 33

Recap by Fund

Fund #	Fund Name	Amount To Pay	Amount To Relieve
101	GENERAL FUND	12,094.39	0.00
206	FIRE FUND	6,314.17	0.00
207	POLICE PROTECTION	19,003.75	0.00
225	FARMLAND PRESERVATION	30.00	0.00
590	ACME RELIEF SEWER	74,724.29	0.00
701	TRUST AND AGENCY	8,211.63	0.00
Grand Total:		120,378.23	0.00



Administrator/Controller Report February 2014

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 Office (1)

- Administration is working with the Planning Director, Lean and Green Michigan and the Michigan Land Use Institute on the possibility of instituting a PACE (Property Assessed Clean Energy) program in Grand Traverse County. A PACE district allows a property owner to use the property tax mechanism to finance energy improvements. The property owner voluntarily takes on a Special Assessment, which it pays off as part of its property tax bill. The PACE statute provides that the annual energy savings must exceed the annual cost of the loan. A presentation to the Board of Commissioners has been scheduled for February 26th.
- A filmmaker has inquired about using the Boardman and Sabin Dam powerhouses as a setting for a film. A proposed use agreement has been submitted to the film company for review.
- Replaced postage machine at Governmental Center for a cost savings of approximately \$140/month (\$8,340 over a 5-year period) with upgraded equipment under the state contract. The machine process nearly 1,000 pieces of mail daily.
- Enhanced the list of county services on website to make navigation easier for the public. Also added a contact link to several web pages that will email all seven County Commissioners simultaneously.

Boardman River Dams Project (8)

- Signed fiduciary agreement with the Conservation Resource Alliance (CRA) to process claims related to dam removal.
- Signed agreement between URS, the Road Commission, and the County to provide design and engineering services for the removal of the dams and construction of a new Cass Road Bridge over the original river channel.

- The Board of Commissioners approved on January 15th a tentative settlement agreement in the case of Alpers vs. Grand Traverse County. The proposed settlement agreement will be reviewed by the Circuit Court on April 29th.

Commission on Aging (7)

- In-Home Services is experiencing low/no wait lists for several services – Homemaker Aide (housecleaning), Home Health Care, and Respite Care (caregiver relief).
- The Commission on Aging is now taking appointments for 2013 income tax preparation for Grand Traverse County senior citizens 60 years of age or older. Taxes are prepared by trained AARP volunteers through Mid-April. Contact the COA office at (231) 922-4688 to schedule an appointment. Seniors are urged to call as soon as possible as appointments fill fast and are first-come, first-serve.
- With all the snow Grand Traverse County has experienced this year, the Senior Center Network cross country ski and snow shoe programs have become very popular. The Senior Center Network offers training and skiing/snowshoeing events. For more information, contact the Senior Center Network at (231) 922-4911 or check our website.

Central Dispatch (7)

- The Northwest Michigan PSAP Collaboration meets regularly and has been preparing for the 911 Connect Summit that is scheduled for February 25 at the Hagerty Center. It should be an extremely beneficial conference for our commissioners and local officials. The collaborative group has also submitted a grant request to fund several facets of the project. (3)
- The 911 Facebook page has about 16,600 “likes,” and the feedback from the community continues to be extremely supportive. Because of the success of the page, we’ve been asked to do a presentation about Facebook at the State 911 Spring Tech Forum. (4)

Construction Code (7)

- Construction activity still remains strong within the area; however, the issuance of new building permits have slowed dramatically due to the extreme weather conditions that we are experiencing. The weather is also making it very difficult for the inspectors to perform their inspections. Soil erosion permits have also slowed, and staff is doing follow-up on older permits and permits that are due to expire.

Facilities (3)

- A frozen sprinkler head caused extensive damage to the courtroom and chamber areas of the 86th District Court. Fortunately, Facilities Management was onsite performing maintenance checks when the sprinkler burst open, immediately shutting the valve to help limit the damage. Carpet, drywall, and insulation repairs have been completed and the damaged areas have been restored. Damage costs have been submitted to MMRMA for all three sprinkler head leaks this season at the Hall of Justice.

- Improved Jail security, in the form of a full body scanner, will be installed and fully functional by early February. The unit was purchased at a fraction of the cost from the Dept. of Homeland Security. (2,3)
- The Environmental Health Office has been painted and new carpet has been installed. Grant funding covered the cost for this project. (3)

Finance (1)

- Worked with the DPW on the acceptance of credit card payments relating to their water, sewer, and septage utility billings.
- Finance is closing the books on the 2013 fiscal year. Early indications are that the county brought in additional revenue in key areas and kept expenditures in line with expectations.
- Updated the general and economic information for Grand Traverse County for the pending East Bay Township water improvement project and related bond sale.

Health Department & Emergency Management (7)

➤ ADMINISTRATION AND FINANCE DIVISION

- The outreach coordinator is implementing closed circuit public health PSA presentations to be played continuously in the clinic waiting rooms. It will provide basic program information and highlight timely topics- such as flu shots, cold weather safety, oral health etc. It will be a tool to cross-promote various programs throughout the health department.

➤ ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISIONS

- Non-Community Water Supply Program Evaluation for FY 2013: The Non-Community Water Supply Program was evaluated by the Michigan Department of Environmental Quality and met all four (4) Mandatory Program Requirements (MPR's). Wells which are classified as "Non-Community Water Supplies" include those public wells which serve 25 or more people for 60 or more days per year. There are currently 145 of these wells in the County which serve restaurants, schools, office buildings, and some churches. The Department monitors these wells for possible contaminants such as coliform bacteria and nitrate concentration.
- ServSafe Manager Certification Course: GTCHD staff provided an eight (8) hour training and certification course for 26 Grand Traverse area food service managers at the new Health Services Building training room on January 15, 2014. We have three (3) staff certified to instruct this class through the National Restaurant Association, Educational Foundation. Our Department is one of few Health Department's north of Grand Rapids to offer the ServSafe Courses to the restaurant industry. Future classes will be offered on March 12, May 14, September 17 and November 19.

➤ **EMERGENCY MANAGEMENT & PREPAREDNESS DIVISION**

- CodeRed is operational and we are earnestly working on getting citizens enrolled. Currently enrollment is at 35,000+. Over 5,000 more enrolled as a result of the test with the system. While the initial calls had many people confused or upset, once they understood it, they were fine with it. We also had a few messages from people thanking us, particularly with the Kingsley/Fife Lake power outage, saying how beneficial it was to them.
- Emergency Preparedness: The new emergency preparedness specialist, Michael Lahey, started working the end of January. The health department's full strategic national stockpile plan was revised and sent to the state for a full review.

➤ **COMMUNITY HEALTH DIVISION**

- Communicable Disease nurses visited the jail and participated in a tour with Captain Bob Hall. The purpose was to increase their comfort about safety at the jail and to let jail staff know who will be coming from the Health Department to perform the testing when they perform court-ordered Sexually Transmitted Disease and HIV testing. There has been recent collaborative work between the Health Department, Jail, and Prosecuting Attorney's office to attach the testing fee to the defendants' court fees, but the Circuit Judges will have to agree to assess the fees at sentencing. The cost is currently paid from the Health Department budget.
- January showed an increase in births as the nurses in the Maternal and Infant Health Program exceeded visit expectations.
- Heidi McNichols, RN, organized a Pediatric Cardiac Clinic on January 23rd with Drs. Webb and Norris from the University of Michigan. The clinic was attended by 14 regional providers, including four from Grand Traverse County and 10 from other northern counties.
- Flu season started early this season, and it continues to affect many young healthy adults and resulting in many hospitalizations. The health department continues to offer scheduled and walk-in flu vaccinations along with other immunizations and has ample supply. This year we have vaccinated about 4% more individuals than last year for seasonal flu, with the largest increase in our senior population.

Human Resources (5)

- Positions approved by County Administrator/Controller (neither are General Fund positions): (5)
 - Building Code Inspector
 - Nurse Practitioner
- MLK Training Day was a big success! Employee feedback showed that a lot of useful information was learned on how to be prepared in the event of an emergency. The feedback on the presenters was excellent as well. (4)

- The Wellness Team added four new members and is working on initiatives for 2014, including providing Lunch 'n' Learns for employees. They are also exploring the option of collaborating with the City on wellness activities and events. (7)
- ❖ Thank you to all of the presenters from the County MLK Training day for sharing their expertise and knowledge: Sherise Shively/Community Corrections Manager, Leah Hornacek/Central Dispatch Supervisor, Sheriff Tom Bensley, Deputy Josh Wolf, Deputy Adam Reister/GTSO, Gregg Bird/Emergency Management Supervisor, Kit Hinz/Disaster Program Manager for the Red Cross, Jim Cook/Road Commission Manager and Terry Flynn/Asst. Captain Metro Fire.
- ❖ Thank you to Don Sheehan for offering an Excel training class on MLK Training Day for all County and City employees.
- The Employee Recognition and Suggestion Award Team held their quarterly reception for those employees that were nominated in the fourth quarter of 2013. The recipient of the fourth quarter award was Greg Laubach of Facilities who was nominated by Diane Conklin and Leanne Laucky from the Family Court Family Division. (4,7)
- MIOSHA Yearly Certification Training was held in January for the COA, Facilities and DPW employees. (4,7)
- ❖ Kudos to Relay Team Captain Laurie Johnston for her tireless efforts on behalf of the Relay for Life County Employees Team. The Team is off to a great start with \$2036 raised so far toward its \$5,000 goal. (4)

MSU Extension (7,8)

- MSU Extension educator Jennifer Berkey received the National Cherry Festival's Very Cherry Promotion Annual Award Jan. 15 at the Cherry Marketing Institute luncheon, part of the annual Fruit Growers Orchard Show at the Grand Traverse Resort in Acme, Mich. The National Cherry Festival Cherry Promotions Committee honored Jennifer with the award for her work as the National Cherry Festival director of the Cherry Connection event from 1999 to 2011. "It is an honor to be receiving this award as it was my privilege to have worked with the cherry industry on their behalf for 12 years," said Jennifer. "Increasing consumer's knowledge about how cherries grow, the myriad of ways they can be used in foods along with how to integrate cherries into their everyday meals was the focus of this educational initiative, and it was a wonderful collaboration with MSU, the National Cherry Festival, growers and producers of cherry products." The National Cherry Festival's Very Cherry Promotion Award was established in 1986. It is given to an individual, couple, group or business, which has demonstrated outstanding efforts in promotion and/or production in the world of cherries. Past winners have included the Grand Traverse Pie Company and Friske Orchards.
- MSU Extension is hosting a 3-day Certified Natural Shoreline Professional Training at the Civic Center February 18-20, with a follow-up, hands-on field component to be held in June. State of Michigan shoreline alteration regulations are encouraging more natural approaches to shoreline landscaping and erosion control. The title Certified Natural Shoreline Professional sets individual contractors apart as having completed specialized training and serves as a marketing tool with property owners looking for more lake-friendly

alternatives to rock riprap and vertical seawall. Certification is through the Michigan Natural Shoreline Partnership. More information about the training can be found [here](https://sites.google.com/site/mishorelinepartnership/michigan-certified-natural-shoreline-professional-training):
<https://sites.google.com/site/mishorelinepartnership/michigan-certified-natural-shoreline-professional-training>.

Parks and Recreation (7)

- The Business Development Team chairperson submitted the business plan for Power Island to the January 16 meeting of the Parks and Recreation Commission.
- Our most recent session of the Freshman Water Safety Program was completed on January 9, 2014. To date, training for 254 TCAPS students has been provided.

Planning/Brownfield/Economic Development/Housing (1, 3, 4, 7, 8)

- On behalf of the Brownfield Redevelopment Authority, the Planning & Development Department has submitted applications for a \$200,000 assessment grant and \$1,000,000 revolving loan fund grant through the U.S. Environmental Protection Agency.
- The Grand Traverse Region Next Michigan Development Corporation held a strategy discussion on January 23 with many local economic development and transportation officials. The meeting was the start of an effort to develop a new strategy, new name/brand for the Corporation, and a new website and marketing tools.
- The Bayshore Corridor Strategy concluded its fourth meeting in a five-meeting process. Community stakeholders narrowed the actions items down to three main areas including improved transportation design, wayfinding and corridor identity; and consistent development standards.

Resource Recovery (8)

- Resource Recovery (RecycleSmart) has selected Carter's Compost as the 2013 Take It Back Recycler of the Year. Carter's community composting activities in the downtown Traverse City area prevented approximately 16 tons of organic material from going to our area landfills. The annual award will be presented to Carter's Compost at the Resource Management and Administration Committee meeting on February 12th.
- The first Household Hazardous Waste collection event will be held on March 27, 2014. Residents can dispose of up to 150 pounds of material at no charge and will be charged \$1.30/pound for materials in excess of the first 150 pounds. The State of Michigan Clean Sweep Program will be reimbursing the County for the disposal costs of pesticides and mercury collected at this event. The Resource Recovery office will be publicizing the event starting in February and will be taking reservations from interested residents and small businesses in early March.

Grand Traverse County Road Commission
1881 LaFranier Road, Traverse City MI 49696
Phone - (231) 922-4848, Fax - (231) 929-1836, Email – gtrc@gtrc.org
Facebook: Grand Traverse County Road Commission

TO: Chair – Resource Management and Administration Committee

FROM: Jim Cook, Manager

DATE: February 4, 2014

**SUBJECT: MONTHLY REPORT FOR THE FEBRUARY 12, 2014 MEETING
AT 6:00 P.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY**

cc: County Planning Commission Board of County Road Commissioners
Grand Traverse County Townships

A commissioner will be available to answer questions and provide current information on the following items:

1. **Organizational/Regular Meeting** - At their January 9, 2014 organizational meeting, Marc S. McKellar was elected Chair; William A. Mouser, Vice-Chair. Our Board Rules were reviewed and updated.
2. **Project Updates**
 - A. Millage project bid documents will be distributed to MITN with bids to be awarded at our March 6, 2014 Board meeting.
 - B. Our county-wide Task Force meeting to select projects that will be federally funded is February 18, 2014 at 9 AM. All county commissioners are invited to attend.
3. **Budget 2014** - The Board approved the 2014 budget reflecting \$733,000 expenses over revenue.
4. **Development Letters of Credit/Cashier's Check** - The Board accepted extensions until December 31, 2014 in the amount of \$20,000 LOC for Huellmantel Lake Estates and an \$85,000 cashier's check for Wheelock Farms to assure that the developments will meet standards when completed. No further extensions will be granted as both of these developments are from the late 2000's. Work is required to be completed during this construction season.
5. **Cost Sharing Policy** - The Board amended the required township match on bituminous surfacing from 50% to 40%.
6. **Manager's Performance Appraisal** - The Board will be seeking consultants to assist in the performance appraisal of the manager.
7. **Roads and Risk Reserve Fund Project Funds** - The Grand Traverse County Road Commission submitted its list of projects to Representative Schmidt. Many letters of support from other organizations for the LaFranier Road project were also sent to Schmidt.

8. **Tribal Road List** - The Board approved an updated Tribal Road List with the Grand Traverse Band. The list was amended to add Shores Beach Lane to the system. Only roads on the Tribal Road List are eligible for tribal funding.

9. **Asset Management for Elected Officials** - All governmental officials are invited to attend Michigan Tech's Training Center presentation, "Introduction to Asset Management, Workshop for Elected Officials" on March 18, 2014 at the Traverse Area District Library. A flyer is attached. Please RSVP to Deb Hunt at 922-4848, extension 217. We encourage all newly elected/appointed officials to learn about this process. Veteran officials are also invited to help brush up their knowledge. Look forward to seeing many of you there.



2013 ANNUAL REPORT

**GRAND TRAVERSE METRO
EMERGENCY SERVICES AUTHORITY**



897 Parsons Road, Traverse City, Michigan 49686

www.gtmetrofire.org

2013 ANNUAL REPORT

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Report created by Capt. Troy Holliday with information
received from the Fire Administration.

Check out our monthly newsletter available on our website
at www.gtmetrofire.org for more information about our department.

Photos shown in this document are special to the
Grand Traverse Metro Emergency Services Authority.

Cover Photo by Photographer Terri Newton. Photo of Capt. Mark Shaul taken at
house fire on Highlake Road in East Bay Township in December 2012.

*Access to this department via the Internet has been achieved through the continued use of the fire
department website at www.gtmetrofire.org. The site has pages posted for the Fire Administration, Fire
Operations, Fire Prevention Bureau, contact information, station pages, and links to our monthly
newsletter as well as our annual reports. A “links” page exists for direct connection to addresses of
interest to this department such as the township websites and the county website. The development of
this site allows for the taxpayers and other interested persons to learn who we are and what our fire
department is all about.*



Follow us on Facebook at <https://www.facebook.com/GTMESA>

Or follow us on Twitter at <https://twitter.com/gtmetrofire>

MESSAGE FROM THE CHIEF

It is my pleasure to present to you the Grand Traverse Metro Emergency Services Authority's 2013 annual report. On behalf of the 95 men and women of the department, we thank you for your continued support. Our department is filled with dedicated individuals who are committed to enhancing safety and the quality of life in the communities of Acme, East Bay, and Garfield Townships. This report cannot possibly capture all of their individual efforts but does represent an overview of their collective accomplishments.

As you will read, in 2013 the department responded to 4,228 calls for service. This was a 32 call reduction from 2012. Medical calls continue to lead our responses with 69.33% of the calls. Once again, it was a very busy year.

The year was filled with many accomplishments and occasions for celebration:

1. We saw an improvement in our insurance ratings this year from ISO. We improved from a 6 to 5 in those areas of the township with hydrants. With added improvements we should see that drop to at least a 4 possibly a 3.
2. We started a staffing assistance program with North Flight EMS to provide them an EMT/driver in their times of low staffing.
3. Our Cost Recovery Program for car accidents, Haz Mat incidents and fires saw its best year ever with invoices of \$130,143.62 and collections which should top \$80,000.
4. We spent part of the year looking for land for a new fire station in Acme. We have settled on 2 sites with hopes to break ground in 2015.
5. Bay Area Technical Rescue (BATR), a regional team consisting of 5 local departments, completed specialized training in: trench rescue, high/low ropes, and confined space.
6. Specifications for a new fire truck for Station 8 were completed and the truck will be delivered in early 2014.

Accreditation and regionalization will continue to be areas that we focus our endeavors on again in the next year. Improved property values and increased construction are helping with the budgetary constraints of the past four years, where we maintained \$2.1 mils for taxpayers each year. A regionalization consulting project is underway.

The department is committed to its mission: ***“to care for, protect, and serve the community.”*** We attempt in all of our endeavors to perform our jobs safely and efficiently, so we all can go home to our loved ones.

Our motto: ***“Omnis Cedo Domus,”*** is Latin for ***“Everyone Goes Home!”***

We are proud to be your fire department and we stand ready to serve you at any time. We look forward to hearing from you. If you have any thoughts or ideas on how we can better serve you, please contact me at 947-3000 ext. 1235 or at pparker@gtmetrofire.org. You can also check us out on the web at www.gtmetrofire.org.

We sincerely thank you for your continued support!

Patrick Parker – Fire Chief





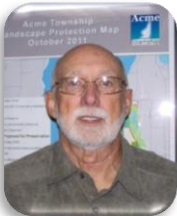
THE DEPARTMENT

Grand Traverse Metro Emergency Services Authority (GTMESSA) provides services to Acme Township, East Bay Charter Township and Garfield Charter Township since 1980. Each township supervisor (or designee) makes up GTMESSA Fire Board who governs the Grand Traverse Metro Fire Department. On September 11, 2008, former Chairman and Supervisor Lee Wilson (Garfield Twp), Supervisor Glen Lile (East Bay), and Former Supervisor Wayne Kladder (Acme) adopted Act 57 which created the Grand Traverse Metro Emergency Services Authority. The three townships believe in the concept of a regionalization and the economies of scale by sharing resources. The Authority creates a business model that could incorporate all modes of emergency services from Police to EMS. Our business will continue to operate as Grand Traverse Metro Fire Department with the Authority as its employer and owner of equipment and property.

GTMESSA Fire Board: From the left

Acme Township

Supervisor Jay Zollinger



Rep. Paul Scott



East Bay Township

Supervisor Glen Lile



Rep. Beth Friend



Garfield Township

Supervisor Chuck Korn



Rep. Bob Featherstone



Metro Fire is organized into two divisions: Operations and Fire Prevention. The Operations Division is the largest and is responsible for delivery of all emergency services. Those include such things as suppression, EMS, hazardous materials, water rescue, vehicle extrication, wildland interface, homeland security, and many others. The Fire Prevention Bureau is responsible for community fire prevention efforts and focuses on plan reviews, inspections, education, and fire investigations.

MISSION STATEMENT

To Care For, Protect, and Serve the Community

Code of Ethics

- We are committed to the protection of life, property, and the environment.
- We believe that the community is the reason for our presence.
- We will foster and sustain the trust of the community, and will protect that confidence through our attitude, conduct, and actions.
- We believe that all members of the community are entitled to our best efforts.
- We will strive for excellence in everything we do.
- We will serve the community with honesty, fairness, and integrity.
- We will pursue safe, effective, timely, and economical solutions.
- We will provide professional, skilled, and courteous customer service at all times.
- We will be sensitive to the diverse and changing needs of the community.

FIRE STATIONS

Station 1 843 Industrial Circle, East Bay Township



Station 8 6042 Acme Rd, Acme Township



Station 9 110 High Lake Rd, East Bay Township



Station 11 3000 Albany, Garfield Township



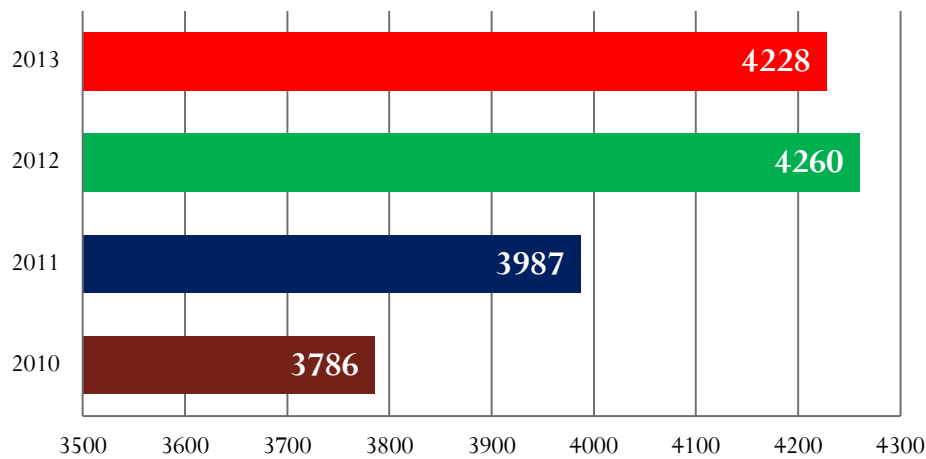
Station 12 2025 East Silver Lake Rd, Silver Lake Park
Garfield Township

STATISTICAL SUMMARY

The Grand Traverse Metro Fire Department responded to 4,228 incidents in 2013.



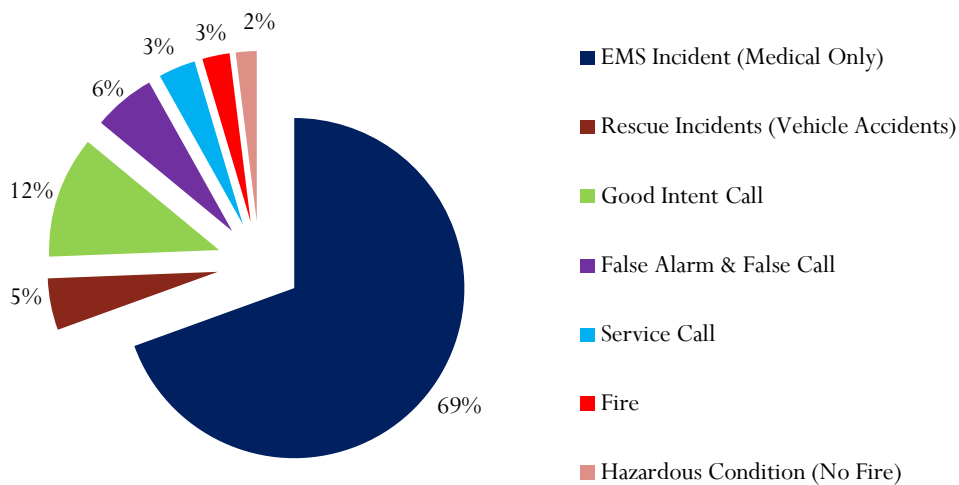
Year After Year Incident Comparison



Statistics for the last few years shows our growth of incidents in the Acme, East Bay, and Garfield Townships.

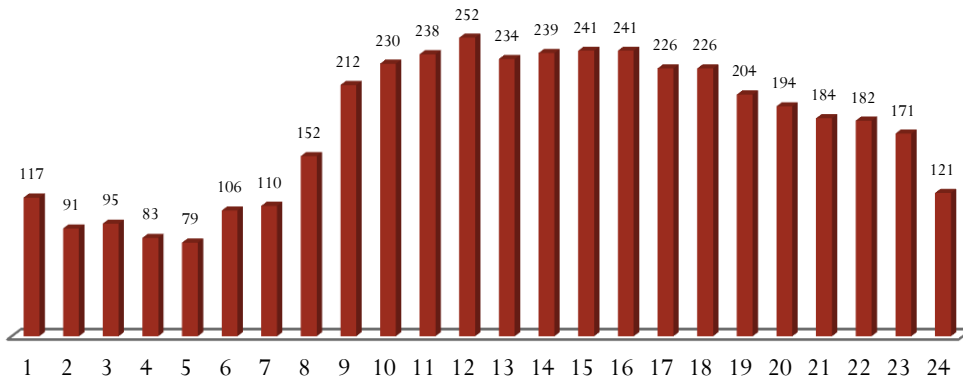
A major snow storm in March 2012 counted for 168 calls in two days... Our trend of calls are still climbing...

2013 Total Incident Percentages



Busiest Time of Day

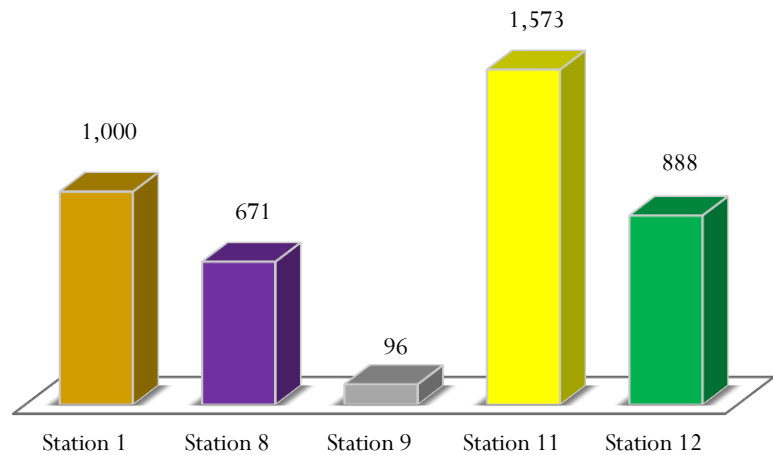
■ Total Incidents for 2013



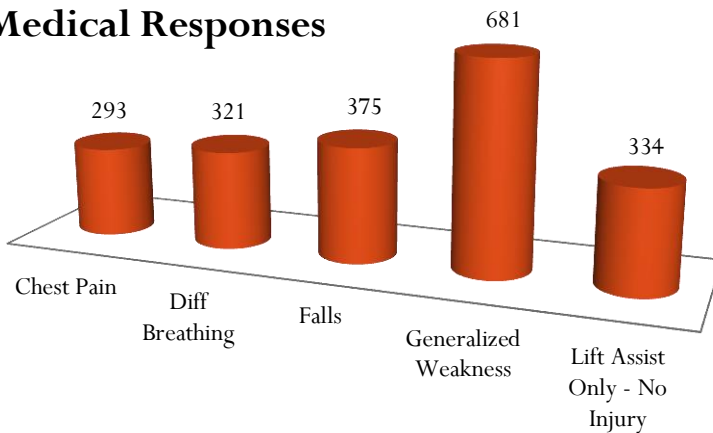
Our busiest time of day appears to be between the hours of 10am and 6pm.

Incidents by Station does not represent assistance to the other stations for additional manpower, apparatus, or to cover for multiple incidents.

2013 Incidents by Station



Top 5 Medical Responses



Total Medical Responses for 2013
2,937

EMERGENCY MEDICAL SERVICES

Of the GTMESA's emergency calls, 69% are for medical response. In 2009, our services upgraded from a Medical First Responder level to a Basic Life Support level, which allows our members to provide a higher degree of medical attention to the community. Our members have the ability and training to provide basic life support measures to citizens, which include advanced airways, pre-hospital drug administration, and automatic defibrillation. The suppression personnel are certified as Medical First Responders, Emergency Medical Technicians, and Paramedics. East Bay Township operates a township-operated ambulance service that responds with members from both East Bay EMS and Metro fire personnel. The other four stations operate rescue units that respond and assist North Flight EMS, an Advanced Life Support agency. Three of our stations house a North Flight EMS unit with a paramedic.

Rescue units at each station respond to all motor vehicle accidents with injuries and are equipped with extrication equipment to free victims from entrapment. In 2013, rescue units responded to 204 motor vehicle incidents, which at least 6 of them required extrication of victims.

SUPPRESSION HIGHLIGHTS OF 2013 by Asst. Chief Terry Flynn

ACCREDITATION

In 2013 GTMESA was proceeding through the accreditation process through the Center for Public Safety Excellence (CPSE) as a Registered Agency. In June GTMESA was expecting to move to Applicant Status and preparing for the submission of documents to the CPSE. However due to the GTMESA Board's decision to move forward with the feasibility study on consolidation, the accreditation process was suspended temporarily until the disposition of the study expected in mid-2014. The accreditation process has reaped benefits on the department as many changes have been made since the start of the process. Needed operating guidelines and policies adhering to new standards have been written in the last year and GTMESA has seen efficiencies in staffing, training and improved outcomes in emergencies during the year.

ISO RATING

The current ISO rating is at a level 5 for the GTMESA area. In 2012, GTMESA completed an Insurance Services Office (ISO) evaluation because of the significant improvements put in place since the last PPC evaluation in 2003. With the improvements in training, station staffing, the purchase of additional apparatus and the building of two additional fire stations, it was enough to warrant an improvement of the ISO PPC grade.

TRAINING

As in previous years, we have increased the training requirements for all GTMESA personnel in 2013. The contributing factor for this increase was part due to changing national standards in fire and medical competencies, new trends in tactical response and requirements by the accreditation board. The daily routine at all stations have been changed to include increased training on competencies and physical fitness.



STAFFING

The reduced budget for 2013 has caused some hardships in the Operations Division of GTMESA. However, to meet the increasing demand for services, GTMESA has increased the daily staffing at the five stations in the district. GTMESA has entered into an agreement with North Flight and now staffs our Station 8 in Acme with 2 firefighters for most of the day. GTMESA staffs 17 personnel around the district to respond to calls during the weekdays which are the peak time for emergency calls. There are three Chief Officers in the department and at least one of the Chiefs is on duty 24/7. Station 9 in East Bay Township has one firefighter participating in the resident program which increases the station's staffing during the week. The current roster for GTMESA is at 95 and has increased from the 92 that were active in 2012.



*Rollover accident on Silver Lake Rd.
Engine 12 and Rescue 11 responded.*

COST RECOVERY PROGRAM

GTMESA, at the suggestion of the Fire Board, rolled out a new program in 2012 to bring in additional revenue in an attempt to recover those costs associated with certain incidents which are allowed by law. These incidents where costs are recoverable include vehicle crashes, structure fires, vehicle fires, hazardous material releases and calls to down electrical wires. This program is one reason that GTMESA is able to keep the fire tax millage the same for 2013.

HAZARDOUS MATERIALS RESPONSE

GTMESA has increased its capability in its response to incidents involving Hazardous Materials. A serious ammonia release in December of 2012 required a response of the GTMESA HazMat Response team to bring the emergency under control. The team is comprised of technician and operations level personnel from the ranks of GTMESA and are on duty 24 hours a day. The team is required to complete competency training as dictated by national standards and are held regularly on a monthly basis.





STATION 1 NEWS... By Capt. Tony Posey

2013 was the busiest year for Station 1 since its opening in 2008. Station 1 logged 1,000 calls for service last year. This only includes calls within the primary response area of Station 1, and does not include assists to other Metro Stations for medical calls, fire alarms, etc.

Metro Station 1 is counted upon as the Special Operations station for Metro Fire. Some of those specialty responses include: Hazardous Materials, Ice/Water Rescue, Rope Rescue, Confined Space Rescue, Heavy Vehicle Extrication, Land Search & Rescue, and Truck Company (ladder) operations. Our assigned staff at Station 1 spends countless hours, both on and off duty, training in these specialty areas while still keeping up on regular training requirements.

Station 1 consisted of 18 members in 2013 under the direction of Captain Tony Posey and Lieutenants Andy Doornbos and Adam Drewery. Two new probationary members were assigned to Station 1 during 2013 and are in the process of completing their training at this time.

Some of the additional equipment added to Station 1 during the 2013 year includes: Vehicle stabilization equipment, rope rescue equipment, confined space equipment, additional search and rescue gear, and additional forcible entry tools.

The Station 1 officer staff nominated FF Hal Miller as our Firefighter of the Year for 2013. FF Miller is one of Station 1's seasoned veteran firefighters, and is a great asset to our team. Congratulations to FF Miller.



STATION 8 NEWS... By Capt. Mark Shaul

Grand Traverse Metro Station 8 is proud to be serving its response area in a professional manner.

With the ability to have North Flight respond with our apparatus for medical and fire calls, it has provided a better all-around service to our area. It is hard to believe that just a few years ago we were manning this station with one person 24/7. Having the ability to have two people on duty for 16 hours out of 24 along with a paramedic from North Flight provided a game changer that allows for such an improvement in our ability to serve.

Training and preplanning has been a focus priority in 2013. Training was provided when Acme Township acquired the beachfront property (*photo right*) and the buildings that used to occupy the grounds. There is nothing like the use of wood frame construction when training on RIT/Mayday, ventilation, VES (Vent, Enter, and Search), Rescue, and Live Burns. Training was fast pace and beneficial to all of Metro firefighters. New construction has started to turn around and we are planning for the future with walk-throughs and making necessary changes to the equipment that we carry and our approach to engagement of incidents.



Station 8 had a personnel change in regards to our two Lieutenant positions. Randy Agruda and Wayne Mervau both stepped down after many years of commitment to a very demanding position. Wayne (Merv) will be taking a more active role in medical training as the medical demands increase on our system and personnel. Randy has stepped away from Metro for the time being and we all hope for his return. Enormous thanks for the leadership both of these men provided for Station 8 and GT Metro.

With both Lieutenant positions open we were fortunate to fill both with quality individuals that care deeply about providing the future leadership for our organization. Adam Mervau and Tim Newton both accepted the position of lieutenant at the close of 2013 and have hit the ground running. I know Station 8 and all of Metro will provide the support as they grow in to great leaders.

STATION 9 NEWS... By Capt. Mark Shaul

Grand Traverse Metro Station 9 is proud to be serving its response area in a professional manner.

The relationship between East Bay ambulance and Grand Traverse Metro Station 9 has always been one of commitment to serve. Now as you view the daily shift schedule for East Bay ambulance you realize how intertwined we really have become. A majority of the shift personnel that fills the schedule of East Bay EMS are Metro's officers and firefighters. This has provided a great source of manpower if the call goes out for apparatus from Station 9. Station 9 is manned for only 24 hours per week with one eight hour shift for Friday, Saturday, and Sunday. Station 9 is also the home of some of the most interesting apparatus and equipment, thanks to the dedication of the men and women that came before us. Dedication and commitment is the backbone of Station 9 and you can witness that each year at the annual Pancake Breakfast (which will be May 4th, 2014, so mark your calendar).

Station 9 was also fortunate to have Firefighter Matt Adamek join the Residency Program late 2013. With Matt on board it provides additional coverage for the Station 9 response area. If you are not aware of the program contact Captain Mark Shaul who will be happy to explain the program and the benefits that it provides.



STATION 11 NEWS... By Capt. Brian Bloom

With thanks from Assistance to Firefighters Grant and Michigan Township Participating Plan, 2013 saw improvements around the Station focusing on safety and security. Station 11 was equipped with a sprinkler protection system covering all bays, dorms and common areas (AFG \$38,000). In addition to this, we also equipped the station with security cameras. This project was completed in early December and covers all common areas of the Station and also views the parking area (MTPP \$4,500).

In early December we were contacted by Spartan Manufacturing to see if they could use our Engine 11 to help train a group of their overseas engineers on suspension systems. As a token of their appreciation, they upgraded the suspension on our Engine and also worked on a list of issues we had been having with the truck.

On October 22, 2013, we had a Metro wide Awards Ceremony to select a Firefighter of the Year. Lieutenant Kyle Clute of Station 11 beat out all other nominees for this award for his contributions to the Department. Lt. Clute is very active every year with the annual Heat event we sponsor at the National Cherry Festival and also took the lead at this past years' drive for the Muscular Dystrophy Association. Lt. Clute also goes above and beyond with his personal training level, having recently taken and passed his Fire Inspectors Certification. He is a licensed Fire Inspector I with both the NFPA and the State of Michigan. Congratulations Lt. Clute!

STATION 12 NEWS... By Capt. Troy Holliday



Station 12 continues to host numerous events around the station (i.e. Birthday parties, Cub Scout tours, corporate parties at the park with a station tour and education for their employees, Medical First Responder and EMT classes held here, and elementary students holding book clubs). We welcome any outside public events to be held here, just contact Captain Troy Holliday at tholliday@gtmetrofire.org.

In 2014, Station 12 will now be used for Precinct #1 Voting for Elections.

Station 12 had 22 members for 2013 with a fluctuating number of probationary candidates. Capt. Holliday, Lt. Chris Comeaux and Lt. Mike Scanlon worked numerous hours, along with many other dedicated firefighters to ensure our probationary candidates were adequately trained and ready to provide all of the services we provide for our community.

We pushed forward through with a large number of smoke detector installations in our response area. It was a pleasure to meet the citizens we serve on a non-emergent basis. A lot of people didn't even realize the new station was right around the corner and didn't realize the services we perform to ensure their safety. Many gave us compliments on the new station and all that we do for them. We are here for them, because of them... We would like to say "Thank you" to our community for helping keep our areas safe.

In 2013, Metro decided to award a Firefighter of the Year department wide. Each station nominated a member from their respective stations. Our nomination was for Lt. Chris Comeaux. He has spent numerous hours training new and current members, and creating a training schedule for a daily on duty training over the entire year. We tested it at our station and it went very well. Now, each station has adopted a training schedule to reach out to all of our members and further educate them on various topics. He also completed his Associates Degree in Fire Science. Thank you Lt. Comeaux for your hard work and dedication to Station 12 and all the members working there.

Garfield Township is growing and we are expecting our call volume to increase in the upcoming years. In 2012 we responded to 868 calls (just in our response area, not including assisting Station 11). In 2013 we increased by 20 calls for a total of 888 calls.

FIRE PREVENTION BUREAU

by Asst. Chief / Fire Marshal Brian Belcher

MISSION STATEMENT

The Grand Traverse Metro Fire Department Fire Prevention Bureau, through education, inspections, and community awareness strives to safeguard the life and property of the citizens of Acme, East Bay and Garfield Townships from the hazards of fire, explosions, hazardous materials and all other hazards in new and existing buildings, public gatherings, and outdoor venues used for habitation, work or recreation.

BUREAU OPERATIONS OVERVIEW – 2013

Under new leadership since 2012 with the promotion of Brian Belcher to Assistant Chief and Fire Marshal, the Fire Prevention Bureau has undergone many changes which will help determine our effectiveness and guide us into areas which require our focus in the future. One area we are already acting on this information is by devising ways to impact our residential properties. These single and multi-family properties are where the majority of our fires occur. We are addressing this problem through our Safe Neighborhoods door-to-door smoke alarm campaign to single family homes, and also by reassigning Fire Inspectors and our future company fire inspections to inspect multi-family housing complexes including the individual apartments. Occupants of these structures are subject to the actions of their neighbors where many lives are at risk should a fire occur, and also there is the responsibility of the landlords to maintain safe living situations. The impact of inspecting these occupancies will reduce the likelihood of fire and/or injury to a large percentage of our population.

Part of the new Fire Prevention Ordinances adopted in late 2011 is the ability of the Chiefs to write ordinance violation tickets for non-compliance issues and other violations to the fire code. With our process defined it will be easier to enforce our fire prevention ordinances and thus provide for safer communities with fewer hazards. As of this date no violation citations (tickets) have been issued.

The Plan Reviewer position remains unfilled as the demand for plan reviews had declined in recent years. It is anticipated that this position will need to be filled in the future as construction increases and our communities continue to grow. With the increase in programs anticipated in the future to make our Metro communities a safe place to work, live and play a decision will need to be made whether to continue providing plan review and inspection services outside our district and thus the need to fill the vacant Plan Reviewer position. With these services making up over 40% of the Fire Marshals time and thus not working on programs for our communities, it must be determined whether the financial cost recovery outweighs the loss of programming to our residents.

The Bureau continues to be staffed by the Assistant Chief/ Fire Marshal, three Fire Inspectors, a Fire and Life Safety/ Public Educator, and a GIS data coordinator (part-time).

PROGRAM EFFECTIVENESS

Of the 42 reported structure fires in district in 2013, 31 occurred in residential occupancies while 11 occurred in commercial properties. These fires resulted in a total loss of \$1,154,426.00 with reported total property valuations of \$21,392,102.00. This represents a total percent of property saved at 95%. The 11 commercial fires resulted in a fire loss of \$48,450.00. Of the 11 commercial fires, 4 occupancies had been inspected in 2013. The remainder was multi-family apartment buildings that had not been inspected in a few years. This is the trend we are trying to reverse with the addition of our company inspection program. These 11 fires were all attributed to equipment malfunctions or cooking fires in commercial residential properties. These low loss numbers can be attributed to the investment in the fire prevention and also to the quick, efficient response of suppression crews. Unfortunately the district did suffer a fatal fire in 2013. A single man was killed when a fire occurred in his trailer. No working smoke alarms were found in the trailer and the living spaces of the home were very full of possessions limiting the ability of escape and fire crews to perform a rescue. This fatality shows our marketing and education needs to be focused on our lower income residents and also where our Safe Neighborhood campaign must prioritize our efforts.



Structure Fire in Stone Ridge subdivision. Reported occupants still inside. Everyone got out safely. Engine 12, Engine 11, and Truck 1 responded.

INSPECTIONS

Three Fire Inspectors currently perform inspections on all existing occupancies within the district. A total of 841 annual inspections were performed. Out of these, 977 re-inspections were performed, which indicates that multiple re-inspections were required for compliance in approximately 14% of all inspections. This compares with 29% in 2012. This is indicative of our continued efforts at effective, concise inspection reports and education during the inspection process. There were 470 Firefighter Right to Know updates performed in 2013 by the fire inspectors. Firefighter Right to Know is a law which requires businesses to report any hazardous chemicals used or stored on the property. These are required by law to be updated every 5 years. A total of 35 phone-in public complaints were investigated last year. Other activities involve witnessing required testing, updating Knox Boxes, meetings with business owners etc. There are a total of 2100 current occupancies identified within the district which require inspection. Inspectors continue to inspect all assembly, hotel/motel and large box stores on an annual basis. These are the occupancies with large occupant loads where the greatest



life safety hazards are present. 2013 also saw an increased focus on inspecting multi-family apartment buildings. Historically these are where a majority of our fires occur that are not in a single family dwelling.

With a goal to reach more businesses sooner than our current three year timeframes, we have started a fire company inspection program where the fire suppression crews in the stations perform fire inspections of certain assigned occupancies. This not only speeds up the inspection schedules but also allows the crews to see the layout and operations of buildings they may be responding to and allows the fire inspectors to concentrate on the more difficult and hazardous occupancies. A total of 10 suppression personnel attended an 80 hour fire inspection class held at Station 12. This class was sponsored by Metro with attendees from all over the state. These company inspectors are currently field training with our fire inspectors and will start inspections in the spring of 2014. It has been a long process but one which will yield excellent long term results.

Inspectors maintained their certifications through continuing education seminars at the Michigan Fire Inspectors Society annual education conference in East Lansing and by attending webinars and other education programs.

PLAN REVIEW

Assistant Chief/ Fire Marshal Belcher continues to perform all plan reviews and related inspections. Inspector Fordyce has also begun training in this field to help with the increased demand and to provide an alternate person of knowledge in this faculty and is doing an excellent job. We have continued our agreement with the Grand Traverse County Construction Code Office for GT Metro's Fire Prevention Bureau to perform plan review and inspections of all fire alarms and fire suppression systems within Grand Traverse County. The Plan Reviewer position has remained unfilled since the promotion of Asst. Chief/ Fire Marshal Belcher. It is anticipated that this position will need to be filled in the future as construction activity increases. A total of 212 plan reviews, not including related inspections, were conducted in 2013. Of those, 126 (59%) were for in-district projects and 86 (41%) were conducted for out-of-district projects. These out-of-district reviews/inspections generated approximately \$22,350.25 in revenue in 2013. In-district revenues for plan reviews for 2013 were 23,834.95. The new plan review fee schedule adopted in late 2011 has produced the desired results with in-district projects no longer subsidizing out of district projects. In-district reimbursement was \$79.18 per hour, out-of-district projects reimbursed at a rate of \$115.80 per hour. These numbers can vary based on the complexity and hours spent on each project. We will continue to monitor these fees and adjust in the future as necessary.

PUBLIC EDUCATION (See Fire & Life Safety Education for 2013 Report)

The Fire and Life Safety Educator strives to prevent all potential injuries based on the life practices of the target audience. This position does not concentrate strictly on fire safety. As an example, much of our call volume is for medical calls to the elderly. Through these specific programs it is hoped to educate this population on best life practices and reduce these calls. There have been many community partnerships

formed which have allowed our programs to reach many new audiences who have been identified as being at greater risk to injury and death from fire and other hazards. These partnerships will continue to grow and allow for an expansion of our programs.

In 2013 we began extra efforts to reach into our senior living and adult foster care homes to provide fire, life safety and injury prevention programs on a scheduled basis.

Also, in our effort to reach more citizens with safety messages, the partnership with Traverse City Fire Department started in 2012 enabled us to provide (4) one week safety messages on the five electronic billboards across our district. These messages were shown during the holiday seasons with appropriate safety messages. Each message was displayed a minimum of 416 times each day across the five billboards.

Smoke alarms are the first line of defense in preventing injury and death from fire. This is an area we need to concentrate our efforts by the entire department through awareness and education marketing campaigns. Our data from 2013 fire responses show that 15% of homes with fires did not have any smoke alarms and that 12% had alarms but they were not functional. This equates to 27% of the homes in our area that we have had fires did not have a working smoke alarm. This is an improvement over 2012 where 36% percent did not have working smoke alarms. This equates to a 9% improvement but is still an unacceptable number to know that over one-quarter of our residents are unprotected. As a result, a free smoke alarm project was started in late 2011 with the goal being at least two smoke alarms in every home. We have named this program our Safe Neighborhoods campaign. As part of the Safe Neighborhood campaign and efforts to increase our effectiveness and outreach, in early 2013 on duty firefighters began performing door to door neighborhood sweeps to check for working smoke alarms, repair/ replace as needed and leave the occupants with home fire safety checklists for them to utilize to check their homes for fire and life safety hazards. Each of our fire stations is required to spend a minimum of 2 hours per week performing these door to door visits. This resulted with 855 homes visited and 630 smoke alarms installed in 2013. The fire prevention bureau will continue organizing the paperwork, acquiring the alarms and providing assistance to the suppression crews. The response to this program has been overwhelmingly positive with a majority of the comments heard from residents are “you mean you do this for free?” or “nobody ever did this where I used to live, thank you so much.” Many of our residents even called our township offices asking if the program is for real. This program not only provides for the safety of our residents but also provides a positive public image and great public relations for our department. These programs are only a small part of the programs offered through our public education office. Please see the separate Public Education year-end report for a comprehensive list of all of these services.

INVESTIGATIONS

Fire investigations are performed by Inspector Mike Lince, Inspector Mike Scanlon and Assistant Chief/ Fire Marshal Belcher. In 2013, we saw a total of 24 investigations performed by Investigators, including both vehicle and structure fires. Of those, 8 fires were intentionally set and are still under investigation in cooperation with the GT Sheriff’s Dept. These do not represent all fires in 2013 as some fires were

investigated by the duty officer or responding Chief. Investigators are not called out to every fire if the damage is limited and the origin and cause are easily identified. Fire Investigations can be a very labor intensive job which must only be performed by trained, competent personnel. Investigators continue the partnership formed with the Grand Traverse Sheriff's Office which allows a fire investigation trained Sheriff's Office evidence technician to work with Fire Department Investigators to determine origin and cause. This partnership allows for a very effective, seamless investigation culminating in several successful prosecutions in recent years.

JUVENILE FIRE SETTERS PROGRAM

This program provides counseling services to juveniles and their families who have a juvenile firesetter in the home. They are referred to the program by area law enforcement, parents and the juvenile courts. In 2013 there were no children referred to the program. This is outstanding and I would like to believe that our fire safety and danger messages are reaching our youth and preventing the “curiosity” firesetters from acting out. After the retirement of both of our Juvenile Firesetter Counselors in 2013 we are currently seeking new counselors to fill this important role.

INSPECTION DATA – 2013

	ACME	EAST BAY	GARFIELD
ANNUAL INSPECTIONS	149	169	527
RE-INSPECTIONS	184	218	581
FF RIGHT TO KNOW	114	103	269
PLAN REVIEWS	21	19	84

FIRE PREVENTION SUMMARY

We continue to strive to deliver our fire and injury prevention messages to our communities in new, innovative and cost effective methods which address the trends and statistics which show where our focus must be placed. It is our goal that nobody in our community dies or is injured by fire and that we continue to inspect those places in our community which could have the largest impact on fire or injuries due to the number of persons who occupy these structures and events. It is imperative that a strong fire prevention program be in place and be effective in today's fire service. Fire prevention impacts not only those whose fire or injury is prevented but also those who must respond into these unknown structures and place themselves in danger when an emergency occurs. Fire prevention leads the way by giving our firefighters the inside knowledge of these buildings and educating our communities on proper prevention methods and procedures to follow should an emergency occur.

FIRE AND LIFE SAFETY – PUBLIC EDUCATION by Meredith Hawes



The Fire and Life Safety Education Program of Grand Traverse Metro Fire Department has provided public education programs for the citizens of Grand Traverse County, by working in collaboration with community safety agencies, area non-profits, and local businesses. Cooperation and community partnerships continue to ensure success through utilization of existing programs, participating fire personnel/resources, and established networks.

Target groups continue to include: youth ages 4-14, people within the retirement ages of 60 and over, and the disabled. Further expansion within each target group has allowed for the development of additional programs and additional populations served. Statistical response information indicates that these population segments are “at risk” target groups for fire and life safety education. The fire service continues to emphasize both fire and life safety as 70% of emergency calls that Metro responds to is medical calls.

Youth Outreach:

While burns and fire-related death are 2 times more likely for a child under the age of 5, for children ages 14 and under, the number-one health risk is injuries. Each year, unintentional injuries kill more than 6,000 kids and permanently disable more than 120,000.

Pictured to the right are members of the Grand Traverse Risk Watch Coalition providing teacher training for the staff at the International School at Bertha Vos in the fall of 2013.



The Fire and Life Public Educator has served to coordinate the unintentional injury prevention program of Risk Watch as presented by the National Fire Protection Association (NFPA). The curriculum is divided into five age-appropriate teaching modules (Pre-K/Kindergarten, Grades 1-2, Grades 3-4, Grades 5-6, and Grades 7-8), each of which addresses the following topics:

- **Fire and Burn Prevention**
- **Motor Vehicle Safety**
- **Falls Prevention**
- **Firearm Injury Prevention**
- **Water Safety**
- **Bike and Pedestrian Safety**
- **Choking, Strangulation, and Suffocation Prevention**
- **Poisoning Prevention**



This program is a comprehensive, school-based program, intended for classroom delivery by the teacher with supplemental support by community “Risk Experts”. This program serves to expand the scope of unintentional injury education and prevention among young people grades pre-K through grade 8 by providing a safety platform by which community organizations and agencies can provide expertise in their subsequent areas. A Grand Traverse Risk Watch Coalition has been developed and includes the following agencies:

Grand Traverse Metro Fire Dept, The American Red Cross, T.A.R.T., Home Town Health, The Grand Traverse Sheriff’s Dept, Safe Kids North Shore, North Flight, The Coast Guard, The Coast Guard Auxiliary, The Grand Traverse Sail and Power Squadron, Grand Traverse Rural Fire Dept, and Blair Twp. Fire Dept.



Risk Watch is by invitation and has maintained program relationships with the following area schools: Blair Elementary School, Cherry Knoll Elementary School, Kingsley Elementary School, Traverse City Montessori Elementary School, and in 2013 welcomed the International School – formerly known as Bertha Vos. Approximately 2080 students have received both classroom lesson delivered by their teachers and supplemental presentations from Risk Experts on a monthly basis over the past year.



Above the duty crew from Station 12 give kids a chance to spray the hose, and FF Jeremy Draper looks on as teens visiting from Mt. Zion church's Youth Group were able to learn first-hand how to train as a firefighter.

In conjunction with the on-going development of the Risk Watch programs, fire and burn safety prevention education has been provided in many other schools, daycares, youth-serving organizations, local businesses, and neighborhoods. In 2013 approximately 3,250 children were served in following locations:

Grand Traverse Academy, Courtade Elementary School, Cherry Knoll Elementary School, the International School, Cherry Knoll Elementary School, Traverse City Christian School, Traverse Bay Christian School, TEACH Home School students, Fox Motors – Kids Day, Toy R Us, National Cherry Festival, A Little School House, Central Day Care, and several home day cares.

Below, Captain Tony Posey and FF Chris Doornbos give kids visiting Station 1 from a home day-care, a station tour. Safety education is also provided for preschool age children to teach them about things that are not safe to touch.





Above Lt. Chris Comeaux helps a birthday boy spray the hose and Capt. Toney Posey demonstrates to students at Traverse Bay Christian School just how they can maneuver the ladder on Truck one.



Above Public Educator Meredith Hawes and Lt. Comeaux teach children about how an old fashioned bucket brigade work through a fun activity involving water balloons at Station 12.

Older Adult Outreach

At age 65 and older, adults are twice as likely to be killed or injured by fires or falls compared to the population at large. Thirty percent of people age 65 and older are involved in falls each year, the leading cause of death from unintentional injury in the home. In the U.S. and Canada, adults age 65 and older make up about 12 percent of the population – and are the fastest growing segment of the population.

The Fire and Life Safety Public Educator continues to coordinate the delivery of the Remembering When Program as presented by the NFPA and the Center for Disease Control. *Remembering When* is centered around 16 key safety messages – eight fire prevention and eight fall prevention – developed by experts from national and local safety organizations as well as through focus group testing in high-fire-risk states. The program was designed to be implemented by a coalition comprising the local fire department, service clubs, social and religious organizations, retirement communities, and others. Coalition members can decide how to best approach the local senior population: through group presentations, or during home visits, and/or as part of a smoke alarm installation and fall intervention program.

In 2013 Grand Traverse Metro Fire Department and their Fire & Life Safety Public Educator served as a member of the National Fire Protection Association's Review Board for the Remembering When Program and also as a national trainer for the program. Through steady outreach to the Remembering When program, Metro provided valuable input for the National program, and locally reached approximately 1,650 older adults in the Grand Traverse County over the year. Older adults were reached at some of the following locations or venues; The Village at Bay Ridge, South Ridge and Wood Creek Living Facilities, The Grand Traverse Senior Center, Aspen Hills, The Northwest Michigan Area Agency on Aging, the Bay Area Senior Advocates & Senior Expo, Glen Eagle, Tendercare, Grand Traverse Commission on Aging, and The Aging and Disability Resource Collective.



Fire and Life Safety Public Educator works with local seniors on Fire Extinguisher Training at the Glen Eagle Retirement Community, and presents Customized Remembering When program for members of the Young On-set Parkinson's Support Group.

Outreach to Disabled



“One Size Does Not Fit All”

In 2013, Grand Traverse Metro Fire Department continued its work to increase Fire and Life Safety programs specifically for people with disabilities through its Customized Outreach Program. The Customized Outreach Project is a fire and life safety public education initiative which focuses customized fire and fall prevention messages and home escape plans for those facing the obstacles of: mobility impairment, hearing loss or deafness, sight impairment or blindness, and/or cognitive impairments. The program recognizes that the typical and traditional fire safety messages that are delivered through public education do not always reach or fit every audience.

Right: Meredith Hawes addresses attendees on the Grand Traverse Metro Fire Department’s approach to customizing fire and life safety education at the Indiana Public Safety Conference in November, 2013.



Kitchen Fire Safety was the theme in 2013 for the educational outreach to individuals who are deaf or hard of hearing. Over 25 people attended the November 12 event and 17 applications were submitted for specialized alarms in homes that had no viable smoke alarms.



An invitation was extended in 2013 for Meredith Hawes and Sign Language Interpreter Leanne Baumeler to co-present the model for the Customized Outreach program at the ReCon Convention held at the Grand Traverse Resort. Disability agencies from around the state attend this convention annually. To date the program has been shared in the states of Michigan, Illinois, Wisconsin, and Indiana.



Grand Traverse Metro Fire Department was asked to participate in the Quota Club International’s Festival of Cakes in 2013 and Meredith Hawes to serve as a celebrity cake decorator. Inspector Mike Scanlon served as the assistant, and together the team took first place. Funds generated through the Festival of Cakes and Quota International Club make funding for specialized smoke alarms available for local residents.



Above, Meredith Hawes presents the “Customized Outreach” project to attendees at the ReCon Conference at the Grand Traverse Resort in November 2013. Specialized smoke alarms purchased through funding from the Quota Club International.

Additionally Fire and Life Safety outreach was provided to the Grand Traverse Area Parkinson’s Support Groups, the Disability Network, and Grand Traverse Industries, approximately 720 disabled individuals were served in 2013.

Community Outreach

Community outreach was provided throughout the year to include Fire Prevention Week activities, along with community events at Meijer, Home Depot, Lowes, The US Coast Guard Base, the Acme Fall Festival, Northwestern Michigan College, Mt. Zion Church, The Schmuckal Foundation, The Mom’s Club at Fellowship Church, Kmart – Cherryland, Kmart – Acme, Area Agency on Aging, Grand Traverse Industries, the Goodwill Industries and Inn , the Zonta Festival of Trees, The Quota Club Festival of Cakes, UPS, Cherryland Electric, Walgreens, Kings Court, Hillshire Farms, Safe Harbor Program, Third Level Crisis Center, Grand Traverse Department of Public Works, North Shore Safe Kids, The National Cherry Festival, the Station 9 Pancake Breakfast, and individual station tours. Overall community events reach over 4,456 individuals with fire and life safety messages in 2013. In addition the Safe Neighborhood – Door to Door Smoke Alarm Campaign continues to provide and install smoke alarms on an on-going basis.

In 2013 Grand Traverse Metro Fire Department’s Fire & Life Safety Education Program received \$7,100.00 in support through grants from the Schmuckal Family Foundations, the Quota Club International Club, The Builder’s Exchange Club, and the Zonta Club. The program also provided 9 Community Press Releases, and provided 25 radio, newspaper, and/or television news interviews on seasonal topics throughout the year.



Above decals were displayed on Metro vehicles during Fire Prevention Week 2013, and Lt. Kyle Clute and Lt. Nick Lemcool install smoke alarms in a home visited by the Safe Neighborhood Door to Door Smoke Alarm Campaign.



Above; photos from the Heat event, held during the National Cherry Festival, for teens. Volunteer chaperones include firefighters, law enforcement, and community agencies, and volunteers that reinforce safe behaviors. Teens participated in a firefighter agility test, home safety obstacle course, firefighter Confidence Maze, safe driving simulators, and had practice using a fire extinguisher. Approximately 450 teens attended the 2013 event.

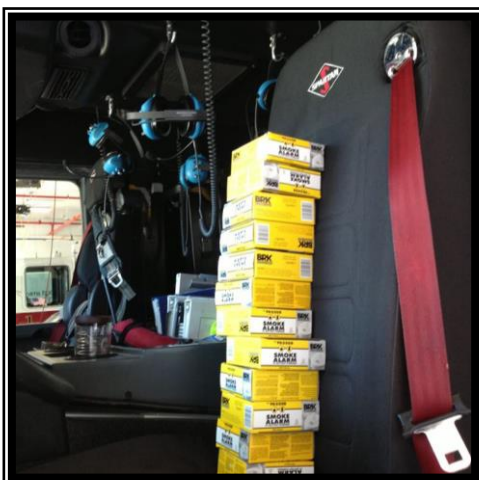




Above: Metro Fire Personnel welcome the Schmuckal Family Foundation Board Members following a grant donation, to educate the board on the value of the Firefighter Confidence Maze. Pictured behind the staff on right is the trailer purchased with the grant to haul and store the training equipment.

The Safe Neighborhood Campaign

In 2012, Grand Traverse Metro Fire Department embarked on a large scale smoke alarm campaign to ensure that every home within the Metro response area had at least 2 working smoke alarms. Through local support through: Rotary Good Works, Lowes, Home Depot, and Kidde, approximately 630 alarms have been installed. Metro firefighters work weekly to schedule installations. Door to door canvassing of “high risk” areas took place in 2013 and will continue.



Capt. Shaul and FF Mansfield installed 12 smoke detectors for residences that either needed new ones, didn't have enough or didn't have any... Thanks to the Smoke Alarm Project.

RECOGNITION AWARDS

It is with great honor to announce this year's 1st Metro Wide Firefighter of The Year Award to veteran of 7 yrs.

Lt. Kyle Clute

Lt. Clute is always willing to help out, there isn't anything that he wouldn't do for our department. He was our chairman for the Teen Heat event for the Cherry Festival; he volunteered to chair this year's open house during fire prevention week. Lt. Clute also offered to be involved in our Public Information Officer program. He completed his Fire Inspector certification this year. He did many of these without asking for any recognition or pay.



Firefighter Class of 2013

New firefighters stand with our officers at the Hagerty Center after their graduation.



YEARLY SERVICE AWARDS

30 Years— Chief Pat Parker

25 Years—Asst. Chief Brian Belcher

25 Years—Lt. Mike Vaughn

25 Years—FF Rick Osburn

25 Years—FF Tim Wrede

20 Years—Lt. Randy Agruda

10 Years—Capt. Tony Posey

10 Years—Lt. Adam Drewery

10 Years—FF Adam Mervau

5 Years—FF Greg Walker

5 Years—FF Cody Lipe

5 Years—FF Shawn Stinson

5 Years—FF Curtis Walters

5 Years—FF Dan Watkins

5 Years—FF Brent Strom

Firefighter of the Year—2013 Nominees

Station 1—FF Hal Miller

Station 8—Lt. Wayne Mervau

Station 9—Lt. Gary Francisco

Station 11—Lt. Kyle Clute

Station 12—Lt. Chris Comeaux

COMMUNITY PARTICIPATION

9/11 MEMORIAL

The 9/11 Artifact that Grand Traverse Metro Fire Department retrieved from New York City in 2011 has been permanently placed behind the Grand Traverse Metro Fire Department Admin Office at 897 Parsons Rd, Traverse City MI 49686. This is located at N Three Mile Rd/Parsons Rd in East Bay Township of Grand Traverse County. More information can be found at www.gt911artifact.com.

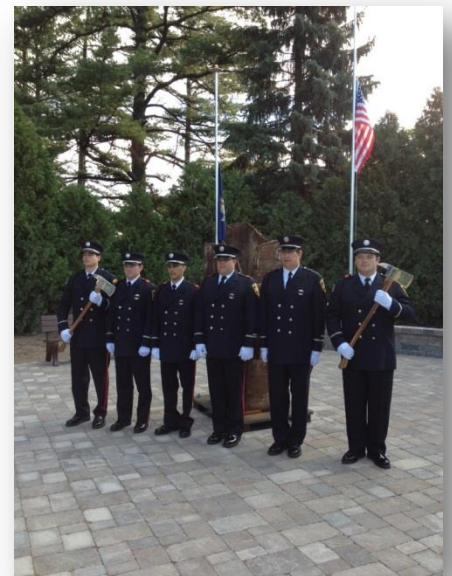


The Ground Breaking Ceremony took place for the 9/11 Artifact at Grand Traverse Metro Fire Administration Office on July 16th, 2012. The artifact is available for the community members to view, reflect, and remember in a peaceful and tranquil setting.

9/11 MEMORIAL SERVICE

The Grand Traverse Metro Fire Department hosted the 12th anniversary 9/11 memorial ceremony on Wednesday, September 11, 2013 at 8:30 am. The Memorial included a flag raising by the Metro Honor Guard, bell ceremony, inspirational speech by US Coast Guard Commander Sean Cross, and other words of remembrance.

Also in conjunction with the Memorial, local Boy Scouts from the President Ford Council honored the day with a 9/11 perpetual Scout Salute from sun up to sun down.



2013 GRANTS AWARDED

A special thank you goes out to the following agencies for rewarding GTMESA with grant monies for needed equipment for the successful operation of our department.

- Art & Mary Schmuckal Foundation \$6,000 for a Cargo Trailer
- Cherryland Rural Electric (Rural Development Grant Initiative) Interest free \$360,000 loan for a new fire truck
- Assistance to Firefighters Grant \$38,000 for a fire suppression system at Station 11.
- Michigan Township's Participating Plan \$4500 for camera surveillance at Station 11
- State of Michigan Competitive Grant Assistance Program \$21,250 for a feasibility study for regionalization of fire services
- Rotary Good Works Fund \$3,370 for Firefighter Rehab Monitoring Equipment

CHILD PASSENGER SEAT SAFETY INSPECTIONS

Motor vehicle accidents are the leading cause of accidental deaths among persons living in Michigan between the ages of 1 – 24 years old. Did you know that 9 out of 10 child passenger seats for children are installed incorrectly? Captain Tony Posey and Captain Troy Holliday are our certified technicians for Grand Traverse Metro Fire Department through Safe Kids Worldwide and the National Child Passenger Safety Seat Program. Station 11 hosts a monthly car seat check station for the community through the Safe Kids North Shore coalition program. Approximately 100 car seat checks are completed and corrected at Station 11 alone each year. In 2013, we added Firefighter Rob Harvey to the list of certified Technicians. Now, we have a certified technician on duty every day.



TOYS FOR TOTS

The Grand Traverse Metro Fire Department continues to help out with the Toys for Tots program every year at Meijer's making sure children have a merry Christmas.

Over 50 bicycles were assembled by our firefighters for the Toys for Tots program.

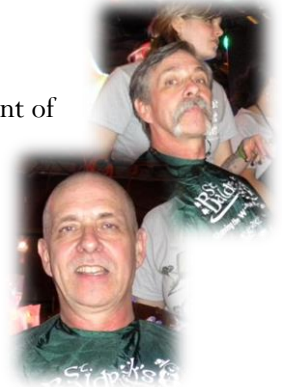


Crews helped with the Firefighter Fill-the-Boot program for MDA this year. Over \$5,300 was raised from generous donations of the public.



ST. BALDRICK'S FOUNDATION – Childhood Cancer Research

The Grand Traverse Metro Fire Department held a fundraising event for the St. Baldrick's Foundation for the 3rd year. All of the donations raised will go to the research and treatment of childhood cancer. Participants shaved their heads in support of the children that lose their hair during radiation and chemotherapy treatments. Both males and females including children participated in this event on March 12, 2013. We raised over \$5,500 this year and overall total for the 3 years of over \$30,000.



Please reference the St. Baldrick's web site for further information about the fundraiser and search for Metro Fire. <http://www.stbaldricks.org>.

FIRE CHAPLAIN PROGRAM

When firefighters respond to a burning building and focus attention on saving life and protecting property, the fire chaplain responds alongside but is focused on ministering to the needs of the firefighters and the needs of the crisis victims. Victims of an emergency crisis may be the family who has just been burned out of their home, or the scared and confused spouse of a heart attack patient. They could be the frightened children whose parents are being transported to the hospital after a tragic traffic accident. Firefighters are trained and able to deal with the varied emergency crisis in our modern world. Fire chaplains are equipped and called to deal with the people being affected by those same events. The fire chaplain is a spiritual presence in the world of fire department and emergency services.



Crews train on East Bay with Marine 1 Water Rescue Boat performing rescue techniques.

PHOTO HIGHLIGHTS *Photos by various photographers...*

Vehicle accident on US 31 North by Quality Inn.
Truck 1, Rescue 1, Engine 8 responded.



Right: Vehicle accident on US 31 North by Ruby Tuesday's drove through a power pole and causing a power outage for hours. Crews clean up hazardous fluids on the ground.



Right: New Rehab unit (Squad 13) for the safety of our firefighters after fires, trainings, etc. It's housed at Station 1.





We assisted Traverse City Fire Department on a Structure Fire at Century Sun on Aero Park Dr. Truck 1, Engine 11, Chief and personnel responded.



Station 8 helps deliver Santa to a christmas party at the Masonic Lodge in Acme.

Metro personnel help out at Station 9's Pancake Breakfast.



Training Burn: August 2013

Under the Supervision of Capt. Shaul and Capt. Holliday, almost 20 of our newest members were put through a controlled training burn on a house donated to us. Capt. Posey and Lt. Doornbos rotated guys around to perform ventilation techniques on the garage. Lt. Comeaux and Lt. Clute controlled our smoke and heat as our “Stokers”. Controlled live fire training helps us train our new members so they have a first hand knowledge of the job they signed up to perform. This is one the best trainings we can provide to our new members.

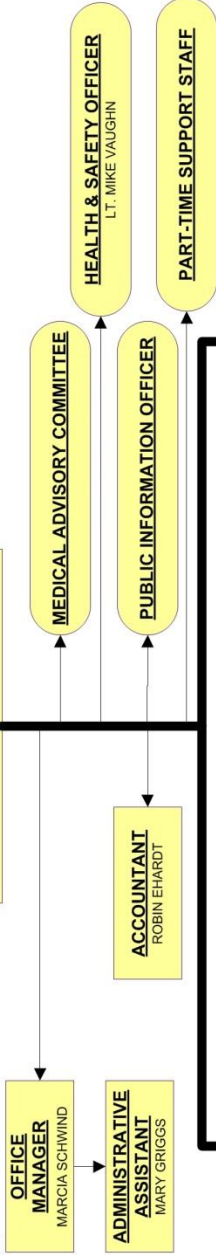




**GRAND TRAVERSE METRO
EMERGENCY SERVICES AUTHORITY
ORGANIZATIONAL CHART**

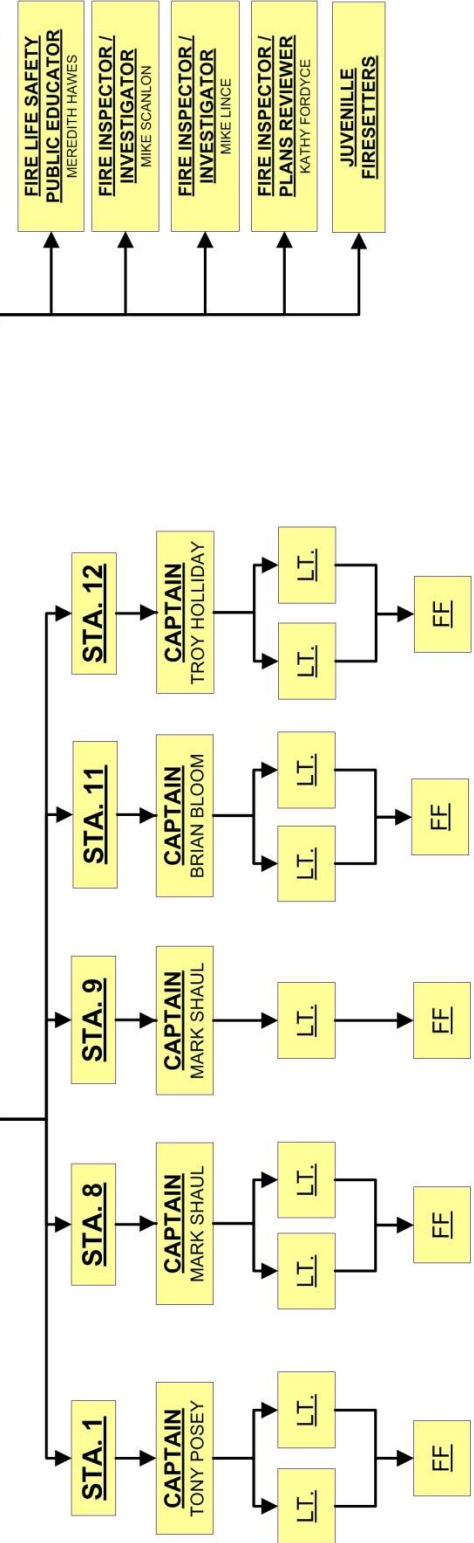
GT METRO FIRE BOARD
GARFIELD TWP: SUPERVISOR CHUCK KORN, REP. BOB FEATHERSTONE
EAST BAY TWP: SUPERVISOR GLEN LILE, REP. BETH FRIEND
ACME TWP: SUPERVISOR JAY ZOLLINGER, REP. PAUL SCOTT

CHIEF
PAT PARKER



**ASSISTANT CHIEF
OPERATIONS / TRAINING**
TERRY FLYNN

ASSISTANT CHIEF / FIRE PREVENTION
BRIAN BELCHER



DEPARTMENTAL ROSTER

at end of year

Full-Time – Administration

Fire Chief Pat Parker
Asst Chief – Operations Terry Flynn
Asst Chief – Prevention Brian Belcher
Office Manager Marcia Schwind
Administrative Asst Mary Griggs

Insp. / Investigator Mike Lince
Insp. / Invest. Lt. Mike Scanlon (Sta. 12)
Inspector Kathy Fordyce
Public Educator Meredith Hawes

Part-Time – Admin

Medical Dir. Dr. Larry Stalsonburg
Lt. /HSO Mike Vaughn
Accountant Robin Ehardt
Cartographer Dave Lather
Admin Support Curt Holliday
Photographer Terri Newton

Full-Time Suppression

Captain Brian Bloom (Sta. 11)
Captain Tony Posey (Sta. 1)
Captain Troy Holliday (Sta. 12)
Captain Mark Shaul (Sta. 8 & 9)

Lieutenant Gary Francisco (Sta. 9)
Lieutenant Andy Doornbos (Sta. 1)
Lieutenant Adam Drewery (Sta. 1)
Lieutenant Nick Lemcool (Sta. 11)

Lieutenant Chris Comeaux (Sta. 12)
Firefighter Jeremy Draper (Sta. 11)
Firefighter Rob Harvey (Sta. 8)

Fire Department Chaplains

Glen Walters Jude Younker
Vicki Lyon Steve Dodd

Part-Time – Suppression and Support Members

STATION ONE

FF Jarod Barber	FF Hal Miller	FF Curtis Walters	Probationary Erin Fluharty
FF Stephanie Day	FF Lucas Mitchell	FF Dan Watkins	
FF Chris Doornbos	FF David Sicotte	FF Michael Winter	
FF Jacob Garris	FF Shawn Stinson	FF Joe Wood	

STATION EIGHT

Lt. Adam Mervau	FF Mike Courson	FF Brian Haskin	FF John Sanborn
Lt. Tim Newton	FF Ryan Deering	FF Tom Henkel	Probation Jacob Della Pia
FF Bill Brodin	FF Shawn Fitzgerald	FF Heather Hess	Probation Matt Morrison
FF Mike Bryan	FF Adam Grammer	FF Wayne Mervau	Probation Charles Starkey

STATION NINE

FF Matt Adamek	FF Jack Ferris	FF Mike Wilkins	Probation Joe Ruthkowski
FF Jeff Carpenter	FF Chris Kolinski	FF Karen Robinson	
FF Chris Childers	FF Rick Osburn		

STATION ELEVEN

Lt. Kyle Clute	FF Cory Ellis	FF Josh Morgan	Probationary Jordan Rife
FF Shaun Beady	FF Bryan Ferguson	FF Brent Strom	Probationary Tre Reynolds
FF Mark Bulger	FF Daren Mansfield	Probationary Eric Gustafson	Probationary Jesse Thomas
FF Eric Chryst	FF Steve Meek	Probationary Bryan Fasel	Probationary Justen Ziegler

STATION TWELVE

FF Joe Lambert	FF Chase Schelling	FF Tim Wrede
FF Lee Bailey	FF Cody Lipe	FF Amanda Yancho
FF Eric Clone	FF Josh Salyer	Probationary Adam Nelson
FF Anthony Hoffman	FF Spencer Scanlon	Probation Austin Groesser



Photo from March 2011 at Live Burn training at hotels in Acme Township. Largest group photo taken.

**From all of us, Thank You
for allowing us to
serve our community!**

RESOLUTION OF THE ACME TOWNSHIP BOARD OF TRUSTEES
RESOLUTION #R-2014--
Agreement for Collection of Elk Rapids Summer School Property Taxes

At a meeting of the Acme Township Board of Trustees, held on March 4, 2014 the Acme Township Board of Trustees, on a motion made by, _____ and seconded by _____ passed the following resolution:

Whereas, The Acme Township Treasurer is entering into an agreement, to collect summer Taxes for Elk Rapids Schools for year July1, 2014.

Whereas, the fee to collect these said summer taxes is included in the per parcel payment as negotiated by Elk Rapids.

Whereas, The Township treasurer shall account for and remit to the school District Summer school tax collections on the same schedule as agreed upon with the Elk Rapids School district. In return for timely payment the School district waves any claim to interest earned during the time the money is in Township Accounts.

Now therefore be it resolved that the Acme Township Board approves this agreement between Acme Township and Elk Rapids School District on 3/ 4 /2014

Township Board members present:

Absent: None

Upon roll call, the following vote was cast:

Aye:

Nay:

Abstaining:

Jay B. Zollinger Date
Acme Township Supervisor

Cathy Dye Date
Acme Township Clerk



The Grand Traverse Band of Ottawa and Chippewa Indians

Legal Department

2605 N. West Bay Shore Drive • Peshawbestown, MI 49682-9275 • (231) 534-7601 • FAX 231-534-7600

FAX

To: 2% Recipient of GTB's 2nd half 2013 Two Percent Grant

From: Mary J. Shomin, Legal Affairs Administrator/2% Coordinator

Date: February 20, 2014

Re: Confirmation of 2% award and details of check presentation/Media Event



Acme Township will be receiving a 2% award from the Grand Traverse Band of Ottawa & Chippewa Indians (GTB) for the 2nd half 2013 2% cycle in the amount of \$14,000 towards the preliminary engineering project to extend tribal water along the main business corridors of Acme Township, as outlined in your 2% application.

GTB will be hosting a check presentation/Media Event; following are the details:

- When:** Monday, February 24, 2014
- Time:** 9:00 a.m. – 10:30 a.m.
- Where:** Turtle Creek Casino Ballroom, Williamsburg, Michigan

I apologize for the late notice – there were numerous weather closings that caused many projects to be pushed back.

PLEASE CONFIRM your attendance at this event by calling 231-534-7601 (please leave a message if I am not in) or by sending me an e-mail at Mary.Shomin@gtbindians.com.

We look forward to seeing a representative from your organization at this event.

Thank you for your consideration.

GTB-ECONOMIC DEVELOPMENT CORP

CHECK NO. 189639

INVOICE #	INV. DATE	COMMENT	DISCOUNT AMOUNT	NET AMOUNT
2*2ND 2013	2/21/2014		.00	14,000.00
TOTALS			.00	14,000.00

THIS CHECK IS VOID WITHOUT A GREEN & BLUE BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK HOLD AT ANGLE TO VIEW



GTB-ECONOMIC DEVELOPMENT CORP
 GRAND TRAVERSE RESORT & CASINOS
 2331 NW BAYSHORE DR
 PESHAWBESTOWN, MI 49682
 (231) 534-8000

PNC Bank, N.A. 070
 Michigan
 6-12/410

NO. 00189639
Date 2/21/2014

PAY Fourteen Thousand and 00/100 Dollars

\$*****14,000.00

PAY TO ACME TOWNSHIP
 6042 ACME ROAD
 WILLIAMSBURG MI 49690

[Signature]
 Janne Garco

⑈00189639⑈ ⑆041000124⑆4252089548⑈



WATERWAYS GRANT PROGRAM APPLICATION

This information is required by Authority of 1947 PA 320.

GRANT APPLICATIONS MUST BE RECEIVED BY PROGRAM MANAGER BY 5 PM EST, APRIL 1

Applicant Name (Local Government) Acme Township		Name of Contact Person/Title Jean Aukerman; Acme Citizen Volunteer	
Address 6042 Acme Road		Address 4155 Huntington Drive	
City, State, ZIP Williamsburg, MI 49690		City, State, ZIP Traverse City, MI 49686	
Federal Employer Identification Number (FEIN) (REQUIRED) 382281424		E-mail Address jkaukerman@sbcglobal.net	
NOTE: FEIN Number of municipality identified as Applicant Name (<i>Local Government</i>) above MUST be provided to receive grant funds.			
Applicant Telephone (231) 938-1350	Applicant FAX (231) 938-1510	Contact Person Telephone (989) 948-4948 cell	Contact Person FAX (231) 938-1510 township
PROJECT LOCATION <input type="checkbox"/> County <input checked="" type="checkbox"/> Township <input type="checkbox"/> City <input type="checkbox"/> Village		County Grand Traverse	State Senate District 37
TYPE OF PROJECT <input type="checkbox"/> Harbor <input checked="" type="checkbox"/> Boating Access Site (must contain or propose a ramp, maneuver area, and parking to be grant eligible)		TYPE OF GRANT <input type="checkbox"/> Preliminary Engineering Study <input checked="" type="checkbox"/> Infrastructure Improvements* (i.e., construction projects) *Preliminary engineering has been completed by a licensed design professional	
PROJECT TITLE "SAYLER PARK BOAT LAUNCH IMPROVEMENTS"			
DESCRIPTION OF PROJECT Attach a description of the overall project (including scope items, estimated costs, estimated construction schedule, and digital site photos) and a needs assessment.			
BUDGET SUMMARY			
A. Estimated Project Cost (B + C):		\$ 188,895.00	
B. Requested Grant Amount		\$ 94,447.00 50% of total project estimate	
C. Applicant's Matching Funds:		\$ 94,448.00 \$55k Acme; \$39,448 private/foundations	

As Designated Representative of above-named Applicant, I hereby agree to implement this project according to the materials provided with this application and to abide by the provisions of the Waterways Grant program, including compliance with all applicable Federal and State laws and regulations.

Printed Name and Title of Applicant's Designated Representative _____ Signature _____ Date _____

APPLICATION WITH ATTACHED PROJECT DESCRIPTION MUST BE RECEIVED BY PROGRAM MANAGER BY 5 PM EST, APRIL 1.

Applications should be mailed to:

PAUL PETERSEN
PARKS AND RECREATION DIVISION
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30257
LANSING MI 48909

Overnight or Express Mail Address:

PAUL PETERSEN
PARKS AND RECREATION DIVISION
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
525 WEST ALLEGAN
LANSING MI 48933

FOR DNR USE ONLY

Facility No.: _____ Compliance Review

Comments

Program Manager (please print) _____

Signature _____

Date _____

Acme Township
Sayler Park Boat Launch Improvements
Project Description for the Waterways Program Grant Application
Submittal Deadline: April 1, 2014

A. Background

The current road-end boat launch, in disrepair, is located in Yuba on Yuba Park Road at the water's edge. The road serves as the southern boundary of Acme Township's Sayler Park. The launch is owned by the Grand Traverse County Road Commission. Modest upkeep is performed by Acme Township's Park Operations Manager, Mr. Tom Henkel.

Acme Township seeks to build a boat access site (BAS) on township-owned Sayler Park property which is a 22-acre family-friendly park with the most amenities of any park in Acme Township. Sayler Park is a nature wonderland – a tremendous asset enjoyed by families *and* fishermen; small-mouth bass, perch, whitefish, pike, walleye, lake/brown/rainbow trout, coho salmon, cisco, catfish, steelhead and more can be caught in these waters. The proposed BAS would serve smaller boats up to 22 feet in length. ADA-compliant restrooms are already in place to serve a new boat access site. Additionally, the 22-acre park enables room to add and expand appropriate boat/trailer parking. The recommended new site just north of the existing, deteriorating launch will enable more room for vehicular turning with proposed parking just east of the site on Yuba Park Road.

A preliminary plan, developed in 2008, is attached. While Acme Township did not move forward with this plan in 2008 due to other circumstances, the Township is now committed to its development. Attainment of a safe, new boat access site is one of Acme Township's top goals to implement, based on public input and results from a 2013 Community Recreational Survey. The Acme Township Board has earmarked matching funds for this site and is seeking a Waterways Grant for financial and technical support.

B. Specific Location

East Grand Traverse Bay is a gem for anyone who wants to access and enjoy one of the largest fresh water bays in Michigan. Currently, there are two launch facilities on East Bay; one is located off Center Road on Old Mission Peninsula about 4 miles north of Traverse City, and the second is located about 15 miles north of Traverse City in Elk Rapids. Today, there is no safe, usable boat access site between these two locations.

The proposed Sayler Park boat access site, if built, would allow easy access for anyone staying or living in the Acme/Traverse City area or surrounding communities. Yuba Park

Road and Sayler Park in Acme Township are approximately 4.5 miles north of the US 31/M 72 intersection in Acme. Traveling north of Yuba Park Road for approximately 6.3 miles on US 31, one enters Elk Rapids.

C. Needs Assessment

Acme Township has received numerous complaints about the condition of the road-end boat launch. Most boaters now avoid this site because of its deteriorating ramp, treacherous sight lines when trying to back down a steep and undefined ramp area, and general “low water” state due to no recent dredging. It can only serve small boats up to 18 feet in length – but the nearby rocks make it difficult for anyone to navigate in certain winds and dangerous at all times for fiberglass boats.

The overall launching area is inadequate for safely maneuvering vehicles and trailers. Eroding banks on both sides of the current site have caused an unsafe situation. The potholed parking lot, too small and not officially marked with spaces, invites the public to park haphazardly – which is on both sides of the road during peak summer months.

The current site is unsafe and has insufficient space to improve in its present place. Because Acme Township owns the adjoining 22-acre Sayler Park, it affords the opportunity to design, position, and build a new site – including parking – to a safe and satisfactory standard. A new boat access site at this location would be a huge and popular draw to the local, regional, and visiting public.

(D. Digital Photos begin on next page)

D. Digital Photos



Photo (1)

View from vehicle turnaround area to the launch ramp. While the water level is up a few feet from when this photo was taken, overall safety and design concerns continue to exist.

- No dock, difficult for the elderly and children to get into a boat once it's in the water
- Not ADA-compliant
- Broken concrete and potholes in road
- Current set-up angle makes it difficult to launch a boat without a spotter; if you go off the edge of the launch, then you are stuck



Photo (2)

View from water's edge up the ramp to the vehicle turnaround area.

- Undefined parking area
- Turnaround area is also used for vehicle/trailer parking
- Tight, inadequate radius for turning around safely to the launch area (see car at top)



Photo (3)

Close-up of concrete ramp.

- Deteriorating
- Uneven and missing areas pose major safety issues
- Dangerous for trailers, people, and pets

E. Scope Items

The planned, improved boat access site includes the following:

- Site demolition, tree clearing and removal
- Upland grading
- Dredging
- Installation of new parking surface
- Temporary cofferdam
- Cast in-place ramp
- Skid pier
- Parking bumpers
- Restoration
- Educational signage on proper boat cleaning, invasive species, etc.

NOTE:

If Acme Township is awarded a Waterways Grant, the Township will enter into discussions with Grand Traverse County to eliminate the existing, outdated, road-end launch on Yuba Park Road.

F. Budget and Estimated Costs

Revenue

Acme Township	\$ 55,000
Private and foundation donations	39,448
State Grant Funds (Waterways Program)	94,447
Total Revenue	\$188,895

Expenses (as detailed in 2008 Preliminary Plan)

Site demolition, tree clearing and removal	\$ 8,500
Upland grading	8,400
Dredging	32,500
21AA gravel drive/parking surface	17,000
AREA #4 stone bedding and fabric liner	6,600
Temporary cofferdam	22,000
Cast in-place ramp	28,125
Skid pier	6,500
Parking bumpers	1,250
Restoration	6,000
ESTIMATED CONSTRUCTION COST	\$136,875
10% CONTINGENCY	13,687
ENGINEERING, ADMINISTRATION, CONSTR SRVS	12,900
12.5% INFLATION OVER 2008 EST	20,433
SIGNAGE	5,000
GRAND TOTAL	\$188,895

NOTES:

- Dredging cost assumes that material may be used for beach nourishment (not to be hauled to upland site)
- If dredged material is to be hauled to upland site, assume +\$16.00/CY
- These costs are based on site conditions and speculated unit prices as of October, 2008
- 12.5% has been added for labor and materials increase per December, 2013, input form Gourdie-Fraser
- This cost estimate is approximate. Actual construction bids may vary significantly from this statement of probable costs due to timing of construction, changed conditions, labor rate changes, or other factors beyond the control of Gourdie-Fraser.

G. Estimated Construction Schedule

March, 2015, through July, 2015

PLANS PREPARED FOR: ACME TOWNSHIP SAYLER PARK BOAT LAUNCH

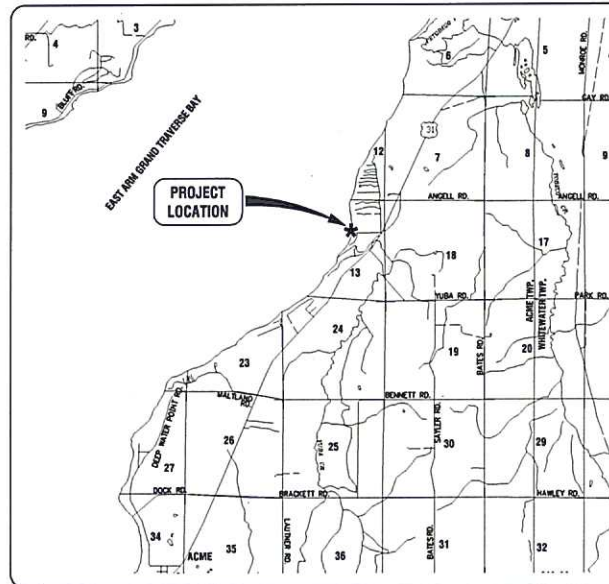
CLIENT / AGENCY

ACME TOWNSHIP
6042 ACME ROAD
WILLIAMSBURG, MI 49690
231.938.1350

ENGINEER

gfa Gourdie-Fraser

GOURDIE-FRASER
123 WEST FRONT STREET
TRAVERSE CITY, MICHIGAN 49684
1.800.900.5874



LOCATION MAP

ACME TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN
SCALE: 1" = 3,000'

PUBLIC AGENCIES AND UTILITIES

PUBLIC AGENCIES

ACME TOWNSHIP Telephone: 231.938.1350	MICHIGAN DEPARTMENT OF TRANSPORTATION (M.D.O.T.) Telephone: 231.941.1986
GRAND TRAVERSE COUNTY D.P.W. Telephone: 231.922.4896	
GRAND TRAVERSE COUNTY ROAD COMMISSION Telephone: 231.922.4848	
GRAND TRAVERSE COUNTY DRAIN COMMISSION Telephone: 231.995.6042	

UTILITY AGENCIES

CHERRYLAND ELECTRIC COOPERATIVE Telephone: 231.943.8377	CHARTER COMMUNICATIONS Telephone: 231.529.7012
CONSUMERS ENERGY Telephone: 231.929.6242	AT&T MICHIGAN Telephone: 231.941.2707
TRAVERSE CITY LIGHT & POWER Telephone: 231.922.4942	
DTE ENERGY Telephone: 231.592.3244	

EMERGENCY SERVICES

EMERGENCY CALLS 911	FIRE DEPARTMENTS EMERGENCY SERVICE: 911 City of Traverse City: Telephone: 231.941.2340 Grand Traverse County: Telephone: 231.941.2238
EMERGENCY AMBULANCE SERVICE 911	MISS DIG EMERGENCY SERVICE: 811 Telephone: 1.800.482.7171
POLICE AGENCIES EMERGENCY SERVICE: 911 City of Traverse City: Telephone: 231.941.2300 Grand Traverse County Sheriff: Telephone: 231.941.2225 Michigan State Police: Telephone: 231.946.4646	

SHEET INDEX

1. COVER SHEET
2. EXISTING CONDITIONS AND DEMOLITION PLAN
3. OVERALL SITE PLAN
4. LAUNCH SITE PLAN
5. SKID PIER DETAILS
6. SKID PIER DETAILS
7. BOAT RAMP DETAILS
8. BOAT RAMP DETAILS

ACME TOWNSHIP: SAYLER PARK BOAT LAUNCH

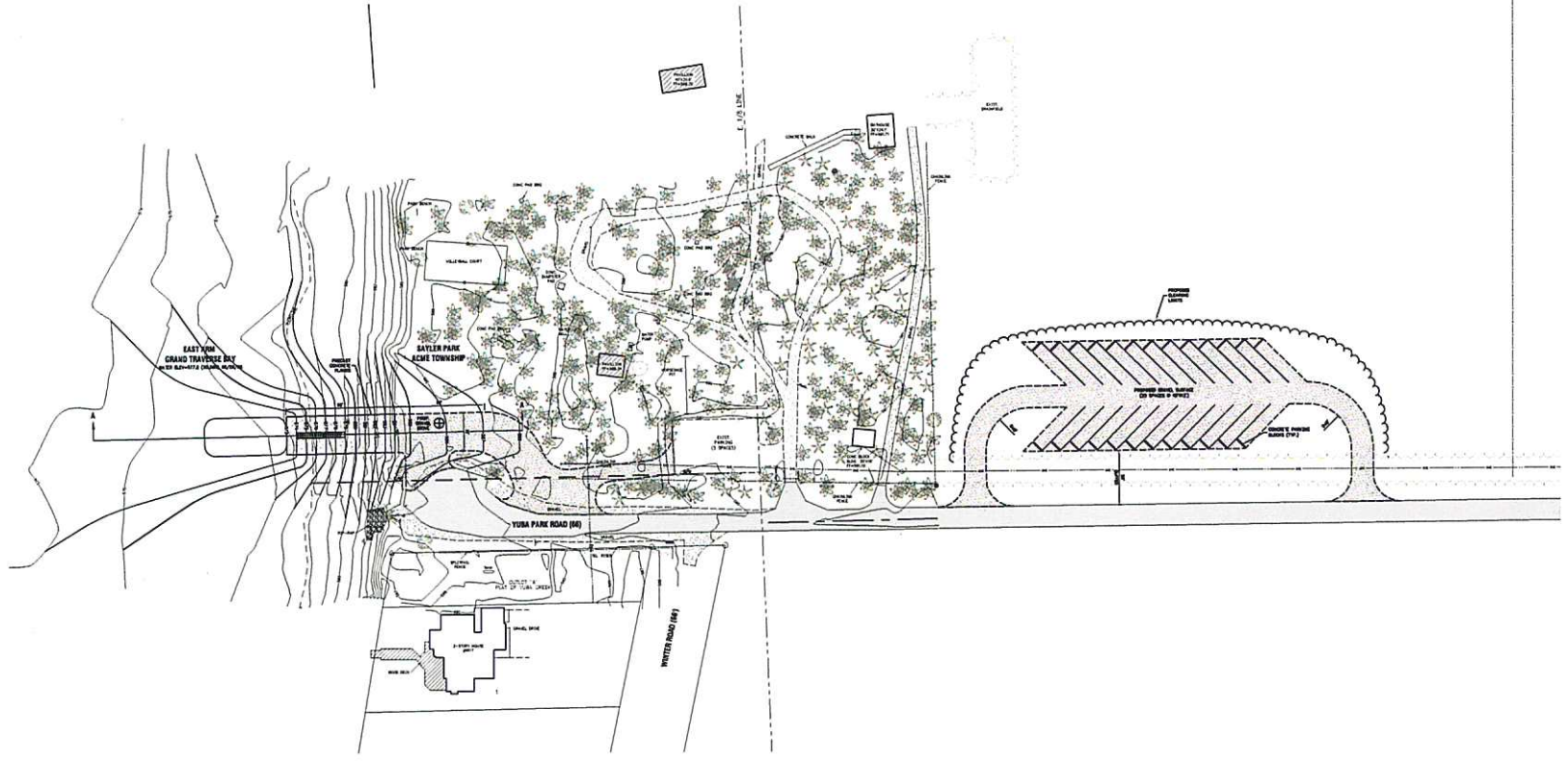
These documents are prepared in accordance with the contractual terms and conditions for this project.



DRAWING
031432

SHEET #
1 OF 8

PROJECT: ACME TOWNSHIP BOAT LAUNCH



DATE: 03/14/23
 DRAWN BY: J. MILLER
 PROJECT NO: 031432
 SHEET NO: 3 OF 8

**ACME TOWNSHIP
 SAYLER PARK BOAT LAUNCH
 OVERALL SITE PLAN
 SECTION 13, T.28 N., R.10 W.,
 ACME TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN**

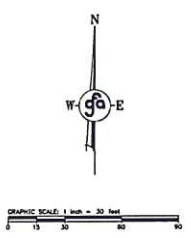
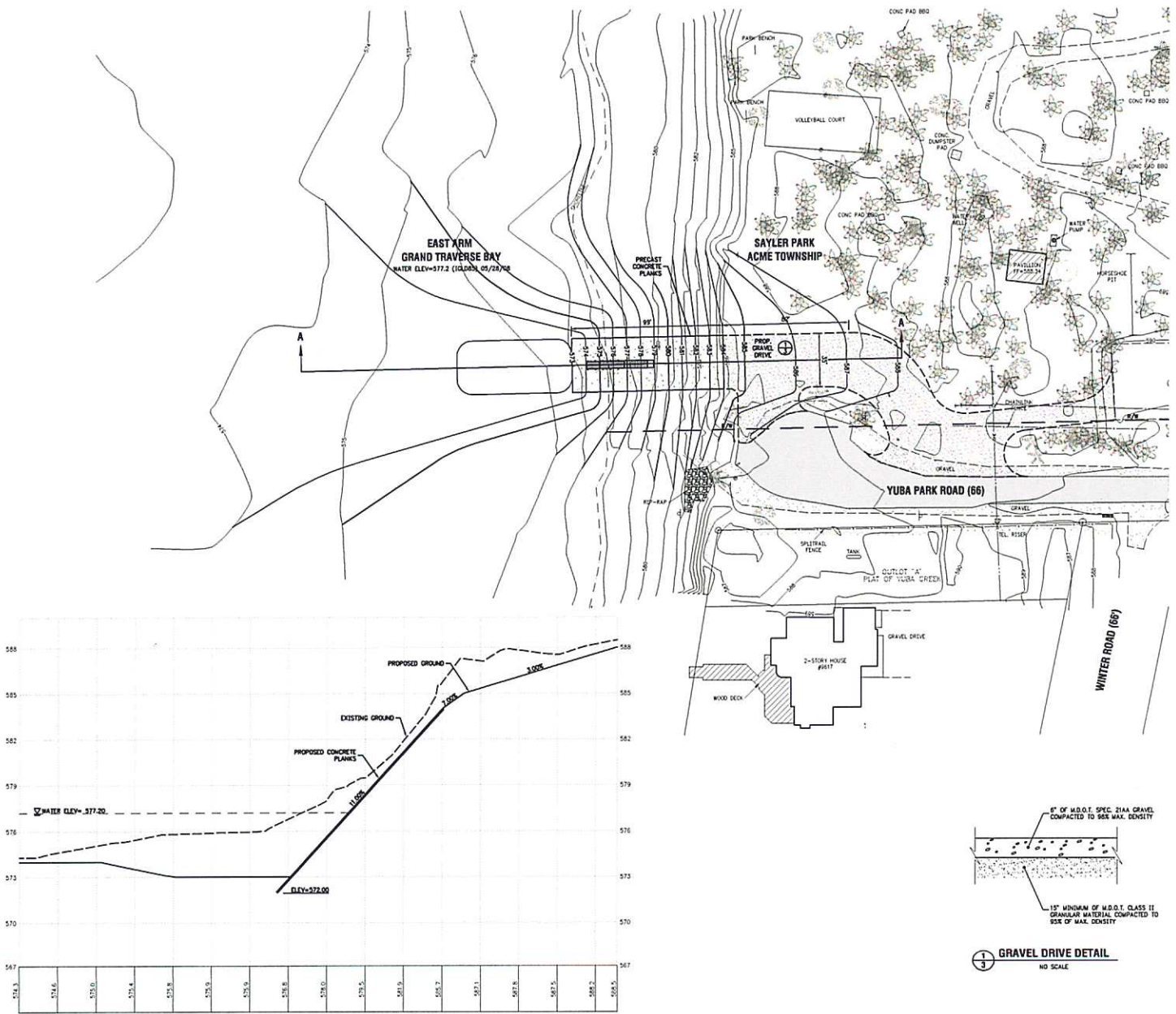
NO.	DATE	BY	DESCRIPTION
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2			
3			
4			
5			
6			
7			
8			
9			
10			

PROJECT NO: 031432
 DATE: 03/14/23
 WWW.GOURDIEFRASER.COM
 120 West Zeeb
 Grand Rapids, MI 49508



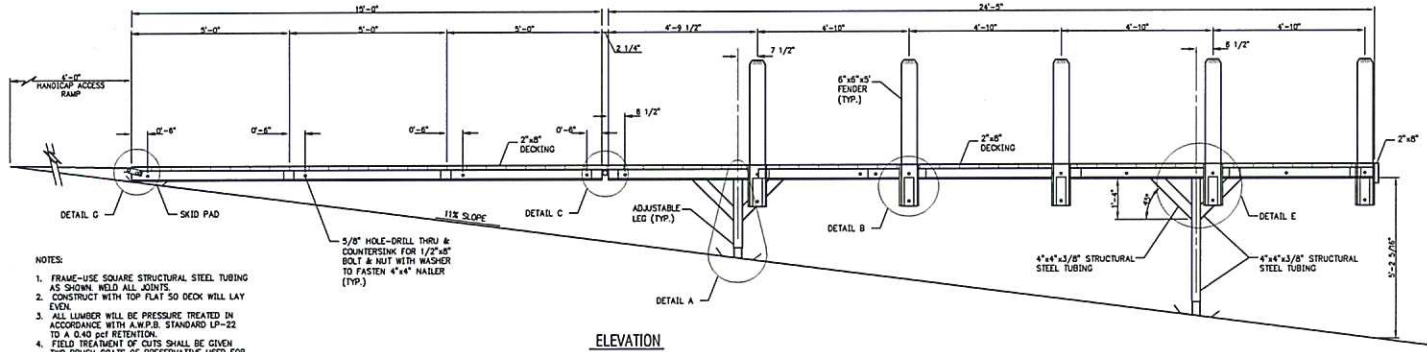
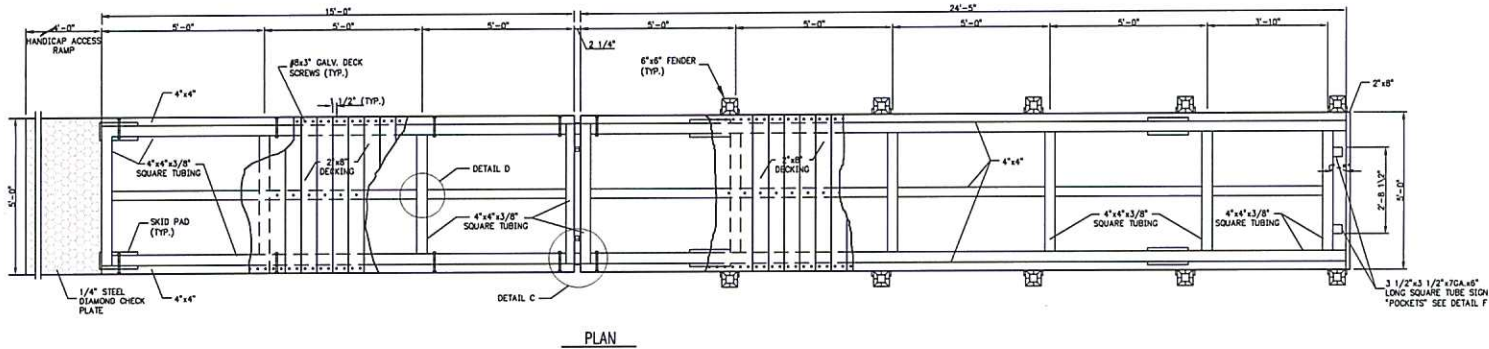
These documents are prepared in accordance with the contractual terms and conditions for this project.

PROJECT: CONSTRUCTION OF SAYER PARK LAUNCH



gfa Gourdier-Fraser <small>INCORPORATED DEVELOPER ENGINEER</small>																					
PM: 312.643.5174 ASE: 312.643.3723 WWW.GOURDIER-FRASER.COM 12311 First Drive Bloomington, IL 61804	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>DATE</td><td>DATE</td><td>BY</td><td>REVISION</td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>	DATE	DATE	BY	REVISION																
DATE	DATE	BY	REVISION																		
ACME TOWNSHIP SAYER PARK BOAT LAUNCH LAUNCH SITE PLAN SECTION 13, T.28 N., R. 10 W. ACME TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN																					
031432 SH 4 OF 8																					

These documents are prepared in accordance with the contractual terms and conditions for this project.

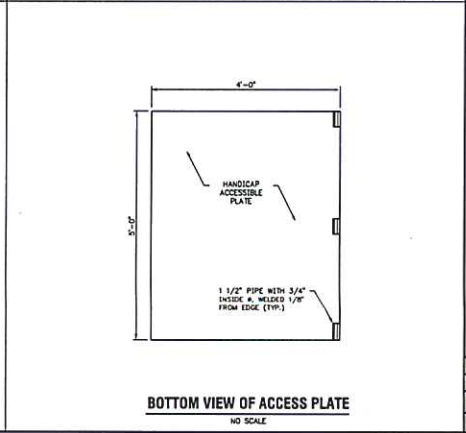
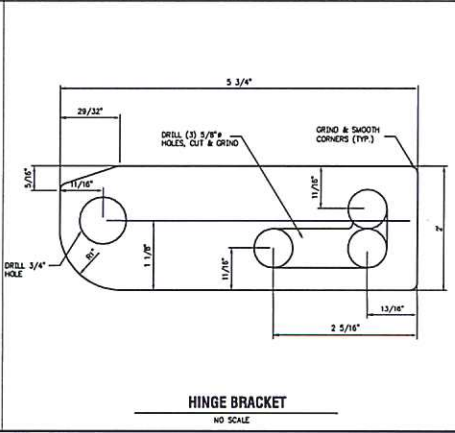
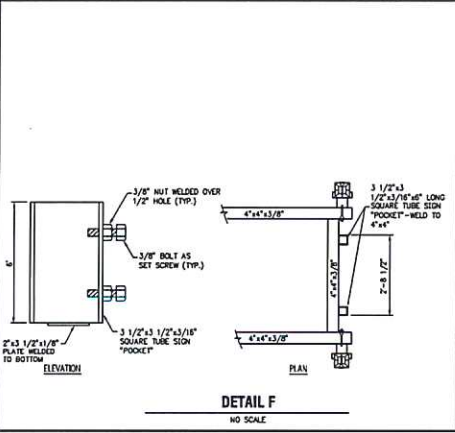
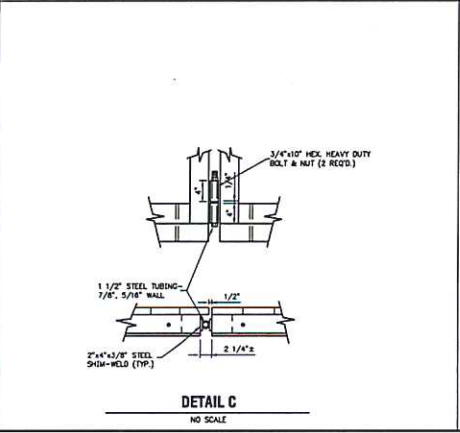
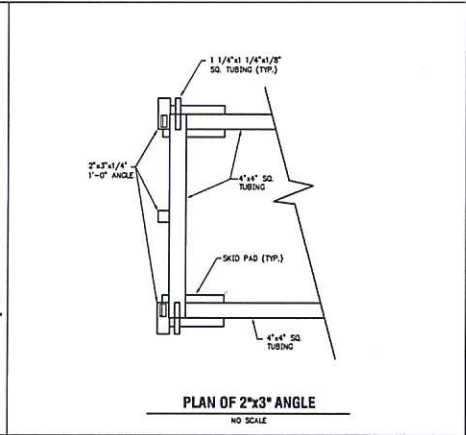
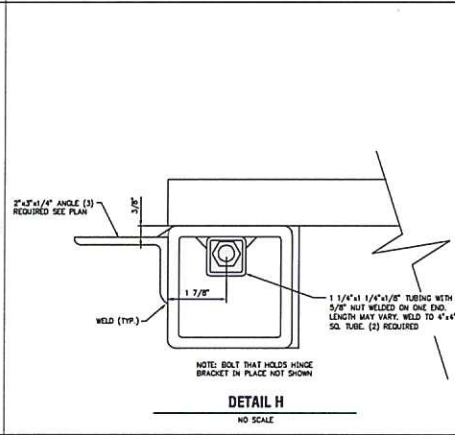
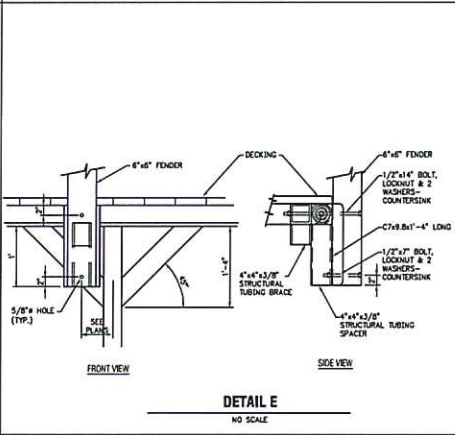
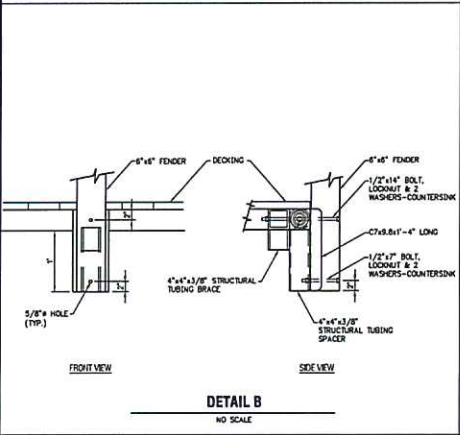
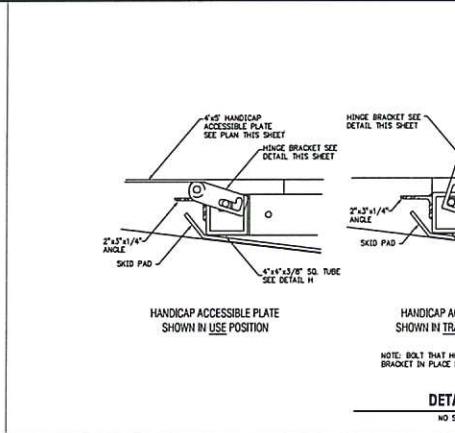
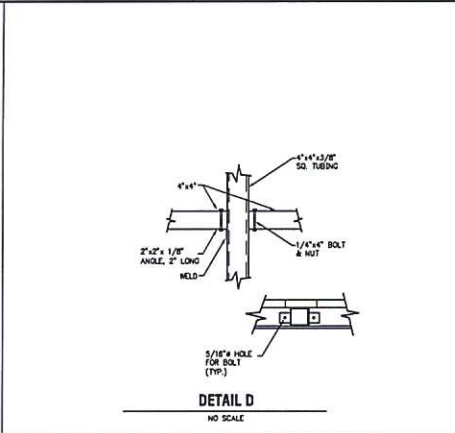
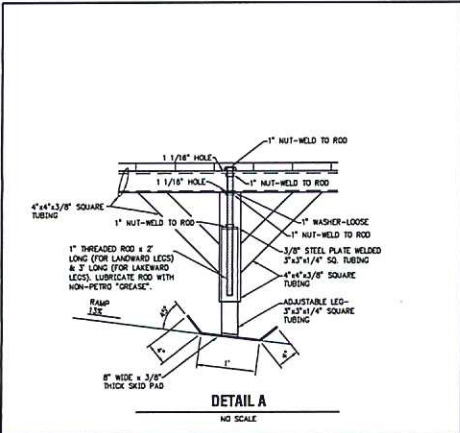


- NOTES:**
1. FRAME-USE SQUARE STRUCTURAL STEEL TUBING AS SHOWN. WELD ALL JOINTS.
 2. CONSTRUCT WITH TOP FLAT SO DECK WILL LAY EVEN.
 3. ALL LUMBER WILL BE PRESSURE TREATED IN ACCORDANCE WITH A.W.P.B. STANDARD LP-22 TO A Q140 JOI RETENTION.
 4. FIELD TREATMENT OF CUTS SHALL BE GIVEN TWO BRUSH COATS OF PRESERVATIVE USED FOR ORIGINAL TREATMENT.
 5. ALL METAL TO BE PAINTED WITH ONE COAT PRIMER AND TWO COATS PAINT, RUSTOLEUM (OR EQUAL). COLOR: BLACK.

STANDARD 40' SKID PIER DETAIL
SCALE: 1/2" = 1'-0"

REV	DATE	BY	CHK	DESCRIPTION
1	03/20/24	EF	EF	ISSUED FOR PERMIT
2	03/20/24	EF	EF	ISSUED FOR PERMIT

ACME TOWNSHIP
SAYLER PARK BOAT LAUNCH
SKID PIER DETAILS
SECTION 13.1, 2.8 N.E. R.10 W.
ACME TOWNSHIP, GRAND TRAVER COUNTY, MICHIGAN



gfa Gourdie-Fraser
Architectural | Development | Transportation

PROJECT NO. 211104370
DATE: 03/20/2019
DRAWN: gfr
CHECKED: gfr
SCALE: AS SHOWN
SHEET NO. 6 OF 8

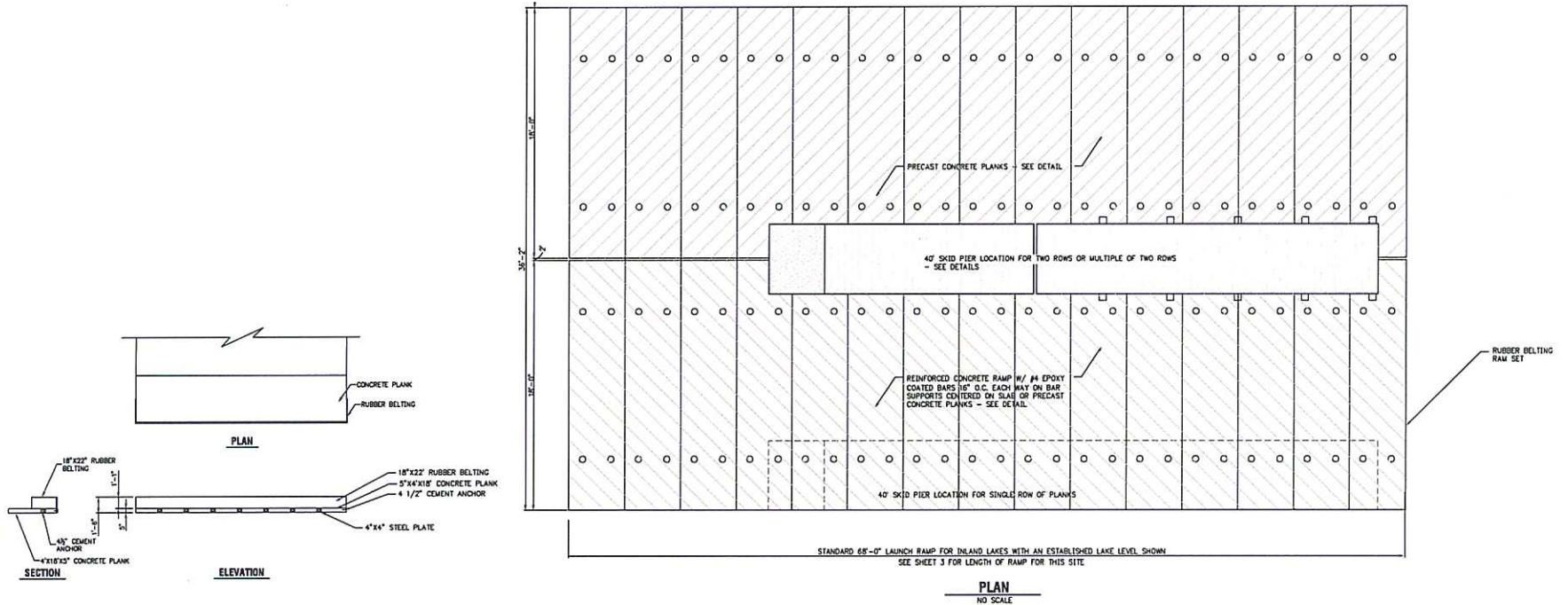
ACME TOWNSHIP
SAYLER PARK BOAT LAUNCH
SKID PIER DETAILS
SECTION 13, T28 N., R. 10 W.
ACME TOWNSHIP, GRAND TRAVER COUNTY, MICHIGAN

031432

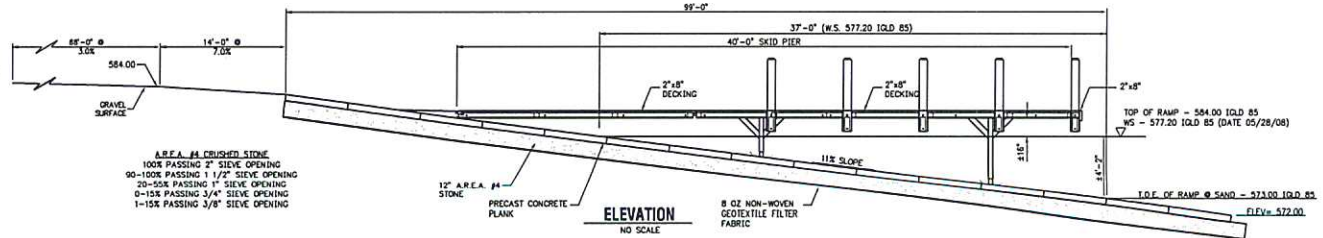
These documents are prepared in accordance with the contractual terms and conditions for this project.

NOTE:

CONTRACTOR SHALL OVER-EXCAVATE RAMP AREA TO ALLOW PLACEMENT OF GEOTEXTILE FABRIC, 12 INCH LAYER OF STONE, AND 3 INCH REINFORCED CONCRETE PLANKS WITH A FINISHED SURFACE AT THE GRADES SHOWN.



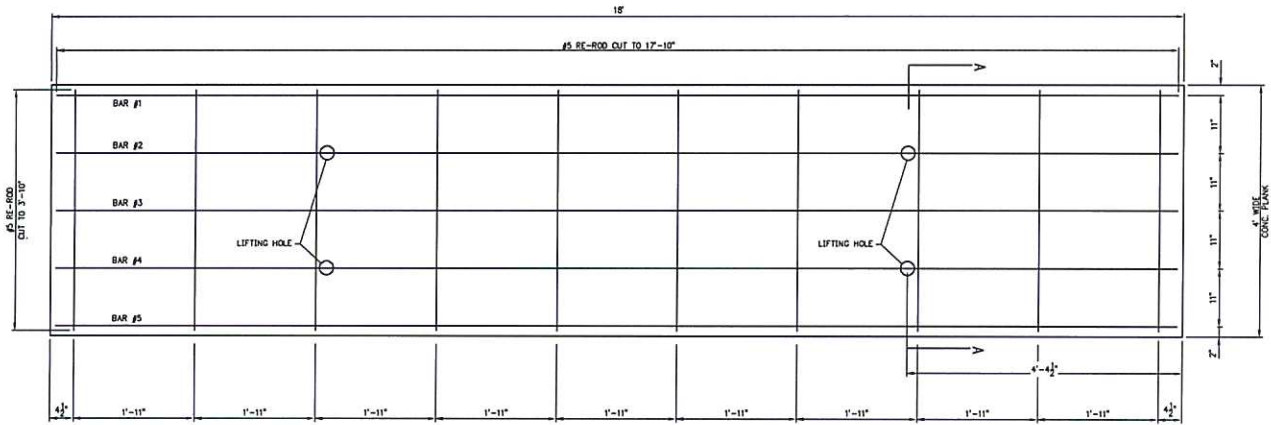
- 22' RUBBER CONVEYOR BELT PER 18' PLANK (FOR ONE RAMP)
- 2" WRAP AROUND ON EACH SIDE
- 21' AND 20' BELTING PIECES FOR TWO PLANKS (FOR TWO RAMP)
- 1" OVERLAP BETWEEN ADJOINING PLANKS
- 9 4"x4" STEEL PLATES (1/2" THICK) PER PLANK
- 7 PLATES ON FACE AND 1 ON EACH SIDE (FOR ONE RAMP)
- DRILLED 3/8" HOLE ON CENTER FOR 4 1/2" CEMENT ANCHORS
- RUBBER CONVEYOR BELT AS MANUFACTURED BY BUILDING & BEARING TECHNOLOGIES, GRAND RAPIDS, MI 816-281-5744, 1-800-253-7850 OR EQUAL.



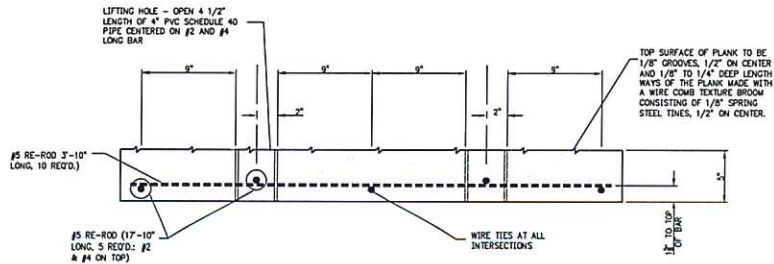
HIGH WATER DATUM - 582.40 IGLD 85
 ORDINARY HIGH WATER - 581.50 IGLD 85
 LOW WATER DATUM - 576.10 IGLD 85

NO.	DATE	BY	CHKD.	DESCRIPTION
1				ISSUED FOR PERMIT
2				REVISION

These documents are prepared in accordance with the contractual terms and conditions for this project.



PRECAST CONCRETE PLANK
SCALE: 1" = 1'-0"



SECTION A - A
SCALE: 2" = 1'-0"

REV	DATE	BY	CHK	DESC
1				ISSUED FOR PERMITS
2				ISSUED FOR CONSTRUCTION



**ACME TOWNSHIP
GRAND TRAVERSE COUNTY, MICHIGAN**

REQUEST FOR QUALIFICATIONS & PROPOSALS

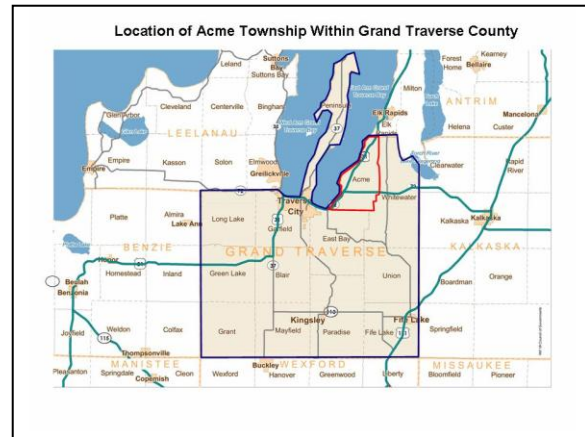
**Hardware and software replacements to Support Daily
computer operations**

**Acme Township Board of Trustees
6042 Acme Road
Williamsburg, MI 49690
(231) 938-1350
acme@netonecom.net**

March 5, 2014

Section A – Overview

Acme Township (“the Township”), is a municipality with a current population of approximately 4,500 located in the northeast portion of Grand Traverse County in northwestern Michigan. The township is approximately 3 miles north of Traverse City and lies along the shores of East Grand Traverse Bay in Grand Traverse County, Northwest Michigan. The southern and central portions of the township contain a mix of commercial, residential and resort-oriented development. The northern portions of the township contain some residential development but are primarily rural agricultural or conservation/natural parklands. Significant commercial development pressures are evident along the M-72 Corridor.



The Township is governed by a seven member board. Three members of the board, Supervisor, Clerk and Treasurer, are full time officials. Presently, the Township has three full time employees and two part time deputies, one for Treasures and one for Clerks office.. The Township cooperatively is a member of the Grand Traverse County Metro Fire Department with neighboring East Bay and Garfield Townships. The township contracts with the Grand Traverse County Sheriff's Department for a Community Policing Officer.

Section B – Scope of Services

Acme Township is seeking qualification statements from professional Computer services/Software firms to bid on the replacement of our present Servers and Office computers. The Township may retain a full service firm to provide a variety of services to support our Operations and data storage needs. The professional services desired may include, but may not be limited to:

- Replacement of our present server and storage capabilities
 - New server to be at least equivalent to a Dell Power edge T420 type, equipped with dual processors and dual power units.
 - Server to be mated with APC power back up to meet server and support unit's needs for any backup drives not part of server.
 - All Software required to support Server and applications
 - Software for remote Desktop services
 - All security and Firewall protection to be included.
 - Server capacity to meet retention of E-Mail capture to meet two years of storage
- Combining our server for DocuShare Storage within the new server being provided or show a cost effective alternative.(Presently separate server and APC are installed)
- Proposal for Offsite Cloud data storage for System back ups daily

- Replacement of all office Desk top computers or Lap top units (1) with Windows 7 Professional with a clock speed of 3.0 ghz., soft ware for all units will need Windows Office suite Word, Excel, Power point Outlook for E- mail and some will require access and publisher. Ram size on units to be 4 gig and Hard drives at minim 300 gigs of storage. All units will need to be equipped read write CD/DVD burners. During the office visit required we will need to id any special software needs.
- No Monitors will be required with this Bid proposal since all have very new units many desk tops have multi monitors. Options can be provided if a need is identified and it will require added Monitors, at cost and size per unit.
- Installation of new devices will need to be done as not to effect day to day operations or completed over a weekend.
- All servers and desk top units to meet all BS&A Software equipment needs and Fundbalance System requirements made part of this RFP as Attachment A&B.
- Please provide your response time to our service needs when received, and hours of availability to receive service calls, number of technical folks who are in your organization who can assist if service problems are experienced

The scope includes, each bidder to do an actual inventory of present equipment and software being used today so no unique needs are missed. Any bidder, who is unable to provide services for the aforementioned services requested, will not be considered.

Acme is always willing to look at options like Leasing equipment ,and opportunities for Proactive maintenance for desk top units to ensure optimal performance of the hardware and software in use.

The township intends to contract for up to a maximum (3) three-year initial period. At the end of this period, the township may seek to extend its relationship with the selected firm, host a new competitive bidding process, or discontinue the township engineering relationship at its discretion.

Section C – Requirements

The successful bidder will demonstrate they can meet the following requirements:

- Availability and ability to perform the work, and coordinate and schedule the work as required for these services..
- Ability to communicate and work effectively with Acme Township administration, staff, and other township consultants and private sector developers with respect to any of the services required.

Section D – The Qualification Statement

The statement shall outline in detail the manner in which the selected firm shall work with the Township to fulfill the Township's needs. The statement, at a minimum, shall designate: the bidder's primary contact and his location (one person preferred), support staff and the associate personnel, and the overall relationship which will be established between the service professionals and the Township. Further, the qualifications and experience of the primary and main secondary contacts should be included within the statement.

Section E – RFQ/P Response and Statement of Qualifications

Firms responding to the RFQ/P will be expected to demonstrate the qualifications, competence and capacity of the firm seeking to provide the Township with services at a competitive rate. Substance of the statement will have more impact than the form or manner of the presentation. The statement must contain, *but need not be limited to*, the following information:

- 1) Firm Profile: This may be marketing material, but must include:
 - a) Company history
 - b) Areas of expertise and company capabilities
 - c) Summary of related experience as it relates to items in 1b
 - d) Municipal clients
 - e) Size and composition of firm
 - f) A representative list of current project and/or projects completed within the last five years
 - g) References

- 2) Resources dedicated to this contract:
 - a) Identify the firm's primary contact responsible for providing services to the township.
 - b) Indication of how assigned support staff will be utilized on a full or part time basis.

- 3) Billing Information:
 - a) Hourly fees or rates for all personnel responsible for providing Hardware/Software support services to the township, once all installation work completed. Provide increments of billing on service needs.
 - b) Applicable fees and charges over and above personnel expenses for Cloud storage services.

 - c) Describe the firm's billing procedure
 - 1) Please include sample billing format.

- 3) Conflict of Interest:
 - a) Please identify any actual or potential conflicts of interest that may exist.

Section F – RFQ/P Submission Requirements

- 1) Two physical copies of the proposal should be provided in a sealed envelope clearly marked “RFQ/P for Computer Server and software updates – Acme Township” and will be accepted at:

Acme Township
6042 Acme Road
Williamsburg MI 49690

In addition, one electronic version of the proposal in Adobe PDF format should be provided. The electronic copy may be provided on a CD-ROM along with the physical copies.

- 2) Proposals will be accepted through 5:00 p.m. on Tuesday, April 30, 2014. Submitted proposals will not be opened until after the deadline.
- 3) Questions about the township or this RFQ/P should be directed to:

Jay B. Zollinger, Township Supervisor
Acme Township
6042 Acme Road
Williamsburg MI 49690
(231) 938-1350
jzollinger@acmetownship.org

- 4) The Township Board of Trustees will select a committee to review all proposals, consisting of the Township Supervisor, two additional Board members. This committee will identify two to four firms to be interviewed and will schedule interviews with selected candidates. Interviews will be open to the public and conducted in accordance with the Open Meetings Act. After the interview process, the selection committee will offer a recommendation to the Board for action at its May 3, 2014 regular meeting. Upon Board selection the Township will ultimately negotiate a contract for services with the selected firm.
- 5) The Township will notify all applicants of their status at each step in the selection process.

The Township Board will make its final selection based on evaluation of all responses, qualifications, thoroughness, and pricing and selection committee recommendation. It is currently anticipated that a selection will be made at the May 3, 2014 regular Board meeting. Candidates will be notified of any change made to this schedule.

Section G – Candidate Warranties

Candidates will warrant that they will not delegate or subcontract their responsibilities under any agreement without prior written permission of the Acme Township Board.

Additionally, the candidates will warrant that all information provided by them in connection with this proposal is true and accurate to the best of their knowledge.

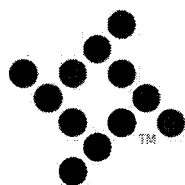
Acme Township will not be liable for any cost incurred by any candidate in the development of a proposal responsive to this request.

Meets Public Act 517 of 2012, the Iran Economic Sanctions Act, MCL, 129.3

Acme Township reserves the right to reject any and all proposals and to accept any proposal which, in its opinion, is most advantageous to the Township.

Attachment A: BS&A Software Requirements

Attachment B: Fundbalance Requirements



fundbalance

a tyler erp solution

Fundbalance Product Solution System Requirements

Standalone Computer and Network Workstation Requirements

	Minimum	Recommended
Processor	2.0 GHz (or faster) Clock Speed	3.0GHz (or faster) Clock Speed
Memory	2 GB (or more) RAM for ALL operating systems	4 GB (or more) RAM for ALL operating systems
Available Disk Space	1 GB of free hard drive space	2 GB of free hard drive space
Network Interface Card	If network workstation – 100 Mbps	If network workstation – 1 Gb
Display	65k color, 1024 x 768 resolution	65k color, 1024 x 768 resolution
Database Backup	Application users are responsible for backing up their own databases (when running stand-alone copies). Viable backup methods include: <ul style="list-style-type: none"> • CDR-CDRW Drive • Zip Drive • Tape Backup Drive • DVDRW 	Application users are responsible for backing up their own databases (when running stand-alone copies). Viable backup methods include: <ul style="list-style-type: none"> • CDR-CDRW Drive • Zip Drive • Tape Backup Drive • DVDRW
Battery Backup	N/A	Having a battery backup in place helps to prevent potential data loss caused by power fluctuation or failures.
Operating System	Windows® XP SP3 Windows® 7 Professional or higher.	Windows® 7 Professional or higher.
Internet Access Speed	DSL	Broadband
Web-Browser	Internet Explorer®, v.7.0+	Internet Explorer® v.8.0+
Additional Requirements	Pervasive© PSQL v10 or higher	Pervasive© PSQL v11

Printers: Verify the following information for all printers you intend to use with your Fundbalance applications:

1. The original manufacturer still currently supports your printer.
2. Current printer drivers (specific to your operating system) are available from the original manufacturer.

You can easily verify the above information by contacting the original manufacturer or visiting their website.

Server Hardware Requirements

	Minimum	Recommended
Processor	3 GHz (or faster) Clock Speed	3 GHz (or faster) Clock Speed
Memory	2 GB (or more) RAM for first application, 512 MB RAM for each additional application beyond the first	4 GB (or more) RAM for first application, 1 GB RAM for each additional application beyond the first
Available Disk Space	2GB of free hard drive space per application	4 GB of free hard drive space per application
Network Interface Card	100Mbps	1 Gb
Display	65k color, 1024 x 768 resolution	65k color, 1024 x 768 resolution
Database Backup	Application users are responsible for backing up their own databases. Viable backup methods include: <ul style="list-style-type: none"> • CDR-CDRW Drive • Zip Drive • Tape Backup Drive • DVDRW 	Application users are responsible for backing up their own databases. Viable backup methods include: <ul style="list-style-type: none"> • CDR-CDRW Drive • Zip Drive • Tape Backup Drive • DVDRW
Battery Backup	Having a battery backup in place helps to prevent potential data loss caused by power fluctuations or failures	Having a battery backup in place helps to prevent potential data loss caused by power fluctuations or failures
Operating System	<ul style="list-style-type: none"> • Windows® 2000 Server Edition • Windows® Server 2003 This list assumes all appropriate service packs are installed on the server	<ul style="list-style-type: none"> • Windows® 2000 Server Edition • Windows® Server 2003 • Windows® Server 2008 This list assumes all appropriate service packs are installed on the server
Internet Access Speed	DSL	Broadband
Web-Browser	Internet Explorer® v 7.0	Internet Explorer®, v. 8.0+
Microsoft® SQL Server 2000 and Service Pack 2 or greater, MSDE2000® or greater, Microsoft® SQL Server 2005	Must be installed on your data server before installing Tyler SQL software. SQL is required for Job Tracking and GASB 34 Reporter, as well as the SQL version of Capital Assets.	Must be installed on your data server before installing Tyler SQL software. SQL is required for Job Tracking and GASB 34 Reporter, as well as the SQL version of Capital Assets.
Additional Requirements	Pervasive© PSQL v10 or higher	Pervasive© PSQL v11 or higher

Hardware Requirements for BS&A .NET Applications

The recommended requirements are subject to change.

Personal Computer Specifications

WORKSTATION

Recommended	<i>Minimum</i>
2.8 I3 (or faster)	2.4 Core2Duo
4 GB RAM	2 GB RAM
40 GB free disk space	20 GB free disk space
Windows 7 (Professional 64/32Bit) OR	Windows XP Professional
Windows 8 (Professional or above)	

TABLET PC (*Community Development Field Inspection App*)

Recommended	<i>Minimum</i>
I5 520 UM (or faster)	2.8 GHz I3
8 GB RAM	4 GB RAM
40 GB free disk space	20 GB free disk space
Windows 7 (Professional or above) OR	Windows XP Professional
Windows 8 (Professional or above; BS&A software is NOT compatible with Windows RT)	

Server Specifications (*Defined as a computer running a Windows Server Operating System*)

DATABASE SERVER (*fewer than 15 users*)

Recommended	<i>Minimum</i>
1 Xeon E5 series Quad-Core 2.4 GHz (or faster)	2 GHz Multi-Core Xeon Processor
8 GB RAM	4 GB RAM
6x SATA 7.5K RPM 1TB (3x RAID 1)	250 GB free disk space
<i>Separate RAID for Operating System</i>	Windows 2003 Server (32Bit)
Windows 2008 Server Standard (64Bit) OR	
Server 2012 (Standard or above)	

DATABASE SERVER (15 to 30 users)

Recommended

1 Xeon 2.3 GHz E5 Six-Core Xeon Processor (or faster)
24 GB RAM
4x SATA 7.5K RPM 1TB (2x RAID 1)
2x SATA (SandForce) Solid State Drive (SSD)
Separate RAID for Operating System
Windows 2008 Server (64Bit) OR
Server 2012 (Standard or above)

Minimum

2 GHz Multi-Core Xeon Processor
16 GB RAM

500 GB free disk space
Windows 2008 Server (64Bit)

DATABASE SERVER (30 to 50 users)

Recommended

(2) Xeon 2.5 GHz E5 Six-Core Xeon Processors (or faster)
48 GB RAM (DDR3 1333 or faster)
4x 10K RPM SAS 1TB Hard Disks (2x RAID 1)
2x SATA (SandForce) Solid State Drive (SSD)
Separate RAID for Operating System
Windows 2008 Server (64Bit) OR
Server 2012 (Standard or above)

Minimum

2.8 GHz Quad-Core Xeon Processor
24 GB RAM
1 TB free disk space
Windows 2008 Server (64Bit)

DATABASE SERVER (50 to 100 users)

Recommended

(2) Xeon 2.5 GHz E5 Eight-Core Xeon Processors (or faster)
64 GB RAM (DDR3 1600 or faster)
8x SATA 15K RPM 1TB (2x RAID 10)
2x SATA (SandForce) Solid State Drive (SSD)
Separate RAID for Operating System
Windows 2008 Server (64Bit) OR
Server 2012 (Standard or above)

Minimum

2x 2.8 GHz Quad-Core Xeon Processor
48 GB RAM
1 TB free disk space
Windows 2008 Server (64Bit)

SERVER (over 100 users)

Please email our IT Department at tech@bsasoftware.com

VIRTUAL SERVERS

Please see the help doc entitled "BS&A Software and Best Practices in Virtual Environments".

TERMINAL SERVICES/CITRIX ENVIRONMENTS

Recommended Application Server Specifications

Dual Quad-Core Xeon Processor

4096 MB RAM plus an additional 1028 MB RAM per user, per application

500 GB free disk space

Windows 2008 Server (64Bit)

Limit of 50 total users

Please see the help doc entitled "BS&A Software and Best Practices in Terminal Server/RDP Environments".

SQL SOFTWARE VERSION RECOMMENDATIONS

Less than 15 users and less than 15,000 parcels -> SQL Express

Greater than 15,000 parcels or greater than 15 users and less than 25 users -> SQL Workgroup

Greater than 25 users -> SQL Workgroup CPU License

Greater than 50 users -> SQL Standard CPU License

****NOTE****Environments running the SQL Standard or Workgroup should strongly consider a dedicated MSSQL Server.

I.T. RECOMMENDATION

BS&A has worked with IT Right for network services and implementation for well over 10 years. If you are in need of IT services, please visit their site:

<http://www.itright.com>

PRINTER RECOMMENDATIONS

All printers used with BS&A .NET applications must be on the Microsoft Hardware Compatibility List. Visit the following link for a complete list. You will need to click the **Hardware** tab, then **Printers and Scanners**.

<http://www.microsoft.com/windows/compatibility/windows-7/en-us/default.aspx>

RECEIPT PRINTER RECOMMENDATIONS

BS&A Software has tested and confirmed the compatibility of the following Epson receipt printer models:

- Epson TM-H6000IV Model: M253A
- Epson TM-H6000III Model: M147G

BS&A has only tested and confirmed the above printers work with our .NET products. If you are considering purchasing a model other than the recommended one, we cannot guarantee its success with our applications. We will, however, make our best effort to assist you. Please visit...

<http://www.bsasoftware.com/references/documents/rctprntrec.pdf>

...for more information

please note: Ithaca Series 90/150 printers are compatible with Windows XP, but will not work on Windows Vista or Windows 7

WORKSTATION/TABLET AND SERVER HARDWARE TESTS

Servers running Microsoft SQL need to pass the BS&A Software .NET Hardware compatibility test.

1. Follow this link: <http://www.bsasoftware.com/Technology/Hardware-Requirements>
2. Click the appropriate link: *PC Hardware Test* or *Server Hardware Test*.

The screenshot shows the BS&A Software website. At the top, there is a navigation bar with the BS&A Software logo and the tagline "Service, Solutions, Support... Satisfaction". To the right of the logo are links for "HOME", "ABOUT", "TESTIMONIALS", and "NEWS / EVENTS". Below the navigation bar is a dark menu with links for "Solutions", "Support", "Learning Center", "Blog", "Technology", and "Contact". On the left side, there is a sidebar with a list of software features, each preceded by a plus sign: "+ SQL Server Database", "+ Microsoft .NET Platform", "+ Hardware Requirements", "+ Common Look & Feel", "+ Centralized User Management", "+ Integrated Report Designer", and "+ Administration Application". Below the sidebar is a promotional banner for "#12 Why use BS&A Software?" with the text "You receive a one-year, full refund". The main content area is titled "Hardware Requirements" and contains the following text: "Hardware Specifications" followed by "The links below provide the minimum and recommended hardware specifications for computers running BS&A applications." and "Please check back regularly, as the hardware specifications recommended at the time of purchase may change with new releases and updated versions of our applications." Below this is a link: "• All .NET Applications - Hardware Recommendations". The next section is "Hardware Compatibility Tests" followed by "Provided here are tests to automatically check whether your computer hardware meets BS&A's minimum specifications for all BS&A .NET applications. Click the appropriate link below to begin the test." Below this are two links: "• PC Hardware Test" and "• Server Hardware Test". A black arrow points to the "PC Hardware Test" link. At the bottom of the main content area, there is a link: "Click here to view our other Help Documents and Whitepapers".

3. Follow the prompts. When the test is complete, a page appears from I.T. Right with the specs detected.

ACME TOWNSHIP

**MONTHLY TREASURERS REPORT
RECONCILED WITH BANK AS OF JANUARY 31, 2014**

	FUND #	DECEMBER 31, 2013 ACCOUNT BALANCE	Net Change	JANUARY 31, 2014 ACCOUNT BALANCE
UNRESTRICTED ACCOUNTS:				
GENERAL FUND TOTAL ACCOUNTS (1 CHECKING AND 2 SAVINGS)	101	\$ 971,944	115,140	\$ 1,087,084
ASSIGNED FROM GENERAL FUND BALANCE:				
SELF FUNDED ACCTS PAYABLE 6 MONTHS COMMITTED	<i>*incl in general fund</i>	388,125	0	388,125
SAYLOR PARK BOAT LAUNCH IMPROVEMENTS ASSIGNED	<i>*incl in general fund</i>	61,920	0	61,920
SEPTAGE PLANT FUNDS ASSIGNED	<i>*incl in general fund</i>	193,813	0	193,813
HOXSIE HOUSE RELOCATION ASSIGNED	<i>*incl in general fund</i>	10,000	0	10,000
PUBLIC BROADCAST EQUIPMENT FUND RESTRICTED	<i>*incl in general fund</i>	6,864	0	6,864
PA48 METRO ACCT FUND RESTRICTED	<i>*incl in general fund</i>	56,235	0	56,235
TOTAL ASSIGNED FROM GENERAL FUND BALANCE:		716,957	0	716,957
UNRESTRICTED BALANCE, Net of Assigned:		\$ 254,987	115,140	\$ 370,127
<i>Funds within General Fund Bank Account</i>				
CEMETARY FUND COMMITTED	209	7,685	0	7,685
FIRE FUND SPECIAL ASSMT	206	43,077	20,208	63,285
POLICE FUND SPECIAL ASSMT	207	150,246	13,261	163,507
LIQUOR FUND 212 MM and 101-212 RESTRICTED	212	12,844	1	12,845
PA48 TOWNSHIP IMPROVEMENT-R.O.W. RESTRICTED	246	20,401	0	20,401
		\$ 234,252	33,470	\$ 267,722
RESTRICTED BY BOARD RESOLUTION ACCOUNTS:				
SHORELINE PRESER.FUND COMMITTED	224	61,543	3	61,546
PARKS & RECREATION COMMITTED	226	9,886	0	9,886
-TRANS FROM NEW URB.TO PARK/SHORELINE COMMITTED	227	28,010	1	28,011
		\$ 99,440	4	\$ 99,444
RESTRICTED BY MILLAGE:				
FARMLAND DEVE. RIGHTS MILLAGE	225	595,470	110,906	706,376
TAX COLLECTION TEMPORARY FUNDS	703	378,768	(221,821)	156,947
		\$ 974,238	(110,915)	\$ 863,323
RESTRICTED BY REVENUE SOURCE ACCOUNTS:				
SEWER FUND RESTRICTED	590	871,299	(14,771)	856,528
PLANNING REVIEW FEES (T & A) ESCROW RESTRICTED	701	11,800	1,948	13,748
ACME TOWNSHIP RESTRICTED FUNDS		\$ 883,099	(12,823)	\$ 870,276
ACME TOWNSHIP ALL ACCOUNT BALANCES				
		\$ 3,162,972	24,877	\$ 3,187,849

Connie Collett

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014

Fund Type: 1.1 GENERAL FUND

Fund: 101 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 000							
997.300 FOURTH OF JULY FIREWORKS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
998.000 GT COUNTY ROAD COMMISION TART	1,013.00	1,013.00	837.90	0.00	0.00	175.10	82.7
999.000 TRANSFER TO OTHER FUNDS	0.00	6,872.31	10,507.63	0.00	0.00	-3,635.32	152.9
Dept: 000	22,113.00	12,618.00	11,345.53	0.00	0.00	1,272.47	89.9
Dept: 101 TOWNSHIP BOARD OF TRUSTEES							
702.000 SALARIES	24,000.00	24,000.00	14,011.52	2,005.76	0.00	9,988.48	58.4
703.000 WAGES DEPUTY/SEC/PRT TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.0
703.001 SECRETARY	27,414.00	27,414.00	16,502.61	2,208.80	0.00	10,911.39	60.2
703.002 TOWNSHIP MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0.0
705.001 PER DIEM TRUSTEES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
710.000 UNEMPLOYMENT EXPENSE	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
714.000 FICA LOCAL SHARE	3,932.00	3,932.00	2,264.11	308.05	0.00	1,667.89	57.6
726.000 SUPPLIES & POSTAGE	4,000.00	4,000.00	739.00	155.29	0.00	3,261.00	18.5
801.000 ACCOUNTING & AUDIT	20,000.00	20,000.00	12,000.00	0.00	0.00	8,000.00	60.0
801.001 INTERNAL ACCOUNTANT	10,000.00	10,000.00	6,480.00	465.00	0.00	3,520.00	64.8
802.001 ATTORNEY SERVICES LITIGATION	3,000.00	3,000.00	777.50	477.00	0.00	2,222.50	25.9
802.002 ATTORNEY SERVICES	16,500.00	16,500.00	10,163.06	1,490.00	0.00	6,336.94	61.6
802.004 CONTRACTED EMPLOYEE SERVICES	2,800.00	2,800.00	0.00	0.00	0.00	2,800.00	0.0
802.005 CONTRACTED COMMUNITY SERVICES	0.00	2,892.21	2,892.21	0.00	0.00	0.00	100.0
803.000 PLANNER SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
803.001 PLANNING CONSULTANT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
803.003 ENGINEERING SERVICES	35,000.00	35,000.00	1,021.25	0.00	0.00	33,978.75	2.9
804.000 SOFTWARE SUPPORT & PROCESSING	5,900.00	5,900.00	2,106.50	89.00	0.00	3,793.50	35.7
807.001 DDA Consultant	0.00	0.00	0.00	0.00	0.00	0.00	0.0
855.000 ACME NEWSLETTER	500.00	500.00	0.00	0.00	0.00	500.00	0.0
860.000 TRAVEL & MILEAGE	1,500.00	1,500.00	13.56	0.00	0.00	1,486.44	0.9
874.000 RETIREMENT/PENSION	2,740.00	2,740.00	2,666.56	0.00	0.00	73.44	97.3
900.000 PUBLICATIONS	1,800.00	1,800.00	1,091.25	319.25	0.00	708.75	60.6
910.000 INSURANCE	5,024.95	5,704.95	3,804.20	527.67	0.00	1,900.75	66.7
946.000 CHERRY CAPITAL CABLE FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
946.001 SUPPLIES/POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
956.000 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
958.000 EDUCATION/TRAINING/CONVENTIONS	1,000.00	1,000.00	130.50	0.00	0.00	869.50	13.1
960.000 dues subscriptions	800.00	800.00	269.10	0.00	0.00	530.90	33.6
965.000 TWP CLEAN UP DAY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TOWNSHIP BOARD OF TRUSTEES	176,910.95	180,483.16	76,932.93	8,045.82	0.00	103,550.23	42.6
Dept: 171 SUPERVISOR EXPENDITURES							
702.000 SALARIES	37,000.00	37,000.00	21,211.59	2,846.16	0.00	15,788.41	57.3
714.000 FICA LOCAL SHARE	2,812.00	2,812.00	1,622.62	217.72	0.00	1,189.38	57.7
726.000 SUPPLIES & POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
860.000 TRAVEL & MILEAGE	500.00	500.00	212.44	0.00	0.00	287.56	42.5
874.000 RETIREMENT/PENSION	2,159.00	2,159.00	1,211.54	0.00	0.00	947.46	56.1
910.000 INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
956.000 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
958.000 EDUCATION/TRAINING/CONVENTIONS	1,500.00	1,500.00	291.00	291.00	0.00	1,209.00	19.4
992.000 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
SUPERVISOR EXPENDITURES	43,971.00	43,971.00	24,549.19	3,354.88	0.00	19,421.81	55.8
Dept: 191 ELECTION EXPENDITURES							
702.000 SALARIES	9,600.00	9,600.00	7,020.78	253.28	0.00	2,579.22	73.1
714.000 FICA LOCAL SHARE	0.00	0.00	-203.81	19.38	0.00	203.81	0.0
726.000 SUPPLIES & POSTAGE	3,500.00	3,500.00	1,455.18	162.48	0.00	2,044.82	41.6
900.000 PUBLICATIONS	500.00	500.00	63.74	0.00	0.00	436.26	12.7
956.000 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
992.000 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
ELECTION EXPENDITURES	13,600.00	13,600.00	8,335.89	435.14	0.00	5,264.11	61.3

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 1.1 GENERAL FUND							
Fund: 101 - GENERAL FUND							
Expenditures							
FICA LOCAL UNIT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 865 INSURANCE							
910.000 INSURANCE	15,000.00	15,000.00	11,035.00	0.00	0.00	3,965.00	73.6
INSURANCE	15,000.00	15,000.00	11,035.00	0.00	0.00	3,965.00	73.6
Dept: 866 SELF INSURANCE							
910.000 INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
SELF INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 900 MISC							
969.000 UNREALIZED LOSS ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 966 TRANSFER TO OTHER FUNDS							
999.000 TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 970 CAPITAL IMPROVEMENTS							
750.000 MAINT & PARKS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
971.000 TOWNSHIP BOARD	0.00	0.00	0.00	0.00	0.00	0.00	0.0
972.000 SUPERVISOR'S CAPITAL IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.0
973.000 CLERK'S CAPITAL	2,867.00	2,867.00	0.00	0.00	0.00	2,867.00	0.0
974.000 ELECTIONS CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
975.000 TWNHALL CAPITAL IMPROVE	13,800.00	13,800.00	0.00	0.00	0.00	13,800.00	0.0
977.000 TREASURER CAPITAL IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
CAPITAL IMPROVEMENTS	16,667.00	16,667.00	0.00	0.00	0.00	16,667.00	0.0
Expenditures	776,250.44	779,142.65	368,065.34	45,159.88	0.00	411,077.31	47.2
Net Effect for GENERAL FUND	35,349.56	32,457.35	188,452.31	115,250.30	0.00	-155,994.96	580.6
Change in Fund Balance:			188,452.31				

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund Type: 1.1 GENERAL FUND

Fund: 102 - TWP ZONING TAKINGS SELF-INSURA

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Revenues							
Dept: 000							
665.000 INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
671.000 MISC REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
698.000 TRANS IN FRM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures							
Dept: 000							
802.001 ATTORNEY SERVICES LITIGATION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 966 TRANSFER TO OTHER FUNDS							
999.000 TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Net Effect for TWP ZONING TAKINGS SELF-INSURA	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Change in Fund Balance:			0.00				

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014

Fund Type: 1.1 GENERAL FUND

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 777 - CLEARING FUND

Expenditures

Dept: 000

714.000 FICA LOCAL SHARE

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0

Dept: 000

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0

Expenditures

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0

Net Effect for CLEARING FUND

Change in Fund Balance:

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Net Effect for GENERAL FUND	35,349.56	32,457.35	188,452.31	115,250.30	0.00	-155,994.96	
Fund Type: 1.2 SPECIAL REVENUE FUNDS							
Fund: 206 - FIRE FUND							
Revenues							
Dept: 000							
402.000 CURRENT PROPERTY TAXES	88,025.00	88,025.00	221,169.31	136,298.74	0.00	-133,144.31	251.3
402.001 VOTED MILLAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
412.000 PERSONAL PROP TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
420.000 DELQUENT PERS PROP TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.0
423.000 ANY AND ALL OTHER TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
445.000 CURRENT TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
445.020 PENALTIES& INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.0
446.000 DEL PERS INTEREST & PENALTY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
665.000 INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
671.000 MISC REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
672.000 ASSESSMENTS CURRENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
676.000 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
698.000 TRANS IN FRM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
699.000 APPROPRIATIONS MISC INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	88,025.00	88,025.00	221,169.31	136,298.74	0.00	-133,144.31	251.3
Revenues	88,025.00	88,025.00	221,169.31	136,298.74	0.00	-133,144.31	251.3
Expenditures							
Dept: 000							
702.000 SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
714.000 FICA LOCAL SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
802.004 CONTRACTED EMPLOYEE SERVICES	83,500.00	83,500.00	34,727.93	6,314.17	0.00	48,772.07	41.6
805.000 METRO FIRE CONTRACT	0.00	0.00	173,429.32	99,167.57	0.00	-173,429.32	0.0
850.000 TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
874.000 RETIREMENT/PENSION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
910.000 INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
920.000 ELECTRIC UTILITIES TOWNHALL	0.00	0.00	0.00	0.00	0.00	0.00	0.0
922.000 MICH CON GAS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
930.000 REPAIRS & MAINT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
956.000 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
964.000 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
970.000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	83,500.00	83,500.00	208,157.25	105,481.74	0.00	-124,657.25	249.3
Dept: 265 TOWNHALL EXPENDITURES							
805.000 METRO FIRE CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
923.000 SEWER TOWNSHIP HALL	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TOWNHALL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 336 FIRE FUND CONTRACT							
804.000 SOFTWARE SUPPORT & PROCESSING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
805.000 METRO FIRE CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
FIRE FUND CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 861 RETIREMENT/PENSION							
805.000 METRO FIRE CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
RETIREMENT/PENSION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 865 INSURANCE							
956.000 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures	83,500.00	83,500.00	208,157.25	105,481.74	0.00	-124,657.25	249.3

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014

Fund Type: 1.2 SPECIAL REVENUE FUNDS

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
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Net Effect for FIRE FUND	4,525.00	4,525.00	13,012.06	30,817.00	0.00	-8,487.06	287.6
Change in Fund Balance:			13,012.06				

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014

Fund Type: 1.2 SPECIAL REVENUE FUNDS

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 207 - POLICE PROTECTION							
Revenues							
Dept: 000							
402.000 CURRENT PROPERTY TAXES	43,823.00	43,823.00	23,869.99	18,565.58	0.00	19,953.01	54.5
412.000 PERSONAL PROP TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
420.000 DELQUENT PERS PROP TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.0
443.000 LIQUOR LICENSE FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
445.020 PENALTIES& INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.0
446.000 DEL PERS INTEREST & PENALTY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
665.000 INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
671.000 MISC REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
676.000 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
698.000 TRANS IN FRM OTHER FUNDS	8,500.00	8,500.00	8,500.00	0.00	0.00	0.00	100.0
Dept: 000	52,323.00	52,323.00	32,369.99	18,565.58	0.00	19,953.01	61.9
Revenues	52,323.00	52,323.00	32,369.99	18,565.58	0.00	19,953.01	61.9
Expenditures							
Dept: 000							
802.000 COMMUNITY POLICING CONTRACT	78,678.00	78,678.00	37,080.50	0.00	0.00	41,597.50	47.1
850.000 TELEPHONE	552.00	552.00	0.00	0.00	0.00	552.00	0.0
956.000 MISCELLANEOUS	0.00	0.00	190.76	0.00	0.00	-190.76	0.0
964.000 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
999.000 TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	79,230.00	79,230.00	37,271.26	0.00	0.00	41,958.74	47.0
Expenditures	79,230.00	79,230.00	37,271.26	0.00	0.00	41,958.74	47.0
Net Effect for POLICE PROTECTION	-26,907.00	-26,907.00	-4,901.27	18,565.58	0.00	-22,005.73	18.2
Change in Fund Balance:			-4,901.27				

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2013 to 1/31/2014

Fund Type: 1.2 SPECIAL REVENUE FUNDS

Fund: 208 - PARK FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Net Effect for PARK FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Change in Fund Balance:			0.00				

BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 101 - GENERAL FUND

Assets

001.000 CASH-CHECKING	633,712.13
004.000 MONEY MARKET	453,372.32
100.000 ACCOUNTS RECEIVABLE	169,000.21
101.000 DUE FROM STATE OF MICHIGAN	105,868.00
102.000 DUE FROM OTHER FUNDS	89,829.32
123.000 PREPAID EXPENSE	3,107.09

Total Assets

1,454,889.07

Liabilities

214.000 DUE TO OTHER FUNDS	3,285.17
228.000 ACCRUED PAYROLL	4,673.52
228.100 FICA	498.93
229.000 FEDERAL WITH HOLDING TAX	61.94
230.000 ACCRUED RETIREMENT PENSION	13,504.45
231.200 OTHER PAYROLL DEDUCTIONS	5,813.39
231.300 FLEX PLAN	401.50
232.000 PASSPORT PAYABLE	-120.00
339.000 DEFERRED REVENUE	65,766.20

Total Liabilities

93,885.10

Reserves/Balances

390.000 Fund Balance	1,172,551.66
398.000 Change in Fund Balance	188,452.31

Total Reserves/Balances

1,361,003.97

Total Liabilities & Balances

1,454,889.07

BALANCE SHEET

Page: 2

2/25/2014

2:39 pm

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 206 - FIRE FUND

Assets

001.000 CASH-CHECKING

63,285.43

123.000 PREPAID EXPENSE

287,500.00

Total Assets

350,785.43

Reserves/Balances

390.000 Fund Balance

337,773.37

398.000 Change in Fund Balance

13,012.06

Total Reserves/Balances

350,785.43

Total Liabilities & Balances

350,785.43

BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 207 - POLICE PROTECTION

Assets

001.000 CASH-CHECKING

163,506.90

Total Assets

163,506.90

Reserves/Balances

390.000 Fund Balance

168,408.17

398.000 Change in Fund Balance

-4,901.27

Total Reserves/Balances

163,506.90

Total Liabilities & Balances

163,506.90

BALANCE SHEET

Page: 4

2/25/2014

2:39 pm

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 209 - CEMETERY FUND

Assets

001.000 CASH-CHECKING

7,684.59

Total Assets

7,684.59

Reserves/Balances

390.000 Fund Balance

6,215.42

398.000 Change in Fund Balance

1,469.17

Total Reserves/Balances

7,684.59

Total Liabilities & Balances

7,684.59

BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 212 - LIQUOR FUND

Assets

001.000 CASH-CHECKING

664.14

004.000 MONEY MARKET

12,180.47

Total Assets

12,844.61

Reserves/Balances

390.000 Fund Balance

12,387.29

398.000 Change in Fund Balance

457.32

Total Reserves/Balances

12,844.61

Total Liabilities & Balances

12,844.61

BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 224 - SHORELINE PPRESERVATION

Assets

001.000 CASH-CHECKING

61,546.06

101.000 DUE FROM STATE OF MICHIGAN

-0.02

Total Assets

61,546.04

Liabilities

214.000 DUE TO OTHER FUNDS

675.00

Total Liabilities

675.00

Reserves/Balances

390.000 Fund Balance

54,669.93

398.000 Change in Fund Balance

6,201.11

Total Reserves/Balances

60,871.04

Total Liabilities & Balances

61,546.04

BALANCE SHEET

Page: 7

2/25/2014

2:39 pm

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 225 - FARMLAND PRESERVATION

Assets

001.000 CASH-CHECKING	606,253.75
004.000 MONEY MARKET	100,122.33
102.000 DUE FROM OTHER FUNDS	1,350.00

Total Assets

707,726.08

Liabilities

214.000 DUE TO OTHER FUNDS	1,290.00
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Total Liabilities

1,290.00

Reserves/Balances

390.000 Fund Balance	568,000.49
398.000 Change in Fund Balance	138,435.59

Total Reserves/Balances

706,436.08

Total Liabilities & Balances

707,726.08

BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 226 - PARK and RECREATION FUND

Assets

001.000 CASH-CHECKING

9,886.45

102.000 DUE FROM OTHER FUNDS

135.00

Total Assets

10,021.45

Liabilities

202.000 ACCOUNTS PAYABLE

279.08

Total Liabilities

279.08

Reserves/Balances

390.000 Fund Balance

9,614.01

398.000 Change in Fund Balance

128.36

Total Reserves/Balances

9,742.37

Total Liabilities & Balances

10,021.45

BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 227 - NEW URBANIST TOWN CENTER

Assets

001.000 CASH-CHECKING

28,011.24

Total Assets

28,011.24

Liabilities

214.000 DUE TO OTHER FUNDS

135.00

Total Liabilities

135.00

Reserves/Balances

390.000 Fund Balance

27,852.63

398.000 Change in Fund Balance

23.61

Total Reserves/Balances

27,876.24

Total Liabilities & Balances

28,011.24

BALANCE SHEET

Page: 10

2/25/2014

2:39 pm

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 246 - TWP IMPROVEMENT REVOLVING FUND

Assets

001.000 CASH-CHECKING

20,400.57

Total Assets

20,400.57

Reserves/Balances

390.000 Fund Balance

20,400.57

Total Reserves/Balances

20,400.57

Total Liabilities & Balances

20,400.57

BALANCE SHEET

Page: 11

2/25/2014

2:39 pm

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 590 - ACME RELIEF SEWER

Assets

001.000	CASH-CHECKING	660,035.31
004.000	MONEY MARKET	196,492.64
007.000	CASH WITH FISCAL AGENT	0.40
045.000	RECEIVABLE-CURRENT	2,072.78
100.000	ACCOUNTS RECEIVABLE	190,127.43
132.000	SEPTIC PLANT	470,853.00
133.000	ACCUMULATED DEPRECIATION	-56,320.00
152.000	WATER SYSTEMS	177,000.00
153.000	ACCUMULATED DEPRECIATION-WATER	-56,935.00
154.000	SEWER SYSTEMS	11,611,103.07
155.000	ACCUMULATED DEPREC-SEWER	-4,947,949.00
160.000	LOAN ACQUISITION FEES	1,723.00
161.000	ACCUM AMORT LOAN ACCQU FEES	-1,723.00

Total Assets

8,246,480.63

Liabilities

202.000	ACCOUNTS PAYABLE	1,471.63
214.000	DUE TO OTHER FUNDS	9,598.04
250.000	BONDS PAYABLE	1,564,003.37
250.001	ACCR.INTEREST ON BONDS	9,388.32
251.002	PREMIUM OF REFUNDED BONDS	66,436.03
300.000	BONDS	330,750.00

Total Liabilities

1,981,647.39

Reserves/Balances

390.000	Fund Balance	652,402.73
395.000	RETAINED EARNINGS	5,334,752.22
398.000	Change in Fund Balance	277,678.29

Total Reserves/Balances

6,264,833.24

Total Liabilities & Balances

8,246,480.63

BALANCE SHEET

Page: 12

2/25/2014

2:39 pm

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 701 - TRUST AND AGENCY

Assets

001.000 CASH-CHECKING	13,748.01
100.000 ACCOUNTS RECEIVABLE	65,766.20
102.000 DUE FROM OTHER FUNDS	2,610.17

<u>Total Assets</u>	<u>82,124.38</u>
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Liabilities

214.000 DUE TO OTHER FUNDS	85,121.15
255.000 ESCROW DEPOSITS	2,387.62
273.000 UNDISTRIBUTED INCOME	3.37
282.001 ENGLE WINERY SITE IMPROVEMENTS	-415.00
282.019 AMENDMENT 019 ANDRES REZONING	-15.72
282.054 TRAVERSE CITY BULL DOGS ATHLE	1,867.72
282.055 STEINORTH FINE HOMES	2,975.50
282.056 MUNN, JIM	380.00
282.057 9536 WINTER RD ZBA	400.00
282.059 6041 PLUM DR ZBA	400.00
282.060 GREAT LAKES TRIM	800.00
282.101 RV PARK EXPANSION SITE	261.72
282.141 AMENDMENT 141 IMMANUEL REZONIN	-6,099.75
282.210 EASTWOOD CUSTOM HOMES	390.00
282.352 HOLMAN ZBA	483.33
282.423 POW/WINDWARD RIDGE	-2,288.40
282.503 MEIJERS	-6,042.87
282.603 LOCHENHEATH PHASE 2 SUP	-4,611.00
282.803 TRAVERSE BAY RV SUP	78.30
282.901 VGT PHASE 1 SITE PLAN/SUP	6,266.34

<u>Total Liabilities</u>	<u>82,342.31</u>
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Reserves/Balances

390.000 Fund Balance	-217.93
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<u>Total Reserves/Balances</u>	<u>-217.93</u>
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<u>Total Liabilities & Balances</u>	<u>82,124.38</u>
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BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 703 - CURRENT TAX COLLECTION

Assets

001.000 CASH-CHECKING

156,946.85

Total Assets

156,946.85

Liabilities

273.000 UNDISTRIBUTED INCOME

135,268.73

Total Liabilities

135,268.73

Reserves/Balances

390.000 Fund Balance

21,678.12

Total Reserves/Balances

21,678.12

Total Liabilities & Balances

156,946.85

BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2014

Balances

Fund: 817 - ARNOLD ROAD SPECIAL ASSESSMENT

Assets

045.000 RECEIVABLE-CURRENT

504.66

049.000 RECEIVABLES-DEFERRED

0.87

Total Assets

505.53

Liabilities

339.000 DEFERRED REVENUE

505.53

Total Liabilities

505.53

Total Liabilities & Balances

505.53



DRAFT UNAPPROVED

ACME TOWNSHIP PLANNING COMMISSION MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Monday, February 10, 2014, 7:00 pm.

CALL TO ORDER WITH PLEDGE OF ALLEGIANCE Opened at 7:02

ROLL CALL: Wentzloff x Feringa x Finch x Forgette x Rosa x Timmins x
White 7:10 DeMarsh x

Staff Present: Lennox, Jocks, Iacoangeli

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.

Opened:7:03

Closed 7:03

B. APPROVAL OF AGENDA: With addition of Tim Harts Letter and Mark Poniatoskis letter entered into Correspondence

Motion by: Timmins 2nd: Finch

Yes: unanimous vote

Motion carries

C. INQUIRY AS TO CONFLICTS OF INTEREST: None noted

D. CONSENT CALENDAR: The purpose is to expedite business by grouping non-controversial items together for one Board motion 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.

a) RECEIVE AND FILE:

1. Draft Unapproved Minutes of:

1. Township Board minutes: 1/07/14
2. Planning, Zoning & Administrative report 12/01/2013-01/31/2014
3. ZBA meeting minutes 01/09/2014

b) ACTION:

Draft Unapproved Minutes of:

1. Planning Commission minutes 01/13/14

Motion by: Timmins 2nd: Finch

To approve the Consent calendar with the Planning commission minutes and Planning/Zoning Administrative update removed.

Yes: unanimous vote

Motion carries

E. ITEMS REMOVED FROM THE CONSENT CALENDAR:

1. Planning Commission minutes 01/13/14- insert comments submitted by Brian Kelley
2. Planning and zoning administrative update- change Bertha Vos school to the International Baccalaureate school.

Motion by Feringa 2nd by Finch to approve the Planning Commission draft minutes from 01/13/14 with the added comments.

Yes: unanimous vote, motion carries

Motion by Timmins 2nd. By Finch to receive and file the Planning and Zoning Administrative report 12/01/13-01/31/14 with the changes noted.

Motion carries

Yes: unanimous vote, motion carries

F. CORRESPONDENCE: Letters received, read and filed from: Tim Hart, Mark Poniatoski and Brian Kelley

G. PUBLIC HEARINGS:

Ordinance# 028 Medical Marijuana Moratorium Opened at 7:20 Closed at 7:20

Ordinance# 029 US-31-M72 Business and Mixed Use District Opened at 7:21 Closed at 7:22

Brain Kelley, RidgeCrest Rd.– Stated the lack of availability of the document before the public meeting- reviewed January meeting minutes and it was ready for release than, wanted to know why it was not made public to everyone? He believes the township should share documents as soon as possible so the public can be ready at meetings and older documents should remain on the site for comparison.

H. NEW BUSINESS:

1. Ordinance #028 Medical Marijuana- Jeff Jocks gave a recap of the Dispensary Bill, and the politics that surround it. It may not be such a dire issue.

Discussion followed concerning the number of dispensaries that could even come into our community with all the new shoreline park property and the current ordinance that is in place. Nikki Lennox will be looking into the radius 1000 ft. from all the township parks to see where any may possibly fit.

White and Feringa don't see a need for a moratorium. The Supreme Court upheld that the Federal Controlled Substances Act does not preempt the Michigan Medical Marihuana Act but MMA preempts a local ordinance prohibiting medical marihuana. Jocks suggest we table it for a month and gather more information.

Motion by Finch 2nd by Rosa to postpone the Medical Marijuana moratorium while staff works on gathering more information

Yes: unanimous vote, motion carries

2. Ordinance #029 US-31 M-72 Business and Mixed Use District

Changed the name from Form Based Code to "Business and Mixed Use District".

Next step is to send it to County Planning and have them review it.

Jocks clarified that the County would be looking at it without board review.

John I said that was fine.

Motion by White support by Finch to send the Business and Mixed Use District plan to the county planning commission for review

Yes: unanimous vote, motion carries

3. Great Lakes Trim

Lennox explained this is an amendment under modifications and amendments to a S.U.P

S.U.P # 2001-16P, Amendment # 2004-9P along with a site plan review. It was determined than an additional SUP was missing.

Jeremy Dickens (FED Corp) and Tom Crandall, the owner of Great Lakes Trim stated that the

modifications were to improve product flow and additional storage.

Discussion of Beckett & Readers' report followed regarding parking and tree islands, maneuvering lane and drive way, drainage areas and curb cuts.

It was decided that township staff would look up the old S.U.P to see what it said; decision was postponed and will come back to the planning commission in March.

4. B-4 Amendment

John Iacoangeli read the draft Ordinance which will allow for more uses permitted by right in the B-4 District. Many of the draft uses are already present in that district.

Wentzloff wants to make sure the language matches the other ordinance.

Amendment postponed until March.

I. OLD BUSINESS:

1. Accessory Building Height Ordinance Amendment

Wentzloff read a letter from Mark Poniatoski, and stated that his math didn't take into account parking areas for lot coverage. It was pointed out that we have only had one request for a change to building foot print size, which can be addressed on an individual basis through the zoning board of appeals. All other requests dealt with height issues. The planning commission will not modify building foot print at this time, only height.

Wentzloff wants the wording of two stories removed from the amendment and leave it only as 24 ft.

Motion by Feringa 2nd by Timmins to set a public hearing at the March meeting with the removal of 7.2.1 E "two stories" and keeping only the language of "24 ft".

Yes: unanimous vote, motion carries

2. A-1 Agricultural Ordinance Amendment

John I read the survey results with 80% supporting having 5% locally produced fruit and 75% from the rest of the state of Michigan. 80% also supported a 3 year exemption for startup period for use of local fruit, the clock with start when the license is issued by the MLCC. Timmins supports the change to 5% local ingredients.

Discussion about enforcement – Hard to enforce but guarantees that something will be planted on the land in the Ag. District.

Discussion on language using something other than just the word fruits. John I suggested we use the language from the Right to farm act, Fruits will be changed to Farm Products.

Discussion on requirement for acreage amount planted. Wineries will be raised to 3 acres. Breweries and Distilleries will remain the same.

Motion by: Timmins 2nd: Finch to send the A-1 Agricultural Ordinance Amendment to hearing in March

Yes: unanimous vote, motion carries

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

Opened at 9:06 closed at 9:07

Timmins gave a recap of 3 classes attended at the MRPA conference

Feringa talked about the study being done on a passenger train from T.C to Turtle Creek Casino

ADJOURN: Motion by: Finch 2nd: Timmins

Yes: unanimous vote, motion carries

adjourned at 9:16



Memo

To: Acme Township Board of Trustees and the Park Advisory Board
From: Tom Henkel, Buildings, Grounds and Parks Manager
Date: 2/24/2014
Re: Buildings, Grounds & Parks Update

The following is a summary of key building, grounds and parks activities underway.

This List may not be exhaustive.

Parks:

- Plowing TART from 5 mile to Bunker Hill again, they sent a blower out and opened some snow storage space along the trail. I think it will last until we get windy big snow like 6" inches plus, then they will have to blow it out again. Also the railroad has plowed the tracks and they are throwing it back towards the trail a little. 120" inches of snow so far this year.
- Bayside parking lot is drifting in snow as high the hood on the truck in drifts. I went in with our tractor/loader and push up the banks as far as I could. One more storm and I think were done with the equipment we have. Here are two alternatives; 1. We can hire a big loader to clear it after the storm if it occurs. I worry that the gardens in the parking lot will be damaged from the loader as they are buried in the existing snow piles. A 2. For the amount of usage the park is getting, cry uncle and shut the gate until spring. Let me know what your pleasure is.
- All snow piles in parking areas have been consolidated with the tractor/loader to the limits of the reach of the machine.
- I have been keeping emergency bay access open at Bunker, Dock and Saylor Park ramps all winter. I also opened a path down the ramps for the fisherman once the bay froze over

good. I plow for parking where I can at the ramps, at Bunker Hill I plow also to keep access to the sewer lift station along with the G.T.D.P.W.

- Attended the Watershed Centers 2013 Invasive Phragmites Program review meeting Jan. 16.
- Attended the Health Departments Beach Monitoring Stakeholders Meeting Feb 21.

Cemeteries:

- Closed

Buildings/Grounds:

- Roof leaks in hall frozen for now, cannot do much until spring.
- Looking to get hall carpets cleaned in April/ spring cleaning.
- Snow at hall, getting close to being out of storage space. We may have to hire haul away service or have an early spring! I'm monitoring the situation.

Equipment/Fixtures:

- The doors for the storage wall in the west end of town hall just arrived, so I will be picking those up and other materials after the election this week. Then I will get started on that project.

Surface Water Quality Testing:

- Shut down until spring.

Planning:

- 2014-2015 Parks Maintenance Plan under review by Supervisor, for input. I hope to make any changes, then copy and present to Parks Advisory Board at their 2-27-2014 Meeting.

- Updated our 2013 data into the National Recreation and Parks Association “Proragis” Data Base. This is a member database so you can compare our operations to all the other members in the country. This can help us compare our operations and facilities against like sized operations, against average industry standards or regional operations. Example; we have a population of 4375 and we have two playgrounds which is about average. So it shows in most places, they have a playground for about every 2200 in permanent population. It takes very little time to update each year, I started 2011. I think is a good tool in the toolbox, worth the effort!

General Activities:

- Routine

Thanks!

Tom Henkel

MRPA Conference Jan. 23rd.

Economic Development benefits of Public investment in Parks & Recreation –

Douglas Luciani

- Michigan's tourist industry is worth 17 billion and raising.
- Connecting public assets to all the economic aspects that surround each asset.
- Managed each park as part of the economic plan, groups can be brought in to fully utilize the land within the township to bring in events that fit each space.
- Bringing in events that attract people from out of Michigan, creates a gateway to bring people back to an area.
- Grand Traverse region outpaced Michigan economy since 2001, how can we capture a piece of the growth.

Leveraging Volunteer training and Leadership to expand organizational capacity-

Steve Faber and Lee Mueller

- How to find volunteers within our community
- Developing framework before filling in the frame
- Ability of volunteers to become advocates and take ownership of the parks

The Economic Benefits of Parks, Trails and recreation -Dr. John Crompton

- Tourism was pioneered in Michigan
- Attractions drive tourism, and bring money to the business community
- Break down of service cost for different land uses based on a study in 98 cities.
- By keeping open space and creating a finite number of houses the demand will automatically raise home values



**ACME TOWNSHIP BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Tuesday, February 4, 2014, 7:00 p.m.**

MEETING CALLED TO ORDER WITH THE PLEDGE OF ALLEGIANCE AT 7:00 p.m.

Members present: C. Dye, C. Collett, A. Jenema, P. Scott, D. White, J. Zollinger
Members excused: G. LaPointe
Staff present: J. Jocks, Township counsel
N. Edwardson, Recording Secretary

A. LIMITED PUBLIC COMMENT:

CLOSED PUBLIC COMMENT: 7:01 pm

B. APPROVAL OF AGENDA:

Zollinger asked to add one item to New Business, #3 DPW sewer membrane replacement update and one on Old Business # 1 Update on Township computers and server and Scott asked to add emails regarding the bookkeeper as Old Business # 2.

Motion by Jenema seconded by Scott to approve the agenda as amended, adding one item under New Business and two under Old Business. Motion carried by unanimous roll call vote.

C. INQUIRY AS TO CONFLICTS OF INTEREST: None noted

D. 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:

- 1. [Treasurer's Report](#) 12/31/13
- 2. [Clerk's Report](#) 12/31/13
- 3. Draft Unapproved Meeting Minutes:
 - a. Planning Commission [01/13/14](#)
 - b. ZBA meeting [01/09/14](#)
- d. [Parks and Maintenance Report](#) – Tom Henkel
- e. [The Metro Insider Newsletter](#) January 2014
- f. [Planning, Zoning & Administrative Activity Report](#)
- g. [North Flight 2014](#)

2. ACTION – Consider approval:

- a. Township Board meeting minutes of [1/7/14](#)
- b. [Accounts Payable Prepaid](#) of \$3,982.72 and [Current](#) to be approved of \$25,692.50 (Recommend approval: Cathy Dye, Clerk)

Motion by Jenema, seconded by Collette to approve the consent calendar less Item 1# d Parks & Maintenance report, and Item 2# b Current bills. Motion carried by unanimous roll vote.

E ITEMS REMOVED FROM THE CONSENT CALENDAR:

1. Parks and Maintenance Report - Henkel

Jenema asked if the Tart Trails were informed that Henkel has stopped plowing because there is no place to push the snow. Zollinger commented that they were notified.

Motion by Jenema, seconded by White to accept the Parks and Maintenance report as presented. Motion carried by unanimous roll call vote.

2. Current invoices to be approved

Dye requested one additional invoice for Brick House Interactive for \$1,352.50 to be approved bringing the total invoices to \$27,024.00.

Motion by Scott, seconded by Jenema, to approve the Current invoices as amended. Motion carried by unanimous roll call vote.

F. REPORTS:

1. [Sheriff's Report](#) – Deputy: Ken Chubb

Chubb reported 206 calls the last month with 31 car accidents.

2. [County Commissioner's Report](#) – Larry Inman:

Inman was unable to attend tonight's meeting.

3. County Road commission report – Bill Mouser

No report given

G. Public Hearing : None

H. NEW BUSINESS:

1. Adoption of Resolution # R-2014-08 Community Recreation and Natural Resource Conservation Plan

Motion by Jenema, seconded by Dye to approve Resolution R # 2014-08 as presented. Motion carried unanimously.

2. Distribution of Acme Township Master Plan

Wentzloff, Chair of the Planning Commission was present. She commented that the Planning Commission is at a juncture where they would request the Board of Trustees approval to distribute the Acme Township Community Master Plan to various inter-governmental agencies for their review and comments. There will be 63 days to review and then a public hearing after that.

Motion by White, seconded by Scott to approve the distribution of the Acme Township Master plan to various inter-governmental agencies for their review and comments. Motion unanimously.

3. DPW Sewer membrane replacement update

Zollinger stated that there had been a few articles in the Record Eagle recently he wanted to keep the Board informed. It is the plan to replace one membrane in September of 2014. This would be a cost of around \$31,000.00 for Acme. This is based on flow not ownership.

I. OLD BUSINESS:

1. Township computers and servers

Zollinger stated that our computers and server are old. In another year the server will be non supported. We have had recent problems with updating but did not lose any information. Collett offered to look into some providers.

2. Dennis Drennan

Scott expressed concerns about recent emails that indicated Drennan would not communicate with our Treasurer, Collett. Scott stated that he made it very clear in his motion at the last Board meeting that everyone had to communicate with each other.

Motion by Zollinger, seconded by White, that Zollinger will contact Dennis Drennan, our Bookkeeper, and ask Drennan if he is willing to communicate with all Board members by Email. If not then the Board will dismiss him from his services to the township. Motion carried by 5 in favor (Collett, Jenema, Scott, White, Zollinger) and 1 opposed (Dye)

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

R. Challenger, 3885 Bunker Hill Road, express disappointed that after a two month absence from the Board meetings he finds that we are still bickering.

A. Rundhaugh, 3733 Bunker Hill Road, a Acme township resident since 1970 has seen a lot of Boards come and go and does not recall so much bickering between Board members as we currently have. She would encourage some “soul searching. She also commented on the notice for election workers.

Brian Kelley, address unknown, also expressed that it was time for the Board to move on pass the recent disagreements. He also provided a letter (attached to minutes) addressing issues with the Master Plan.

Meeting adjourned at 8:30 p.m. on a motion by Scott with support from Jenema.

Check Register Report

PREPAID

Date: 02/25/2014

Time: 4:02 pm

Page: 1

Acme Township

BANK: CHASE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
CHASE BANK Checks							
22470	02/11/2014	Printed		0000002875	CHARTER COMMUNICATIONS	TELEPHONE/INTERNET	323.97
22471	02/11/2014	Printed		0000002900	CHERRYLAND RURAL ELECTRIC	ELECTRIC	451.63
22472	02/11/2014	Printed		0000004460	DTE ENERGY	GAS	838.95
22473	02/11/2014	Printed		4416	NEOFUNDS BY NEOPOST	POSTAGE	200.00
22474	02/11/2014	Printed		0000020450	SHELL OIL COMPANY	GAS	336.38
22475	02/11/2014	Printed		0000025000	WASTE MANAGEMENT	GARBAGE PICKUP	170.41
22476	02/25/2014	Printed		00002877	CHASE BANK	CLASSES/SUPPLIES	205.12
22477	02/25/2014	Printed		0000003300	CONSUMERS ENERGY	ELECTRIC	23.52
22478	02/25/2014	Printed		0000003300	CONSUMERS ENERGY	ELECTRIC	23.52
22479	02/25/2014	Printed		0000003300	CONSUMERS ENERGY	ELECTRIC	826.98
22480	02/25/2014	Printed		0000025590	MCI	LONG DISTANCE/SHERIFF LINE	28.04
Total Checks: 11						Checks Total (excluding void checks):	3,428.52
Total Payments: 11						Bank Total (excluding void checks):	3,428.52

Edit List of Invoices - Detail w/GL

TO BE APPROVED

Date: 02/26/2014

Time: 3:48 pm

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Acme Township

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		

13349	A & D ASSESSING	03/05/2014	CHASE	MARCH	
0000000520	4949 BREEDS HILL TRL	03/05/2014	N		2,500.00
	WILLIAMSBURG	03/05/2014	N	N	0.00
	MI 49690	03/05/2014	0.00	Y	0
	<Emailing Stub Disabled>	03/05/2014			0.00
					<u>2,500.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-209-803.002	ASSESSING CONTRACT SERVICES	MARCH	2,500.00	0.00
Distribution Total			2,500.00	0.00

Vendor Total: 2,500.00

13340	B S & A SOFTWARE	03/05/2014	CHASE	ANNUAL SERVICE/SUPPORT	
0000002300	14965 ABBEY LANE	03/05/2014	N		518.00
	BATH	03/05/2014	N	N	0.00
	MI 48808	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014	INV 94283		0.00
					<u>518.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-209-804.000	SOFTWARE SUPPORT & PROCESSING	SPECIAL ASSES SYSTEM	518.00	0.00
Distribution Total			518.00	0.00

Vendor Total: 518.00

13346	BECKETT & RAEDER	03/05/2014	TRUST	PLANNING SERVICES	
0000001660	535 WEST WILLIAM,SUITE 101	03/05/2014	N		2,910.00
	ANN ARBOR	03/05/2014	N	N	0.00
	MI 48103	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014	INV 2013-0297, INV 2013-03		0.00
					<u>2,910.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
701-400-282.901	VGT PHASE 1 SITE PLAN/SUP	PROJ #25012	2,310.00	0.00
701-400-282.901	VGT PHASE 1 SITE PLAN/SUP	PROJ #201332	600.00	0.00
Distribution Total			2,910.00	0.00

13348	BECKETT & RAEDER	03/05/2014	CHASE	PROFESSIONAL SERV FOR JANL	
0000001660	535 WEST WILLIAM,SUITE 101	03/05/2014	N		940.00
	ANN ARBOR	03/05/2014	N	N	0.00
	MI 48103	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014	INV2014-0742, 0741, 0736		0.00
					<u>940.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-410-803.001	PLANNING CONSULTANT	RETAINER 2014-0742	750.00	0.00
101-410-803.001	PLANNING CONSULTANT	PLANNING 2014-0741	120.00	0.00
101-410-803.001	PLANNING CONSULTANT	PLANNING 2014-0736	70.00	0.00
Distribution Total			940.00	0.00

13354	BECKETT & RAEDER	03/05/2014	TRUST	PLANNING SERVICES	
0000001660	535 WEST WILLIAM,SUITE 101	03/05/2014	N		2,975.00
	ANN ARBOR	03/05/2014	N	N	0.00
	MI 48103	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014	INV 2013-0343 PRO#20132i		0.00
					<u>2,975.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
701-400-282.055	STEINORTH FINE HOMES	2013-0343, 201328	2,975.00	0.00
Distribution Total			2,975.00	0.00

Edit List of Invoices - Detail w/GL

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Acme Township

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		

Vendor Total: 6,825.00

13344	CINTAS CORP #729	03/05/2014	CHASE	OFFICE RUGS	39.33
	P.O BOX 630910	03/05/2014	N		0.00
0000002990	CINCINNATI	03/05/2014	N	N	0.00
	OH 45263-0910	03/05/2014	0.00	0	0.00
	<Emailing Stub Disabled>	03/05/2014	729643344		39.33

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-265-930.000	REPAIRS & MAINT		39.33	0.00
Distribution Total			39.33	0.00

Vendor Total: 39.33

13337	CULLIGAN WATER, MCCARDEL	03/05/2014	CHASE	WATER	83.75
	40 HUGHES DRIVE	03/05/2014	N		0.00
0000003400	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49686	03/05/2014	0.00	0	0.00
	<Emailing Stub Disabled>	03/05/2014	ACCT# 1055621		83.75

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-265-930.000	REPAIRS & MAINT		83.75	0.00
Distribution Total			83.75	0.00

Vendor Total: 83.75

13352	EAST BAY PROFESSIONALS, INC	03/05/2014	CHASE	FEBRUARY 2014	345.00
	2145 CHRYSTAL RIDGE DR.	03/05/2014	N		0.00
EBP	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49686	03/05/2014	0.00	0	0.00
	<Emailing Stub Disabled>	03/05/2014			345.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-101-801.001	INTERNAL ACCOUNTANT	FEBRUARY	345.00	0.00
Distribution Total			345.00	0.00

Vendor Total: 345.00

13335	GOSLING CZUBAK ENGR	03/05/2014	CHASE	GENERAL ENGINEERING SERV	250.00
	1280 BUSINESS PARK DRIVE	03/05/2014	N		0.00
0000007675	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49686	03/05/2014	0.00	0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV 70174		250.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-101-803.003	ENGINEERING SERVICES		250.00	0.00
Distribution Total			250.00	0.00

Vendor Total: 250.00

13333	GOVERNMENTAL BUSINESS SYS	03/05/2014	CHASE	ELECTION SUPPLIES	67.06
	4995 VARSITY DR. UNIT C	03/05/2014	N		0.00
0000007720	LISLE	03/05/2014	N	N	0.00
	IL 60532	03/05/2014	0.00	0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV 14-18131		67.06

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-726.000	SUPPLIES & POSTAGE		67.06	0.00

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Acme Township

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		

Distribution Total					67.06	0.00
	GOVERNMENTAL BUSINESS SYS	03/05/2014		CHASE	ELECTION SUPPLIES	
	4995 VARSITY DR. UNIT C	03/05/2014		N		19.70
13347	LISLE	03/05/2014		N	N	0.00
0000007720	IL 60532	03/05/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV # 14-18180			19.70

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-726.000	SUPPLIES & POSTAGE	MI AV POLL BOOK QVF	19.70	0.00
Distribution Total			19.70	0.00

Vendor Total: 86.76

	GRAND TRAVERSE COUNTY	03/05/2014		SEWER	ACME SEWER	
	FINANCE DEPT. ACCTS RECEIVA	03/05/2014		N		74,724.29
13331	TRAVERSE CITY	03/05/2014		N	N	0.00
7890	MI 49684	03/05/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV 88123,88124,88144,881			74,724.29

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
590-000-956.001	OPERATING & MAINT EXP	SEWER DPW EXP FOR DEC2013	73,161.38	0.00
590-000-956.001	OPERATING & MAINT EXP	WATER-HOPE VILLAGE	1,375.90	0.00
590-000-956.001	OPERATING & MAINT EXP	SEWER FINAL EXP DEC2013	178.02	0.00
590-000-956.001	OPERATING & MAINT EXP	WATER-HOPE VILLAGE FINAL EXP	8.99	0.00

Distribution Total			74,724.29	0.00
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	GRAND TRAVERSE COUNTY	03/05/2014		CHASE	SHERIFF-CO PATROL	
	FINANCE DEPT. ACCTS RECEIVA	03/05/2014		N		19,003.75
13350	TRAVERSE CITY	03/05/2014		N	N	0.00
7890	MI 49684	03/05/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV 88239			19,003.75

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
207-000-802.000	COMMUNITY POLICING CONTRACT	JAN - MARCH 2014	19,003.75	0.00

Distribution Total			19,003.75	0.00
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Vendor Total: 93,728.04

	GRAND TRAVERSE METRO ESA	03/05/2014		CHASE	PT STAFFING JANUARY 2014 PA	
	897 PARSONS ROAD	03/05/2014		N		6,314.17
13329	TRAVERSE CITY	03/05/2014		N	N	0.00
0000007950	MI 49686	03/05/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/05/2014	INV 705			6,314.17

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
206-000-802.004	CONTRACTED EMPLOYEE SERVICES		6,314.17	0.00

Distribution Total			6,314.17	0.00
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Vendor Total: 6,314.17

	INTEGRITY BUSINESS SOLUTION	03/05/2014		CHASE	OFFICE SUPPLIES	
	1302 INDUSTRY B	03/05/2014		N		86.40
13339	TRAVERSE CITY	03/05/2014		N	N	0.00
0000010300	MI 49696	03/05/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/05/2014				86.40

Edit List of Invoices - Detail w/GL

TO BE APPROVED

Date: 02/26/2014

Time: 3:48 pm

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Acme Township

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-265-726.000	SUPPLIES & POSTAGE		61.41	0.00
101-215-726.000	SUPPLIES & POSTAGE		24.99	0.00
Distribution Total			86.40	0.00

13355	INTEGRITY BUSINESS SOLUTION	03/05/2014	CHASE	OFFICE SUPPLIES	
	1302 INDUSTRY B	03/05/2014	N		86.10
0000010300	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49696	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014			86.10

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-265-726.000	SUPPLIES & POSTAGE	COPY PAPER,TAB INDEX,LABELS	79.61	0.00
101-215-726.000	SUPPLIES & POSTAGE	3 HOLE PAPER	6.49	0.00
Distribution Total			86.10	0.00

Vendor Total: 172.50

13338	INTEGRITY SOFTWARE SYSTEM:	03/05/2014	CHASE	COMPUTER SUPPORT1/6/14+1/14	
	4020 COPPERVIEW	03/05/2014	N		267.00
000001420	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49684	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014	INV 9529		267.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-101-804.000	SOFTWARE SUPPORT & PROCESSING		267.00	0.00
Distribution Total			267.00	0.00

13356	INTEGRITY SOFTWARE SYSTEM:	03/05/2014	CHASE	COMPUTER SERVICES	
	4020 COPPERVIEW	03/05/2014	N		318.25
000001420	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49684	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014	INV 9552		318.25

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-101-804.000	SOFTWARE SUPPORT & PROCESSING		280.75	0.00
101-215-804.000	SOFTWARE SUPPORT & PROCESSING		37.50	0.00
Distribution Total			318.25	0.00

Vendor Total: 585.25

13351	KC1	03/05/2014	CHASE	ASSESSMENT NOTICE	
	3901 E. PARIS SE	03/05/2014	N		677.79
0000011105	GRAND RAPIDS	03/05/2014	N	N	0.00
	MI 49512	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014	INV 233957		677.79

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-209-726.000	SUPPLIES & POSTAGE	JOB # 126321	677.79	0.00
Distribution Total			677.79	0.00

Vendor Total: 677.79

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Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Discount
	Email Address	Inv. Date	Invoice No.		Net Amount
	KOPY SALES INC.	03/05/2014	CHASE	COPY MACHING	
	821 ROBINWOOD COURT	03/05/2014	N		127.98
13330	TRAVERSE CITY	03/05/2014	N	N	0.00
0000011800	MI 49686	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014	iNV 90721, 90722		<u>127.98</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-265-930.000	REPAIRS & MAINT		127.98	0.00
Distribution Total			127.98	0.00

Vendor Total: 127.98

	LASER PRINTER TECHNOLOGIES	03/05/2014	CHASE	TONER	
	1379 TRADE CENTRE DRIVE	03/05/2014	N		55.00
13334	TRAVERSE CITY	03/05/2014	N	N	0.00
0000012660	MI 49686	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014			<u>55.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-253-726.000	SUPPLIES & POSTAGE		55.00	0.00
Distribution Total			55.00	0.00

Vendor Total: 55.00

	MAASBERG SUSAN	03/05/2014	CHASE		
	3800 BAY VALLEY DR	03/05/2014	N		55.00
13373	WILLIAMSBURG	03/05/2014	N	N	0.00
0000012770	MI 49690	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014			<u>55.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-702.000	SALARIES	ELECTION 2-25-2014	55.00	0.00
Distribution Total			55.00	0.00

Vendor Total: 55.00

	MONCEL NANCY	03/05/2014	CHASE	ELECTION INSPECTOR	
	4732 RIDGE CREST	03/05/2014	N		175.00
13370	WILLIAMSBURG	03/05/2014	N	N	0.00
0000014300	MI 49690	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014			<u>175.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-702.000	SALARIES	ELECTION 2-25-2014	175.00	0.00
Distribution Total			175.00	0.00

Vendor Total: 175.00

	OLSON,BZDOK&HOWARD,P.C	03/05/2014	CHASE	ATTORNEY FEES	
	420 EAST FRONT ST.	03/05/2014	N		3,383.75
13342	TRAVERSE CITY	03/05/2014	N	N	0.00
0000016245	MI 49686	03/05/2014	0.00	Y	0
	<Emailing Stub Disabled>	03/05/2014	5385-00.5385-62.5385-65.5:		<u>3,383.75</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-101-802.002	ATTORNEY SERVICES	GENERAL MATTERS	1,472.58	0.00
101-101-802.001	ATTORNEY SERVICES	IMMANUEL	303.75	0.00
	LITIGATION			

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Ref. No.	Vendor Name Vendor Address City	Post Date Pay. Date Disc. Date	PO Number Req. No.	Bank Hold? Sep. Ck.? 1099?	Invoice Description Line 2 Invoice Description Line 2 Use Description 1 On Check Hand Check Number/Date	Gross Amount Taxes Withheld Discount Net Amount
101-410-802.002	ATTORNEY SERVICES				MEDICAL MARIHUANA MORATORIUM	75.00 0.00
101-410-802.002	ATTORNEY SERVICES				AGRICULTURE DISTRICT RE-WRITE	90.00 0.00
101-410-802.002	ATTORNEY SERVICES				BUSINESS DISTRICT FORM BASED C	165.00 0.00
101-410-802.002	ATTORNEY SERVICES				PC MEETING/ACCES USE AMENDMENT	1,277.42 0.00
Distribution Total						3,383.75 0.00

13343	OLSON,BZDOK&HOWARD,P.C 420 EAST FRONT ST. TRAVERSE CITY	03/05/2014 03/05/2014 03/05/2014		FARM N N	ATTORNEY FEES	30.00 0.00
0000016245	MI 49686 <Emailing Stub Disabled>	03/05/2014 03/05/2014	0.00	Y	0	0.00
			INV# 5385-71			30.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
225-000-802.002	ATTORNEY SERVICES	FARMLAND SUBORDINATION	30.00	0.00
Distribution Total			30.00	0.00

13345	OLSON,BZDOK&HOWARD,P.C 420 EAST FRONT ST. TRAVERSE CITY	03/05/2014 03/05/2014 03/05/2014		TRUST N N	ATTORNEY FEES	2,326.63 0.00
0000016245	MI 49686 <Emailing Stub Disabled>	03/05/2014 03/05/2014	0.00	Y	0	0.00
			STMT # 48.49.50			2,326.63

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
701-400-282.901	VGT PHASE 1 SITE PLAN/SUP		2,326.63	0.00
Distribution Total			2,326.63	0.00

Vendor Total: 5,740.38

13336	PLANNING AND ZONING CENTER 715 N CEDAR ST LANSING	03/05/2014 03/05/2014 03/05/2014		CHASE N N	SUBSCRIPTION	350.00 0.00
0000017400	MI 48906-5275 <Emailing Stub Disabled>	03/05/2014 03/05/2014	0.00	N	0	0.00
						350.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-410-960.000	dues subcriptions	6/14 - 5/15	350.00	0.00
Distribution Total			350.00	0.00

Vendor Total: 350.00

13372	RANSOM DAVID 4347 PAPER BIRCH LN. TRAVERSE CITY	03/05/2014 03/05/2014 03/05/2014		CHASE N N	ELECTION INSPECTOR	175.00 0.00
0000019250	MI 49686 <Emailing Stub Disabled>	03/05/2014 03/05/2014	0.00	N	0	0.00
						175.00

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-702.000	SALARIES	ELECTION 2-25-2014	175.00	0.00
Distribution Total			175.00	0.00

Vendor Total: 175.00

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Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Discount
	Email Address	Inv. Date	Invoice No.		Net Amount
13369	RYAN, MARY	03/05/2014	CHASE	ELECTION INSPECTOR	175.00
	3806 BUNKER HILL ROAD	03/05/2014	N		0.00
0000020100	WILLIAMSBURG	03/05/2014	N	N	0.00
	MI 49690	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014			<u>175.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-702.000	SALARIES	ELECTION 2-25-2014	175.00	0.00
Distribution Total			175.00	0.00

Vendor Total: 175.00

13371	SCHLEGEL SONIA	03/05/2014	CHASE	ELECTION INSPECTOR	210.00
	44493 MANORWOOD	03/05/2014	N		0.00
0000020870	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49685	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014			<u>210.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-702.000	SALARIES	ELECTION 2-25-2014	210.00	0.00
Distribution Total			210.00	0.00

Vendor Total: 210.00

13341	STATE OF MICHIGAN	03/05/2014	CHASE	PUBLIC WATER SUP ANNUAL FEI	310.28
	MI DEPT OF ENVIRONMENTAL Q	03/05/2013	N		0.00
0000021050	LANSING	03/05/2014	N	N	0.00
	MI 48909-8157	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014	INV 833186, INV833888		<u>310.28</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-750-930.000	REPAIRS & MAINT	BAYSIDE PARK-BATH HOUSE	155.14	0.00
101-750-930.000	REPAIRS & MAINT	8274	155.14	0.00
Distribution Total			310.28	0.00

Vendor Total: 310.28

13332	TRAVERSE CITY RECORD EAGLE	03/05/2014	CHASE	PUBLICATIONS	704.00
	120 W.FRONT STREET	03/05/2014	N		0.00
0000022000	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49684	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014	INV 01146		<u>704.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
101-191-900.000	PUBLICATIONS		255.75	0.00
101-410-900.000	PUBLICATIONS		255.75	0.00
101-101-900.000	PUBLICATIONS		192.50	0.00
Distribution Total			704.00	0.00

Vendor Total: 704.00

13368	WHIPP, SANDRA	03/05/2014	CHASE	ELECTION INSPECTOR	175.00
	1591 GERALDTON	03/05/2014	N		0.00
WHIPP	TRAVERSE CITY	03/05/2014	N	N	0.00
	MI 49686	03/05/2014	0.00	N	0
	<Emailing Stub Disabled>	03/05/2014			<u>175.00</u>

GL Number	Account Name	Distribution Line Description	Pay Amount	Relieve Amount
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Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	101-191-702.000	SALARIES	ELECTION 2-25-2014	175.00	0.00
	Distribution Total			175.00	0.00
	Vendor Total:				175.00

Total Invoices: 33

Grand Total:	120,378.23
Less Credit Memos:	0.00
Net Total:	120,378.23
Less Hand Check Total:	0.00
Outstanding Invoice Total:	120,378.23

Recap by Fund

Fund #	Fund Name	Amount To Pay	Amount To Relieve
101	GENERAL FUND	12,094.39	0.00
206	FIRE FUND	6,314.17	0.00
207	POLICE PROTECTION	19,003.75	0.00
225	FARMLAND PRESERVATION	30.00	0.00
590	ACME RELIEF SEWER	74,724.29	0.00
701	TRUST AND AGENCY	8,211.63	0.00
	Grand Total:	120,378.23	0.00



Administrator/Controller Report February 2014

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 Office (1)

- Administration is working with the Planning Director, Lean and Green Michigan and the Michigan Land Use Institute on the possibility of instituting a PACE (Property Assessed Clean Energy) program in Grand Traverse County. A PACE district allows a property owner to use the property tax mechanism to finance energy improvements. The property owner voluntarily takes on a Special Assessment, which it pays off as part of its property tax bill. The PACE statute provides that the annual energy savings must exceed the annual cost of the loan. A presentation to the Board of Commissioners has been scheduled for February 26th.
- A filmmaker has inquired about using the Boardman and Sabin Dam powerhouses as a setting for a film. A proposed use agreement has been submitted to the film company for review.
- Replaced postage machine at Governmental Center for a cost savings of approximately \$140/month (\$8,340 over a 5-year period) with upgraded equipment under the state contract. The machine process nearly 1,000 pieces of mail daily.
- Enhanced the list of county services on website to make navigation easier for the public. Also added a contact link to several web pages that will email all seven County Commissioners simultaneously.

Boardman River Dams Project (8)

- Signed fiduciary agreement with the Conservation Resource Alliance (CRA) to process claims related to dam removal.
- Signed agreement between URS, the Road Commission, and the County to provide design and engineering services for the removal of the dams and construction of a new Cass Road Bridge over the original river channel.

- The Board of Commissioners approved on January 15th a tentative settlement agreement in the case of Alpers vs. Grand Traverse County. The proposed settlement agreement will be reviewed by the Circuit Court on April 29th.

Commission on Aging (7)

- In-Home Services is experiencing low/no wait lists for several services – Homemaker Aide (housecleaning), Home Health Care, and Respite Care (caregiver relief).
- The Commission on Aging is now taking appointments for 2013 income tax preparation for Grand Traverse County senior citizens 60 years of age or older. Taxes are prepared by trained AARP volunteers through Mid-April. Contact the COA office at (231) 922-4688 to schedule an appointment. Seniors are urged to call as soon as possible as appointments fill fast and are first-come, first-serve.
- With all the snow Grand Traverse County has experienced this year, the Senior Center Network cross country ski and snow shoe programs have become very popular. The Senior Center Network offers training and skiing/snowshoeing events. For more information, contact the Senior Center Network at (231) 922-4911 or check our website.

Central Dispatch (7)

- The Northwest Michigan PSAP Collaboration meets regularly and has been preparing for the 911 Connect Summit that is scheduled for February 25 at the Hagerty Center. It should be an extremely beneficial conference for our commissioners and local officials. The collaborative group has also submitted a grant request to fund several facets of the project. (3)
- The 911 Facebook page has about 16,600 “likes,” and the feedback from the community continues to be extremely supportive. Because of the success of the page, we’ve been asked to do a presentation about Facebook at the State 911 Spring Tech Forum. (4)

Construction Code (7)

- Construction activity still remains strong within the area; however, the issuance of new building permits have slowed dramatically due to the extreme weather conditions that we are experiencing. The weather is also making it very difficult for the inspectors to perform their inspections. Soil erosion permits have also slowed, and staff is doing follow-up on older permits and permits that are due to expire.

Facilities (3)

- A frozen sprinkler head caused extensive damage to the courtroom and chamber areas of the 86th District Court. Fortunately, Facilities Management was onsite performing maintenance checks when the sprinkler burst open, immediately shutting the valve to help limit the damage. Carpet, drywall, and insulation repairs have been completed and the damaged areas have been restored. Damage costs have been submitted to MMRMA for all three sprinkler head leaks this season at the Hall of Justice.

- Improved Jail security, in the form of a full body scanner, will be installed and fully functional by early February. The unit was purchased at a fraction of the cost from the Dept. of Homeland Security. (2,3)
- The Environmental Health Office has been painted and new carpet has been installed. Grant funding covered the cost for this project. (3)

Finance (1)

- Worked with the DPW on the acceptance of credit card payments relating to their water, sewer, and septage utility billings.
- Finance is closing the books on the 2013 fiscal year. Early indications are that the county brought in additional revenue in key areas and kept expenditures in line with expectations.
- Updated the general and economic information for Grand Traverse County for the pending East Bay Township water improvement project and related bond sale.

Health Department & Emergency Management (7)

➤ ADMINISTRATION AND FINANCE DIVISION

- The outreach coordinator is implementing closed circuit public health PSA presentations to be played continuously in the clinic waiting rooms. It will provide basic program information and highlight timely topics- such as flu shots, cold weather safety, oral health etc. It will be a tool to cross-promote various programs throughout the health department.

➤ ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISIONS

- Non-Community Water Supply Program Evaluation for FY 2013: The Non-Community Water Supply Program was evaluated by the Michigan Department of Environmental Quality and met all four (4) Mandatory Program Requirements (MPR's). Wells which are classified as "Non-Community Water Supplies" include those public wells which serve 25 or more people for 60 or more days per year. There are currently 145 of these wells in the County which serve restaurants, schools, office buildings, and some churches. The Department monitors these wells for possible contaminants such as coliform bacteria and nitrate concentration.
- ServSafe Manager Certification Course: GTCHD staff provided an eight (8) hour training and certification course for 26 Grand Traverse area food service managers at the new Health Services Building training room on January 15, 2014. We have three (3) staff certified to instruct this class through the National Restaurant Association, Educational Foundation. Our Department is one of few Health Department's north of Grand Rapids to offer the ServSafe Courses to the restaurant industry. Future classes will be offered on March 12, May 14, September 17 and November 19.

➤ **EMERGENCY MANAGEMENT & PREPAREDNESS DIVISION**

- CodeRed is operational and we are earnestly working on getting citizens enrolled. Currently enrollment is at 35,000+. Over 5,000 more enrolled as a result of the test with the system. While the initial calls had many people confused or upset, once they understood it, they were fine with it. We also had a few messages from people thanking us, particularly with the Kingsley/Fife Lake power outage, saying how beneficial it was to them.
- Emergency Preparedness: The new emergency preparedness specialist, Michael Lahey, started working the end of January. The health department's full strategic national stockpile plan was revised and sent to the state for a full review.

➤ **COMMUNITY HEALTH DIVISION**

- Communicable Disease nurses visited the jail and participated in a tour with Captain Bob Hall. The purpose was to increase their comfort about safety at the jail and to let jail staff know who will be coming from the Health Department to perform the testing when they perform court-ordered Sexually Transmitted Disease and HIV testing. There has been recent collaborative work between the Health Department, Jail, and Prosecuting Attorney's office to attach the testing fee to the defendants' court fees, but the Circuit Judges will have to agree to assess the fees at sentencing. The cost is currently paid from the Health Department budget.
- January showed an increase in births as the nurses in the Maternal and Infant Health Program exceeded visit expectations.
- Heidi McNichols, RN, organized a Pediatric Cardiac Clinic on January 23rd with Drs. Webb and Norris from the University of Michigan. The clinic was attended by 14 regional providers, including four from Grand Traverse County and 10 from other northern counties.
- Flu season started early this season, and it continues to affect many young healthy adults and resulting in many hospitalizations. The health department continues to offer scheduled and walk-in flu vaccinations along with other immunizations and has ample supply. This year we have vaccinated about 4% more individuals than last year for seasonal flu, with the largest increase in our senior population.

Human Resources (5)

- Positions approved by County Administrator/Controller (neither are General Fund positions): (5)
 - Building Code Inspector
 - Nurse Practitioner
- MLK Training Day was a big success! Employee feedback showed that a lot of useful information was learned on how to be prepared in the event of an emergency. The feedback on the presenters was excellent as well. (4)

- The Wellness Team added four new members and is working on initiatives for 2014, including providing Lunch 'n' Learns for employees. They are also exploring the option of collaborating with the City on wellness activities and events. (7)
- ❖ Thank you to all of the presenters from the County MLK Training day for sharing their expertise and knowledge: Sherise Shively/Community Corrections Manager, Leah Hornacek/Central Dispatch Supervisor, Sheriff Tom Bensley, Deputy Josh Wolf, Deputy Adam Reister/GTSO, Gregg Bird/Emergency Management Supervisor, Kit Hinz/Disaster Program Manager for the Red Cross, Jim Cook/Road Commission Manager and Terry Flynn/Asst. Captain Metro Fire.
- ❖ Thank you to Don Sheehan for offering an Excel training class on MLK Training Day for all County and City employees.
- The Employee Recognition and Suggestion Award Team held their quarterly reception for those employees that were nominated in the fourth quarter of 2013. The recipient of the fourth quarter award was Greg Laubach of Facilities who was nominated by Diane Conklin and Leanne Laucky from the Family Court Family Division. (4,7)
- MIOSHA Yearly Certification Training was held in January for the COA, Facilities and DPW employees. (4,7)
- ❖ Kudos to Relay Team Captain Laurie Johnston for her tireless efforts on behalf of the Relay for Life County Employees Team. The Team is off to a great start with \$2036 raised so far toward its \$5,000 goal. (4)

MSU Extension (7,8)

- MSU Extension educator Jennifer Berkey received the National Cherry Festival's Very Cherry Promotion Annual Award Jan. 15 at the Cherry Marketing Institute luncheon, part of the annual Fruit Growers Orchard Show at the Grand Traverse Resort in Acme, Mich. The National Cherry Festival Cherry Promotions Committee honored Jennifer with the award for her work as the National Cherry Festival director of the Cherry Connection event from 1999 to 2011. "It is an honor to be receiving this award as it was my privilege to have worked with the cherry industry on their behalf for 12 years," said Jennifer. "Increasing consumer's knowledge about how cherries grow, the myriad of ways they can be used in foods along with how to integrate cherries into their everyday meals was the focus of this educational initiative, and it was a wonderful collaboration with MSU, the National Cherry Festival, growers and producers of cherry products." The National Cherry Festival's Very Cherry Promotion Award was established in 1986. It is given to an individual, couple, group or business, which has demonstrated outstanding efforts in promotion and/or production in the world of cherries. Past winners have included the Grand Traverse Pie Company and Friske Orchards.
- MSU Extension is hosting a 3-day Certified Natural Shoreline Professional Training at the Civic Center February 18-20, with a follow-up, hands-on field component to be held in June. State of Michigan shoreline alteration regulations are encouraging more natural approaches to shoreline landscaping and erosion control. The title Certified Natural Shoreline Professional sets individual contractors apart as having completed specialized training and serves as a marketing tool with property owners looking for more lake-friendly

alternatives to rock riprap and vertical seawall. Certification is through the Michigan Natural Shoreline Partnership. More information about the training can be found [here](https://sites.google.com/site/mishorelinepartnership/michigan-certified-natural-shoreline-professional-training):
<https://sites.google.com/site/mishorelinepartnership/michigan-certified-natural-shoreline-professional-training>.

Parks and Recreation (7)

- The Business Development Team chairperson submitted the business plan for Power Island to the January 16 meeting of the Parks and Recreation Commission.
- Our most recent session of the Freshman Water Safety Program was completed on January 9, 2014. To date, training for 254 TCAPS students has been provided.

Planning/Brownfield/Economic Development/Housing (1, 3, 4, 7, 8)

- On behalf of the Brownfield Redevelopment Authority, the Planning & Development Department has submitted applications for a \$200,000 assessment grant and \$1,000,000 revolving loan fund grant through the U.S. Environmental Protection Agency.
- The Grand Traverse Region Next Michigan Development Corporation held a strategy discussion on January 23 with many local economic development and transportation officials. The meeting was the start of an effort to develop a new strategy, new name/brand for the Corporation, and a new website and marketing tools.
- The Bayshore Corridor Strategy concluded its fourth meeting in a five-meeting process. Community stakeholders narrowed the actions items down to three main areas including improved transportation design, wayfinding and corridor identity; and consistent development standards.

Resource Recovery (8)

- Resource Recovery (RecycleSmart) has selected Carter's Compost as the 2013 Take It Back Recycler of the Year. Carter's community composting activities in the downtown Traverse City area prevented approximately 16 tons of organic material from going to our area landfills. The annual award will be presented to Carter's Compost at the Resource Management and Administration Committee meeting on February 12th.
- The first Household Hazardous Waste collection event will be held on March 27, 2014. Residents can dispose of up to 150 pounds of material at no charge and will be charged \$1.30/pound for materials in excess of the first 150 pounds. The State of Michigan Clean Sweep Program will be reimbursing the County for the disposal costs of pesticides and mercury collected at this event. The Resource Recovery office will be publicizing the event starting in February and will be taking reservations from interested residents and small businesses in early March.

Grand Traverse County Road Commission
1881 LaFranier Road, Traverse City MI 49696
Phone - (231) 922-4848, Fax - (231) 929-1836, Email – gtrc@gtrc.org
Facebook: Grand Traverse County Road Commission

TO: Chair – Resource Management and Administration Committee

FROM: Jim Cook, Manager

DATE: February 4, 2014

**SUBJECT: MONTHLY REPORT FOR THE FEBRUARY 12, 2014 MEETING
AT 6:00 P.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY**

cc: County Planning Commission Board of County Road Commissioners
Grand Traverse County Townships

A commissioner will be available to answer questions and provide current information on the following items:

1. **Organizational/Regular Meeting** - At their January 9, 2014 organizational meeting, Marc S. McKellar was elected Chair; William A. Mouser, Vice-Chair. Our Board Rules were reviewed and updated.
2. **Project Updates**
 - A. Millage project bid documents will be distributed to MITN with bids to be awarded at our March 6, 2014 Board meeting.
 - B. Our county-wide Task Force meeting to select projects that will be federally funded is February 18, 2014 at 9 AM. All county commissioners are invited to attend.
3. **Budget 2014** - The Board approved the 2014 budget reflecting \$733,000 expenses over revenue.
4. **Development Letters of Credit/Cashier's Check** - The Board accepted extensions until December 31, 2014 in the amount of \$20,000 LOC for Huellmantel Lake Estates and an \$85,000 cashier's check for Wheelock Farms to assure that the developments will meet standards when completed. No further extensions will be granted as both of these developments are from the late 2000's. Work is required to be completed during this construction season.
5. **Cost Sharing Policy** - The Board amended the required township match on bituminous surfacing from 50% to 40%.
6. **Manager's Performance Appraisal** - The Board will be seeking consultants to assist in the performance appraisal of the manager.
7. **Roads and Risk Reserve Fund Project Funds** - The Grand Traverse County Road Commission submitted its list of projects to Representative Schmidt. Many letters of support from other organizations for the LaFranier Road project were also sent to Schmidt.

8. **Tribal Road List** - The Board approved an updated Tribal Road List with the Grand Traverse Band. The list was amended to add Shores Beach Lane to the system. Only roads on the Tribal Road List are eligible for tribal funding.

9. **Asset Management for Elected Officials** - All governmental officials are invited to attend Michigan Tech's Training Center presentation, "Introduction to Asset Management, Workshop for Elected Officials" on March 18, 2014 at the Traverse Area District Library. A flyer is attached. Please RSVP to Deb Hunt at 922-4848, extension 217. We encourage all newly elected/appointed officials to learn about this process. Veteran officials are also invited to help brush up their knowledge. Look forward to seeing many of you there.



2013 ANNUAL REPORT

**GRAND TRAVERSE METRO
EMERGENCY SERVICES AUTHORITY**



897 Parsons Road, Traverse City, Michigan 49686

www.gtmetrofire.org

2013 ANNUAL REPORT

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Report created by Capt. Troy Holliday with information
received from the Fire Administration.

Check out our monthly newsletter available on our website
at www.gtmetrofire.org for more information about our department.

Photos shown in this document are special to the
Grand Traverse Metro Emergency Services Authority.

Cover Photo by Photographer Terri Newton. Photo of Capt. Mark Shaul taken at
house fire on Highlake Road in East Bay Township in December 2012.

*Access to this department via the Internet has been achieved through the continued use of the fire
department website at www.gtmetrofire.org. The site has pages posted for the Fire Administration, Fire
Operations, Fire Prevention Bureau, contact information, station pages, and links to our monthly
newsletter as well as our annual reports. A “links” page exists for direct connection to addresses of
interest to this department such as the township websites and the county website. The development of
this site allows for the taxpayers and other interested persons to learn who we are and what our fire
department is all about.*



Follow us on Facebook at <https://www.facebook.com/GTMESA>

Or follow us on Twitter at <https://twitter.com/gtmetrofire>

MESSAGE FROM THE CHIEF

It is my pleasure to present to you the Grand Traverse Metro Emergency Services Authority's 2013 annual report. On behalf of the 95 men and women of the department, we thank you for your continued support. Our department is filled with dedicated individuals who are committed to enhancing safety and the quality of life in the communities of Acme, East Bay, and Garfield Townships. This report cannot possibly capture all of their individual efforts but does represent an overview of their collective accomplishments.

As you will read, in 2013 the department responded to 4,228 calls for service. This was a 32 call reduction from 2012. Medical calls continue to lead our responses with 69.33% of the calls. Once again, it was a very busy year.

The year was filled with many accomplishments and occasions for celebration:

1. We saw an improvement in our insurance ratings this year from ISO. We improved from a 6 to 5 in those areas of the township with hydrants. With added improvements we should see that drop to at least a 4 possibly a 3.
2. We started a staffing assistance program with North Flight EMS to provide them an EMT/driver in their times of low staffing.
3. Our Cost Recovery Program for car accidents, Haz Mat incidents and fires saw its best year ever with invoices of \$130,143.62 and collections which should top \$80,000.
4. We spent part of the year looking for land for a new fire station in Acme. We have settled on 2 sites with hopes to break ground in 2015.
5. Bay Area Technical Rescue (BATR), a regional team consisting of 5 local departments, completed specialized training in: trench rescue, high/low ropes, and confined space.
6. Specifications for a new fire truck for Station 8 were completed and the truck will be delivered in early 2014.

Accreditation and regionalization will continue to be areas that we focus our endeavors on again in the next year. Improved property values and increased construction are helping with the budgetary constraints of the past four years, where we maintained \$2.1 mils for taxpayers each year. A regionalization consulting project is underway.

The department is committed to its mission: ***“to care for, protect, and serve the community.”*** We attempt in all of our endeavors to perform our jobs safely and efficiently, so we all can go home to our loved ones.

Our motto: ***“Omnis Cedo Domus,”*** is Latin for ***“Everyone Goes Home!”***

We are proud to be your fire department and we stand ready to serve you at any time. We look forward to hearing from you. If you have any thoughts or ideas on how we can better serve you, please contact me at 947-3000 ext. 1235 or at pparker@gtmetrofire.org. You can also check us out on the web at www.gtmetrofire.org.

We sincerely thank you for your continued support!

Patrick Parker – Fire Chief





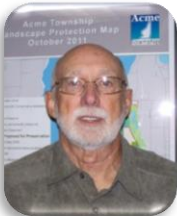
THE DEPARTMENT

Grand Traverse Metro Emergency Services Authority (GTMESSA) provides services to Acme Township, East Bay Charter Township and Garfield Charter Township since 1980. Each township supervisor (or designee) makes up GTMESSA Fire Board who governs the Grand Traverse Metro Fire Department. On September 11, 2008, former Chairman and Supervisor Lee Wilson (Garfield Twp), Supervisor Glen Lile (East Bay), and Former Supervisor Wayne Kladder (Acme) adopted Act 57 which created the Grand Traverse Metro Emergency Services Authority. The three townships believe in the concept of a regionalization and the economies of scale by sharing resources. The Authority creates a business model that could incorporate all modes of emergency services from Police to EMS. Our business will continue to operate as Grand Traverse Metro Fire Department with the Authority as its employer and owner of equipment and property.

GTMESSA Fire Board: From the left

Acme Township

Supervisor Jay Zollinger



Rep. Paul Scott



East Bay Township

Supervisor Glen Lile



Rep. Beth Friend



Garfield Township

Supervisor Chuck Korn



Rep. Bob Featherstone



Metro Fire is organized into two divisions: Operations and Fire Prevention. The Operations Division is the largest and is responsible for delivery of all emergency services. Those include such things as suppression, EMS, hazardous materials, water rescue, vehicle extrication, wildland interface, homeland security, and many others. The Fire Prevention Bureau is responsible for community fire prevention efforts and focuses on plan reviews, inspections, education, and fire investigations.

MISSION STATEMENT

To Care For, Protect, and Serve the Community

Code of Ethics

- We are committed to the protection of life, property, and the environment.
- We believe that the community is the reason for our presence.
- We will foster and sustain the trust of the community, and will protect that confidence through our attitude, conduct, and actions.
- We believe that all members of the community are entitled to our best efforts.
- We will strive for excellence in everything we do.
- We will serve the community with honesty, fairness, and integrity.
- We will pursue safe, effective, timely, and economical solutions.
- We will provide professional, skilled, and courteous customer service at all times.
- We will be sensitive to the diverse and changing needs of the community.

FIRE STATIONS

Station 1 843 Industrial Circle, East Bay Township



Station 8 6042 Acme Rd, Acme Township



Station 9 110 High Lake Rd, East Bay Township



Station 11 3000 Albany, Garfield Township



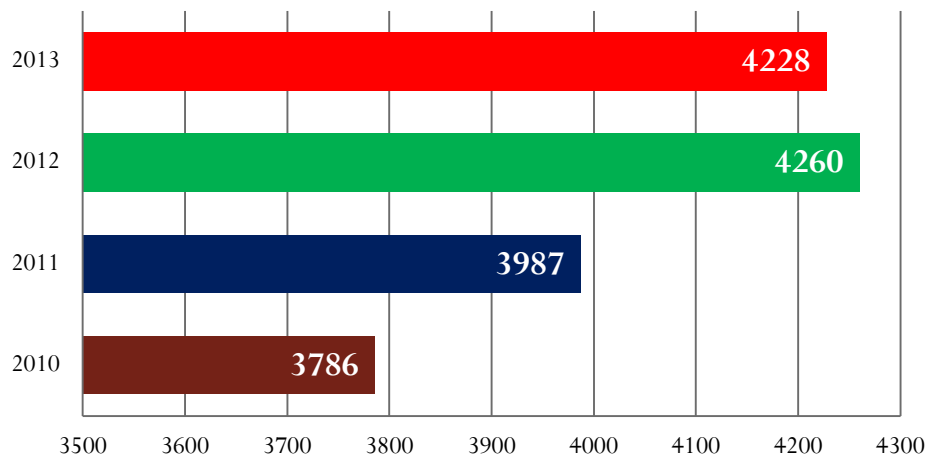
Station 12 2025 East Silver Lake Rd, Silver Lake Park
Garfield Township

STATISTICAL SUMMARY

The Grand Traverse Metro Fire Department responded to 4,228 incidents in 2013.



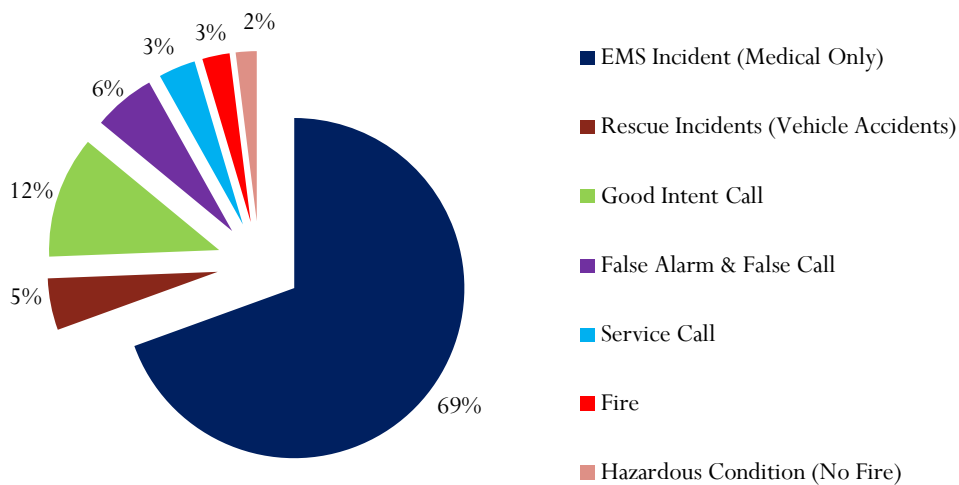
Year After Year Incident Comparison



Statistics for the last few years shows our growth of incidents in the Acme, East Bay, and Garfield Townships.

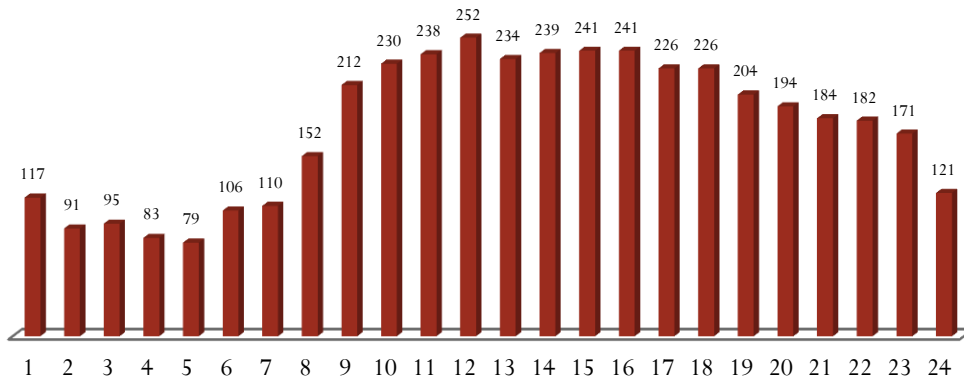
A major snow storm in March 2012 counted for 168 calls in two days... Our trend of calls are still climbing...

2013 Total Incident Percentages



Busiest Time of Day

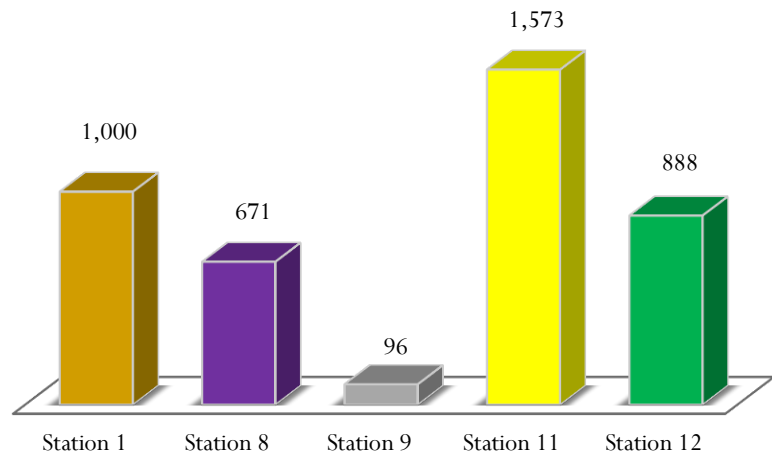
■ Total Incidents for 2013



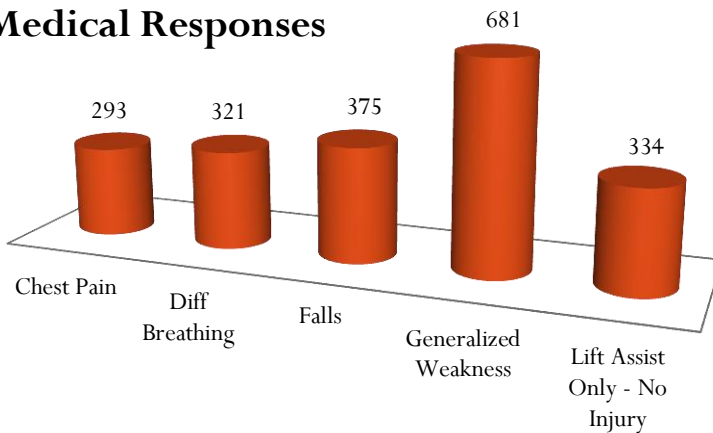
Our busiest time of day appears to be between the hours of 10am and 6pm.

Incidents by Station does not represent assistance to the other stations for additional manpower, apparatus, or to cover for multiple incidents.

2013 Incidents by Station



Top 5 Medical Responses



Total Medical Responses for 2013
2,937

EMERGENCY MEDICAL SERVICES

Of the GTMESA's emergency calls, 69% are for medical response. In 2009, our services upgraded from a Medical First Responder level to a Basic Life Support level, which allows our members to provide a higher degree of medical attention to the community. Our members have the ability and training to provide basic life support measures to citizens, which include advanced airways, pre-hospital drug administration, and automatic defibrillation. The suppression personnel are certified as Medical First Responders, Emergency Medical Technicians, and Paramedics. East Bay Township operates a township-operated ambulance service that responds with members from both East Bay EMS and Metro fire personnel. The other four stations operate rescue units that respond and assist North Flight EMS, an Advanced Life Support agency. Three of our stations house a North Flight EMS unit with a paramedic.

Rescue units at each station respond to all motor vehicle accidents with injuries and are equipped with extrication equipment to free victims from entrapment. In 2013, rescue units responded to 204 motor vehicle incidents, which at least 6 of them required extrication of victims.

SUPPRESSION HIGHLIGHTS OF 2013 by Asst. Chief Terry Flynn

ACCREDITATION

In 2013 GTMESA was proceeding through the accreditation process through the Center for Public Safety Excellence (CPSE) as a Registered Agency. In June GTMESA was expecting to move to Applicant Status and preparing for the submission of documents to the CPSE. However due to the GTMESA Board's decision to move forward with the feasibility study on consolidation, the accreditation process was suspended temporarily until the disposition of the study expected in mid-2014. The accreditation process has reaped benefits on the department as many changes have been made since the start of the process. Needed operating guidelines and policies adhering to new standards have been written in the last year and GTMESA has seen efficiencies in staffing, training and improved outcomes in emergencies during the year.

ISO RATING

The current ISO rating is at a level 5 for the GTMESA area. In 2012, GTMESA completed an Insurance Services Office (ISO) evaluation because of the significant improvements put in place since the last PPC evaluation in 2003. With the improvements in training, station staffing, the purchase of additional apparatus and the building of two additional fire stations, it was enough to warrant an improvement of the ISO PPC grade.

TRAINING

As in previous years, we have increased the training requirements for all GTMESA personnel in 2013. The contributing factor for this increase was part due to changing national standards in fire and medical competencies, new trends in tactical response and requirements by the accreditation board. The daily routine at all stations have been changed to include increased training on competencies and physical fitness.



STAFFING

The reduced budget for 2013 has caused some hardships in the Operations Division of GTMESA. However, to meet the increasing demand for services, GTMESA has increased the daily staffing at the five stations in the district. GTMESA has entered into an agreement with North Flight and now staffs our Station 8 in Acme with 2 firefighters for most of the day. GTMESA staffs 17 personnel around the district to respond to calls during the weekdays which are the peak time for emergency calls. There are three Chief Officers in the department and at least one of the Chiefs is on duty 24/7. Station 9 in East Bay Township has one firefighter participating in the resident program which increases the station's staffing during the week. The current roster for GTMESA is at 95 and has increased from the 92 that were active in 2012.



*Rollover accident on Silver Lake Rd.
Engine 12 and Rescue 11 responded.*

COST RECOVERY PROGRAM

GTMESA, at the suggestion of the Fire Board, rolled out a new program in 2012 to bring in additional revenue in an attempt to recover those costs associated with certain incidents which are allowed by law. These incidents where costs are recoverable include vehicle crashes, structure fires, vehicle fires, hazardous material releases and calls to down electrical wires. This program is one reason that GTMESA is able to keep the fire tax millage the same for 2013.

HAZARDOUS MATERIALS RESPONSE

GTMESA has increased its capability in its response to incidents involving Hazardous Materials. A serious ammonia release in December of 2012 required a response of the GTMESA HazMat Response team to bring the emergency under control. The team is comprised of technician and operations level personnel from the ranks of GTMESA and are on duty 24 hours a day. The team is required to complete competency training as dictated by national standards and are held regularly on a monthly basis.





STATION 1 NEWS... By Capt. Tony Posey

2013 was the busiest year for Station 1 since its opening in 2008. Station 1 logged 1,000 calls for service last year. This only includes calls within the primary response area of Station 1, and does not include assists to other Metro Stations for medical calls, fire alarms, etc.

Metro Station 1 is counted upon as the Special Operations station for Metro Fire. Some of those specialty responses include: Hazardous Materials, Ice/Water Rescue, Rope Rescue, Confined Space Rescue, Heavy Vehicle Extrication, Land Search & Rescue, and Truck Company (ladder) operations. Our assigned staff at Station 1 spends countless hours, both on and off duty, training in these specialty areas while still keeping up on regular training requirements.

Station 1 consisted of 18 members in 2013 under the direction of Captain Tony Posey and Lieutenants Andy Doornbos and Adam Drewery. Two new probationary members were assigned to Station 1 during 2013 and are in the process of completing their training at this time.

Some of the additional equipment added to Station 1 during the 2013 year includes: Vehicle stabilization equipment, rope rescue equipment, confined space equipment, additional search and rescue gear, and additional forcible entry tools.

The Station 1 officer staff nominated FF Hal Miller as our Firefighter of the Year for 2013. FF Miller is one of Station 1's seasoned veteran firefighters, and is a great asset to our team. Congratulations to FF Miller.



STATION 8 NEWS... By Capt. Mark Shaul

Grand Traverse Metro Station 8 is proud to be serving its response area in a professional manner.

With the ability to have North Flight respond with our apparatus for medical and fire calls, it has provided a better all-around service to our area. It is hard to believe that just a few years ago we were manning this station with one person 24/7. Having the ability to have two people on duty for 16 hours out of 24 along with a paramedic from North Flight provided a game changer that allows for such an improvement in our ability to serve.

Training and preplanning has been a focus priority in 2013. Training was provided when Acme Township acquired the beachfront property (*photo right*) and the buildings that used to occupy the grounds. There is nothing like the use of wood frame construction when training on RIT/Mayday, ventilation, VES (Vent, Enter, and Search), Rescue, and Live Burns. Training was fast pace and beneficial to all of Metro firefighters. New construction has started to turn around and we are planning for the future with walk-throughs and making necessary changes to the equipment that we carry and our approach to engagement of incidents.



Station 8 had a personnel change in regards to our two Lieutenant positions. Randy Agruda and Wayne Mervau both stepped down after many years of commitment to a very demanding position. Wayne (Merv) will be taking a more active role in medical training as the medical demands increase on our system and personnel. Randy has stepped away from Metro for the time being and we all hope for his return. Enormous thanks for the leadership both of these men provided for Station 8 and GT Metro.

With both Lieutenant positions open we were fortunate to fill both with quality individuals that care deeply about providing the future leadership for our organization. Adam Mervau and Tim Newton both accepted the position of lieutenant at the close of 2013 and have hit the ground running. I know Station 8 and all of Metro will provide the support as they grow in to great leaders.

STATION 9 NEWS... By Capt. Mark Shaul

Grand Traverse Metro Station 9 is proud to be serving its response area in a professional manner.

The relationship between East Bay ambulance and Grand Traverse Metro Station 9 has always been one of commitment to serve. Now as you view the daily shift schedule for East Bay ambulance you realize how intertwined we really have become. A majority of the shift personnel that fills the schedule of East Bay EMS are Metro's officers and firefighters. This has provided a great source of manpower if the call goes out for apparatus from Station 9. Station 9 is manned for only 24 hours per week with one eight hour shift for Friday, Saturday, and Sunday. Station 9 is also the home of some of the most interesting apparatus and equipment, thanks to the dedication of the men and women that came before us. Dedication and commitment is the backbone of Station 9 and you can witness that each year at the annual Pancake Breakfast (which will be May 4th, 2014, so mark your calendar).

Station 9 was also fortunate to have Firefighter Matt Adamek join the Residency Program late 2013. With Matt on board it provides additional coverage for the Station 9 response area. If you are not aware of the program contact Captain Mark Shaul who will be happy to explain the program and the benefits that it provides.



STATION 11 NEWS... By Capt. Brian Bloom

With thanks from Assistance to Firefighters Grant and Michigan Township Participating Plan, 2013 saw improvements around the Station focusing on safety and security. Station 11 was equipped with a sprinkler protection system covering all bays, dorms and common areas (AFG \$38,000). In addition to this, we also equipped the station with security cameras. This project was completed in early December and covers all common areas of the Station and also views the parking area (MTPP \$4,500).

In early December we were contacted by Spartan Manufacturing to see if they could use our Engine 11 to help train a group of their overseas engineers on suspension systems. As a token of their appreciation, they upgraded the suspension on our Engine and also worked on a list of issues we had been having with the truck.

On October 22, 2013, we had a Metro wide Awards Ceremony to select a Firefighter of the Year. Lieutenant Kyle Clute of Station 11 beat out all other nominees for this award for his contributions to the Department. Lt. Clute is very active every year with the annual Heat event we sponsor at the National Cherry Festival and also took the lead at this past years' drive for the Muscular Dystrophy Association. Lt. Clute also goes above and beyond with his personal training level, having recently taken and passed his Fire Inspectors Certification. He is a licensed Fire Inspector I with both the NFPA and the State of Michigan. Congratulations Lt. Clute!

STATION 12 NEWS... By Capt. Troy Holliday



Station 12 continues to host numerous events around the station (i.e. Birthday parties, Cub Scout tours, corporate parties at the park with a station tour and education for their employees, Medical First Responder and EMT classes held here, and elementary students holding book clubs). We welcome any outside public events to be held here, just contact Captain Troy Holliday at tholliday@gtmetrofire.org.

In 2014, Station 12 will now be used for Precinct #1 Voting for Elections.

Station 12 had 22 members for 2013 with a fluctuating number of probationary candidates. Capt. Holliday, Lt. Chris Comeaux and Lt. Mike Scanlon worked numerous hours, along with many other dedicated firefighters to ensure our probationary candidates were adequately trained and ready to provide all of the services we provide for our community.

We pushed forward through with a large number of smoke detector installations in our response area. It was a pleasure to meet the citizens we serve on a non-emergent basis. A lot of people didn't even realize the new station was right around the corner and didn't realize the services we perform to ensure their safety. Many gave us compliments on the new station and all that we do for them. We are here for them, because of them... We would like to say "Thank you" to our community for helping keep our areas safe.

In 2013, Metro decided to award a Firefighter of the Year department wide. Each station nominated a member from their respective stations. Our nomination was for Lt. Chris Comeaux. He has spent numerous hours training new and current members, and creating a training schedule for a daily on duty training over the entire year. We tested it at our station and it went very well. Now, each station has adopted a training schedule to reach out to all of our members and further educate them on various topics. He also completed his Associates Degree in Fire Science. Thank you Lt. Comeaux for your hard work and dedication to Station 12 and all the members working there.

Garfield Township is growing and we are expecting our call volume to increase in the upcoming years. In 2012 we responded to 868 calls (just in our response area, not including assisting Station 11). In 2013 we increased by 20 calls for a total of 888 calls.

FIRE PREVENTION BUREAU

by Asst. Chief / Fire Marshal Brian Belcher

MISSION STATEMENT

The Grand Traverse Metro Fire Department Fire Prevention Bureau, through education, inspections, and community awareness strives to safeguard the life and property of the citizens of Acme, East Bay and Garfield Townships from the hazards of fire, explosions, hazardous materials and all other hazards in new and existing buildings, public gatherings, and outdoor venues used for habitation, work or recreation.

BUREAU OPERATIONS OVERVIEW – 2013

Under new leadership since 2012 with the promotion of Brian Belcher to Assistant Chief and Fire Marshal, the Fire Prevention Bureau has undergone many changes which will help determine our effectiveness and guide us into areas which require our focus in the future. One area we are already acting on this information is by devising ways to impact our residential properties. These single and multi-family properties are where the majority of our fires occur. We are addressing this problem through our Safe Neighborhoods door-to-door smoke alarm campaign to single family homes, and also by reassigning Fire Inspectors and our future company fire inspections to inspect multi-family housing complexes including the individual apartments. Occupants of these structures are subject to the actions of their neighbors where many lives are at risk should a fire occur, and also there is the responsibility of the landlords to maintain safe living situations. The impact of inspecting these occupancies will reduce the likelihood of fire and/or injury to a large percentage of our population.

Part of the new Fire Prevention Ordinances adopted in late 2011 is the ability of the Chiefs to write ordinance violation tickets for non-compliance issues and other violations to the fire code. With our process defined it will be easier to enforce our fire prevention ordinances and thus provide for safer communities with fewer hazards. As of this date no violation citations (tickets) have been issued.

The Plan Reviewer position remains unfilled as the demand for plan reviews had declined in recent years. It is anticipated that this position will need to be filled in the future as construction increases and our communities continue to grow. With the increase in programs anticipated in the future to make our Metro communities a safe place to work, live and play a decision will need to be made whether to continue providing plan review and inspection services outside our district and thus the need to fill the vacant Plan Reviewer position. With these services making up over 40% of the Fire Marshals time and thus not working on programs for our communities, it must be determined whether the financial cost recovery outweighs the loss of programming to our residents.

The Bureau continues to be staffed by the Assistant Chief/ Fire Marshal, three Fire Inspectors, a Fire and Life Safety/ Public Educator, and a GIS data coordinator (part-time).

PROGRAM EFFECTIVENESS

Of the 42 reported structure fires in district in 2013, 31 occurred in residential occupancies while 11 occurred in commercial properties. These fires resulted in a total loss of \$1,154,426.00 with reported total property valuations of \$21,392,102.00. This represents a total percent of property saved at 95%. The 11 commercial fires resulted in a fire loss of \$48,450.00. Of the 11 commercial fires, 4 occupancies had been inspected in 2013. The remainder was multi-family apartment buildings that had not been inspected in a few years. This is the trend we are trying to reverse with the addition of our company inspection program. These 11 fires were all attributed to equipment malfunctions or cooking fires in commercial residential properties. These low loss numbers can be attributed to the investment in the fire prevention and also to the quick, efficient response of suppression crews. Unfortunately the district did suffer a fatal fire in 2013. A single man was killed when a fire occurred in his trailer. No working smoke alarms were found in the trailer and the living spaces of the home were very full of possessions limiting the ability of escape and fire crews to perform a rescue. This fatality shows our marketing and education needs to be focused on our lower income residents and also where our Safe Neighborhood campaign must prioritize our efforts.



Structure Fire in Stone Ridge subdivision. Reported occupants still inside. Everyone got out safely. Engine 12, Engine 11, and Truck 1 responded.

INSPECTIONS

Three Fire Inspectors currently perform inspections on all existing occupancies within the district. A total of 841 annual inspections were performed. Out of these, 977 re-inspections were performed, which indicates that multiple re-inspections were required for compliance in approximately 14% of all inspections. This compares with 29% in 2012. This is indicative of our continued efforts at effective, concise inspection reports and education during the inspection process. There were 470 Firefighter Right to Know updates performed in 2013 by the fire inspectors. Firefighter Right to Know is a law which requires businesses to report any hazardous chemicals used or stored on the property. These are required by law to be updated every 5 years. A total of 35 phone-in public complaints were investigated last year. Other activities involve witnessing required testing, updating Knox Boxes, meetings with business owners etc. There are a total of 2100 current occupancies identified within the district which require inspection. Inspectors continue to inspect all assembly, hotel/motel and large box stores on an annual basis. These are the occupancies with large occupant loads where the greatest



life safety hazards are present. 2013 also saw an increased focus on inspecting multi-family apartment buildings. Historically these are where a majority of our fires occur that are not in a single family dwelling.

With a goal to reach more businesses sooner than our current three year timeframes, we have started a fire company inspection program where the fire suppression crews in the stations perform fire inspections of certain assigned occupancies. This not only speeds up the inspection schedules but also allows the crews to see the layout and operations of buildings they may be responding to and allows the fire inspectors to concentrate on the more difficult and hazardous occupancies. A total of 10 suppression personnel attended an 80 hour fire inspection class held at Station 12. This class was sponsored by Metro with attendees from all over the state. These company inspectors are currently field training with our fire inspectors and will start inspections in the spring of 2014. It has been a long process but one which will yield excellent long term results.

Inspectors maintained their certifications through continuing education seminars at the Michigan Fire Inspectors Society annual education conference in East Lansing and by attending webinars and other education programs.

PLAN REVIEW

Assistant Chief/ Fire Marshal Belcher continues to perform all plan reviews and related inspections. Inspector Fordyce has also begun training in this field to help with the increased demand and to provide an alternate person of knowledge in this faculty and is doing an excellent job. We have continued our agreement with the Grand Traverse County Construction Code Office for GT Metro's Fire Prevention Bureau to perform plan review and inspections of all fire alarms and fire suppression systems within Grand Traverse County. The Plan Reviewer position has remained unfilled since the promotion of Asst. Chief/ Fire Marshal Belcher. It is anticipated that this position will need to be filled in the future as construction activity increases. A total of 212 plan reviews, not including related inspections, were conducted in 2013. Of those, 126 (59%) were for in-district projects and 86 (41%) were conducted for out-of-district projects. These out-of-district reviews/inspections generated approximately \$22,350.25 in revenue in 2013. In-district revenues for plan reviews for 2013 were 23,834.95. The new plan review fee schedule adopted in late 2011 has produced the desired results with in-district projects no longer subsidizing out of district projects. In-district reimbursement was \$79.18 per hour, out-of-district projects reimbursed at a rate of \$115.80 per hour. These numbers can vary based on the complexity and hours spent on each project. We will continue to monitor these fees and adjust in the future as necessary.

PUBLIC EDUCATION (See Fire & Life Safety Education for 2013 Report)

The Fire and Life Safety Educator strives to prevent all potential injuries based on the life practices of the target audience. This position does not concentrate strictly on fire safety. As an example, much of our call volume is for medical calls to the elderly. Through these specific programs it is hoped to educate this population on best life practices and reduce these calls. There have been many community partnerships

formed which have allowed our programs to reach many new audiences who have been identified as being at greater risk to injury and death from fire and other hazards. These partnerships will continue to grow and allow for an expansion of our programs.

In 2013 we began extra efforts to reach into our senior living and adult foster care homes to provide fire, life safety and injury prevention programs on a scheduled basis.

Also, in our effort to reach more citizens with safety messages, the partnership with Traverse City Fire Department started in 2012 enabled us to provide (4) one week safety messages on the five electronic billboards across our district. These messages were shown during the holiday seasons with appropriate safety messages. Each message was displayed a minimum of 416 times each day across the five billboards.

Smoke alarms are the first line of defense in preventing injury and death from fire. This is an area we need to concentrate our efforts by the entire department through awareness and education marketing campaigns. Our data from 2013 fire responses show that 15% of homes with fires did not have any smoke alarms and that 12% had alarms but they were not functional. This equates to 27% of the homes in our area that we have had fires did not have a working smoke alarm. This is an improvement over 2012 where 36% percent did not have working smoke alarms. This equates to a 9% improvement but is still an unacceptable number to know that over one-quarter of our residents are unprotected. As a result, a free smoke alarm project was started in late 2011 with the goal being at least two smoke alarms in every home. We have named this program our Safe Neighborhoods campaign. As part of the Safe Neighborhood campaign and efforts to increase our effectiveness and outreach, in early 2013 on duty firefighters began performing door to door neighborhood sweeps to check for working smoke alarms, repair/ replace as needed and leave the occupants with home fire safety checklists for them to utilize to check their homes for fire and life safety hazards. Each of our fire stations is required to spend a minimum of 2 hours per week performing these door to door visits. This resulted with 855 homes visited and 630 smoke alarms installed in 2013. The fire prevention bureau will continue organizing the paperwork, acquiring the alarms and providing assistance to the suppression crews. The response to this program has been overwhelmingly positive with a majority of the comments heard from residents are “you mean you do this for free?” or “nobody ever did this where I used to live, thank you so much.” Many of our residents even called our township offices asking if the program is for real. This program not only provides for the safety of our residents but also provides a positive public image and great public relations for our department. These programs are only a small part of the programs offered through our public education office. Please see the separate Public Education year-end report for a comprehensive list of all of these services.

INVESTIGATIONS

Fire investigations are performed by Inspector Mike Lince, Inspector Mike Scanlon and Assistant Chief/ Fire Marshal Belcher. In 2013, we saw a total of 24 investigations performed by Investigators, including both vehicle and structure fires. Of those, 8 fires were intentionally set and are still under investigation in cooperation with the GT Sheriff’s Dept. These do not represent all fires in 2013 as some fires were

investigated by the duty officer or responding Chief. Investigators are not called out to every fire if the damage is limited and the origin and cause are easily identified. Fire Investigations can be a very labor intensive job which must only be performed by trained, competent personnel. Investigators continue the partnership formed with the Grand Traverse Sheriff's Office which allows a fire investigation trained Sheriff's Office evidence technician to work with Fire Department Investigators to determine origin and cause. This partnership allows for a very effective, seamless investigation culminating in several successful prosecutions in recent years.

JUVENILE FIRE SETTERS PROGRAM

This program provides counseling services to juveniles and their families who have a juvenile firesetter in the home. They are referred to the program by area law enforcement, parents and the juvenile courts. In 2013 there were no children referred to the program. This is outstanding and I would like to believe that our fire safety and danger messages are reaching our youth and preventing the "curiosity" firesetters from acting out. After the retirement of both of our Juvenile Firesetter Counselors in 2013 we are currently seeking new counselors to fill this important role.

INSPECTION DATA – 2013

	ACME	EAST BAY	GARFIELD
ANNUAL INSPECTIONS	149	169	527
RE-INSPECTIONS	184	218	581
FF RIGHT TO KNOW	114	103	269
PLAN REVIEWS	21	19	84

FIRE PREVENTION SUMMARY

We continue to strive to deliver our fire and injury prevention messages to our communities in new, innovative and cost effective methods which address the trends and statistics which show where our focus must be placed. It is our goal that nobody in our community dies or is injured by fire and that we continue to inspect those places in our community which could have the largest impact on fire or injuries due to the number of persons who occupy these structures and events. It is imperative that a strong fire prevention program be in place and be effective in today's fire service. Fire prevention impacts not only those whose fire or injury is prevented but also those who must respond into these unknown structures and place themselves in danger when an emergency occurs. Fire prevention leads the way by giving our firefighters the inside knowledge of these buildings and educating our communities on proper prevention methods and procedures to follow should an emergency occur.

FIRE AND LIFE SAFETY – PUBLIC EDUCATION by Meredith Hawes



The Fire and Life Safety Education Program of Grand Traverse Metro Fire Department has provided public education programs for the citizens of Grand Traverse County, by working in collaboration with community safety agencies, area non-profits, and local businesses. Cooperation and community partnerships continue to ensure success through utilization of existing programs, participating fire personnel/resources, and established networks.

Target groups continue to include: youth ages 4-14, people within the retirement ages of 60 and over, and the disabled. Further expansion within each target group has allowed for the development of additional programs and additional populations served. Statistical response information indicates that these population segments are “at risk” target groups for fire and life safety education. The fire service continues to emphasize both fire and life safety as 70% of emergency calls that Metro responds to is medical calls.

Youth Outreach:

While burns and fire-related death are 2 times more likely for a child under the age of 5, for children ages 14 and under, the number-one health risk is injuries. Each year, unintentional injuries kill more than 6,000 kids and permanently disable more than 120,000.

Pictured to the right are members of the Grand Traverse Risk Watch Coalition providing teacher training for the staff at the International School at Bertha Vos in the fall of 2013.



Omnis Cedo Domus – Everyone Goes Home 19

The Fire and Life Public Educator has served to coordinate the unintentional injury prevention program of Risk Watch as presented by the National Fire Protection Association (NFPA). The curriculum is divided into five age-appropriate teaching modules (Pre-K/Kindergarten, Grades 1-2, Grades 3-4, Grades 5-6, and Grades 7-8), each of which addresses the following topics:

- **Fire and Burn Prevention**
- **Motor Vehicle Safety**
- **Falls Prevention**
- **Firearm Injury Prevention**
- **Water Safety**
- **Bike and Pedestrian Safety**
- **Choking, Strangulation, and Suffocation Prevention**
- **Poisoning Prevention**



This program is a comprehensive, school-based program, intended for classroom delivery by the teacher with supplemental support by community “Risk Experts”. This program serves to expand the scope of unintentional injury education and prevention among young people grades pre-K through grade 8 by providing a safety platform by which community organizations and agencies can provide expertise in their subsequent areas. A Grand Traverse Risk Watch Coalition has been developed and includes the following agencies:

Grand Traverse Metro Fire Dept, The American Red Cross, T.A.R.T., Home Town Health, The Grand Traverse Sheriff’s Dept, Safe Kids North Shore, North Flight, The Coast Guard, The Coast Guard Auxiliary, The Grand Traverse Sail and Power Squadron, Grand Traverse Rural Fire Dept, and Blair Twp. Fire Dept.



Risk Watch is by invitation and has maintained program relationships with the following area schools: Blair Elementary School, Cherry Knoll Elementary School, Kingsley Elementary School, Traverse City Montessori Elementary School, and in 2013 welcomed the International School – formerly known as Bertha Vos. Approximately 2080 students have received both classroom lesson delivered by their teachers and supplemental presentations from Risk Experts on a monthly basis over the past year.



Above the duty crew from Station 12 give kids a chance to spray the hose, and FF Jeremy Draper looks on as teens visiting from Mt. Zion church's Youth Group were able to learn first-hand how to train as a firefighter.

In conjunction with the on-going development of the Risk Watch programs, fire and burn safety prevention education has been provided in many other schools, daycares, youth-serving organizations, local businesses, and neighborhoods. In 2013 approximately 3,250 children were served in following locations:

Grand Traverse Academy, Courtade Elementary School, Cherry Knoll Elementary School, the International School, Cherry Knoll Elementary School, Traverse City Christian School, Traverse Bay Christian School, TEACH Home School students, Fox Motors – Kids Day, Toy R Us, National Cherry Festival, A Little School House, Central Day Care, and several home day cares.

Below, Captain Tony Posey and FF Chris Doornbos give kids visiting Station 1 from a home day-care, a station tour. Safety education is also provided for preschool age children to teach them about things that are not safe to touch.





Above Lt. Chris Comeaux helps a birthday boy spray the hose and Capt. Toney Posey demonstrates to students at Traverse Bay Christian School just how they can maneuver the ladder on Truck one.



Above Public Educator Meredith Hawes and Lt. Comeaux teach children about how an old fashioned bucket brigade work through a fun activity involving water balloons at Station 12.

Older Adult Outreach

At age 65 and older, adults are twice as likely to be killed or injured by fires or falls compared to the population at large. Thirty percent of people age 65 and older are involved in falls each year, the leading cause of death from unintentional injury in the home. In the U.S. and Canada, adults age 65 and older make up about 12 percent of the population – and are the fastest growing segment of the population.

The Fire and Life Safety Public Educator continues to coordinate the delivery of the Remembering When Program as presented by the NFPA and the Center for Disease Control. *Remembering When* is centered around 16 key safety messages – eight fire prevention and eight fall prevention – developed by experts from national and local safety organizations as well as through focus group testing in high-fire-risk states. The program was designed to be implemented by a coalition comprising the local fire department, service clubs, social and religious organizations, retirement communities, and others. Coalition members can decide how to best approach the local senior population: through group presentations, or during home visits, and/or as part of a smoke alarm installation and fall intervention program.

In 2013 Grand Traverse Metro Fire Department and their Fire & Life Safety Public Educator served as a member of the National Fire Protection Association’s Review Board for the Remembering When Program and also as a national trainer for the program. Through steady outreach to the Remembering When program, Metro provided valuable input for the National program, and locally reached approximately 1,650 older adults in the Grand Traverse County over the year. Older adults were reached at some of the following locations or venues; The Village at Bay Ridge, South Ridge and Wood Creek Living Facilities, The Grand Traverse Senior Center, Aspen Hills, The Northwest Michigan Area Agency on Aging, the Bay Area Senior Advocates & Senior Expo, Glen Eagle, Tendercare, Grand Traverse Commission on Aging, and The Aging and Disability Resource Collective.



Fire and Life Safety Public Educator works with local seniors on Fire Extinguisher Training at the Glen Eagle Retirement Community, and presents Customized Remembering When program for members of the Young On-set Parkinson’s Support Group.

Outreach to Disabled

“One Size Does Not Fit All”



In 2013, Grand Traverse Metro Fire Department continued its work to increase Fire and Life Safety programs specifically for people with disabilities through its Customized Outreach Program. The Customized Outreach Project is a fire and life safety public education initiative which focuses customized fire and fall prevention messages and home escape plans for those facing the obstacles of: mobility impairment, hearing loss or deafness, sight impairment or blindness, and/or cognitive impairments. The program recognizes that the typical and traditional fire safety messages that are delivered through public education do not always reach or fit every audience.

Right: Meredith Hawes addresses attendees on the Grand Traverse Metro Fire Department’s approach to customizing fire and life safety education at the Indiana Public Safety Conference in November, 2013.



Kitchen Fire Safety was the theme in 2013 for the educational outreach to individuals who are deaf or hard of hearing. Over 25 people attended the November 12 event and 17 applications were submitted for specialized alarms in homes that had no viable smoke alarms.



An invitation was extended in 2013 for Meredith Hawes and Sign Language Interpreter Leanne Baumeler to co-present the model for the Customized Outreach program at the ReCon Convention held at the Grand Traverse Resort. Disability agencies from around the state attend this convention annually. To date the program has been shared in the states of Michigan, Illinois, Wisconsin, and Indiana.



Grand Traverse Metro Fire Department was asked to participate in the Quota Club International’s Festival of Cakes in 2013 and Meredith Hawes to serve as a celebrity cake decorator. Inspector Mike Scanlon served as the assistant, and together the team took first place. Funds generated through the Festival of Cakes and Quota International Club make funding for specialized smoke alarms available for local residents.



Above, Meredith Hawes presents the “Customized Outreach” project to attendees at the ReCon Conference at the Grand Traverse Resort in November 2013. Specialized smoke alarms purchased through funding from the Quota Club International.

Additionally Fire and Life Safety outreach was provided to the Grand Traverse Area Parkinson’s Support Groups, the Disability Network, and Grand Traverse Industries, approximately 720 disabled individuals were served in 2013.

Community Outreach

Community outreach was provided throughout the year to include Fire Prevention Week activities, along with community events at Meijer, Home Depot, Lowes, The US Coast Guard Base, the Acme Fall Festival, Northwestern Michigan College, Mt. Zion Church, The Schmuckal Foundation, The Mom’s Club at Fellowship Church, Kmart – Cherryland, Kmart – Acme, Area Agency on Aging, Grand Traverse Industries, the Goodwill Industries and Inn , the Zonta Festival of Trees, The Quota Club Festival of Cakes, UPS, Cherryland Electric, Walgreens, Kings Court, Hillshire Farms, Safe Harbor Program, Third Level Crisis Center, Grand Traverse Department of Public Works, North Shore Safe Kids, The National Cherry Festival, the Station 9 Pancake Breakfast, and individual station tours. Overall community events reach over 4,456 individuals with fire and life safety messages in 2013. In addition the Safe Neighborhood – Door to Door Smoke Alarm Campaign continues to provide and install smoke alarms on an on-going basis.

In 2013 Grand Traverse Metro Fire Department’s Fire & Life Safety Education Program received \$7,100.00 in support through grants from the Schmuckal Family Foundations, the Quota Club International Club, The Builder’s Exchange Club, and the Zonta Club. The program also provided 9 Community Press Releases, and provided 25 radio, newspaper, and/or television news interviews on seasonal topics throughout the year.



Above decals were displayed on Metro vehicles during Fire Prevention Week 2013, and Lt. Kyle Clute and Lt. Nick Lemcool install smoke alarms in a home visited by the Safe Neighborhood Door to Door Smoke Alarm Campaign.



Above; photos from the Heat event, held during the National Cherry Festival, for teens. Volunteer chaperones include firefighters, law enforcement, and community agencies, and volunteers that reinforce safe behaviors. Teens participated in a firefighter agility test, home safety obstacle course, firefighter Confidence Maze, safe driving simulators, and had practice using a fire extinguisher. Approximately 450 teens attended the 2013 event.

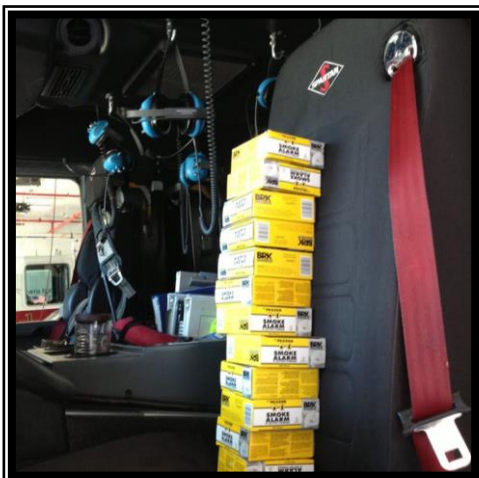




Above: Metro Fire Personnel welcome the Schmuckal Family Foundation Board Members following a grant donation, to educate the board on the value of the Firefighter Confidence Maze. Pictured behind the staff on right is the trailer purchased with the grant to haul and store the training equipment.

The Safe Neighborhood Campaign

In 2012, Grand Traverse Metro Fire Department embarked on a large scale smoke alarm campaign to ensure that every home within the Metro response area had at least 2 working smoke alarms. Through local support through: Rotary Good Works, Lowes, Home Depot, and Kidde, approximately 630 alarms have been installed. Metro firefighters work weekly to schedule installations. Door to door canvassing of “high risk” areas took place in 2013 and will continue.



Capt. Shaul and FF Mansfield installed 12 smoke detectors for residences that either needed new ones, didn't have enough or didn't have any... Thanks to the Smoke Alarm Project.

RECOGNITION AWARDS

It is with great honor to announce this year's 1st Metro Wide Firefighter of The Year Award to veteran of 7 yrs.

Lt. Kyle Clute

Lt. Clute is always willing to help out, there isn't anything that he wouldn't do for our department. He was our chairman for the Teen Heat event for the Cherry Festival; he volunteered to chair this year's open house during fire prevention week. Lt. Clute also offered to be involved in our Public Information Officer program. He completed his Fire Inspector certification this year. He did many of these without asking for any recognition or pay.



Firefighter Class of 2013

New firefighters stand with our officers at the Hagerty Center after their graduation.



YEARLY SERVICE AWARDS

30 Years— Chief Pat Parker

25 Years—Asst. Chief Brian Belcher

25 Years—Lt. Mike Vaughn

25 Years—FF Rick Osburn

25 Years—FF Tim Wrede

20 Years—Lt. Randy Agruda

10 Years—Capt. Tony Posey

10 Years—Lt. Adam Drewery

10 Years—FF Adam Mervau

5 Years—FF Greg Walker

5 Years—FF Cody Lipe

5 Years—FF Shawn Stinson

5 Years—FF Curtis Walters

5 Years—FF Dan Watkins

5 Years—FF Brent Strom

Firefighter of the Year—2013 Nominees

Station 1—FF Hal Miller

Station 8—Lt. Wayne Mervau

Station 9—Lt. Gary Francisco

Station 11—Lt. Kyle Clute

Station 12—Lt. Chris Comeaux

COMMUNITY PARTICIPATION

9/11 MEMORIAL

The 9/11 Artifact that Grand Traverse Metro Fire Department retrieved from New York City in 2011 has been permanently placed behind the Grand Traverse Metro Fire Department Admin Office at 897 Parsons Rd, Traverse City MI 49686. This is located at N Three Mile Rd/Parsons Rd in East Bay Township of Grand Traverse County. More information can be found at www.gt911artifact.com.



The Ground Breaking Ceremony took place for the 9/11 Artifact at Grand Traverse Metro Fire Administration Office on July 16th, 2012. The artifact is available for the community members to view, reflect, and remember in a peaceful and tranquil setting.

9/11 MEMORIAL SERVICE

The Grand Traverse Metro Fire Department hosted the 12th anniversary 9/11 memorial ceremony on Wednesday, September 11, 2013 at 8:30 am. The Memorial included a flag raising by the Metro Honor Guard, bell ceremony, inspirational speech by US Coast Guard Commander Sean Cross, and other words of remembrance.

Also in conjunction with the Memorial, local Boy Scouts from the President Ford Council honored the day with a 9/11 perpetual Scout Salute from sun up to sun down.



2013 GRANTS AWARDED

A special thank you goes out to the following agencies for rewarding GTMESA with grant monies for needed equipment for the successful operation of our department.

- Art & Mary Schmuckal Foundation \$6,000 for a Cargo Trailer
- Cherryland Rural Electric (Rural Development Grant Initiative) Interest free \$360,000 loan for a new fire truck
- Assistance to Firefighters Grant \$38,000 for a fire suppression system at Station 11.
- Michigan Township's Participating Plan \$4500 for camera surveillance at Station 11
- State of Michigan Competitive Grant Assistance Program \$21,250 for a feasibility study for regionalization of fire services
- Rotary Good Works Fund \$3,370 for Firefighter Rehab Monitoring Equipment

CHILD PASSENGER SEAT SAFETY INSPECTIONS

Motor vehicle accidents are the leading cause of accidental deaths among persons living in Michigan between the ages of 1 – 24 years old. Did you know that 9 out of 10 child passenger seats for children are installed incorrectly? Captain Tony Posey and Captain Troy Holliday are our certified technicians for Grand Traverse Metro Fire Department through Safe Kids Worldwide and the National Child Passenger Safety Seat Program. Station 11 hosts a monthly car seat check station for the community through the Safe Kids North Shore coalition program. Approximately 100 car seat checks are completed and corrected at Station 11 alone each year. In 2013, we added Firefighter Rob Harvey to the list of certified Technicians. Now, we have a certified technician on duty every day.



TOYS FOR TOTS

The Grand Traverse Metro Fire Department continues to help out with the Toys for Tots program every year at Meijer's making sure children have a merry Christmas.

Over 50 bicycles were assembled by our firefighters for the Toys for Tots program.

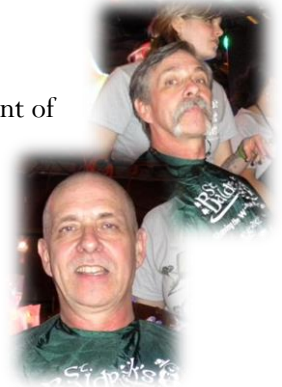


Crews helped with the Firefighter Fill-the-Boot program for MDA this year. Over \$5,300 was raised from generous donations of the public.



ST. BALDRICK'S FOUNDATION – Childhood Cancer Research

The Grand Traverse Metro Fire Department held a fundraising event for the St. Baldrick's Foundation for the 3rd year. All of the donations raised will go to the research and treatment of childhood cancer. Participants shaved their heads in support of the children that lose their hair during radiation and chemotherapy treatments. Both males and females including children participated in this event on March 12, 2013. We raised over \$5,500 this year and overall total for the 3 years of over \$30,000.



Please reference the St. Baldrick's web site for further information about the fundraiser and search for Metro Fire. <http://www.stbaldricks.org>.

FIRE CHAPLAIN PROGRAM

When firefighters respond to a burning building and focus attention on saving life and protecting property, the fire chaplain responds alongside but is focused on ministering to the needs of the firefighters and the needs of the crisis victims. Victims of an emergency crisis may be the family who has just been burned out of their home, or the scared and confused spouse of a heart attack patient. They could be the frightened children whose parents are being transported to the hospital after a tragic traffic accident. Firefighters are trained and able to deal with the varied emergency crisis in our modern world. Fire chaplains are equipped and called to deal with the people being affected by those same events. The fire chaplain is a spiritual presence in the world of fire department and emergency services.



Crews train on East Bay with Marine 1 Water Rescue Boat performing rescue techniques.

PHOTO HIGHLIGHTS *Photos by various photographers...*

Vehicle accident on US 31 North by Quality Inn.
Truck 1, Rescue 1, Engine 8 responded.



Right: Vehicle accident on US 31 North by Ruby Tuesday's drove through a power pole and causing a power outage for hours. Crews clean up hazardous fluids on the ground.



Right: New Rehab unit (Squad 13) for the safety of our firefighters after fires, trainings, etc. It's housed at Station 1.





We assisted Traverse City Fire Department on a Structure Fire at Century Sun on Aero Park Dr. Truck 1, Engine 11, Chief and personnel responded.



Station 8 helps deliver Santa to a christmas party at the Masonic Lodge in Acme.

Metro personnel help out at Station 9's Pancake Breakfast.



Training Burn: August 2013

Under the Supervision of Capt. Shaul and Capt. Holliday, almost 20 of our newest members were put through a controlled training burn on a house donated to us. Capt. Posey and Lt. Doornbos rotated guys around to perform ventilation techniques on the garage. Lt. Comeaux and Lt. Clute controlled our smoke and heat as our “Stokers”. Controlled live fire training helps us train our new members so they have a first hand knowledge of the job they signed up to perform. This is one the best trainings we can provide to our new members.

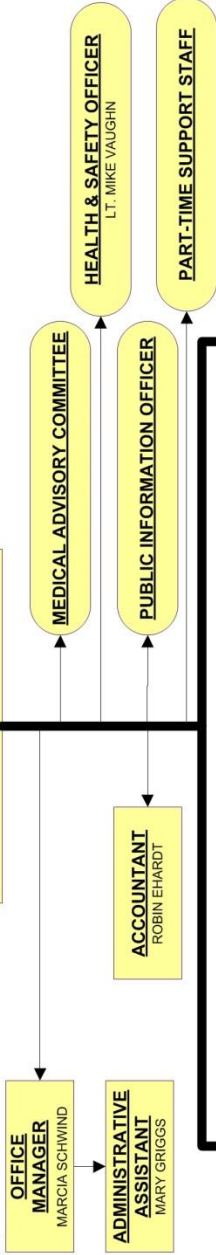




**GRAND TRAVERSE METRO
EMERGENCY SERVICES AUTHORITY
ORGANIZATIONAL CHART**

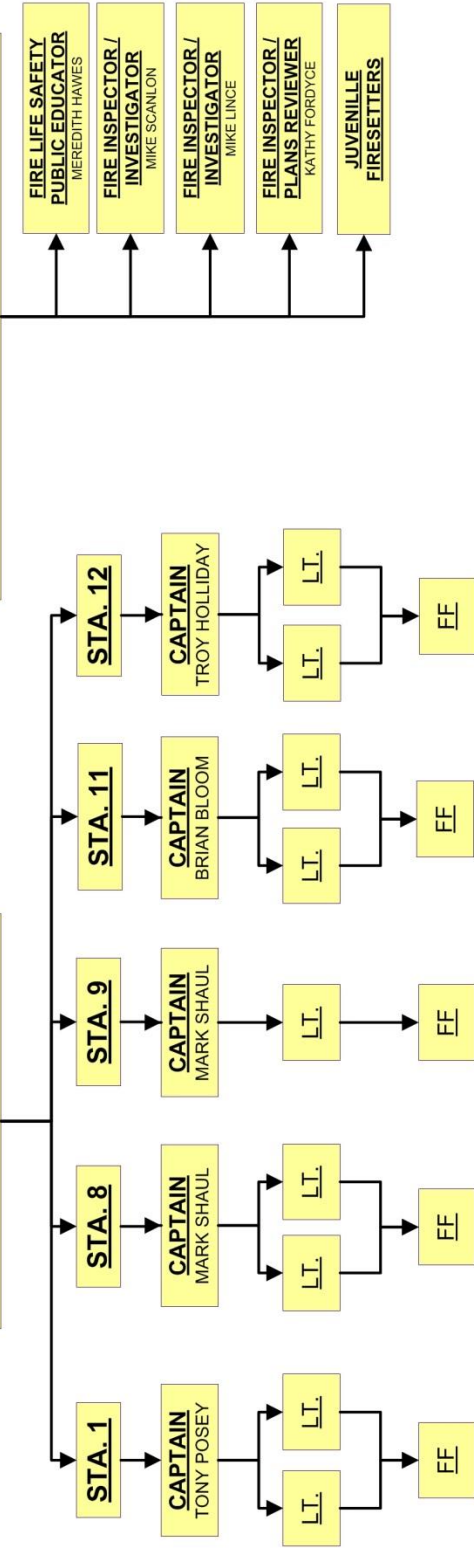
GT METRO FIRE BOARD
GARFIELD TWP: SUPERVISOR CHUCK KORN, REP. BOB FEATHERSTONE
EAST BAY TWP: SUPERVISOR GLEN LILE, REP. BETH FRIEND
ACME TWP: SUPERVISOR JAY ZOLLINGER, REP. PAUL SCOTT

CHIEF
PAT PARKER



**ASSISTANT CHIEF
OPERATIONS / TRAINING**
TERRY FLYNN

ASSISTANT CHIEF / FIRE PREVENTION
BRIAN BELCHER



DEPARTMENTAL ROSTER

at end of year

Full-Time – Administration

Fire Chief Pat Parker
Asst Chief – Operations Terry Flynn
Asst Chief – Prevention Brian Belcher
Office Manager Marcia Schwind
Administrative Asst Mary Griggs

Insp. / Investigator Mike Lince
Insp. / Invest. Lt. Mike Scanlon (Sta. 12)
Inspector Kathy Fordyce
Public Educator Meredith Hawes

Part-Time – Admin

Medical Dir. Dr. Larry Stalsonburg
Lt. /HSO Mike Vaughn
Accountant Robin Ehardt
Cartographer Dave Lather
Admin Support Curt Holliday
Photographer Terri Newton

Full-Time Suppression

Captain Brian Bloom (Sta. 11)
Captain Tony Posey (Sta. 1)
Captain Troy Holliday (Sta. 12)
Captain Mark Shaul (Sta. 8 & 9)

Lieutenant Gary Francisco (Sta. 9)
Lieutenant Andy Doornbos (Sta. 1)
Lieutenant Adam Drewery (Sta. 1)
Lieutenant Nick Lemcool (Sta. 11)

Lieutenant Chris Comeaux (Sta. 12)
Firefighter Jeremy Draper (Sta. 11)
Firefighter Rob Harvey (Sta. 8)

Fire Department Chaplains

Glen Walters Jude Younker
Vicki Lyon Steve Dodd

Part-Time – Suppression and Support Members

STATION ONE

FF Jarod Barber	FF Hal Miller	FF Curtis Walters	Probationary Erin Fluharty
FF Stephanie Day	FF Lucas Mitchell	FF Dan Watkins	
FF Chris Doornbos	FF David Sicotte	FF Michael Winter	
FF Jacob Garris	FF Shawn Stinson	FF Joe Wood	

STATION EIGHT

Lt. Adam Mervau	FF Mike Courson	FF Brian Haskin	FF John Sanborn
Lt. Tim Newton	FF Ryan Deering	FF Tom Henkel	Probation Jacob Della Pia
FF Bill Brodin	FF Shawn Fitzgerald	FF Heather Hess	Probation Matt Morrison
FF Mike Bryan	FF Adam Grammer	FF Wayne Mervau	Probation Charles Starkey

STATION NINE

FF Matt Adamek	FF Jack Ferris	FF Mike Wilkins	Probation Joe Ruthkowski
FF Jeff Carpenter	FF Chris Kolinski	FF Karen Robinson	
FF Chris Childers	FF Rick Osburn		

STATION ELEVEN

Lt. Kyle Clute	FF Cory Ellis	FF Josh Morgan	Probationary Jordan Rife
FF Shaun Beady	FF Bryan Ferguson	FF Brent Strom	Probationary Tre Reynolds
FF Mark Bulger	FF Daren Mansfield	Probationary Eric Gustafson	Probationary Jesse Thomas
FF Eric Chryst	FF Steve Meek	Probationary Bryan Fasel	Probationary Justen Ziegler

STATION TWELVE

FF Joe Lambert	FF Chase Schelling	FF Tim Wrede
FF Lee Bailey	FF Cody Lipe	FF Amanda Yancho
FF Eric Clone	FF Josh Salyer	Probationary Adam Nelson
FF Anthony Hoffman	FF Spencer Scanlon	Probation Austin Groesser



Photo from March 2011 at Live Burn training at hotels in Acme Township. Largest group photo taken.

**From all of us, Thank You
for allowing us to
serve our community!**

RESOLUTION OF THE ACME TOWNSHIP BOARD OF TRUSTEES
RESOLUTION #R-2014--
Agreement for Collection of Elk Rapids Summer School Property Taxes

At a meeting of the Acme Township Board of Trustees, held on March 4, 2014 the Acme Township Board of Trustees, on a motion made by, _____ and seconded by _____ passed the following resolution:

Whereas, The Acme Township Treasurer is entering into an agreement, to collect summer Taxes for Elk Rapids Schools for year July1, 2014.

Whereas, the fee to collect these said summer taxes is included in the per parcel payment as negotiated by Elk Rapids.

Whereas, The Township treasurer shall account for and remit to the school District Summer school tax collections on the same schedule as agreed upon with the Elk Rapids School district. In return for timely payment the School district waves any claim to interest earned during the time the money is in Township Accounts.

Now therefore be it resolved that the Acme Township Board approves this agreement between Acme Township and Elk Rapids School District on 3/ 4 /2014

Township Board members present:

Absent: None

Upon roll call, the following vote was cast:

Aye:

Nay:

Abstaining:

Jay B. Zollinger Date
Acme Township Supervisor

Cathy Dye Date
Acme Township Clerk



The Grand Traverse Band of Ottawa and Chippewa Indians

Legal Department

2605 N. West Bay Shore Drive • Peshawbestown, MI 49682-9275 • (231) 534-7601 • FAX 231-534-7600

FAX

To: 2% Recipient of GTB's 2nd half 2013 Two Percent Grant

From: Mary J. Shomin, Legal Affairs Administrator/2% Coordinator

Date: February 20, 2014

Re: Confirmation of 2% award and details of check presentation/Media Event



Acme Township will be receiving a 2% award from the Grand Traverse Band of Ottawa & Chippewa Indians (GTB) for the 2nd half 2013 2% cycle in the amount of \$14,000 towards the preliminary engineering project to extend tribal water along the main business corridors of Acme Township, as outlined in your 2% application.

GTB will be hosting a check presentation/Media Event; following are the details:

- When:** Monday, February 24, 2014
- Time:** 9:00 a.m. – 10:30 a.m.
- Where:** Turtle Creek Casino Ballroom, Williamsburg, Michigan

I apologize for the late notice – there were numerous weather closings that caused many projects to be pushed back.

PLEASE CONFIRM your attendance at this event by calling 231-534-7601 (please leave a message if I am not in) or by sending me an e-mail at Mary.Shomin@gtbindians.com.

We look forward to seeing a representative from your organization at this event.

Thank you for your consideration.

GTB-ECONOMIC DEVELOPMENT CORP

CHECK NO. 189639

INVOICE #	INV. DATE	COMMENT	DISCOUNT AMOUNT	NET AMOUNT
2*2ND 2013	2/21/2014		.00	14,000.00
TOTALS			.00	14,000.00

THIS CHECK IS VOID WITHOUT A GREEN & BLUE BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK HOLD AT ANGLE TO VIEW



GTB-ECONOMIC DEVELOPMENT CORP
 GRAND TRAVERSE RESORT & CASINOS
 2331 NW BAYSHORE DR
 PESHAWBESTOWN, MI 49682
 (231) 534-8000

PNC Bank, N.A. 070
 Michigan
 6-12 / 410

NO. 00189639
Date 2/21/2014

PAY Fourteen Thousand and 00/100 Dollars

\$*****14,000.00

PAY TO ACME TOWNSHIP
 6042 ACME ROAD
 WILLIAMSBURG MI 49690

[Signature]
 Janne Garco

⑈00189639⑈ ⑆041000124⑆4252089548⑈



WATERWAYS GRANT PROGRAM APPLICATION

This information is required by Authority of 1947 PA 320.

GRANT APPLICATIONS MUST BE RECEIVED BY PROGRAM MANAGER BY 5 PM EST, APRIL 1

Applicant Name (Local Government) Acme Township		Name of Contact Person/Title Jean Aukerman; Acme Citizen Volunteer	
Address 6042 Acme Road		Address 4155 Huntington Drive	
City, State, ZIP Williamsburg, MI 49690		City, State, ZIP Traverse City, MI 49686	
Federal Employer Identification Number (FEIN) (REQUIRED) 382281424		E-mail Address jkaukerman@sbcglobal.net	
NOTE: FEIN Number of municipality identified as Applicant Name (<i>Local Government</i>) above MUST be provided to receive grant funds.			
Applicant Telephone (231) 938-1350	Applicant FAX (231) 938-1510	Contact Person Telephone (989) 948-4948 cell	Contact Person FAX (231) 938-1510 township
PROJECT LOCATION <input type="checkbox"/> County <input checked="" type="checkbox"/> Township <input type="checkbox"/> City <input type="checkbox"/> Village		County Grand Traverse	State Senate District 37
TYPE OF PROJECT <input type="checkbox"/> Harbor <input checked="" type="checkbox"/> Boating Access Site (must contain or propose a ramp, maneuver area, and parking to be grant eligible)		TYPE OF GRANT <input type="checkbox"/> Preliminary Engineering Study <input checked="" type="checkbox"/> Infrastructure Improvements* (i.e., construction projects) *Preliminary engineering has been completed by a licensed design professional	
PROJECT TITLE "SAYLER PARK BOAT LAUNCH IMPROVEMENTS"			
DESCRIPTION OF PROJECT Attach a description of the overall project (including scope items, estimated costs, estimated construction schedule, and digital site photos) and a needs assessment.			
BUDGET SUMMARY			
A. Estimated Project Cost (B + C):		\$ 188,895.00	
B. Requested Grant Amount		\$ 94,447.00 50% of total project estimate	
C. Applicant's Matching Funds:		\$ 94,448.00 \$55k Acme; \$39,448 private/foundations	

As Designated Representative of above-named Applicant, I hereby agree to implement this project according to the materials provided with this application and to abide by the provisions of the Waterways Grant program, including compliance with all applicable Federal and State laws and regulations.

Printed Name and Title of Applicant's Designated Representative _____ Signature _____ Date _____

APPLICATION WITH ATTACHED PROJECT DESCRIPTION MUST BE RECEIVED BY PROGRAM MANAGER BY 5 PM EST, APRIL 1.

Applications should be mailed to:

PAUL PETERSEN
PARKS AND RECREATION DIVISION
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30257
LANSING MI 48909

Overnight or Express Mail Address:

PAUL PETERSEN
PARKS AND RECREATION DIVISION
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
525 WEST ALLEGAN
LANSING MI 48933

FOR DNR USE ONLY

Facility No.: _____ Compliance Review _____

Comments

Program Manager (please print) _____

Signature _____

Date _____

Acme Township
Sayler Park Boat Launch Improvements
Project Description for the Waterways Program Grant Application
Submittal Deadline: April 1, 2014

A. Background

The current road-end boat launch, in disrepair, is located in Yuba on Yuba Park Road at the water's edge. The road serves as the southern boundary of Acme Township's Sayler Park. The launch is owned by the Grand Traverse County Road Commission. Modest upkeep is performed by Acme Township's Park Operations Manager, Mr. Tom Henkel.

Acme Township seeks to build a boat access site (BAS) on township-owned Sayler Park property which is a 22-acre family-friendly park with the most amenities of any park in Acme Township. Sayler Park is a nature wonderland – a tremendous asset enjoyed by families *and* fishermen; small-mouth bass, perch, whitefish, pike, walleye, lake/brown/rainbow trout, coho salmon, cisco, catfish, steelhead and more can be caught in these waters. The proposed BAS would serve smaller boats up to 22 feet in length. ADA-compliant restrooms are already in place to serve a new boat access site. Additionally, the 22-acre park enables room to add and expand appropriate boat/trailer parking. The recommended new site just north of the existing, deteriorating launch will enable more room for vehicular turning with proposed parking just east of the site on Yuba Park Road.

A preliminary plan, developed in 2008, is attached. While Acme Township did not move forward with this plan in 2008 due to other circumstances, the Township is now committed to its development. Attainment of a safe, new boat access site is one of Acme Township's top goals to implement, based on public input and results from a 2013 Community Recreational Survey. The Acme Township Board has earmarked matching funds for this site and is seeking a Waterways Grant for financial and technical support.

B. Specific Location

East Grand Traverse Bay is a gem for anyone who wants to access and enjoy one of the largest fresh water bays in Michigan. Currently, there are two launch facilities on East Bay; one is located off Center Road on Old Mission Peninsula about 4 miles north of Traverse City, and the second is located about 15 miles north of Traverse City in Elk Rapids. Today, there is no safe, usable boat access site between these two locations.

The proposed Sayler Park boat access site, if built, would allow easy access for anyone staying or living in the Acme/Traverse City area or surrounding communities. Yuba Park

Road and Sayler Park in Acme Township are approximately 4.5 miles north of the US 31/M 72 intersection in Acme. Traveling north of Yuba Park Road for approximately 6.3 miles on US 31, one enters Elk Rapids.

C. Needs Assessment

Acme Township has received numerous complaints about the condition of the road-end boat launch. Most boaters now avoid this site because of its deteriorating ramp, treacherous sight lines when trying to back down a steep and undefined ramp area, and general “low water” state due to no recent dredging. It can only serve small boats up to 18 feet in length – but the nearby rocks make it difficult for anyone to navigate in certain winds and dangerous at all times for fiberglass boats.

The overall launching area is inadequate for safely maneuvering vehicles and trailers. Eroding banks on both sides of the current site have caused an unsafe situation. The potholed parking lot, too small and not officially marked with spaces, invites the public to park haphazardly – which is on both sides of the road during peak summer months.

The current site is unsafe and has insufficient space to improve in its present place. Because Acme Township owns the adjoining 22-acre Sayler Park, it affords the opportunity to design, position, and build a new site – including parking – to a safe and satisfactory standard. A new boat access site at this location would be a huge and popular draw to the local, regional, and visiting public.

(D. Digital Photos begin on next page)

D. Digital Photos



Photo (1)

View from vehicle turnaround area to the launch ramp. While the water level is up a few feet from when this photo was taken, overall safety and design concerns continue to exist.

- No dock, difficult for the elderly and children to get into a boat once it's in the water
- Not ADA-compliant
- Broken concrete and potholes in road
- Current set-up angle makes it difficult to launch a boat without a spotter; if you go off the edge of the launch, then you are stuck



Photo (2)

View from water's edge up the ramp to the vehicle turnaround area.

- Undefined parking area
- Turnaround area is also used for vehicle/trailer parking
- Tight, inadequate radius for turning around safely to the launch area (see car at top)



Photo (3)

Close-up of concrete ramp.

- Deteriorating
- Uneven and missing areas pose major safety issues
- Dangerous for trailers, people, and pets

E. Scope Items

The planned, improved boat access site includes the following:

- Site demolition, tree clearing and removal
- Upland grading
- Dredging
- Installation of new parking surface
- Temporary cofferdam
- Cast in-place ramp
- Skid pier
- Parking bumpers
- Restoration
- Educational signage on proper boat cleaning, invasive species, etc.

NOTE:

If Acme Township is awarded a Waterways Grant, the Township will enter into discussions with Grand Traverse County to eliminate the existing, outdated, road-end launch on Yuba Park Road.

F. Budget and Estimated Costs

Revenue

Acme Township	\$ 55,000
Private and foundation donations	39,448
State Grant Funds (Waterways Program)	94,447
Total Revenue	\$188,895

Expenses (as detailed in 2008 Preliminary Plan)

Site demolition, tree clearing and removal	\$ 8,500
Upland grading	8,400
Dredging	32,500
21AA gravel drive/parking surface	17,000
AREA #4 stone bedding and fabric liner	6,600
Temporary cofferdam	22,000
Cast in-place ramp	28,125
Skid pier	6,500
Parking bumpers	1,250
Restoration	6,000
ESTIMATED CONSTRUCTION COST	\$136,875
10% CONTINGENCY	13,687
ENGINEERING, ADMINISTRATION, CONSTR SRVS	12,900
12.5% INFLATION OVER 2008 EST	20,433
SIGNAGE	5,000
GRAND TOTAL	\$188,895

NOTES:

- Dredging cost assumes that material may be used for beach nourishment (not to be hauled to upland site)
- If dredged material is to be hauled to upland site, assume +\$16.00/CY
- These costs are based on site conditions and speculated unit prices as of October, 2008
- 12.5% has been added for labor and materials increase per December, 2013, input form Gourdie-Fraser
- This cost estimate is approximate. Actual construction bids may vary significantly from this statement of probable costs due to timing of construction, changed conditions, labor rate changes, or other factors beyond the control of Gourdie-Fraser.

G. Estimated Construction Schedule

March, 2015, through July, 2015

PLANS PREPARED FOR: ACME TOWNSHIP SAYLER PARK BOAT LAUNCH

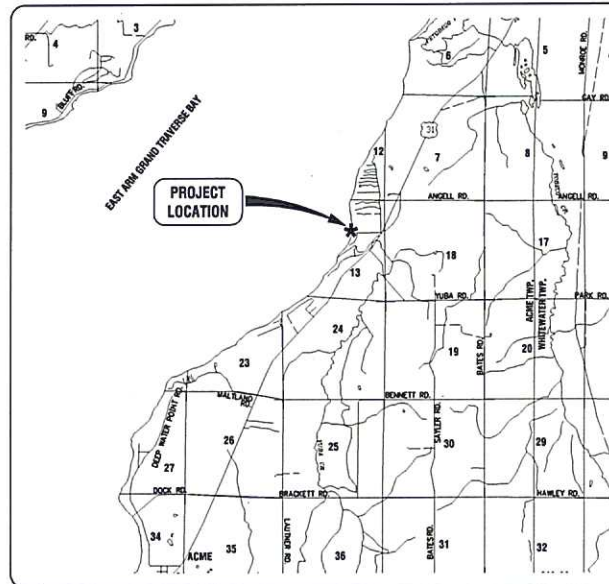
CLIENT / AGENCY

ACME TOWNSHIP
6042 ACME ROAD
WILLIAMSBURG, MI 49690
231.938.1350

ENGINEER

gfa Gourdie-Fraser

GOURDIE-FRASER
123 WEST FRONT STREET
TRAVERSE CITY, MICHIGAN 49684
1.800.900.5874



LOCATION MAP

ACME TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN
SCALE: 1" = 3,000'

PUBLIC AGENCIES AND UTILITIES

PUBLIC AGENCIES

ACME TOWNSHIP Telephone: 231.938.1350	MICHIGAN DEPARTMENT OF TRANSPORTATION (M.D.O.T.) Telephone: 231.941.1986
GRAND TRAVERSE COUNTY D.P.W. Telephone: 231.922.4896	
GRAND TRAVERSE COUNTY ROAD COMMISSION Telephone: 231.922.4848	
GRAND TRAVERSE COUNTY DRAIN COMMISSION Telephone: 231.995.6042	

UTILITY AGENCIES

CHERRYLAND ELECTRIC COOPERATIVE Telephone: 231.943.8377	CHARTER COMMUNICATIONS Telephone: 231.529.7012
CONSUMERS ENERGY Telephone: 231.929.6242	AT&T MICHIGAN Telephone: 231.941.2707
TRAVERSE CITY LIGHT & POWER Telephone: 231.922.4942	
DTE ENERGY Telephone: 231.592.3244	

EMERGENCY SERVICES

EMERGENCY CALLS 911	FIRE DEPARTMENTS EMERGENCY SERVICE: 911 City of Traverse City: Telephone: 231.941.2340 Grand Traverse County: Telephone: 231.941.2238
EMERGENCY AMBULANCE SERVICE 911	MISS DIG EMERGENCY SERVICE: 811 Telephone: 1.800.482.7171
POLICE AGENCIES EMERGENCY SERVICE: 911 City of Traverse City: Telephone: 231.941.2300 Grand Traverse County Sheriff: Telephone: 231.941.2225 Michigan State Police: Telephone: 231.946.4646	

SHEET INDEX

1. COVER SHEET
2. EXISTING CONDITIONS AND DEMOLITION PLAN
3. OVERALL SITE PLAN
4. LAUNCH SITE PLAN
5. SKID PIER DETAILS
6. SKID PIER DETAILS
7. BOAT RAMP DETAILS
8. BOAT RAMP DETAILS

ACME TOWNSHIP: SAYLER PARK BOAT LAUNCH

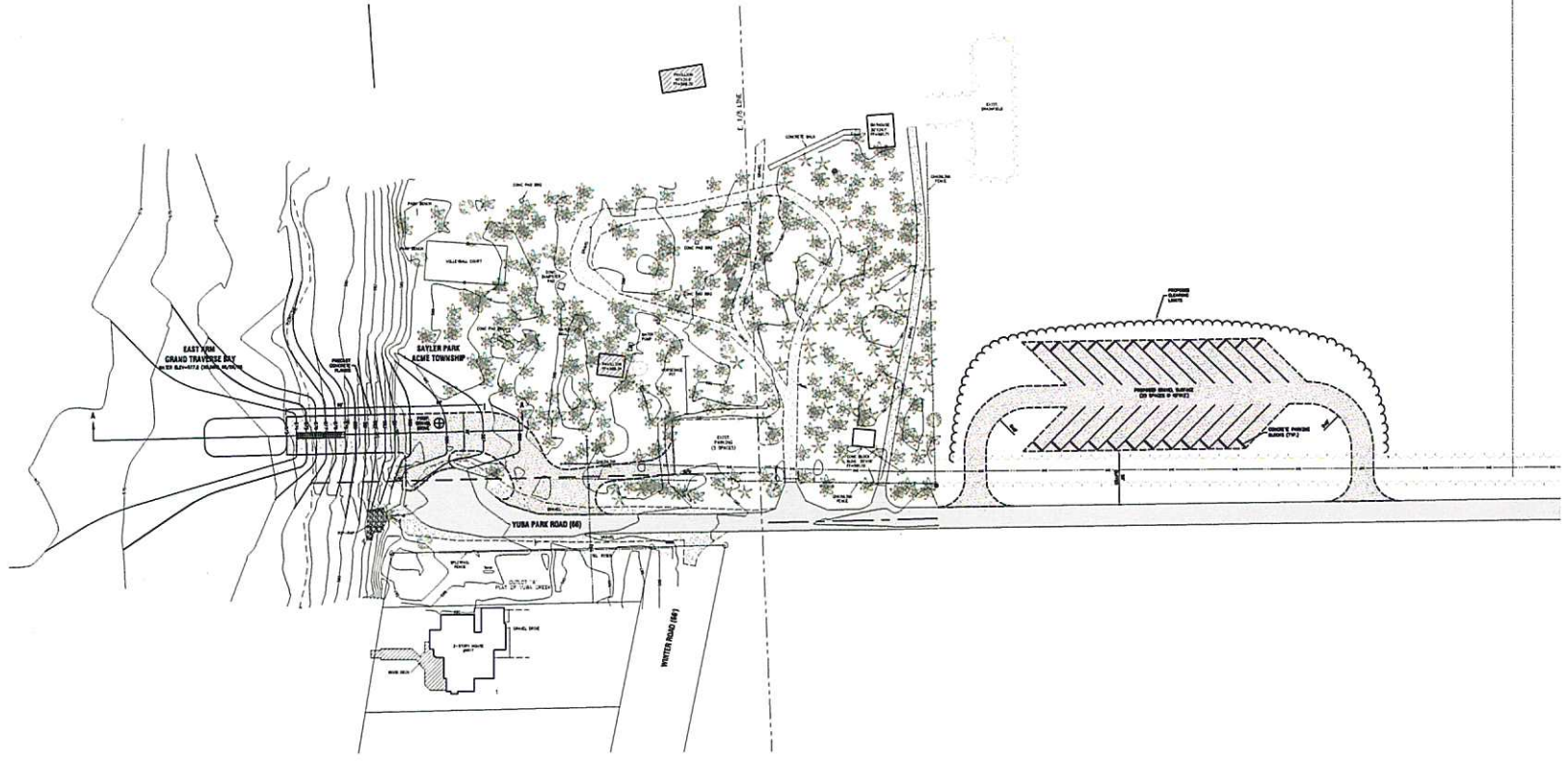
These documents are prepared in accordance with the contractual terms and conditions for this project.



031432

1 OF 8

PROJECT: ACME TOWNSHIP SAYLER PARK BOAT LAUNCH



DATE: 03/14/23
 DRAWN BY: J. MULLIKY
 PROJECT NO: 031432
 SHEET NO: 3 OF 8

**ACME TOWNSHIP
 SAYLER PARK BOAT LAUNCH
 OVERALL SITE PLAN
 SECTION 13, T.28 N., R.10 W.,
 ACME TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN**

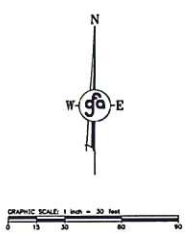
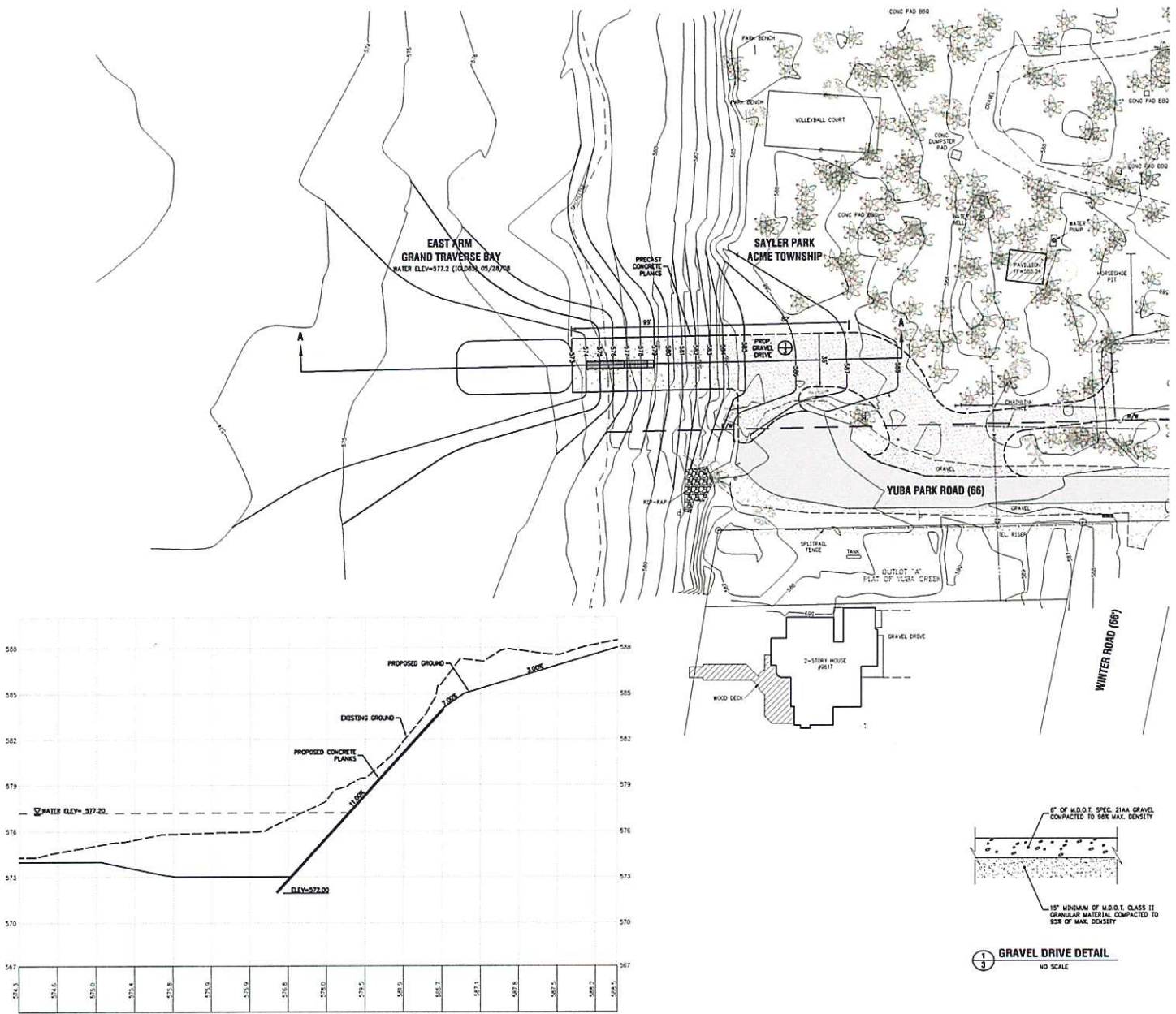
NO.	DATE	BY	DESCRIPTION
1	03/14/23	J. MULLIKY	ISSUED FOR PERMITS
2			
3			
4			
5			
6			
7			
8			
9			
10			

PROJECT NO: 031432
 DATE: 03/14/23
 WWW.GOURDIEFRASER.COM
 120 West Zeeb
 Grand Rapids, MI 49508



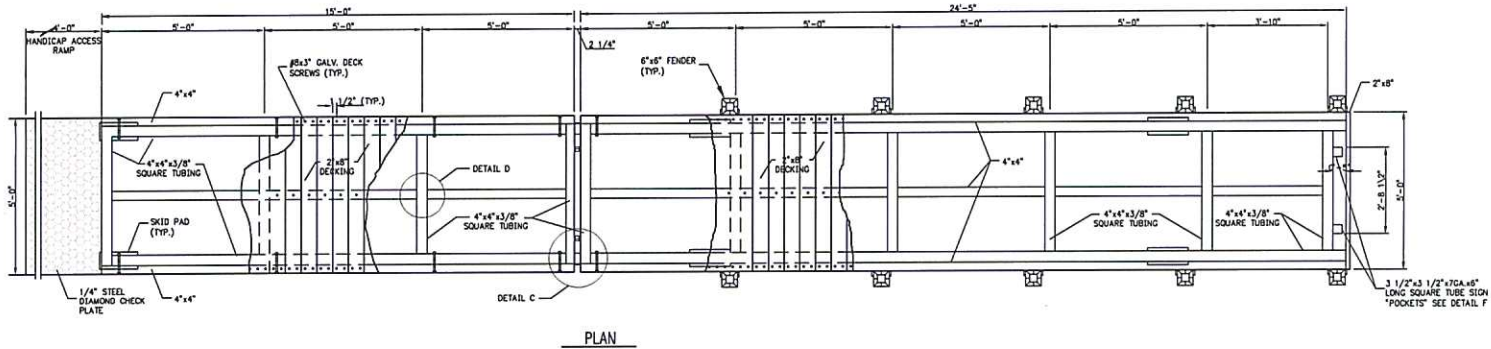
These documents are prepared in accordance with the contractual terms and conditions for this project.

PROJECT: CONSTRUCTION OF SAYER PARK LAUNCH

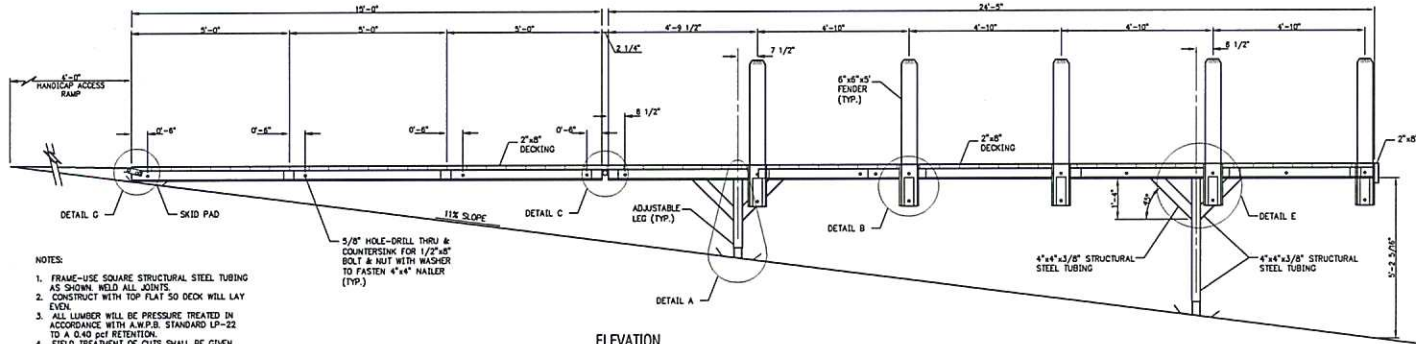


PROJECT NO. 031432 DATE 07/20/11 WWW.GOURDIER-FRASER.COM 12311 FOURTH STREET BAYVIEW CITY, MI 48064	NAME NO. OF SHEETS DATE DRAWN BY CHECKED BY IN CHARGE
ACME TOWNSHIP SAYER PARK BOAT LAUNCH LAUNCH SITE PLAN SECTION 13, T.28 N., R. 10 W. ACME TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN	
PREPARED BY CHECKED BY DATE	031432 SH 4 OF 8

These documents are prepared in accordance with the contractual terms and conditions for this project.



PLAN



ELEVATION

NOTES:

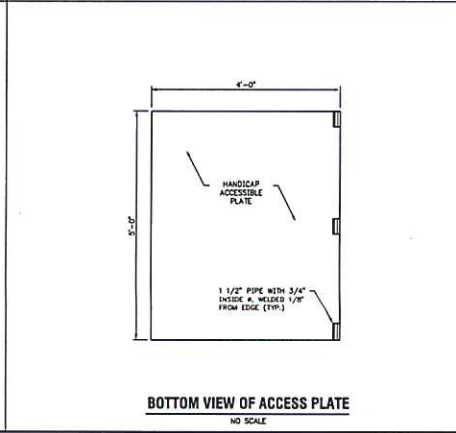
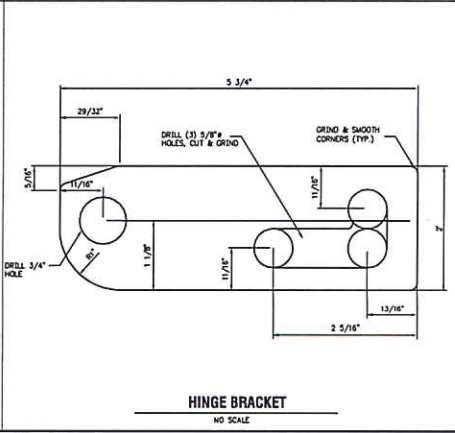
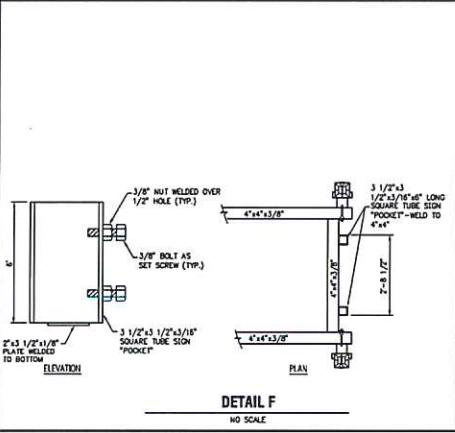
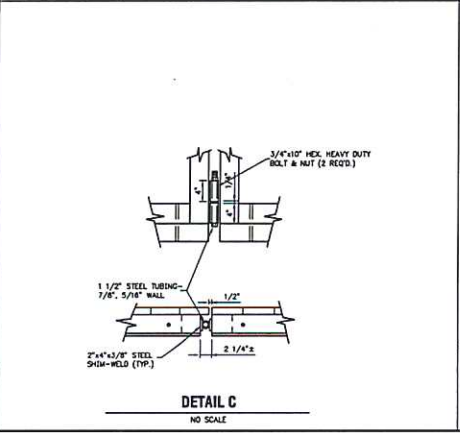
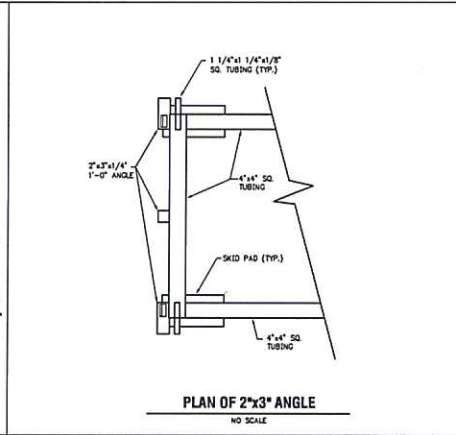
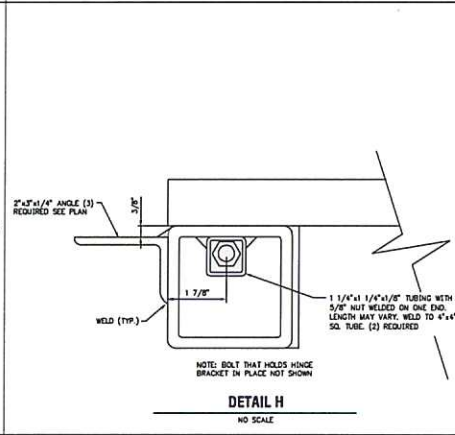
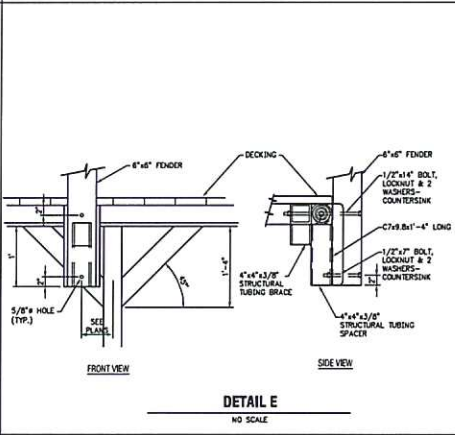
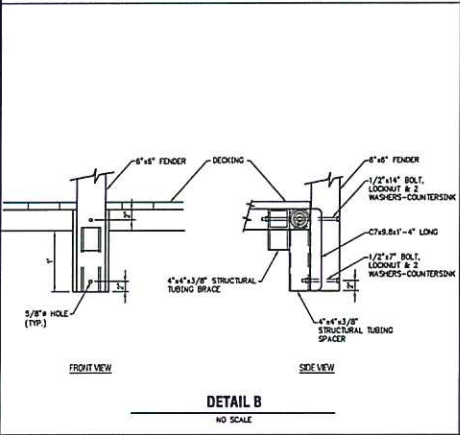
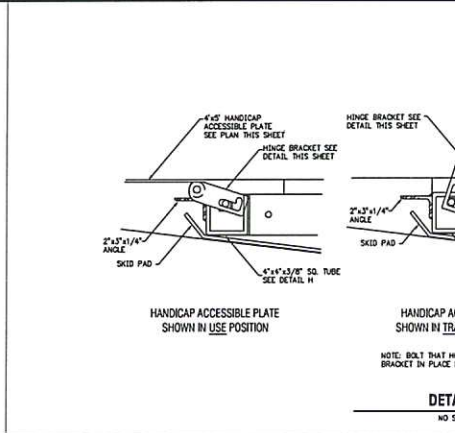
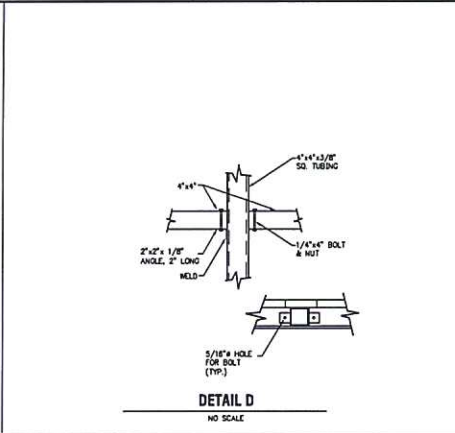
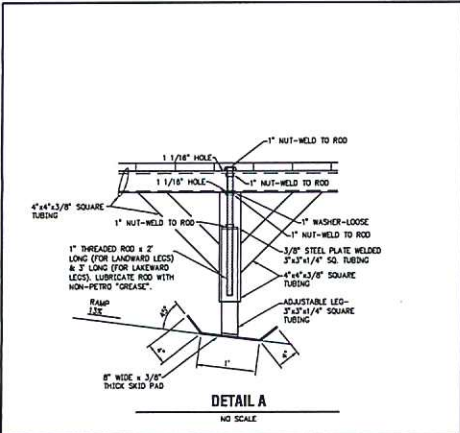
1. FRAME-USE SQUARE STRUCTURAL STEEL TUBING AS SHOWN. WELD ALL JOINTS.
2. CONSTRUCT WITH TOP FLAT SO DECK WILL LAY EVEN.
3. ALL LUMBER WILL BE PRESSURE TREATED IN ACCORDANCE WITH A.W.P.B. STANDARD LP-22 TO A Q140 JOI RETENTION.
4. FIELD TREATMENT OF CUTS SHALL BE GIVEN TWO BRUSH COATS OF PRESERVATIVE USED FOR ORIGINAL TREATMENT.
5. ALL METAL TO BE PAINTED WITH ONE COAT PRIMER AND TWO COATS PAINT, RUSTOLEUM (OR EQUAL). COLOR: BLACK.

STANDARD 40' SKID PIER DETAIL

SCALE: 1/2" = 1'-0"

REV	DATE	BY	CHK	DESCRIPTION
1	03/20/24	EF	EF	ISSUED FOR PERMIT
2	03/20/24	EF	EF	ISSUED FOR PERMIT

ACME TOWNSHIP
SAYLER PARK BOAT LAUNCH
 SKID PIER DETAILS
 SECTION 13.1, 2.8 N.E. R.10 W.
 ACME TOWNSHIP, GRAND TRAVER COUNTY, MICHIGAN



gfa Gourdie-Fraser
Architectural | Development | Transportation

PROJECT NO. 211104374
DATE: 2/14/2019
DRAWN: gfraser@fraser.com
123 First Street
Ann Arbor, MI 48104

DATE	
REV	
1	ISSUED FOR PERMIT REVIEW
2	ISSUED FOR CONSTRUCTION

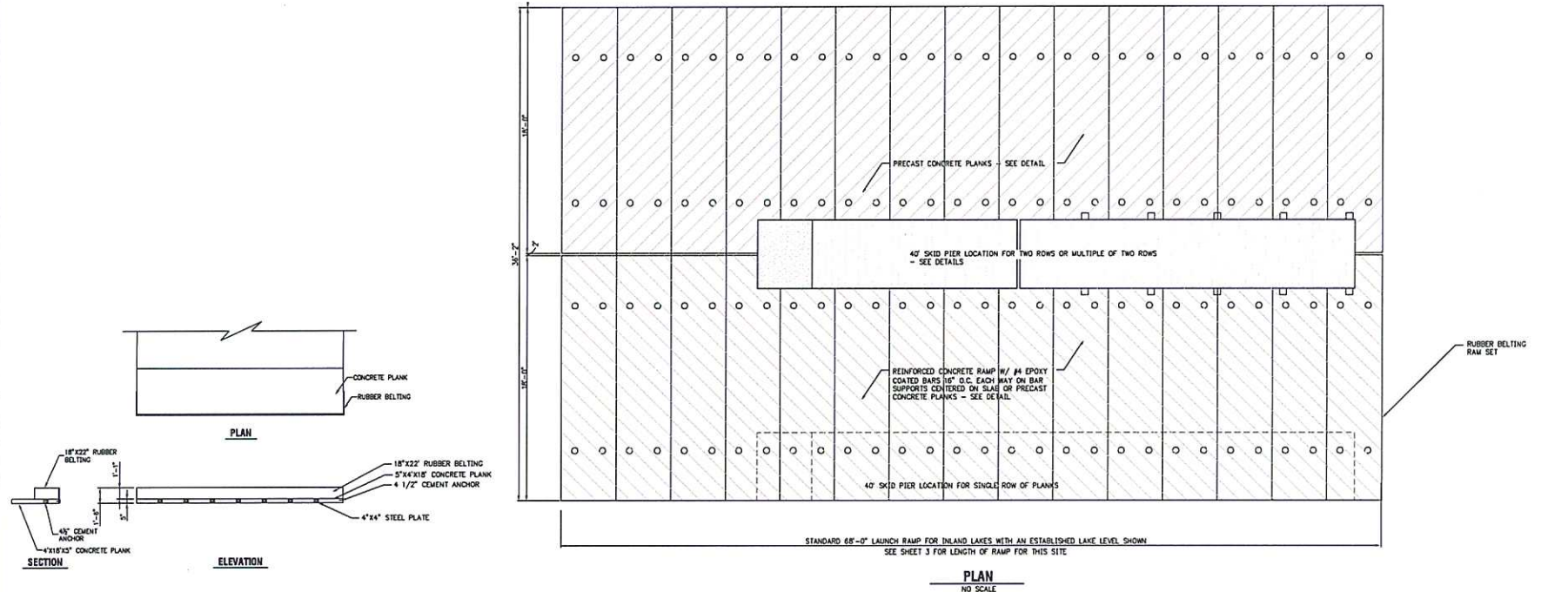
ACME TOWNSHIP
SAYLER PARK BOAT LAUNCH
SKID PIER DETAILS
SECTION 13, T28 N., R.10 W.
ACME TOWNSHIP, GRAND TRAVER COUNTY, MICHIGAN

SHT 6 OF 8

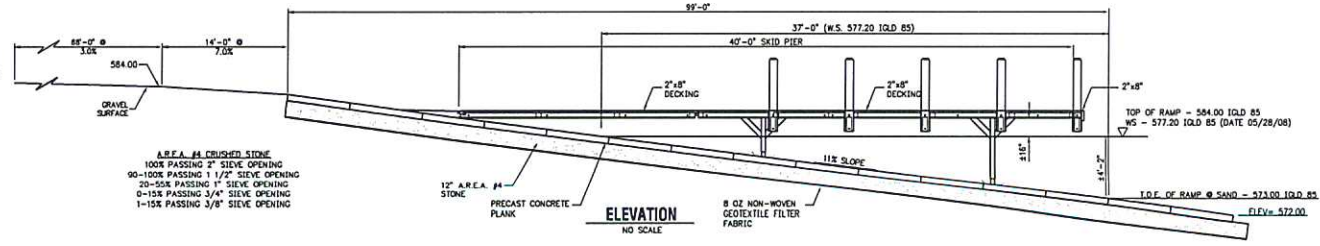
These documents are prepared in accordance with the contractual terms and conditions for this project.

NOTE:

CONTRACTOR SHALL OVER-EXCAVATE RAMP AREA TO ALLOW PLACEMENT OF GEOTEXTILE FABRIC, 12 INCH LAYER OF STONE, AND 3 INCH REINFORCED CONCRETE PLANKS WITH A FINISHED SURFACE AT THE GRADES SHOWN.



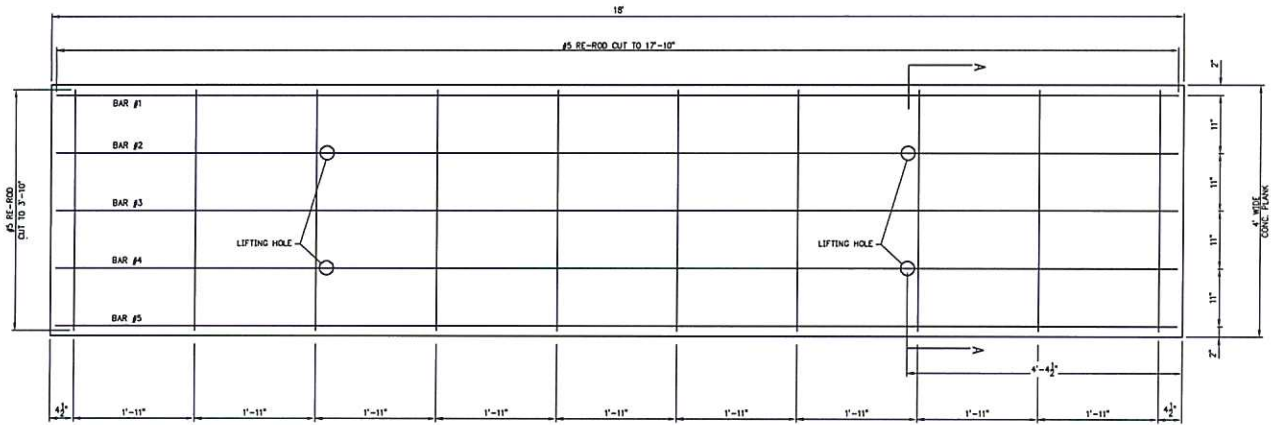
- 22' RUBBER CONVEYOR BELT PER 18' PLANK (FOR ONE RAMP)
- 2" WRAP AROUND ON EACH SIDE
- 21' AND 20' BELTING PIECES FOR TWO PLANKS (FOR TWO RAMP)
- 1" OVERLAP BETWEEN ADJOINING PLANKS
- 9 4"x4" STEEL PLATES (1/2" THICK) PER PLANK
- 7 PLATES ON FACE AND 1 ON EACH SIDE (FOR ONE RAMP)
- DRILLED 3/8" HOLE ON CENTER FOR 4 1/2" CEMENT ANCHORS
- RUBBER CONVEYOR BELT AS MANUFACTURED BY BUILDING & BEARING TECHNOLOGIES, GRAND RAPIDS, MI 816-281-5744, 1-800-253-7850 OR EQUAL.



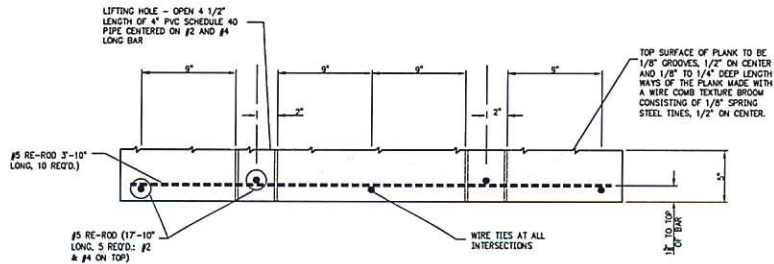
HIGH WATER DATUM - 582.40 IGLD 85
 ORDINARY HIGH WATER - 581.50 IGLD 85
 LOW WATER DATUM - 576.10 IGLD 85

NO.	DATE	BY	CHKD.	DESCRIPTION
1				ISSUED FOR PERMITS
2				ISSUED FOR CONSTRUCTION

ACME TOWNSHIP
SAYLER PARK BOAT LAUNCH
BOAT RAMP DETAILS
 SECTION 13, 1, 2, 8 N. R. 10 W.
 ACME TOWNSHIP, GRAND TRAVER COUNTY, MICHIGAN



PRECAST CONCRETE PLANK
SCALE: 1" = 1'-0"



SECTION A - A
SCALE: 2" = 1'-0"

REV	DATE	BY	CHK	DESC
1				ISSUED FOR PERMITS
2				ISSUED FOR CONSTRUCTION



**ACME TOWNSHIP
GRAND TRAVERSE COUNTY, MICHIGAN**

REQUEST FOR QUALIFICATIONS & PROPOSALS

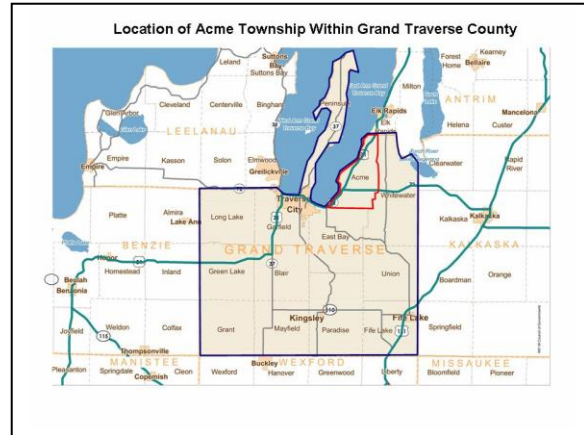
**Hardware and software replacements to Support Daily
computer operations**

**Acme Township Board of Trustees
6042 Acme Road
Williamsburg, MI 49690
(231) 938-1350
acme@netonecom.net**

March 5, 2014

Section A – Overview

Acme Township (“the Township”), is a municipality with a current population of approximately 4,500 located in the northeast portion of Grand Traverse County in northwestern Michigan. The township is approximately 3 miles north of Traverse City and lies along the shores of East Grand Traverse Bay in Grand Traverse County, Northwest Michigan. The southern and central portions of the township contain a mix of commercial, residential and resort-oriented development. The northern portions of the township contain some residential development but are primarily rural agricultural or conservation/natural parklands. Significant commercial development pressures are evident along the M-72 Corridor.



The Township is governed by a seven member board. Three members of the board, Supervisor, Clerk and Treasurer, are full time officials. Presently, the Township has three full time employees and two part time deputies, one for Treasures and one for Clerks office.. The Township cooperatively is a member of the Grand Traverse County Metro Fire Department with neighboring East Bay and Garfield Townships. The township contracts with the Grand Traverse County Sheriff's Department for a Community Policing Officer.

Section B – Scope of Services

Acme Township is seeking qualification statements from professional Computer services/Software firms to bid on the replacement of our present Servers and Office computers. The Township may retain a full service firm to provide a variety of services to support our Operations and data storage needs. The professional services desired may include, but may not be limited to:

- Replacement of our present server and storage capabilities
 - New server to be at least equivalent to a Dell Power edge T420 type, equipped with dual processors and dual power units.
 - Server to be mated with APC power back up to meet server and support unit's needs for any backup drives not part of server.
 - All Software required to support Server and applications
 - Software for remote Desktop services
 - All security and Firewall protection to be included.
 - Server capacity to meet retention of E-Mail capture to meet two years of storage
- Combining our server for DocuShare Storage within the new server being provided or show a cost effective alternative.(Presently separate server and APC are installed)
- Proposal for Offsite Cloud data storage for System back ups daily

- Replacement of all office Desk top computers or Lap top units (1) with Windows 7 Professional with a clock speed of 3.0 ghz., soft ware for all units will need Windows Office suite Word, Excel, Power point Outlook for E- mail and some will require access and publisher. Ram size on units to be 4 gig and Hard drives at minim 300 gigs of storage. All units will need to be equipped read write CD/DVD burners. During the office visit required we will need to id any special software needs.
- No Monitors will be required with this Bid proposal since all have very new units many desk tops have multi monitors. Options can be provided if a need is identified and it will require added Monitors, at cost and size per unit.
- Installation of new devices will need to be done as not to effect day to day operations or completed over a weekend.
- All servers and desk top units to meet all BS&A Software equipment needs and Fundbalance System requirements made part of this RFP as Attachment A&B.
- Please provide your response time to our service needs when received, and hours of availability to receive service calls, number of technical folks who are in your organization who can assist if service problems are experienced

The scope includes, each bidder to do an actual inventory of present equipment and software being used today so no unique needs are missed. Any bidder, who is unable to provide services for the aforementioned services requested, will not be considered.

Acme is always willing to look at options like Leasing equipment ,and opportunities for Proactive maintenance for desk top units to ensure optimal performance of the hardware and software in use.

The township intends to contract for up to a maximum (3) three-year initial period. At the end of this period, the township may seek to extend its relationship with the selected firm, host a new competitive bidding process, or discontinue the township engineering relationship at its discretion.

Section C – Requirements

The successful bidder will demonstrate they can meet the following requirements:

- Availability and ability to perform the work, and coordinate and schedule the work as required for these services..
- Ability to communicate and work effectively with Acme Township administration, staff, and other township consultants and private sector developers with respect to any of the services required.

Section D – The Qualification Statement

The statement shall outline in detail the manner in which the selected firm shall work with the Township to fulfill the Township's needs. The statement, at a minimum, shall designate: the bidder's primary contact and his location (one person preferred), support staff and the associate personnel, and the overall relationship which will be established between the service professionals and the Township. Further, the qualifications and experience of the primary and main secondary contacts should be included within the statement.

Section E – RFQ/P Response and Statement of Qualifications

Firms responding to the RFQ/P will be expected to demonstrate the qualifications, competence and capacity of the firm seeking to provide the Township with services at a competitive rate. Substance of the statement will have more impact than the form or manner of the presentation. The statement must contain, *but need not be limited to*, the following information:

- 1) Firm Profile: This may be marketing material, but must include:
 - a) Company history
 - b) Areas of expertise and company capabilities
 - c) Summary of related experience as it relates to items in 1b
 - d) Municipal clients
 - e) Size and composition of firm
 - f) A representative list of current project and/or projects completed within the last five years
 - g) References

- 2) Resources dedicated to this contract:
 - a) Identify the firm's primary contact responsible for providing services to the township.
 - b) Indication of how assigned support staff will be utilized on a full or part time basis.

- 3) Billing Information:
 - a) Hourly fees or rates for all personnel responsible for providing Hardware/Software support services to the township, once all installation work completed. Provide increments of billing on service needs.
 - b) Applicable fees and charges over and above personnel expenses for Cloud storage services.

 - c) Describe the firm's billing procedure
 - 1) Please include sample billing format.

- 3) Conflict of Interest:
 - a) Please identify any actual or potential conflicts of interest that may exist.

Section F – RFQ/P Submission Requirements

- 1) Two physical copies of the proposal should be provided in a sealed envelope clearly marked “RFQ/P for Computer Server and software updates – Acme Township” and will be accepted at:

Acme Township
6042 Acme Road
Williamsburg MI 49690

In addition, one electronic version of the proposal in Adobe PDF format should be provided. The electronic copy may be provided on a CD-ROM along with the physical copies.

- 2) Proposals will be accepted through 5:00 p.m. on Tuesday, April 30, 2014. Submitted proposals will not be opened until after the deadline.
- 3) Questions about the township or this RFQ/P should be directed to:

Jay B. Zollinger, Township Supervisor
Acme Township
6042 Acme Road
Williamsburg MI 49690
(231) 938-1350
jzollinger@acmetownship.org

- 4) The Township Board of Trustees will select a committee to review all proposals, consisting of the Township Supervisor, two additional Board members. This committee will identify two to four firms to be interviewed and will schedule interviews with selected candidates. Interviews will be open to the public and conducted in accordance with the Open Meetings Act. After the interview process, the selection committee will offer a recommendation to the Board for action at its May 3, 2014 regular meeting. Upon Board selection the Township will ultimately negotiate a contract for services with the selected firm.
- 5) The Township will notify all applicants of their status at each step in the selection process.

The Township Board will make its final selection based on evaluation of all responses, qualifications, thoroughness, and pricing and selection committee recommendation. It is currently anticipated that a selection will be made at the May 3, 2014 regular Board meeting. Candidates will be notified of any change made to this schedule.

Section G – Candidate Warranties

Candidates will warrant that they will not delegate or subcontract their responsibilities under any agreement without prior written permission of the Acme Township Board.

Additionally, the candidates will warrant that all information provided by them in connection with this proposal is true and accurate to the best of their knowledge.

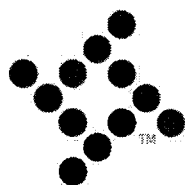
Acme Township will not be liable for any cost incurred by any candidate in the development of a proposal responsive to this request.

Meets Public Act 517 of 2012, the Iran Economic Sanctions Act, MCL, 129.3

Acme Township reserves the right to reject any and all proposals and to accept any proposal which, in its opinion, is most advantageous to the Township.

Attachment A: BS&A Software Requirements

Attachment B: Fundbalance Requirements



fundbalance

a tyler erp solution

Fundbalance Product Solution System Requirements

Standalone Computer and Network Workstation Requirements

	Minimum	Recommended
Processor	2.0 GHz (or faster) Clock Speed	3.0GHz (or faster) Clock Speed
Memory	2 GB (or more) RAM for ALL operating systems	4 GB (or more) RAM for ALL operating systems
Available Disk Space	1 GB of free hard drive space	2 GB of free hard drive space
Network Interface Card	If network workstation – 100 Mbps	If network workstation – 1 Gb
Display	65k color, 1024 x 768 resolution	65k color, 1024 x 768 resolution
Database Backup	Application users are responsible for backing up their own databases (when running stand-alone copies). Viable backup methods include: <ul style="list-style-type: none"> • CDR-CDRW Drive • Zip Drive • Tape Backup Drive • DVDRW 	Application users are responsible for backing up their own databases (when running stand-alone copies). Viable backup methods include: <ul style="list-style-type: none"> • CDR-CDRW Drive • Zip Drive • Tape Backup Drive • DVDRW
Battery Backup	N/A	Having a battery backup in place helps to prevent potential data loss caused by power fluctuation or failures.
Operating System	Windows® XP SP3 Windows® 7 Professional or higher.	Windows® 7 Professional or higher.
Internet Access Speed	DSL	Broadband
Web-Browser	Internet Explorer®, v.7.0+	Internet Explorer® v.8.0+
Additional Requirements	Pervasive© PSQL v10 or higher	Pervasive© PSQL v11

Printers: Verify the following information for all printers you intend to use with your Fundbalance applications:

1. The original manufacturer still currently supports your printer.
2. Current printer drivers (specific to your operating system) are available from the original manufacturer.

You can easily verify the above information by contacting the original manufacturer or visiting their website.

Server Hardware Requirements

	Minimum	Recommended
Processor	3 GHz (or faster) Clock Speed	3 GHz (or faster) Clock Speed
Memory	2 GB (or more) RAM for first application, 512 MB RAM for each additional application beyond the first	4 GB (or more) RAM for first application, 1 GB RAM for each additional application beyond the first
Available Disk Space	2GB of free hard drive space per application	4 GB of free hard drive space per application
Network Interface Card	100Mbps	1 Gb
Display	65k color, 1024 x 768 resolution	65k color, 1024 x 768 resolution
Database Backup	Application users are responsible for backing up their own databases. Viable backup methods include: <ul style="list-style-type: none"> • CDR-CDRW Drive • Zip Drive • Tape Backup Drive • DVDRW 	Application users are responsible for backing up their own databases. Viable backup methods include: <ul style="list-style-type: none"> • CDR-CDRW Drive • Zip Drive • Tape Backup Drive • DVDRW
Battery Backup	Having a battery backup in place helps to prevent potential data loss caused by power fluctuations or failures	Having a battery backup in place helps to prevent potential data loss caused by power fluctuations or failures
Operating System	<ul style="list-style-type: none"> • Windows® 2000 Server Edition • Windows® Server 2003 This list assumes all appropriate service packs are installed on the server	<ul style="list-style-type: none"> • Windows® 2000 Server Edition • Windows® Server 2003 • Windows® Server 2008 This list assumes all appropriate service packs are installed on the server
Internet Access Speed	DSL	Broadband
Web-Browser	Internet Explorer® v 7.0	Internet Explorer®, v. 8.0+
Microsoft® SQL Server 2000 and Service Pack 2 or greater, MSDE2000® or greater, Microsoft® SQL Server 2005	Must be installed on your data server before installing Tyler SQL software. SQL is required for Job Tracking and GASB 34 Reporter, as well as the SQL version of Capital Assets.	Must be installed on your data server before installing Tyler SQL software. SQL is required for Job Tracking and GASB 34 Reporter, as well as the SQL version of Capital Assets.
Additional Requirements	Pervasive© PSQL v10 or higher	Pervasive© PSQL v11 or higher

Hardware Requirements for BS&A .NET Applications

The recommended requirements are subject to change.

Personal Computer Specifications

WORKSTATION

Recommended	<i>Minimum</i>
2.8 I3 (or faster)	2.4 Core2Duo
4 GB RAM	2 GB RAM
40 GB free disk space	20 GB free disk space
Windows 7 (Professional 64/32Bit) OR	Windows XP Professional
Windows 8 (Professional or above)	

TABLET PC (*Community Development Field Inspection App*)

Recommended	<i>Minimum</i>
I5 520 UM (or faster)	2.8 GHz I3
8 GB RAM	4 GB RAM
40 GB free disk space	20 GB free disk space
Windows 7 (Professional or above) OR	Windows XP Professional
Windows 8 (Professional or above; BS&A software is NOT compatible with Windows RT)	

Server Specifications (*Defined as a computer running a Windows Server Operating System*)

DATABASE SERVER (*fewer than 15 users*)

Recommended	<i>Minimum</i>
1 Xeon E5 series Quad-Core 2.4 GHz (or faster)	2 GHz Multi-Core Xeon Processor
8 GB RAM	4 GB RAM
6x SATA 7.5K RPM 1TB (3x RAID 1)	250 GB free disk space
<i>Separate RAID for Operating System</i>	Windows 2003 Server (32Bit)
Windows 2008 Server Standard (64Bit) OR	
Server 2012 (Standard or above)	

DATABASE SERVER (15 to 30 users)

Recommended

1 Xeon 2.3 GHz E5 Six-Core Xeon Processor (or faster)
24 GB RAM
4x SATA 7.5K RPM 1TB (2x RAID 1)
2x SATA (SandForce) Solid State Drive (SSD)
Separate RAID for Operating System
Windows 2008 Server (64Bit) OR
Server 2012 (Standard or above)

Minimum

2 GHz Multi-Core Xeon Processor
16 GB RAM

500 GB free disk space
Windows 2008 Server (64Bit)

DATABASE SERVER (30 to 50 users)

Recommended

(2) Xeon 2.5 GHz E5 Six-Core Xeon Processors (or faster)
48 GB RAM (DDR3 1333 or faster)
4x 10K RPM SAS 1TB Hard Disks (2x RAID 1)
2x SATA (SandForce) Solid State Drive (SSD)
Separate RAID for Operating System
Windows 2008 Server (64Bit) OR
Server 2012 (Standard or above)

Minimum

2.8 GHz Quad-Core Xeon Processor
24 GB RAM
1 TB free disk space
Windows 2008 Server (64Bit)

DATABASE SERVER (50 to 100 users)

Recommended

(2) Xeon 2.5 GHz E5 Eight-Core Xeon Processors (or faster)
64 GB RAM (DDR3 1600 or faster)
8x SATA 15K RPM 1TB (2x RAID 10)
2x SATA (SandForce) Solid State Drive (SSD)
Separate RAID for Operating System
Windows 2008 Server (64Bit) OR
Server 2012 (Standard or above)

Minimum

2x 2.8 GHz Quad-Core Xeon Processor
48 GB RAM
1 TB free disk space
Windows 2008 Server (64Bit)

SERVER (over 100 users)

Please email our IT Department at tech@bsasoftware.com

VIRTUAL SERVERS

Please see the help doc entitled "BS&A Software and Best Practices in Virtual Environments".

TERMINAL SERVICES/CITRIX ENVIRONMENTS

Recommended Application Server Specifications

Dual Quad-Core Xeon Processor

4096 MB RAM plus an additional 1028 MB RAM per user, per application

500 GB free disk space

Windows 2008 Server (64Bit)

Limit of 50 total users

Please see the help doc entitled "BS&A Software and Best Practices in Terminal Server/RDP Environments".

SQL SOFTWARE VERSION RECOMMENDATIONS

Less than 15 users and less than 15,000 parcels -> SQL Express

Greater than 15,000 parcels or greater than 15 users and less than 25 users -> SQL Workgroup

Greater than 25 users -> SQL Workgroup CPU License

Greater than 50 users -> SQL Standard CPU License

****NOTE****Environments running the SQL Standard or Workgroup should strongly consider a dedicated MSSQL Server.

I.T. RECOMMENDATION

BS&A has worked with IT Right for network services and implementation for well over 10 years. If you are in need of IT services, please visit their site:

<http://www.itright.com>

PRINTER RECOMMENDATIONS

All printers used with BS&A .NET applications must be on the Microsoft Hardware Compatibility List. Visit the following link for a complete list. You will need to click the **Hardware** tab, then **Printers and Scanners**.

<http://www.microsoft.com/windows/compatibility/windows-7/en-us/default.aspx>

RECEIPT PRINTER RECOMMENDATIONS

BS&A Software has tested and confirmed the compatibility of the following Epson receipt printer models:

- Epson TM-H6000IV Model: M253A
- Epson TM-H6000III Model: M147G

BS&A has only tested and confirmed the above printers work with our .NET products. If you are considering purchasing a model other than the recommended one, we cannot guarantee its success with our applications. We will, however, make our best effort to assist you. Please visit...

<http://www.bsasoftware.com/references/documents/rctprntrec.pdf>

...for more information

please note: Ithaca Series 90/150 printers are compatible with Windows XP, but will not work on Windows Vista or Windows 7

WORKSTATION/TABLET AND SERVER HARDWARE TESTS

Servers running Microsoft SQL need to pass the BS&A Software .NET Hardware compatibility test.

1. Follow this link: <http://www.bsasoftware.com/Technology/Hardware-Requirements>
2. Click the appropriate link: *PC Hardware Test* or *Server Hardware Test*.

The screenshot shows the BS&A Software website. The header includes the logo, tagline "Service, Solutions, Support... Satisfaction", and navigation links: HOME, ABOUT, TESTIMONIALS, NEWS / EVENTS. A secondary navigation bar contains Solutions, Support, Learning Center, Blog, Technology, and Contact. The main content area is titled "Hardware Requirements" and contains the following text:

Hardware Specifications
The links below provide the minimum and recommended hardware specifications for computers running BS&A applications.
Please check back regularly, as the hardware specifications recommended at the time of purchase may change with new releases and updated versions of our applications.

- All .NET Applications - Hardware Recommendations

Hardware Compatibility Tests
Provided here are tests to automatically check whether your computer hardware meets BS&A's minimum specifications for all BS&A .NET applications. Click the appropriate link below to begin the test.

- PC Hardware Test ←
- Server Hardware Test

Click here to view our other Help Documents and Whitepapers

At the bottom of the page, there is a sidebar with a list of software features: + SQL Server Database, + Microsoft .NET Platform, + Hardware Requirements, + Common Look & Feel, + Centralized User Management, + Integrated Report Designer, + Administration Application. Below this is a promotional banner for "#12 Why use BS&A Software?" with the text "You receive a one-year, full refund".

3. Follow the prompts. When the test is complete, a page appears from I.T. Right with the specs detected.