



**ACME TOWNSHIP BOARD MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
Tuesday, March 3, 2015, 7:00 p.m.**

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

**Members present:** J. Aukerman, C. Dye, A. Jenema (Arrived at 7:50 p.m.), G. LaPointe, P. Scott, D. White, J. Zollinger  
**Members excused:** None  
**Staff present:** J. Jocks, Legal Counsel  
N. Edwardson, Recording Secretary

**A. LIMITED PUBLIC COMMENT: None**

**B. APPROVAL OF AGENDA:**

LaPointe requested item #5 to be added to New Business, Salary Review committee

**Motion by White, seconded by LaPointe to approve the agenda with the additional item #5 Salary Review under New Business. Motion carried by unanimous vote.**

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

**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:**

- a. **Treasurer's Report**
- b. **Clerk's Revenue/Expenditure Report and Balance Sheet**
- c. **Draft Unapproved Meeting Minutes:**
  1. **Planning Commission 02/09/2015**
- d. **North Flight January 2015**
- e. **Metro Newsletter January/February 2015**
- f. **Parks and Maintenance Report – Tom Henkel**
- g. **Zoning report - Lennox**

**2. APPROVAL:**

1. **2015 Summer Tax Collection for Elk Rapids Schools, TBAISD, TCAPS**
2. **Township Board meeting minutes of 02/03/2015**
3. **Accounts Payable Prepaid of \$314,588.76 and Current to be approved of \$117,949.43 (Recommend approval: Cathy Dye, Clerk)**

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

LaPointe requested the Treasurer's and Clerk's Revenue/Expenditure report be removed from the Consent Calendar.

**Motion by LaPointe, seconded by Scott to approve the Consent Calendar with the removal of the Treasurer's and Clerk's Expenditure Reports. Motion carried by a roll call vote of 6 in favor (Aukerman, Dye, LaPointe, Scott, White, Zollinger) Jenema arrived at 7:50 p.m.**

LaPointe commented on the balance in General Fund of \$381,923. He stated that this was a significant amount in unrestricted funds as we enter a new budget season.

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

**Motion by LaPointe, seconded by White to approve the Clerk's report as presented. Motion carried unanimously.**

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

**G. REPORTS: Received and filed**

- 1. Sheriff's Report – Deputy: Ken Chubb**
- 2. County Commissioner's Report - Crawford**
- 3. Road commission report – McKellar**
- 4. GTC Resource recovery – Kim Elliott**

**H. CORRESPONDENCE: Reviewed and Filed**

- 1. Email dated 2/18/15 regarding snow removal on the Tart Trails**
- 2. Letter dated 2/19/15 to Clerk, Dye, awarding her a scholarship for the Basic Institute for Municipal Clerks**

**I. PUBLIC HEARING: None**

**J. NEW BUSINESS:**

- 1. SAD Two resolutions bonding for work – LaPointe**

**Motion by LaPointe, seconded by Aukerman to approve Resolution R-2015-8 requesting the County of Grand Traverse to issue bonds for the Township of Acme Holiday Hills Road Project. Motion carried by a roll call vote of 6 in favor (Aukerman,Dye, LaPointe, Scott, White, Zollinger) Jenema arrived at 7:50 p.m.**

**Motion by Dye, seconded by LaPointe to approve Resolution R-2015-9 approving the undertaking to provide continuing disclosure by the Township of Acme for the County of Grand Traverse Michigan Transportation fund bonds, series 2015. Motion carried by a roll call vote of 6 in favor (Aukerman,Dye, LaPointe, Scott, White, Zollinger) Jenema arrived at 7:50 p.m.**

- 2. CPO Officer new contract with county/annual pricing - Zollinger**

**Motion by Scott, seconded by Aukerman, to grant authority to the Township Supervisor to proceed with negotiations with the County on the model contract for law enforcement services. Motion carried unanimously.**

- 3. Appointment to Board of Review alternate - Zollinger**

**Motion by Scott, seconded by Dye to approve the recommended appointment of Sarah Lawrence, to the Acme Township Board of Review as the alternate. Motion carried unanimously.**

- 4. Resolution Budget amendment Metro driver cost/North Flight support**

**Motion by LaPointe, seconded by White to approve Resolution R-2015-10 on Budget amendment for Metro Fire EMS Driver. Motion carried by unanimous roll call vote.**

- 5. Salary Review Committee**

**LaPointe stated in previous budget cycles the Board talked about reviewing salaries. And each year we are unable to do the task. LaPointe would like to form a ad-hoc committee with two Trustees and two Township residents. Aukerman volunteered to work with LaPointe. Township residents, Larry Lasusa and**

Ken Crawford will complete the committee.

**K. OLD BUSINESS:**

**1. Resolution to change date of the May Board meeting**

**Motion by Dye, seconded by Scott to approve Resolution R-2015-11 changing the May Board Meeting from May 5<sup>th</sup> to May 12<sup>th</sup> because of an election. Motion carried unanimously.**

**2. Acme Township water testing tools up date possible 2015-16 budget item**

Henkel has been doing the water testing for several years. Some of the equipment is breaking down and we also do not have a way to do turbidity testing. Henkel prepared a proposal summary for \$7,721.90. Zollinger is requesting the Board's input on making this a 2015-2016 Budget item or taking action now. Discussion followed. Board requested Zollinger to obtain more details and present as a budget item.

**3. Metro Fire station 8 status, cost, and funding means - Parker**

A memo from Chief, Parker, was reviewed giving an update on what is happening with the new Acme fire Station. Topics covered were Need for a new station, Land Purchase, Architectural and Finance.

**4. Acme Sewer plans/DEQ response to violation - Zollinger/Jocks**

Zollinger stated that the letter in the packet from Jocks to DEQ is a partial response and extension request to the January 27, 2015, Notice of Violation. Items 4,5,6, and 7 require additional study and engineer work to complete and an additional 60 days to complete has been requested.

**5. GTTC – Acme Creek water testing interim/Final water testing plan – Zollinger**

Zollinger stated we are still doing work on this. We do have a final water testing plan and once the site is at a certain point then the testing plan will go into place.

**6. Saylor Park boat launch status/Grant status/Bay side south MDNR grant/Recommendation for 2015 grant cycle – Zollinger/Aukerman**

Discussion followed.

**Motion by Jenema, seconded by Scott to approve Trustee, Aukerman, to proceed with the Oleson Foundation grant application. Motion carried unanimously.**

**7. Review update of Board procedures – Dye**

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

B. Kelley, Ridgecrest, read a prepared statement into the record and are attached to the minutes.

Clerk, Dye, stated that her Deputy Treasurer, Sharma Zollinger, retired as of 2/27/15. She appointed Angela Fernow.

**Adjourned at 9:50 pm**

To: Acme Township Board of Trustees

From: Brian Kelley

Date: March 3, 2015

Our community is known for big melts in the month of March. That should not be a surprise to anyone who lives here. The weather forecast says we're going to get a big warm up starting on Saturday. Temps will climb above freezing by the weekend, rising to the mid 40's and 50's next weekend.

But what we haven't had is an update from our township expert, Dr. Grobbel. The DEQ and Dr. Grobbel have both stated in public meetings that they are extremely concerned about what will occur during the Spring melt. It is well past time for an update from Dr. Grobbel.

On February 6th I sent an email asking for a study session so Dr. Grobbel could give us an update. Our township supervisor denied the request, saying "I don't believe we have a need to do this at this time" and "I believe at a later time this might be needed but not on the current horizon."

"Not on the current horizon." If not now, before the melt, then when?

96% of respondents in the community survey indicated that protecting the water quality of streams, watersheds and east bay is a priority. Our master plan requires Trustees to protect our water resources. And yet we have not had an update from our expert. He does not come here on his own, he needs to be invited by the township.

Acme needs to stop reacting to things after the fact, especially in cases where there is advance warning. We have a chance to be pro-active and get Dr. Grobbel's opinion before the melt, but the days are rapidly slipping away. We all knew the melt was coming, and yet here we are, with the request for a study session denied. That sounds less like Citizen Driven and more like Citizens' Overridden.

I encourage the Trustees to put this item on the agenda for tonight. We should try and hold a study session next week. It should be at least two hours, to allow for ample public questions, and coverage of both soil erosion and stormwater issues. We ran out of time at the December session, and that was primarily a Horizon study session.

Thank you,  
Brian Kelley



**ACME TOWNSHIP REGULAR BOARD MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
Tuesday, March 3, 2015, 7:00 p.m.**

**GENERAL TOWNSHIP MEETING POLICIES**

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

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**A. LIMITED PUBLIC COMMENT:**

Public Comment periods are provided at the beginning and end of each meeting agenda. Members of the public may address the Board regarding any subject of community interest during these periods. Comment during other portions of the agenda may or may not be entertained at the moderator's discretion.

**B. APPROVAL OF AGENDA:**

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

**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.

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- b. Clerk's Revenue/Expenditure Report and Balance Sheet**
- c. Draft Unapproved Meeting Minutes:
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- d. North Flight January 2015**
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- a. 2015 Summer Tax Collection for Elk Rapids Schools, TBAISD, TCAPS**
- b. Township Board Regular meeting minutes of 2/3/15**
- c. Accounts Payable Prepaid of \$314,588.76 and Current to be approved of \$117,949.43 (Recommend approval: Cathy Dye, Clerk)**

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

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

**F. SPECIAL PRESENTATIONS/DISCUSSIONS:**

**G. REPORTS:**

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- 2. County Commissioner's Report-Carol Crawford**
- 3. Road commission report-Marc McKellar**

**4. GTC Resource recovery – Kim Elliott**

**H. CORRESPONDENCE:**

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- 2. CPO Officer New contract with county/ annual pricing-Zollinger**
- 3. Appointment to Board of Review Alternate-Zollinger**
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**K. OLD BUSINESS:**

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- 2. Acme Township water testing Tools up date possible-2015-16 budget item**
- 3. Metro Fire station 8 status, cost, and funding means-Parker**
- 4. Acme Sewer Plans /DEQ response to Violation -Zollinger/Jocks**
- 5. GTTC- Acme Creek water testing Interim /Final water testing plan- Zollinger**
- 6. Saylor Park boat Launch status/ Grant Status -Zollinger/Aukerman  
Bay side South MDNR Grant / Recommendation for 2015 Grant cycle-Zollinger**
- 7. Review Update of Board procedures-Dye**

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

**ADJOURN**

# ACME TOWNSHIP - Monthly Treasurer's Report

Reconciled with Bank as of January 31, 2015

		FUND #	Dec 31, 2014 Account Balance	NET CHANGE	January 31, 2015 Account Balance
Chase Bank		101	\$ 913,388	\$ 59,165	\$ 972,553
Chemical Bank - High Yield		101	\$ 156,699	\$ 14	\$ 156,713
Chemical Bank - Money Market Plus		101	\$ 297,088	\$ 25	\$ 297,113
Chemical Bank - Liquor Fund		101	\$ 12,191	\$ 0	\$ 12,191
<b>A</b>	<b>TOTAL BANK ACCOUNTS FOR GENERAL FUND</b>		<b>\$ 1,379,366</b>	<b>\$ 59,204</b>	<b>\$ 1,438,570</b>
	Self Funded Accts Payable 6 Months	<i>Committed</i> 101	\$ 351,177	\$ -	\$ 351,177
	Saylor Park Boat Launch Imp	<i>Committed</i> 101	\$ 88,868	\$ 7,000	\$ 95,868
	Septage Plant Bond Buyout	<i>Committed</i> 101	\$ 193,813	\$ 7,776	\$ 201,589
	Hoxsie House Relocation	<i>Committed</i> 101	\$ -	\$ -	\$ -
	Water Engineering Study (GTB Grant)	<i>Restricted</i> 101	\$ 14,000	\$ -	\$ 14,000
	GTTC Engineer Project Management	<i>Committed</i> 101	\$ 40,000	\$ -	\$ 40,000
	Public Broadcast Equipment Fund	<i>Restricted</i> 101	\$ 6,864	\$ -	\$ 6,864
	PA48 Metro Fund -(PA 48 Twp Imp (SAD) \$20,401)	<i>Restricted</i> 101	\$ 76,636	\$ -	\$ 76,636
<b>B</b>	<b>Sub-Total Assigned From GENERAL FUND</b>	<b>101</b>	<b>\$ 771,358</b>	<b>\$ 14,776</b>	<b>\$ 786,134</b>
<b>Funds within General Fund Bank Account (Restricted or Committed)</b>					
	Cemetery Fund	<i>Committed</i> 209	\$ 4,752	\$ 0	\$ 4,752
	Fire Fund <i>Special Assessment</i>	<i>Restricted</i> 206	\$ 114,631	\$ (30,822)	\$ 83,809
	Police Fund <i>Special Assessment</i>	<i>Restricted</i> 207	\$ 118,764	\$ 12,417	\$ 131,181
	Liquor Fund	<i>Restricted</i> 212	\$ 12,961	\$ (12,190)	\$ 771
	Township Improvement (SAD)	<i>Committed</i> 246	\$ 50,000	\$ -	\$ 50,000
<b>C</b>	<b>SUB-TOTAL (Restricted or Committed)</b>		<b>\$ 301,108</b>	<b>\$ (30,596)</b>	<b>\$ 270,512</b>
	<b>UNRESTRICTED BALANCE (Net Assigned)</b>	<b>101</b>	<b>\$ 306,900</b>		<b>\$ 381,923</b>
			Note ((A)-(B+C))		Note ((A)-(B+C))
<b>RESTRICTED BY BOARD RESOLUTION ACCOUNTS:</b>					
	Shoreline Preserv. Fund	<i>Committed</i> 224	\$ 1,317	\$ 45	\$ 1,362
	Parks & Recreation	<i>Committed</i> 226	\$ 16,098	\$ 0	\$ 16,098
	Parks/Shoreline Fund <small>(New Urbanist to Park/Shoreline)</small>	<i>Committed</i> 227	\$ 27,885	\$ 1	\$ 27,886
<b>D</b>	<b>SUB-TOTAL</b>		<b>\$ 45,300</b>		<b>\$ 45,346</b>
<b>RESTRICTED BY MILLAGE:</b>					
	Farmland <i>Millage Chemical Bank</i>	<i>Restricted</i> 225	\$ 5,197	\$ (0)	\$ 5,197
	Farmland <i>Millage Chase Bank</i>	<i>Restricted</i> 225	\$ 27,436	\$ 71,525	\$ 98,961
	Farmland Totals		\$ 32,633	\$ 71,525	\$ 104,158
	Tax Collection	<i>Temporary Funds</i> 703	\$ 866,842	\$ (407,194)	\$ 459,648
<b>E</b>			<b>\$ 899,475</b>		<b>\$ 563,806</b>
<b>RESTRICTED BY REVENUE SOURCE ACCOUNTS:</b>					
	Sewer Fund Chemical Bank	<i>Restricted</i> 590	\$ 196,673	\$ 16	\$ 196,689
	Sewer Fund Chase Bank	<i>Restricted</i> 590	\$ 1,107,835	\$ 178,551	\$ 1,286,386
	Sewer Fund Totals	<i>Restricted</i> 590	\$ 1,304,508	\$ 178,567	\$ 1,483,075
	Planning Review Fees (Trust & Agency) Escrow	<i>Restricted</i> 701	\$ 39,088	\$ (17,152)	\$ 21,936
<b>F</b>	<b>ACME TOWNSHIP RESTRICTED FUNDS</b>		<b>\$ 1,343,596</b>		<b>\$ 1,505,011</b>
<b>ACME TOWNSHIP ALL ACCOUNT BALANCES</b>			<b>\$ 3,667,737</b>		<b>\$ 3,552,733</b>
			NOTE: (A+D+E+F)		NOTE: (A+D+E+F)

Amy Jenema, Treasurer

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

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2014 to 1/31/2015

Fund Type: 1.1 GENERAL FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 101 - GENERAL FUND</b>							
<b>Revenues</b>							
Dept: 000							
402.000	214,300.00	214,300.00	78,413.53	61,156.28	0.00	135,886.47	36.6
403.000	0.00	0.00	-539.00	-539.00	0.00	539.00	0.0
412.000	10,467.00	10,467.00	0.00	0.00	0.00	10,467.00	0.0
420.000	500.00	500.00	0.00	0.00	0.00	500.00	0.0
445.020	500.00	500.00	332.31	0.00	0.00	167.69	66.5
446.000	300.00	300.00	0.00	0.00	0.00	300.00	0.0
447.000	102,059.00	102,059.00	82,054.39	7,860.85	0.00	20,004.61	80.4
448.000	82,224.00	82,224.00	21,209.33	0.00	0.00	61,014.67	25.8
465.000	3,000.00	3,000.00	2,034.50	1,162.50	0.00	965.50	67.8
574.000	335,358.00	335,358.00	119,412.00	60,096.00	0.00	215,946.00	35.6
577.000	750.00	750.00	1,035.39	0.00	0.00	-285.39	138.1
602.000	0.00	0.00	22,000.00	0.00	0.00	-22,000.00	0.0
607.000	200.00	200.00	113.55	93.25	0.00	86.45	56.8
608.000	0.00	0.00	80.00	0.00	0.00	-80.00	0.0
608.001	15,000.00	15,000.00	14,390.38	1,584.50	0.00	609.62	95.9
610.000	500.00	500.00	3,248.93	0.00	0.00	-2,748.93	649.8
631.000	6,785.00	6,785.00	6,645.54	0.00	0.00	139.46	97.9
665.000	1,800.00	1,800.00	256.04	38.54	0.00	1,543.96	14.2
665.001	1,500.00	1,500.00	1,472.89	0.00	0.00	27.11	98.2
667.000	200.00	200.00	75.00	0.00	0.00	125.00	37.5
671.000	0.00	0.00	1,367.44	492.44	0.00	-1,367.44	0.0
676.000	27,000.00	27,000.00	14,059.77	0.00	0.00	12,940.23	52.1
687.000	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
<b>Dept: 000</b>	<b>803,943.00</b>	<b>803,943.00</b>	<b>367,661.99</b>	<b>131,945.36</b>	<b>0.00</b>	<b>436,281.01</b>	<b>45.7</b>
<b>Revenues</b>							
	803,943.00	803,943.00	367,661.99	131,945.36	0.00	436,281.01	45.7
<b>Expenditures</b>							
Dept: 000							
465.001	400.00	400.00	283.02	105.71	0.00	116.98	70.8
992.000	70,000.00	51,300.00	0.00	0.00	0.00	51,300.00	0.0
994.000	800.00	800.00	0.00	0.00	0.00	800.00	0.0
998.000	1,520.00	1,520.00	800.00	0.00	0.00	720.00	52.6
<b>Dept: 000</b>	<b>72,720.00</b>	<b>54,020.00</b>	<b>1,083.02</b>	<b>105.71</b>	<b>0.00</b>	<b>52,936.98</b>	<b>2.0</b>
Dept: 101 TOWNSHIP BOARD OF TRUSTEES							
702.000	24,000.00	24,000.00	14,000.00	2,000.00	0.00	10,000.00	58.3
703.001	28,614.00	28,614.00	16,370.18	2,208.80	0.00	12,243.82	57.2
705.001	500.00	500.00	0.00	0.00	0.00	500.00	0.0
710.000	0.00	0.00	7,205.00	0.00	0.00	-7,205.00	0.0
714.000	4,000.00	4,000.00	2,214.59	305.85	0.00	1,785.41	55.4
726.000	3,000.00	3,000.00	1,528.48	0.00	0.00	1,471.52	50.9
801.000	12,000.00	12,000.00	9,934.99	4,984.99	0.00	2,065.01	82.8
801.001	7,000.00	7,000.00	2,790.00	0.00	0.00	4,210.00	39.9
802.001	3,000.00	3,000.00	519.00	94.50	0.00	2,481.00	17.3
802.002	17,000.00	17,000.00	9,554.22	2,449.03	0.00	7,445.78	56.2
802.005	0.00	15,000.00	15,000.00	0.00	0.00	0.00	100.0
803.003	30,000.00	30,000.00	6,585.75	4,722.00	0.00	23,414.25	22.0
804.000	18,495.00	22,195.00	14,246.37	4,033.15	0.00	7,948.63	64.2
860.000	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
874.000	2,861.00	2,861.00	0.00	2,872.08	0.00	2,861.00	0.0
900.000	1,800.00	1,800.00	3,954.34	3,533.59	0.00	-2,154.34	219.7
910.000	6,600.00	6,600.00	3,963.41	652.53	0.00	2,636.59	60.1
956.000	0.00	0.00	480.00	480.00	0.00	-480.00	0.0
958.000	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
960.000	5,350.00	5,350.00	131.97	14.99	0.00	5,218.03	2.5
<b>TOWNSHIP BOARD OF TRUSTEES</b>	<b>166,220.00</b>	<b>184,920.00</b>	<b>108,478.30</b>	<b>28,351.51</b>	<b>0.00</b>	<b>76,441.70</b>	<b>58.7</b>
Dept: 171 SUPERVISOR EXPENDITURES							

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2014 to 1/31/2015

Fund Type: 1.1 GENERAL FUND

Fund: 101 - GENERAL FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Expenditures</b>							
Dept: 171 SUPERVISOR EXPENDITURES							
702.000 SALARIES	37,000.00	37,000.00	20,492.32	2,846.16	0.00	16,507.68	55.4
714.000 FICA LOCAL SHARE	2,812.00	2,812.00	1,567.58	217.72	0.00	1,244.42	55.7
726.000 SUPPLIES & POSTAGE	200.00	200.00	13.77	0.00	0.00	186.23	6.9
860.000 TRAVEL & MILEAGE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
874.000 RETIREMENT/PENSION	3,700.00	3,700.00	0.00	3,686.55	0.00	3,700.00	0.0
958.000 EDUCATION/TRAINING/CONVENTIONS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
<b>SUPERVISOR EXPENDITURES</b>	<b>45,712.00</b>	<b>45,712.00</b>	<b>22,073.67</b>	<b>6,750.43</b>	<b>0.00</b>	<b>23,638.33</b>	<b>48.3</b>
Dept: 191 ELECTION EXPENDITURES							
702.000 SALARIES	11,000.00	11,000.00	5,913.50	0.00	0.00	5,086.50	53.8
714.000 FICA LOCAL SHARE	0.00	0.00	0.73	0.00	0.00	-0.73	0.0
726.000 SUPPLIES & POSTAGE	4,000.00	4,000.00	2,958.95	0.00	0.00	1,041.05	74.0
900.000 PUBLICATIONS	700.00	700.00	518.20	0.00	0.00	181.80	74.0
<b>ELECTION EXPENDITURES</b>	<b>15,700.00</b>	<b>15,700.00</b>	<b>9,391.38</b>	<b>0.00</b>	<b>0.00</b>	<b>6,308.62</b>	<b>59.8</b>
Dept: 209 ASSESSOR'S EXPENDITURES							
702.000 SALARIES	5,000.00	5,000.00	2,916.69	416.67	0.00	2,083.31	58.3
714.000 FICA LOCAL SHARE	383.00	383.00	223.09	31.87	0.00	159.91	58.2
726.000 SUPPLIES & POSTAGE	2,500.00	2,500.00	8.61	0.00	0.00	2,491.39	0.3
803.002 ASSESSING CONTRACT SERVICES	30,000.00	30,000.00	17,500.00	2,500.00	0.00	12,500.00	58.3
803.004 ASSESSOR'S EVALUATION SERVICES	1,000.00	1,000.00	480.96	30.00	0.00	519.04	48.1
804.000 SOFTWARE SUPPORT & PROCESSING	2,000.00	2,000.00	1,173.00	0.00	0.00	827.00	58.7
956.000 MISCELLANEOUS	150.00	150.00	0.00	0.00	0.00	150.00	0.0
<b>ASSESSOR'S EXPENDITURES</b>	<b>41,033.00</b>	<b>41,033.00</b>	<b>22,302.35</b>	<b>2,978.54</b>	<b>0.00</b>	<b>18,730.65</b>	<b>54.4</b>
Dept: 215 CLERK'S EXPENDITURES							
702.000 SALARIES	37,008.00	37,008.00	20,496.64	2,846.76	0.00	16,511.36	55.4
703.000 WAGES DEPUTY/SEC/PRT TIME	16,640.00	16,640.00	8,909.60	552.00	0.00	7,730.40	53.5
714.000 FICA LOCAL SHARE	4,105.00	4,105.00	1,813.44	218.08	0.00	2,291.56	44.2
726.000 SUPPLIES & POSTAGE	1,500.00	1,500.00	410.51	0.00	0.00	1,089.49	27.4
804.000 SOFTWARE SUPPORT & PROCESSING	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
860.000 TRAVEL & MILEAGE	1,000.00	1,000.00	106.22	0.00	0.00	893.78	10.6
874.000 RETIREMENT/PENSION	5,600.00	5,600.00	0.00	1,664.25	0.00	5,600.00	0.0
910.000 INSURANCE	11,200.00	11,200.00	6,267.07	960.71	0.00	4,932.93	56.0
958.000 EDUCATION/TRAINING/CONVENTIONS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
<b>CLERK'S EXPENDITURES</b>	<b>81,553.00</b>	<b>81,553.00</b>	<b>38,003.48</b>	<b>6,241.80</b>	<b>0.00</b>	<b>43,549.52</b>	<b>46.6</b>
Dept: 247 BOARD OF REVIEW							
702.000 SALARIES	800.00	800.00	0.00	0.00	0.00	800.00	0.0
714.000 FICA LOCAL SHARE	61.00	61.00	0.00	0.00	0.00	61.00	0.0
900.000 PUBLICATIONS	100.00	100.00	0.00	0.00	0.00	100.00	0.0
956.000 MISCELLANEOUS	0.00	0.00	140.00	140.00	0.00	-140.00	0.0
<b>BOARD OF REVIEW</b>	<b>961.00</b>	<b>961.00</b>	<b>140.00</b>	<b>140.00</b>	<b>0.00</b>	<b>821.00</b>	<b>14.6</b>
Dept: 253 TREASURER'S EXPENDITURES							
702.000 SALARIES	25,159.00	25,159.00	13,934.12	1,935.30	0.00	11,224.88	55.4
703.000 WAGES DEPUTY/SEC/PRT TIME	25,159.00	25,159.00	13,934.13	1,935.30	0.00	11,224.87	55.4
714.000 FICA LOCAL SHARE	3,825.00	3,825.00	2,073.09	287.76	0.00	1,751.91	54.2
726.000 SUPPLIES & POSTAGE	5,000.00	5,000.00	2,736.43	0.00	0.00	2,263.57	54.7
804.000 SOFTWARE SUPPORT & PROCESSING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
860.000 TRAVEL & MILEAGE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
874.000 RETIREMENT/PENSION	3,451.00	3,451.00	0.00	2,787.35	0.00	3,451.00	0.0
900.000 PUBLICATIONS	100.00	100.00	8.15	0.00	0.00	91.85	8.2
910.000 INSURANCE	2,500.00	2,500.00	717.19	91.62	0.00	1,782.81	28.7
958.000 EDUCATION/TRAINING/CONVENTIONS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
<b>TREASURER'S EXPENDITURES</b>	<b>67,694.00</b>	<b>67,694.00</b>	<b>33,403.11</b>	<b>7,037.33</b>	<b>0.00</b>	<b>34,290.89</b>	<b>49.3</b>
Dept: 265 TOWNHALL EXPENDITURES							
726.000 SUPPLIES & POSTAGE	2,400.00	2,400.00	149.38	71.42	0.00	2,250.62	6.2

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2014 to 1/31/2015

Fund Type: 1.1 GENERAL FUND

Fund: 101 - GENERAL FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Expenditures</b>							
Dept: 265 TOWNHALL EXPENDITURES							
851.000 CABLE INTERNET SERVICES	4,500.00	4,500.00	2,010.84	324.81	0.00	2,489.16	44.7
920.000 ELECTRIC UTILITIES TOWNHALL	9,500.00	9,500.00	7,228.37	1,101.34	0.00	2,271.63	76.1
921.000 STREET LIGHTS	12,000.00	12,000.00	4,401.00	939.87	0.00	7,599.00	36.7
922.000 MICH CON GAS	4,000.00	4,000.00	1,173.92	0.00	0.00	2,826.08	29.3
923.000 SEWER TOWNSHIP HALL	900.00	900.00	360.00	0.00	0.00	540.00	40.0
930.000 REPAIRS & MAINT	7,000.00	7,000.00	5,303.17	893.74	0.00	1,696.83	75.8
<b>TOWNHALL EXPENDITURES</b>	<b>40,300.00</b>	<b>40,300.00</b>	<b>20,626.68</b>	<b>3,331.18</b>	<b>0.00</b>	<b>19,673.32</b>	<b>51.2</b>
Dept: 410 PLANNING & ZONING EXPENDITURES							
702.002 ZONING ADMIN SALARY	27,300.00	27,300.00	13,309.48	1,280.48	0.00	13,990.52	48.8
705.000 PER DIEM PLANNING/ZBA	13,600.00	13,600.00	4,762.00	0.00	0.00	8,838.00	35.0
714.000 FICA LOCAL SHARE	2,074.00	2,074.00	1,545.05	97.96	0.00	528.95	74.5
726.000 SUPPLIES & POSTAGE	400.00	400.00	36.41	0.00	0.00	363.59	9.1
802.002 ATTORNEY SERVICES	18,000.00	18,000.00	6,501.28	300.97	0.00	11,498.72	36.1
803.000 PLANNER SERVICES	20,000.00	20,000.00	12,946.75	755.00	0.00	7,053.25	64.7
803.001 PLANNING CONSULTANT	30,000.00	30,000.00	15,526.77	0.00	0.00	14,473.23	51.8
804.000 SOFTWARE SUPPORT & PROCESSING	400.00	400.00	0.00	0.00	0.00	400.00	0.0
860.000 TRAVEL & MILEAGE	500.00	500.00	92.67	33.34	0.00	407.33	18.5
874.000 RETIREMENT/PENSION	2,730.00	2,730.00	0.00	2,565.74	0.00	2,730.00	0.0
900.000 PUBLICATIONS	2,500.00	2,500.00	175.40	92.40	0.00	2,324.60	7.0
949.000 RENTAL OF SPACE	250.00	250.00	150.00	0.00	0.00	100.00	60.0
958.000 EDUCATION/TRAINING/CONVENTIONS	2,000.00	2,000.00	15.00	0.00	0.00	1,985.00	0.8
960.000 dues subscriptions	350.00	350.00	0.00	0.00	0.00	350.00	0.0
<b>PLANNING &amp; ZONING EXPENDITURES</b>	<b>120,104.00</b>	<b>120,104.00</b>	<b>55,060.81</b>	<b>5,125.89</b>	<b>0.00</b>	<b>65,043.19</b>	<b>45.8</b>
Dept: 750 MAINT & PARKS EXPENDITURES							
702.000 SALARIES	47,660.00	47,660.00	26,392.32	3,665.60	0.00	21,267.68	55.4
703.000 WAGES DEPUTY/SEC/PRT TIME	8,000.00	8,000.00	6,505.00	0.00	0.00	1,495.00	81.3
714.000 FICA LOCAL SHARE	4,230.00	4,230.00	2,104.73	217.50	0.00	2,125.27	49.8
726.000 SUPPLIES & POSTAGE	1,000.00	1,000.00	157.90	0.00	0.00	842.10	15.8
874.000 RETIREMENT/PENSION	4,766.00	4,766.00	0.00	4,768.54	0.00	4,766.00	0.0
910.000 INSURANCE	9,100.00	9,100.00	6,289.30	964.10	0.00	2,810.70	69.1
930.000 REPAIRS & MAINT	34,875.00	34,875.00	12,390.73	433.19	0.00	22,484.27	35.5
930.001 PARK EQUIP MAINT	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
956.000 MISCELLANEOUS	2,500.00	29,500.00	25,640.00	0.00	0.00	3,860.00	86.9
<b>MAINT &amp; PARKS EXPENDITURES</b>	<b>115,631.00</b>	<b>142,631.00</b>	<b>79,479.98</b>	<b>10,048.93</b>	<b>0.00</b>	<b>63,151.02</b>	<b>55.7</b>
Dept: 861 RETIREMENT/PENSION							
874.000 RETIREMENT/PENSION	1,200.00	1,200.00	430.00	0.00	0.00	770.00	35.8
<b>RETIREMENT/PENSION</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>430.00</b>	<b>0.00</b>	<b>0.00</b>	<b>770.00</b>	<b>35.8</b>
Dept: 865 INSURANCE							
910.000 INSURANCE	14,000.00	14,000.00	10,319.00	0.00	0.00	3,681.00	73.7
<b>INSURANCE</b>	<b>14,000.00</b>	<b>14,000.00</b>	<b>10,319.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,681.00</b>	<b>73.7</b>
<b>Expenditures</b>	<b>782,828.00</b>	<b>809,828.00</b>	<b>400,791.78</b>	<b>70,111.32</b>	<b>0.00</b>	<b>409,036.22</b>	<b>49.5</b>
<b>Net Effect for GENERAL FUND</b>	<b>21,115.00</b>	<b>-5,885.00</b>	<b>-33,129.79</b>	<b>61,834.04</b>	<b>0.00</b>	<b>27,244.79</b>	
<b>Fund Type: 1.2 SPECIAL REVENUE FUNDS</b>							
<b>Fund: 206 - FIRE FUND</b>							
<b>Revenues</b>							
Dept: 000							
402.000 CURRENT PROPERTY TAXES	705,178.00	705,178.00	337,231.99	281,121.01	0.00	367,946.01	47.8
698.000 TRANS IN FRM OTHER FUNDS	1,190.00	1,190.00	0.00	0.00	0.00	1,190.00	0.0
<b>Dept: 000</b>	<b>706,368.00</b>	<b>706,368.00</b>	<b>337,231.99</b>	<b>281,121.01</b>	<b>0.00</b>	<b>369,136.01</b>	<b>47.7</b>

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2014 to 1/31/2015

Fund Type: 1.2 SPECIAL REVENUE FUNDS

**Fund: 206 - FIRE FUND**

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Revenues	706,368.00	706,368.00	337,231.99	281,121.01	0.00	369,136.01	47.7
Expenditures							
Dept: 000							
802.004 CONTRACTED EMPLOYEE SERVICES	85,810.00	85,810.00	82,007.89	55,676.88	0.00	3,802.11	95.6
805.000 METRO FIRE CONTRACT	620,557.00	620,557.00	256,265.88	256,265.88	0.00	364,291.12	41.3
964.000 REIMBURSEMENTS	0.00	0.00	5,019.00	0.00	0.00	-5,019.00	0.0
Dept: 000	706,367.00	706,367.00	343,292.77	311,942.76	0.00	363,074.23	48.6
Expenditures	706,367.00	706,367.00	343,292.77	311,942.76	0.00	363,074.23	48.6

**Fund: 207 - POLICE PROTECTION**

Revenues							
Dept: 000							
402.000 CURRENT PROPERTY TAXES	43,000.00	43,000.00	15,922.46	12,417.01	0.00	27,077.54	37.0
671.000 MISC REVENUES	26,846.00	26,846.00	0.00	0.00	0.00	26,846.00	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	78,346.00	78,346.00	24,422.46	12,417.01	0.00	53,923.54	31.2
Revenues	78,346.00	78,346.00	24,422.46	12,417.01	0.00	53,923.54	31.2
Expenditures							
Dept: 000							
802.000 COMMUNITY POLICING CONTRACT	78,000.00	78,000.00	38,007.50	0.00	0.00	39,992.50	48.7
956.000 MISCELLANEOUS	200.00	200.00	0.00	0.00	0.00	200.00	0.0
Dept: 000	78,200.00	78,200.00	38,007.50	0.00	0.00	40,192.50	48.6
Expenditures	78,200.00	78,200.00	38,007.50	0.00	0.00	40,192.50	48.6

**Fund: 209 - CEMETERY FUND**

Revenues							
Dept: 000							
643.000 CEMETARY lot & plots	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
646.000 BURIAL FEE PAYMENTS	3,500.00	3,500.00	1,700.00	0.00	0.00	1,800.00	48.6
Dept: 000	6,500.00	6,500.00	1,700.00	0.00	0.00	4,800.00	26.2
Revenues	6,500.00	6,500.00	1,700.00	0.00	0.00	4,800.00	26.2
Expenditures							
Dept: 000							
726.000 SUPPLIES & POSTAGE	150.00	150.00	16.13	0.00	0.00	133.87	10.8
802.004 CONTRACTED EMPLOYEE SERVICES	2,000.00	2,000.00	1,200.00	0.00	0.00	800.00	60.0
930.000 REPAIRS & MAINT	4,000.00	4,000.00	221.91	0.00	0.00	3,778.09	5.5
Dept: 000	6,150.00	6,150.00	1,438.04	0.00	0.00	4,711.96	23.4
Expenditures	6,150.00	6,150.00	1,438.04	0.00	0.00	4,711.96	23.4

**Fund: 212 - LIQUOR FUND**

Revenues							
Dept: 000							
443.000 LIQUOR LICENSE FEES	9,000.00	9,000.00	8,606.40	0.00	0.00	393.60	95.6
665.000 INTEREST ON INVESTMENTS	0.00	0.00	5.13	0.15	0.00	-5.13	0.0
Dept: 000	9,000.00	9,000.00	8,611.53	0.15	0.00	388.47	95.7

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2014 to 1/31/2015

Fund Type: 1.2 SPECIAL REVENUE FUNDS

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 212 - LIQUOR FUND</b>							
Revenues	9,000.00	9,000.00	8,611.53	0.15	0.00	388.47	95.7
Expenditures							
Dept: 000							
999.000 TRANSFER TO OTHER FUNDS	8,500.00	8,500.00	8,500.00	0.00	0.00	0.00	100.0
Dept: 000	8,500.00	8,500.00	8,500.00	0.00	0.00	0.00	100.0
Expenditures	8,500.00	8,500.00	8,500.00	0.00	0.00	0.00	100.0
<b>Fund: 225 - FARMLAND PRESERVATION</b>							
Revenues							
Dept: 000							
402.000 CURRENT PROPERTY TAXES	0.00	0.00	107,200.86	90,018.98	0.00	-107,200.86	0.0
665.000 INTEREST ON INVESTMENTS	0.00	0.00	113.89	1.39	0.00	-113.89	0.0
Dept: 000	0.00	0.00	107,314.75	90,020.37	0.00	-107,314.75	0.0
Revenues	0.00	0.00	107,314.75	90,020.37	0.00	-107,314.75	0.0
Expenditures							
Dept: 000							
802.002 ATTORNEY SERVICES	0.00	4,000.00	2,135.00	0.00	0.00	1,865.00	53.4
802.004 CONTRACTED EMPLOYEE SERVICES	30,000.00	30,000.00	18,495.00	0.00	0.00	11,505.00	61.7
941.000 PDR PYMT TO LANDOWNERS	100,000.00	624,726.00	624,725.25	0.00	0.00	0.75	100.0
942.000 APPRASAL EXPENSES	0.00	0.00	2,205.00	0.00	0.00	-2,205.00	0.0
Dept: 000	130,000.00	658,726.00	647,560.25	0.00	0.00	11,165.75	98.3
Expenditures	130,000.00	658,726.00	647,560.25	0.00	0.00	11,165.75	98.3
<b>Fund: 226 - PARK and RECREATION FUND</b>							
Revenues							
Dept: 000							
600.000 CONTRIBUTIONS FROM RESIDENTS	0.00	0.00	5,980.68	0.00	0.00	-5,980.68	0.0
665.000 INTEREST ON INVESTMENTS	90.00	90.00	2.36	0.40	0.00	87.64	2.6
676.000 REIMBURSEMENTS	27,800.00	27,800.00	0.00	0.00	0.00	27,800.00	0.0
Dept: 000	27,890.00	27,890.00	5,983.04	0.40	0.00	21,906.96	21.5
Revenues	27,890.00	27,890.00	5,983.04	0.40	0.00	21,906.96	21.5
Expenditures							
Dept: 000							
902.000 BANK CHARGES	20.00	20.00	0.00	0.00	0.00	20.00	0.0
930.002 PARKS & RECREATION EXPENDITURE	27,800.00	27,800.00	0.00	0.00	0.00	27,800.00	0.0
930.003 PHRAGMITES ERADICATION	60.00	60.00	0.00	0.00	0.00	60.00	0.0
Dept: 000	27,880.00	27,880.00	0.00	0.00	0.00	27,880.00	0.0
Expenditures	27,880.00	27,880.00	0.00	0.00	0.00	27,880.00	0.0
<b>Fund: 227 - NEW URBANIST TOWN CENTER</b>							
Revenues							
Dept: 000							
665.000 INTEREST ON INVESTMENTS	0.00	0.00	4.91	0.69	0.00	-4.91	0.0
Dept: 000	0.00	0.00	4.91	0.69	0.00	-4.91	0.0
Revenues	0.00	0.00	4.91	0.69	0.00	-4.91	0.0

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2014 to 1/31/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Net Effect for SPECIAL REVENUE FUNDS	-128,993.00	-657,719.00	-553,529.88	71,616.87	0.00	-104,189.12	
Fund Type: 2.1 ENTERPRISE FUNDS							
<b>Fund: 224 - SHORELINE PPRESERVATION</b>							
Revenues							
Dept: 000							
600.000 CONTRIBUTIONS FROM RESIDENTS	1,430.00	1,430.00	0.00	0.00	0.00	1,430.00	0.0
665.000 INTEREST ON INVESTMENTS	0.00	0.00	0.20	0.03	0.00	-0.20	0.0
Dept: 000	1,430.00	1,430.00	0.20	0.03	0.00	1,429.80	0.0
Revenues	1,430.00	1,430.00	0.20	0.03	0.00	1,429.80	0.0
Expenditures							
Dept: 000							
902.000 BANK CHARGES	0.00	0.00	74.96	-45.00	0.00	-74.96	0.0
Dept: 000	0.00	0.00	74.96	-45.00	0.00	-74.96	0.0
Expenditures	0.00	0.00	74.96	-45.00	0.00	-74.96	0.0
<b>Fund: 590 - ACME RELIEF SEWER</b>							
Revenues							
Dept: 000							
460.000 USAGE&CONNECTION FEES	849,297.00	849,297.00	527,753.73	189,619.73	0.00	321,543.27	62.1
665.000 INTEREST ON INVESTMENTS	658.00	658.00	283.09	43.94	0.00	374.91	43.0
668.000 INTEREST & FEES	3,747.64	3,747.64	0.00	0.00	0.00	3,747.64	0.0
687.000 REFUNDS & REBATES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Dept: 000	854,702.64	854,702.64	528,036.82	189,663.67	0.00	326,665.82	61.8
Dept: 550 HOPE VILLAGE- WATER							
450.000 USAGE FEES	0.00	0.00	6,999.89	0.00	0.00	-6,999.89	0.0
698.000 TRANS IN FRM OTHER FUNDS	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.0
HOPE VILLAGE- WATER	8,000.00	8,000.00	6,999.89	0.00	0.00	1,000.11	87.5
Revenues	862,702.64	862,702.64	535,036.71	189,663.67	0.00	327,665.93	62.0
Expenditures							
Dept: 000							
802.002 ATTORNEY SERVICES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
803.003 ENGINEERING SERVICES	15,000.00	15,000.00	3,000.00	0.00	0.00	12,000.00	20.0
950.020 PRINICPAL PMTS ON JOINT VENTUR	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.0
956.001 OPERATING & MAINT EXP	263,000.00	263,000.00	138,056.06	0.00	0.00	124,943.94	52.5
956.003 HOCH ROAD #697 EXP	1,364.00	1,364.00	183.89	0.00	0.00	1,180.11	13.5
995.001 INTEREST on BONDS	450,155.00	450,155.00	29,566.63	0.00	0.00	420,588.37	6.6
Dept: 000	739,019.00	739,019.00	170,806.58	0.00	0.00	568,212.42	23.1
Dept: 550 HOPE VILLAGE- WATER							
956.001 OPERATING & MAINT EXP	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
HOPE VILLAGE- WATER	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
Expenditures	744,019.00	744,019.00	170,806.58	0.00	0.00	573,212.42	23.0
Net Effect for ENTERPRISE FUNDS	120,113.64	120,113.64	364,155.37	189,708.70	0.00	-244,041.73	
<b>Grand Total Net Effect:</b>	<b>12,235.64</b>	<b>-543,490.36</b>	<b>-222,504.30</b>	<b>323,159.61</b>	<b>0.00</b>	<b>-320,986.06</b>	

**BALANCE SHEET**

ACME TOWNSHIP

As of: 1/31/2015

Balances

Fund: 101 - GENERAL FUND

Assets

001.000 CASH-CHECKING	696,712.11
004.000 MONEY MARKET	453,789.49
072.000 G.T. COUNTY SEPTAGE BOND/LOAN	138,410.66
102.000 DUE FROM OTHER FUNDS	79,836.71

<u>Total Assets</u>	<u>1,368,748.97</u>
---------------------	---------------------

Liabilities

202.000 ACCOUNTS PAYABLE	4,654.54
228.100 FICA	71.81
228.200 STATE WITHHOLDING TAXES	210.53
229.000 FEDERAL WITH HOLDING TAX	743.03
231.200 OTHER PAYROLL DEDUCTIONS	1,879.03
339.000 DEFERRED REVENUE	65,766.20

<u>Total Liabilities</u>	<u>73,325.14</u>
--------------------------	------------------

Reserves/Balances

390.000 Fund Balance	916,633.62
393.000 Assigned Fund Balance	411,920.00
398.000 Change in Fund Balance	-33,129.79

<u>Total Reserves/Balances</u>	<u>1,295,423.83</u>
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<u>Total Liabilities &amp; Balances</u>	<u>1,368,748.97</u>
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Fund: 206 - FIRE FUND

Assets

001.000 CASH-CHECKING	83,808.85
123.000 PREPAID EXPENSE	290,657.08

<u>Total Assets</u>	<u>374,465.93</u>
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Reserves/Balances

390.000 Fund Balance	380,526.71
398.000 Change in Fund Balance	-6,060.78

<u>Total Reserves/Balances</u>	<u>374,465.93</u>
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<u>Total Liabilities &amp; Balances</u>	<u>374,465.93</u>
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Fund: 207 - POLICE PROTECTION

Assets

001.000 CASH-CHECKING	131,180.96
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<u>Total Assets</u>	<u>131,180.96</u>
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Reserves/Balances

390.000 Fund Balance	144,766.00
398.000 Change in Fund Balance	-13,585.04

<u>Total Reserves/Balances</u>	<u>131,180.96</u>
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BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2015

Balances

Total Liabilities & Balances

131,180.96

Fund: 209 - CEMETERY FUND

Assets

001.000 CASH-CHECKING

4,752.07

Total Assets

4,752.07

Liabilities

202.000 ACCOUNTS PAYABLE

-141.48

Total Liabilities

-141.48

Reserves/Balances

390.000 Fund Balance

4,631.59

398.000 Change in Fund Balance

261.96

Total Reserves/Balances

4,893.55

Total Liabilities & Balances

4,752.07

Fund: 212 - LIQUOR FUND

Assets

001.000 CASH-CHECKING

770.54

004.000 MONEY MARKET

12,190.61

Total Assets

12,961.15

Reserves/Balances

390.000 Fund Balance

12,849.62

398.000 Change in Fund Balance

111.53

Total Reserves/Balances

12,961.15

Total Liabilities & Balances

12,961.15

Fund: 224 - SHORELINE PPRESERVATION

Assets

001.000 CASH-CHECKING

1,362.21

101.000 DUE FROM STATE OF MICHIGAN

-0.02

Total Assets

1,362.19

Reserves/Balances

390.000 Fund Balance

1,436.95

398.000 Change in Fund Balance

-74.76

Total Reserves/Balances

1,362.19

Total Liabilities & Balances

1,362.19

BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2015

Balances

Fund: 225 - FARMLAND PRESERVATION

Assets

001.000 CASH-CHECKING	98,961.69
004.000 MONEY MARKET	5,196.52
102.000 DUE FROM OTHER FUNDS	1,129.00

Total Assets	105,287.21
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Liabilities

202.000 ACCOUNTS PAYABLE	-30.00
214.000 DUE TO OTHER FUNDS	11,290.00

Total Liabilities	11,260.00
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Reserves/Balances

390.000 Fund Balance	634,272.71
398.000 Change in Fund Balance	-540,245.50

Total Reserves/Balances	94,027.21
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Total Liabilities & Balances	105,287.21
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Fund: 226 - PARK and RECREATION FUND

Assets

001.000 CASH-CHECKING	16,098.06
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Total Assets	16,098.06
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Liabilities

202.000 ACCOUNTS PAYABLE	279.08
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Total Liabilities	279.08
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Reserves/Balances

390.000 Fund Balance	9,835.94
398.000 Change in Fund Balance	5,983.04

Total Reserves/Balances	15,818.98
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Total Liabilities & Balances	16,098.06
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Fund: 227 - NEW URBANIST TOWN CENTER

Assets

001.000 CASH-CHECKING	27,885.58
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Total Assets	27,885.58
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Reserves/Balances

390.000 Fund Balance	27,880.67
398.000 Change in Fund Balance	4.91

Total Reserves/Balances	27,885.58
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Total Liabilities & Balances	27,885.58
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BALANCE SHEET

ACME TOWNSHIP

As of: 1/31/2015

Balances

Fund: 246 - TWP IMPROVEMENT REVOLVING FUND

Assets

001.000 CASH-CHECKING 50,000.00

Total Assets 50,000.00

Reserves/Balances

390.000 Fund Balance 50,000.00

Total Reserves/Balances 50,000.00

Total Liabilities & Balances 50,000.00

Fund: 590 - ACME RELIEF SEWER

Assets

001.000 CASH-CHECKING 1,286,396.00

004.000 MONEY MARKET 196,679.52

132.000 SEPTIC PLANT 470,853.00

133.000 ACCUMULATED DEPRECIATION -65,737.06

152.000 WATER SYSTEMS 177,000.00

153.000 ACCUMULATED DEPRECIATION-WATER -60,475.00

154.000 SEWER SYSTEMS 11,611,103.07

155.000 ACCUMULATED DEPREC-SEWER -5,180,171.06

160.000 LOAN ACQUISITION FEES 1,723.00

161.000 ACCUM AMORT LOAN ACCQU FEES -1,723.00

Total Assets 8,435,648.47

Liabilities

202.000 ACCOUNTS PAYABLE 1,471.63

250.000 BONDS PAYABLE LONG TERM 1,187,782.00

250.001 ACCR.INTEREST ON BONDS 9,130.00

250.100 Current portion of Bonds 206,362.00

251.002 PREMIUM OF REFUNDED BONDS 59,054.00

300.000 BONDS: SEPTAGE LONG TERM 309,215.00

Total Liabilities 1,773,014.63

Reserves/Balances

390.000 Fund Balance 963,651.49

395.000 RETAINED EARNINGS 5,334,752.22

398.000 Change in Fund Balance 364,230.13

Total Reserves/Balances 6,662,633.84

Total Liabilities & Balances 8,435,648.47

Fund: 701 - TRUST AND AGENCY

Assets

001.000 CASH-CHECKING 21,936.71

100.000 ACCOUNTS RECEIVABLE 65,766.20

Total Assets 87,702.91

BALANCE SHEET

Page: 5

2/24/2015

3:57 pm

ACME TOWNSHIP

As of: 1/31/2015

Balances

Fund: 701 - TRUST AND AGENCY

Liabilities

214.000 DUE TO OTHER FUNDS	69,675.71
255.000 ESCROW DEPOSITS	2,083.26
282.054 TRAVERSE CITY BULL DOGS ATHLE	4.97
282.058 5980 US 31 N, SPEEDWAY	1,988.75
282.061 6535 BATES RD./BATES HORSE PK	9.62
282.064 ARLINGTON RIDGE/GTTC	1,775.00
282.071 Acme 72 LLC, 3939 M-72	770.00
282.073 TRAVERSE BAY RV RST 5555 M72	1,500.00
282.141 AMENDMENT 141 IMMANUEL REZONIN	9,505.16
282.210 EASTWOOD CUSTOM HOMES	225.80
282.901 VGT PHASE 1 SITE PLAN/SUP	164.64

Total Liabilities 87,702.91

Total Liabilities & Balances 87,702.91

Fund: 703 - CURRENT TAX COLLECTION

Assets

001.000 CASH-CHECKING	389,290.52
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Total Assets 389,290.52

Liabilities

202.000 ACCOUNTS PAYABLE	310,530.00
273.000 UNDISTRIBUTED TAX	-32,922.52
274.000 EARNED INTEREST UNDISTRIBUTED	133,361.16

Total Liabilities 410,968.64

Reserves/Balances

390.000 Fund Balance	-21,678.12
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Total Reserves/Balances -21,678.12

Total Liabilities & Balances 389,290.52

Fund: 817 - ARNOLD ROAD SPECIAL ASSESSMENT

Assets

045.000 RECEIVABLE-CURRENT	505.53
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Total Assets 505.53

Liabilities

339.000 DEFERRED REVENUE	505.53
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Total Liabilities 505.53

Total Liabilities & Balances 505.53



**ACME TOWNSHIP PLANNING COMMISSION MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
February 9, 2015, 7:00 p.m.**

**6:30 PC EDUCATION: The Right to Farm Act and Urban Agriculture. Planning commission members watched a video.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE AT 7:00PM**

**Members Present:** J. DeMarsh, M. Binkley, B. Balentine, D. Rosa, S. Feringa, M. Timmins, T. Forgette, K. Wentzloff

**Members excused:** D. White

**Staff present:** J. Jocks, Legal Counsel  
N. Lennox, Zoning Administrator  
J. Iacoangeli, Planner

**A. LIMITED PUBLIC COMMENT:**

C.Abernathy, 4312 Westridge Drive, stated last meeting there was discussion on electronic signs and she noted that the sign for Speedway on Four Mile Road is very visible in both directions along US31.

B.Kelley, Ridgecrest Road stated he was opposed to electronic signs of any kind as they take away from the rural character of the township; additionally high costs of the signs may not be appropriately used as a factor on whether they will be used or not. Thinks signs in windows of Bravo Zulu are questionable.

**B. SPECIAL PRESENTATION: None**

**C. APPROVAL OF AGENDA:**

Motion by Binkley, seconded by Feringa, to approve the agenda as presented. Motion carried.

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

**E. CONSENT CALENDAR:**

**a) RECEIVE AND FILE:**

**1. Draft Unapproved Minutes of:**

**1. Township Board minutes 1/06/15**

**b) ACTION:**

**1. Draft Unapproved Minutes of:**

**1. Planning Commission minutes 1/12/15**

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

**1. None**

Motion by Timmins to approve the consent calendar, second by Forgette. Motion carried.

**G. CORRESPONDENCE: none**

**H. PUBLIC HEARINGS: none**

**I. NEW BUSINESS:**

**a) Traverse Bay RV Park SUP Amendment**

Fred Campbell, JML Design Group 225 E. 16<sup>th</sup> Street, presented updated plans for expansion of the current Traverse Bay RV Park owned by Scheppe Investments and located at 5555 E. M-72. The

request is a major amendment to SUP 99-03P, developing an additional 26.65 acres and adding 81 new RV campground sites to the existing park to include 12x16' coach houses for storage at each RV site. The work will be done in phase, Phase III a, III and Phase IV. Phase III a will be done first and sites prepared for five (5) "Park Model" pre-manufactured units at 399 sq. ft. to be owned with lots, but not for year-round occupancy per state campground regulations. These sites will tie into existing infrastructure. Phase III will add 50 sites and Phase IV will add 26 more sites. None of the site utilities can be permanent; quick connects are used. Project is anticipated to be built over a two-year period. Discussions followed.

D. Rosa asked about traffic into and out of the site. Getting onto M72 can be challenging in the summer

F. Campbell – There is a rather large ingress/egress coming off of M72. MDOT was sent a letter regarding the updated plans.

D. Scheppe - Thanked planning commission for round-about at Lautner as it will help the tenants egress the park. Advising tenants to leave the park westbound and using the roundabout to transition to eastbound without having to cross M72 traffic.

S.Feringa – East bound traffic will be slowed down with upcoming M72 upgrades

M. Timmins – Asked about owners' responsibility for landscaping and if the owners of development would have to follow township planting guidelines or does that not apply because it is more like residential.

J. Iacoangeli – Will take a look at this

K. Wentzloff – landscaping noted on berm.

T. Forgette – State campground regulations oversee landscaping

D. Scheppe – Protocol is set in condo documents. Site landscaping is monitored closely and certain items need to be wrapped to prevent deer from eating them during the offseason. Feels they have extremely tight guidelines but would also look at township guidelines.

M. Binkley – Asked for clarification on the number of sites.

F. Campbell – Soil erosion permit request includes work on a steep embankment that needs to be prepared and levelled for the model park model sites and requires them to take out a pond, put in water/sewer infrastructure and then finish grade.

S. Feringa asked for clarification on coach houses and park model units.

F. Campbell – Coach Houses were part of the original SUP

K. Wentzloff – Asked for clarification on total number of units and soil erosion permit.

J. Iacoangeli – Township is looking at review as a whole; all phases proposed.

K. Wentzloff - Emphasized the importance to follow all permitted measures to protect water resources for any site work that is being proposed; especially with the sites proximity to Yuba Creek.

Motion by D. Rosa, seconded by Timmins, to hold a public hearing for the proposed expansion of the Traverse Bay RV Park, motion carried.

## **J. OLD BUSINESS:**

### **a) Electronic signs**

J. Iacoangeli led the planning commission through a series of scenarios asking which zoning district, type of use, change requirements, size, and other factors. Discussion occurred. Consensus of planning commission members was to limit to gas stations and hotels, be non-distracting, text height based on road speed.

### **b) PC Year End Report and 2015 projects for discussion**

J.Iacoangeli discussed with planning commission the past year accomplishments and highlights and identified potential 2015 initiatives the planning commission may wish to move forward with such as Zoning Ordinance Revisions and Capital Improvement Programs. He and legal counsel agree that revisions are desperately needed.. Estimated cost for the zoning ordinance revisions would be around \$35,000 - \$45,000. Grants could be used to offset costs. The Coastal Zone Management grant could be used and John could help the township to write. K. Wentzloff suggested we should present this to the board as an official presentation sometime before the budget is set in May/June.

**c) US/31-M/72 Business District Architectural Standards**

J. Iacoangeli summarized and discussed potential changes/clarifications to the US31/M72 Business District architectural standards to help commissioners in future projects. It was suggested to get feedback from the Acme Business Association prior to adoption. Discussions included how the suggested changes may have applied to previously approved site plans.

**K. PUBLIC COMMENT & OTHER PC BUSINESS**

**1. Zoning Administrator update on projects:** GT Resort site plan for parking lot improvements. S. Feringa explained they would have to fall under zoning because they are on tax roll with this property.

**2. Planning Consultant:** none

**3. P C Education etc.:** Four commissioners are attending Michigan Association of Planning Community Engagement Workshop with J. Iacoangeli.

**Public Comment:**

B.Kelley – Liked direction of commission on electronic signage. Stated he was unable to read drawings on the RV Park from the website. He has soil erosion concerns and the site work staging.

R. Babcock - Questions the pond situation on RV site and tearing up of the pond.

C. Abernathy – RV Park developers seem cavalier in the approach to storm water and soil erosion.

**ADJOURN:** Motion by Timmins, second by Finch, to adjourn. Motion approved. 8:35pm

## Trip List - Dispatch (Short)

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 01/01/2015 AND 01/31/2015; AND Call Types IS NOT Flight OR Helipad OR NICU OR zCHARTER; AND Response Zone IS ACME TWSP-28; AND No Group; AND No Group; AND No

Run # or Trip #	TripDate	Veh/Unit	Time	Call Type	Customer Name	PickUp Location	DropOff Location
<b>NORTH FLIGHT INC</b>							
<b>Dispatched</b>							
07	1/1/2015	NF 18	01:55:48	Prehospital		HOPE VILLAGE 1101	MUNSON MEDICAL CENTER ER
18	1/1/2015	NF 10	09:38:41	Community Benefit		<Unknown>773 MUNSON AVE	
24	1/1/2015	NF 10	11:37:29	Prehospital		HOPE VILLAGE 213	MUNSON MEDICAL CENTER ER
43	1/1/2015	NF 10	17:12:59	Community Benefit		CANCEL, PREHOSPITAL5100 HOLIDAY RD	
58	1/1/2015	NF 8	23:41:14	Prehospital		3313 MICHAEL DR	MUNSON MEDICAL CENTER ER
67	1/2/2015	NF 8	04:24:40	Prehospital	CANCEL, PREHOSPITAL	HOPE VILLAGE	
87	1/2/2015	NF 10	13:04:46	Prehospital		5145 ARROW HEAD CT	MUNSON MEDICAL CENTER ER
132	1/3/2015	NF 10	07:49:37	Prehospital	CANCEL, PREHOSPITAL	HOPE VILLAGE ASST LIV	
150	1/3/2015	NF 10	13:48:22	Prehospital		HOLIDAY RD	MUNSON MEDICAL CENTER ER
204	1/4/2015	NF 10	19:55:30	Prehospital		3269 MICHAEL DR	MUNSON MEDICAL CENTER ER
261	1/5/2015	NF 10	18:09:05	Prehospital		4799 HAMPSHIRE RD	MUNSON MEDICAL CENTER ER
276	1/6/2015	NF 18	00:24:15	Prehospital	CANCEL, PREHOSPITAL	HOPE VILLAGE	
307	1/6/2015	NF 10	16:07:49	Prehospital		HOPE VILLAGE 1105	
378	1/8/2015	NF 3	04:52:25	Prehospital		HOPE VILLAGE 210	MUNSON MEDICAL CENTER ER
396	1/8/2015	NF 10	14:53:22	Prehospital		6455 US 31 N	MUNSON MEDICAL CENTER ER
489	1/10/2015	NF 10	16:24:21	Prehospital		6442 M72 EAST	MUNSON MEDICAL CENTER ER
512	1/11/2015	NF 10	09:26:36	Prehospital		M 72 E & BATES RD	
514	1/11/2015	NF 10	09:26:36	Prehospital		M 72 E & BATES RD	
515	1/11/2015	NF 10	09:26:36	Prehospital		M 72 E & BATES RD	
527	1/11/2015	NF 10	15:36:08	Prehospital		3100 HOLIDAY RD MOUNT HOLIDAY	MUNSON MEDICAL CENTER ER
563	1/12/2015	NF 10	11:54:07	Prehospital	CANCEL, PREHOSPITAL	BATES RD & M 72 E	

\* Shaded records indicate that trip has been cancelled

RescueNet™ Reporting

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## Trip List - Dispatch (Short)

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 01/01/2015 AND 01/31/2015; AND Call Types IS NOT Flight OR Helipad OR NICU OR zCHARTER; AND Response Zone IS ACME TWSP-28; AND No Group; AND No Group; AND No

Run # or Trip #	TripDate	Veh/Unit	Time	Call Type	Customer Name	PickUp Location	DropOff Location
595	1/13/2015	NF 3	04:05:57	Prehospital		HOPE VILLAGE 215	MUNSON MEDICAL CENTER ER
598	1/13/2015	NF 8	06:34:12	Prehospital		8673 SUN BAY COURT	MUNSON MEDICAL CENTER ER
639	1/14/2015	NF 4	01:36:33	Prehospital		HOPE VILLAGE 1121	MUNSON MEDICAL CENTER ER
643	1/14/2015	NF 4	06:19:35	Prehospital	CANCEL, PREHOSPITAL	HOPE VILLAGE 1102	
687	1/14/2015	NF 10	22:20:01	Prehospital		3508 SCENIC HILLS DR	
688	1/14/2015	NF 10	22:32:26	Prehospital		3767 EMILY LN	MUNSON MEDICAL CENTER ER
699	1/15/2015	NF 8	05:53:10	Prehospital		3493 HOLIDAY RD APT 301	MUNSON MEDICAL CENTER ER
700	1/15/2015	NF 5	06:36:38	Prehospital		HOPE VILLAGE 1121	
729	1/15/2015	NF 4	12:12:13	Prehospital		4354 MOUNT HOPE RD	MUNSON MEDICAL CENTER ER
742	1/15/2015	NF 10	13:51:06	Prehospital	<Unknown>	GRAND TRAVERSE RESORT	
753	1/15/2015	NF 10	16:58:32	Prehospital		4140 EVELYN ST	MUNSON MEDICAL CENTER ER
765	1/15/2015	NF 11	23:39:16	Prehospital	<Unknown>	HOPE VILLAGE	
774	1/16/2015	NF 10	08:21:57	Prehospital		GRAND TRAVERSE RESORT CLUBHOUSE PARKING LOT	MUNSON MEDICAL CENTER ER
813	1/16/2015	NF 11	15:01:54	Prehospital		4058 EVELYN ST	
824	1/16/2015	NF 10	21:24:07	Prehospital	<Unknown>	HOPE VILLAGE 1106	
825	1/16/2015	NF 8	21:24:07	Prehospital	<Unknown>	HOPE VILLAGE 1106	

## NORTH FLIGHT INC (cont.)

### Dispatched (cont.)

826	1/16/2015	NF 10	22:40:52	Prehospital		3435 HOLIDAY RD	
871	1/17/2015	NF 10	10:14:41	Intercept		7256 BUNKER HILL RD	MUNSON MEDICAL CENTER ER
907	1/18/2015	NF 11	05:54:34	Prehospital		HOPE VILLAGE 1123	MUNSON MEDICAL CENTER ER
919	1/18/2015	NF 10	13:11:20	Prehospital		5757 VINTON RD	MUNSON MEDICAL CENTER ER
923	1/18/2015	NF 10	15:07:00	Prehospital		3100 HOLIDAY RD	MUNSON MEDICAL CENTER ER

\* Shaded records indicate that trip has been cancelled

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Page 1

## Trip List - Dispatch (Short)

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 01/01/2015 AND 01/31/2015; AND Call Types IS NOT Flight OR Helipad OR NICU OR zCHARTER; AND Response Zone IS ACME TWSP-28; AND No Group; AND No Group; AND No

Run # or Trip #	TripDate	Veh/Unit	Time	Call Type	Customer Name	PickUp Location	DropOff Location
928	1/18/2015	NF 10	17:22:06	Prehospital		HOPE VILLAGE 1113	
1106	1/19/2015	NF 10	13:45:15	Prehospital	CANCEL, PREHOSPITAL	4185 WOLVERINE DRIVE	
1214	1/20/2015	NF 10	17:43:16	Prehospital		8846 CROCKETT RD	
1225	1/20/2015	NF 4	23:07:43	Prehospital	<Unknown>	4230 E M72	
1226	1/21/2015	NF 4	02:07:11	Prehospital	<Unknown>	HOPE VILLAGE	MUNSON MEDICAL CENTER ER
1263	1/21/2015	NF 10	11:38:51	Community Benefit		FIRE, STANDBYTOBECO CREEK WAY	
1429	1/24/2015	NF 10	22:30:41	Prehospital		4035 HOLIDAY NORTH CT	
1433	1/25/2015	NF 11	00:35:16	Prehospital		4035 HOLIDAY NORTH CT	
1438	1/25/2015	NF 10	07:52:35	Prehospital		HOPE VILLAGE 310	MUNSON MEDICAL CENTER ER
1479	1/26/2015	NF 10	13:03:47	Prehospital		2884 WILD JUNIPER TRAIL	MUNSON MEDICAL CENTER ER
1540	1/27/2015	NF 10	15:05:22	Prehospital		6261 US 31 N TOM'S	MUNSON MEDICAL CENTER ER
1556	1/27/2015	NF 10	20:46:16	Prehospital		HOPE VILLAGE	MUNSON MEDICAL CENTER ER
1577	1/28/2015	NF 10	07:47:51	Prehospital		2840 HOLIDAY RD	MUNSON MEDICAL CENTER ER
1597	1/28/2015	NF 10	11:13:08	Prehospital	CANCEL, PREHOSPITAL	GRAND TRAVERSE RESORT	
1605	1/28/2015	NF 8	12:48:44	Prehospital	CANCEL, PREHOSPITAL	1033 KAY RAY RD	
1627	1/29/2015	NF 8	06:16:31	Prehospital		6225 BRACKETT RD	MUNSON MEDICAL CENTER ER
1662	1/29/2015	NF 8	12:00:00	Transfer		HOPE VILLAGE ASST LIV RM 1121	HOSPICE HOUSE - MUNSON
1797	1/31/2015	NF 10	11:56:12	Community Benefit		FIRE, STANDBY7771 CLEARWATER DR	

**Total Calls Dispatched: 60**

**Total Transports: 32**

**Total Calls for NORTH FLIGHT INC: 60**

**Total Transports: 32**

\* Shaded records indicate that trip has been cancelled

RescueNet™ Reporting

E:\REPORTS32\GENERAL\TRIP RELATED\LISTS\DSTSHORT.RPT

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Page 1



# The Metro Insider

PROUDLY SERVING ACME, EAST BAY AND GARFIELD TOWNSHIPS SINCE 1980

*Patrick J. Parker ~ Fire Chief*

Volume # 8  
Issue # 1

## In This Issue...

Message from Chief Parker  
Page 1

Hoarding Task Force  
Page 1

Station 8  
Page 2

Asst Chief Flynn Desk  
Page 3

Small Appliance Safety  
Page 4

2014 Statistics  
Page 5



## A note from the editor

...

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## Message from Chief Parker

Is it cold enough for everyone? This weather has been brutal to our people and our equipment. We came through the storm pretty unscathed. Just think we could be like Boston and have received over 7 feet of snow already this year. Actually I'm a little jealous.

Thanks to everyone for their hard work during this weather. As always let's use our heads and be safe out there!

We already have been busy this with our call volume on pace with last year. I thought I would bring you up to speed with a few things. I am continually amazed at everything that we are all involved in on top of our medical and fire training. I know I am going to miss a few but here is a list of things we do: Safe Neighborhood smoke alarm project, company inspections, school lockdown drills, North Flight driver, station tours, birthday parties, mall safety days, car seat safety installations, pre-incident surveys and the list goes on. Thanks for going the extra mile and giving that extraordinary customer service!

With the extreme winter upon us, please slow down and arrive alive. We can't help anyone unless we get there.

Until next time, Be safe out there!

- Chief Pat Parker

## Traverse Bay Area Hoarding Task Force

The Traverse Bay Area Task Force on Hoarding is a volunteer, advisory group that meets monthly to review existing hoarding situations that affect the health and safety of individuals in the Grand Traverse County and surrounding areas.

As such, the Task Force itself does not provide direct services but is comprised of representatives of agencies and programs that often are able to help. Organizations that encounter hoarding situations are encouraged to bring challenging cases to the monthly task force meeting for review (confidentiality rules apply) with the goal of identifying, developing plans, and locating resources that may help bring about a positive outcome for all involved.

To reach the task force, email [TraverseBayHoarding@gmail.com](mailto:TraverseBayHoarding@gmail.com)

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# The Metro Insider

PROUDLY SERVING ACME, EAST BAY AND GARFIELD TOWNSHIPS SINCE 1980

PAGE 2

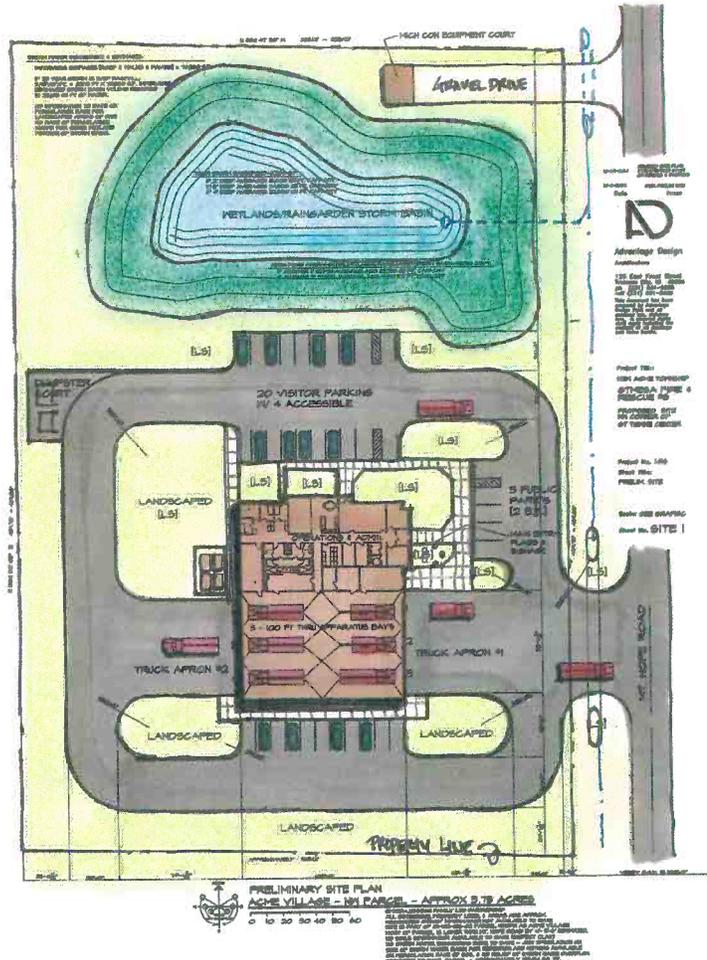
## Station 8 Update

People have been wondering on the status of Station 8. We've been working on the land purchase and on choosing an architect. We put out an Request for Proposal for the services of an architect. We received 11 proposals so we are in the process of comparing apples to apples. We hope that once we settle on a piece of land, we can go out to bid for construction and still get out of the ground this year. Choosing the correct piece of land has really slowed this project down. Because of complications on the Town Center property, we started the process of looking again elsewhere. We settled on land on Mount Hope Road across from Hope Village.

In January we had drilling rigs on site to perform geo-technical work as well as some civil engineering work on would is the amount of retainage and dirt that would need to be moved. We are awaiting the engineers report. We have had a lot of great input on what should be in this station and what we have learned from the Station 12 build.

It is still my goal to be out of the ground sometime this summer. Station 8 crews, hang in there and keep visualizing warm showers, soft beds, and cooking on a stove instead of your microwave.

- Chief Parker





# The Metro Insider

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PAGE 3

## From the desk of Assistant Chief Flynn...

As you all have experienced lately winter doesn't plan on retreating anytime soon. The calls we have been experiencing have been mostly weather related such as personal injury accidents (PIA) and water flow alarms due to freezing pipes.



N Three Mile and US 31 North during the storm

The forecast for the next 10 days is for more of the subzero nights and blowing snow. It is this time of the year that I ask everyone to be safe and remember to drive with more care during times of poor visibility and dress for the possibility of extended time in the weather.

Our personnel have been reviewing policies and guidelines that pertain to chimney fires, broken sprinkler pipes and cold weather related emergencies such as ice and snowmobile rescues. Our officers and veteran firefighters have been going over scenarios with less experienced firefighters so that we can be best prepared for any situation.

I tell my officers and firefighters "Be safe and be the best professional you can be, the community we serve depends on it."

- Asst. Chief Flynn



## EMT Extrication Class

Metro Firefighters helped teach the local EMT students about extrication and some challenges they will face when they hit the streets. This class took place on one of the coldest days this year.



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# The Metro Insider

PROUDLY SERVING ACME, EAST BAY AND GARFIELD TOWNSHIPS SINCE 1980

PAGE 4

## Slow Cookers, Crockpots and Small Appliance Safety

No matter where you look these days, the use of slow cookers and crockpots are on the rise. From stews to soups and even desserts, there's nothing better than applying that "set it and forget it" mentality when it comes to preparing meals for families on the go.

**But** did you know that while slow cookers are generally safe, we still need to be mindful of the dangers they pose.

According to National Fire Protection Association, slow cookers were involved in an estimated average of 150 reported home structure fires per year from 2007 - 2011, resulting in an average of 10 civilian injuries and \$2 million in direct property damage annually. In terms of accidents, it ranks up there with other smaller household appliances you may not ever think of like your coffee maker or teapot, food warmer and hotplates, and kettles.

While the chance of an accident happening while using a slow cooker or crockpot is somewhat low, our fire safety experts here at NFPA suggest some great tips to consider whenever you're using some of these smaller appliances:

- Inspect plugs and cords to make sure they are not frayed or broken (replace if necessary), which will help keep electrical fires at bay
- Keep the crockpot and slow cooker (or other small appliance) away from the edge of the counter so hands and elbows don't push it off the edge causing burns or scalds from the hot liquid and food inside
- Follow instructions for recipes carefully using the right amount of liquid and heat when preparing your meal to prevent overheating

So the next time you find yourself using your slow cooker, follow these simple tips above to keep yourself and your family safe.

Source and to see more go to: [www.safety.blog.nfpa.org](http://www.safety.blog.nfpa.org)



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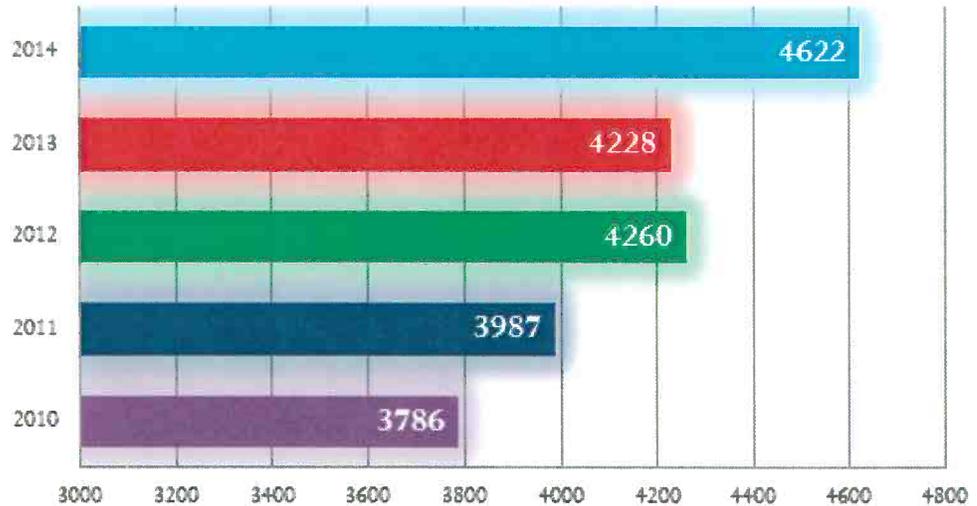
# The Metro Insider

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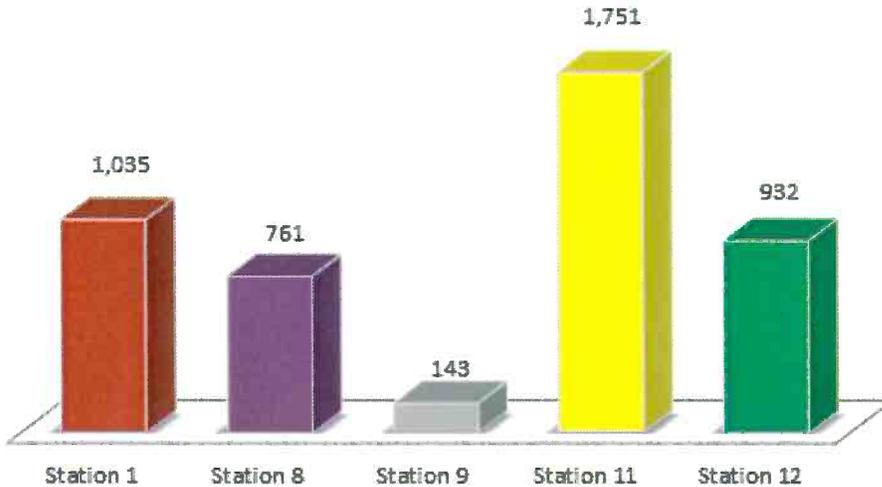
PAGE 5

## Year After Year Incident Comparison

As this graph shows our call volume continues to grow rapidly each year and in 4 years our call volume has increased by nearly 1,000 calls.



## 2014 Incidents by Station



Station 11 continues to be the busiest station in Metro by over 700 calls from the second busiest, Station 1.

*Stay tuned for our Annual Report, it will be available soon!*

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To: Acme Township Board of Trustees

From: Tom Henkel, Facilities & Parks Manager

Date: 2/23/2015

Re: Monthly Update

---

The Following is a summary of key activities underway.

**Parks:**

Working on assembling tables and benches for all parks.  
Contacted American waste for Saylor park replacement dumpsters in May  
some contracts must be signed.

**Cemeteries:**

Winter, inactivity.

**Buildings/Grounds:**

Snow removal continues at all locations.  
Received kudo's from TART on snow removal.

**Equipment/Fixtures:**

Purchased a cabinet for additional dry storage of supplies located next to  
the other in the fire station. TP, soap, trash bags, Etc. We had F.D. N.F.  
and TWP all together and were running out of space.

**Surface Water Quality Testing:**

2014 report is turned in to Jay.

Equipment is in for checkup and certification as conditions are seasonally poor from a safety and temperature standpoint. Some days creeks are iced over and tough to get to.

Per Jay, solicited for and received quote on replacement water testing equipment. I gave it to Jay.

**Beach Water Quality Testing:**

Seasonally inactive.

**Invasive Species:**

Attended a meeting on 2/3/2015 at the county conservation building, on Phragmites. I think we continue to do our alternating plan of maintenance of south and north of dock road for now. This next year being south of Dock Road. I think it would be prudent to continue this way for a few years and analyze the process each year. A township wide permit should be pulled for the whole township in case somebody want to spray on their own north of dock this year. The township wide permit is \$75.00. The Watershed Center for their part, is donating 75 hours to the whole regional process. I believe a 50% grant is still in play for treatment. I get the impression that we are getting to a point here where we can survey and treat in one trip. So that should reflect in cost. Watershed said the region is a good example intergovernmental cooperation along with the advocacy groups which has checked the problem and saved untold amounts of money, compared to other areas which ignored the problem and now they have a bigger problem.

**Planning:**

See park advisory board.

Received a custom Parks & Recreation Community Standards Report from The National Recreation & Parks Association on our 2013 Data. I have been participating in their National database program since its inception. The program is called "Proragis" and you input your data in to compare your operation with other operations. You input budget, acreage, number of parks, personnel, programming, features, population etc. then you can set parameter's to compare. I gave it to jay.

**General Activities:**

Attended park board meeting.

Thanks TKH.

To: Acme Township Board of Trustees  
Planning Commission

From: Nikki Lennox

Date: 02/19/2015

THE FOLLOWING IS A SUMMARY OF KEY PLANNING, ZONING & ADMINISTRATIVE  
ACTIVITIES FOR THE MONTH OF JANUARY AND FEBRUARY 2015

**Land Use Permits Issued For Jan. & Feb.:** (2), Includes interior kitchen remodeling of the Bayview Inn and interior tower remodeling at the Grand Traverse Resort.

**Sign Permits Issued For: Jan. & Feb.:** (2), Includes a temporary sign permit and a sign permit for Advance Auto at 3939 M-72.

**Planning & Zoning Projects:** The Planning Commission is researching a possible amendment to its sign ordinance to allow static electronic signs for gas station prices and hotel vacancy signs. Careful attention is being paid to limiting luminosity and size.

**US-31/M-72 Business District:** The Planning Commission is re-visiting the architectural standards section of this ordinance in order to enhance the visual appearance of new buildings in this district.

The Planning Commission will continue to work on its "PC ACTION PLAN" (to-do list) which includes suggestions for researching several new ordinances and amending several others.

**General Planning & Zoning:** An application has been received from JML Design Group on behalf of Scheppe Investments for an expansion of the Traverse Bay RV Park.

An application has been received by RC Associates for an improvement to one of the parking lots at the Grand Traverse Resort.

**TRAVERSE CITY AREA PUBLIC SCHOOLS  
And  
ACME TOWNSHIP**

**AGREEMENT FOR COLLECTION OF SUMMER PROPERTY TAXES**

AGREEMENT made this 26th day of January, 2015, by and between **TRAVERSE CITY AREA PUBLIC SCHOOLS**, with offices located at 412 Webster Street, Traverse City, MI 49686 (hereinafter "School District") and **ACME TOWNSHIP**, with office mailing address of 6042 Acme Road, Williamsburg, MI 49690 (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the providing for the collection by Township of a summer levy all (100%) of School District property taxes for two (2) years (2015 & 2016). This agreement shall renew annually, unless notification is given by either party prior to December 1. Each year upon renewal, the base fee may reflect any increase over the prior year in postage and any additional cost incurred as a result of any new legislative mandates.

The parties agree as follows:

1. The Township agrees to collect all (100%) of the total school property taxes as certified by the School District for levy on July 1, of each year on property located within the Township.
2. The School District agrees to pay costs for preparation and collection of summer taxes for School District as follows:
  - a. The collection fee for 2015 & 2016 will be \$2.50 per parcel. This fee includes the cost of collection of Bay Area Transportation Authority, TBA Intermediate School District, and Northwestern Michigan College summer tax levy.
  - b. Township to submit billing for tax collection for total number of parcels with first remittance of tax collections and School District Business Office will remit to Township within 10 Business days upon receipt of billing.
3. No later than the second Wednesday in June the School District shall certify to the Township Clerk the school millage to be levied on property for summer tax collection.
4. The Township Treasurer shall account for and remit to the School District not later than 12 o'clock, noon, of the second Business Day following the dates as listed below. The Treasurer may retain a maximum of 10% of the taxes collected the last 15 days of February until the delinquent roll is reconciled by the county treasurer. Business Day is defined as a day, other than Saturday or Sunday, on which commercial banks in Traverse City are not required by law or executive order to remain closed.

July 15	October 1	January 1, 15	April 1
August 1, 15	November 1	February 1, 15	May 1
September 1, 15	December 1, 15	March 1	June 1

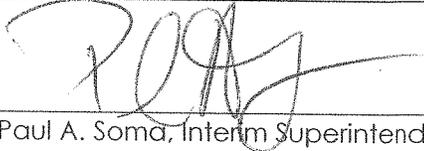
Remittance is the third business day, rather than the second, when the 1<sup>st</sup> or 15<sup>th</sup> is a Saturday or Sunday.

5. In consideration of the agreement, the Township shall retain the interest earned by the investment of the tax collections from the date of collection to the calendar day immediately preceding the due date of remittance of said taxes to the School District, in accordance with the schedule set forth in paragraph above.

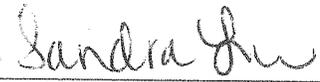
ACME TOWNSHIP:

TRAVERSE CITY AREA PUBLIC SCHOOLS:

\_\_\_\_\_  
Amy Jenema, Treasurer

  
\_\_\_\_\_  
Paul A. Soma, Interim Superintendent

SIGNATURE AUTHORIZED BY ACME TOWNSHIP  
TRUSTEES RESOLUTION OF

  
\_\_\_\_\_  
Sandra Low, Finance Manager

\_\_\_\_\_, 2015.

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

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



**TRAVERSE BAY AREA INTERMEDIATE SCHOOL DISTRICT  
And  
ACME TOWNSHIP**

**Agreement for Collection of Summer School Property Taxes**

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by and between the Traverse Bay Area Intermediate School District, with offices located at 1101 Red Drive , Traverse City, MI, 49684-6020 (hereinafter called "School District") and Acme Township with offices located at PO Box 434, Acme, MI 49610, (hereinafter called "Township"), pursuant to 1976 PA 451, as amended, for the providing for the collection by Township of summer levy on all (100%) of School District property taxes for the year 2015

**THE PARTIES AGREE AS FOLLOWS:**

- The Township agrees to assess and collect all (100%) of the total school property taxes as certified by the School District for levy on or about July 1, 2015 on property located within the Township.
- The fee for collecting the School District Summer Tax Levy is included in the per parcel payment as negotiated by the Traverse City Area Public School.
- No later than the third Thursday of June, the School District shall certify to the Township Clerk the school millage to be levied on property for summer collection.
- 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 Traverse City Area Public School. In return for the timely payment, the School District waves any claim to interest earned during the time the money is in Township accounts.
- General conditions of this agreement negotiated by Township Treasurer and Traverse City Area Public Schools, subject to approval of both Boards.
- This Agreement shall renew annually for the year 2015, as negotiated by the Traverse City Area Public School.

Traverse Bay Area Intermediate School District and Acme Township Agreement for  
Collection of Summer School Property Taxes

Page: 2

TOWNSHIP:

SCHOOL DISTRICT:



\_\_\_\_\_  
(Treasurer)

\_\_\_\_\_  
(Michael J. Hill, Superintendent)

SIGNATURE AUTHORIZED BY BOARD OF  
TRUSTEE RESOLUTION OF

SIGNATURE AUTHORIZED BY  
BOARD OF EDUCATION  
RESOLUTION OF

\_\_\_\_\_, 2015

November 4, 2014.

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Clerk)

**ELK RAPIDS SCHOOLS  
AND  
ACME TOWNSHIP**

**AGREEMENT FOR COLLECTION OF 2015  
SUMMER SCHOOL PROPERTY TAXES**

**THIS AGREEMENT** made this 16th day of February, 2015, by and between the **ELK RAPIDS SCHOOLS**, 707 E. Third Street, Elk Rapids, MI 49629 (hereinafter described as "School District") and **ACME TOWNSHIP**, 6042 Acme Road, P.O. Box 115, Acme, MI 49610-0115 (hereinafter described as "Township"), pursuant to 1976 PA 451, as amended, providing for the collection by the Township of a summer tax levy of the total (100%) of School District property taxes for the year 2015.

**THE PARTIES AGREE TO THE FOLLOWING:**

1. The Township agrees to collect the total school property taxes as certified by the School District for levy on July 1 of each year on property located within the Township.
2. The School District agrees to pay costs for preparation and collection of summer taxes for the School District as follows:
  - a. The collection fee for 2015 will be a \$2.50 per parcel of taxable property (plus the postage rate increase should it become effective prior to the July 1 mailing of the tax bills) within the School District as the cost for preparation of bills and collection of taxes. This fee is also to include the cost of collecting the Traverse Bay Area Intermediate School District summer tax levy.
  - b. The Township is to submit billing for the total number of parcels with first remittance of tax collections and the School District Business Office will remit to the Township within five (5) business days upon receipt of billing.
3. No later than the second Thursday in June, the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection.
4. The Township Treasurer agrees to distribute the school tax collection on a timely schedule of 10 business days after the 1<sup>st</sup> and 15<sup>th</sup> day of each month as provided in Section 211.43(3)a of the General Property Tax Act.
5. In return for the bi-weekly payment, the School District waives any claim to interest earned during the time the money is in Township accounts.

6. General conditions of this agreement negotiated by the Township Treasurer and School District Superintendent is subject to approval of both Boards.

**SIGNED BY:**

**TOWNSHIP OF ACME**

\_\_\_\_\_  
BY: AMY JENEMA  
ITS: Treasurer

SIGNATURE AUTHORIZED BY  
ACME TOWNSHIP  
TRUSTEES' RESOLUTION OF  
\_\_\_\_\_

\_\_\_\_\_  
BY: JAY B. ZOLLINGER  
ITS: Supervisor

**ELK RAPIDS PUBLIC SCHOOLS**



\_\_\_\_\_  
BY: STEPHEN R. PRISSEL  
ITS: Superintendent

SIGNATURE AUTHORIZED BY  
ELK RAPIDS PUBLIC SCHOOLS'  
BOARD OF EDUCATION  
RESOLUTION OF FEBRUARY 16,  
2015.

  
\_\_\_\_\_  
BY: DAVE LEIN  
ITS: President

  
\_\_\_\_\_  
BY: SHERRY L. STEFFEN  
ITS: Secretary



**ACME TOWNSHIP BOARD MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
Tuesday, February 3, 2015, 7:00 p.m.**

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

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

**A. LIMITED PUBLIC COMMENT:**

G. Veliquette, Elk Lake Road, thank the Township for their support of the last expansion of the Farmland Open Space Funds. He presented some financial figures showing the different funding. He commented that the monies the Township spent were matched 9-1. Zollinger commented that was the last of the previous Farmland millage. A new millage was approved in November.

R. Evina, 6075 Arabian Ln, compliment the Board on their handling of the VGT runoff at the January Board meeting. Evina commented that the facts were presented without the emotions.

Public comment closed

**B. APPROVAL OF AGENDA:**

Zollinger would like to add one item to New Business #6 Blight Grant received for the Shoreline.

**Motion by Jenema, seconded by White to approve the agenda with the addition of one item to New Business # 6 Blight Grant. Motion carried by unanimous vote.**

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

**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:**

- a. **Treasurer's Report**
- b. **Clerk's Revenue/Expenditure Report and Balance Sheet**
- c. **Draft Unapproved Meeting Minutes:**
  - 1. **Planning Commission 01/12/15**
- d. **Parks and Maintenance Report – Tom Henkel**

**2. APPROVAL:**

- 1. **Township Board meeting minutes of 01/06/15**
- 2. **Accounts Payable Prepaid of \$226,110.82 and Current to be approved of \$40,493.77 (Recommend approval: Cathy Dye, Clerk)**

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

**Motion by Dye, seconded by Aukerman to approve the Consent Calendar as present. Motion carried by unanimous roll call vote.**

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

**G. REPORTS: Received and filed**

**1. Sheriff's Report – Deputy: Ken Chubb**

Officer Chubb stated that the Sheriff's department will be helping out with the Special Olympics at the Resort this week.

**2. County Commissioner's Report - Crawford**

**3. Road commission report - McKellar**

Discussion on the Hammond-Hartman road extension.

**H. CORRESPONDENCE: None**

**I. PUBLIC HEARING: None**

**J. NEW BUSINESS:**

**1. Discussion on order of Board Agendas/Old Business-New Business - Zollinger**

Zollinger commented that at a previous Board meeting a resident raised the question of addressing Old Business before New. Zollinger was looking for the Board's input. He felt it was a matter of flexibility. When an issue of concern for the residents was on the agenda anyone, Board/Staff/Public could ask that the item be removed to the beginning of the agenda.

**2. Resolutions for Approval:**

**a) Board of Review Dates**

**Motion by White, seconded by Jenema to approve Resolution R-2015-#4 approving the dates set for March Board of Review. Motion carried by unanimous vote.**

**b) Resolution on Budget amendments**

**Motion by Scott, seconded by Dye to approve Resolution R-2015-#5 on Budget Amendments. Motion carried by unanimous roll call vote.**

**c) Resolution on 2014 Metro Acme Twp Allocation**

**Motion by Jenema, seconded by Scott to approve Resolution R-2015-#6 for Metro Fire 2014 Township Allocations. Motion carried by unanimous roll call vote.**

**3. Capacity Sharing Agreement – TC Sewer Plant Acme Township**

**Motion by Scott, seconded by Aukerman to approve Resolution R-2015-#7 for Capacity Sharing Agreement. Motion carried by unanimous vote.**

**4. Proclamation to support “Social Host Awareness Month” April**

**Motion by Scott, seconded by Jenema, approving Proclamation “ April 2015 is Social Awareness Month”. Motion carried by unanimous vote.**

**5. Immanuel LLC Status - Zollinger**

Zollinger commented that the Township had received \$15,605.91 from the Immanuel LLC (Bates Crossing) Bankruptcy filing. Zollinger stated that as property is sold the township will receive more money.

**6. Blight Grant**

Zollinger stated that the Township recently received monies from the Blight grant that the Conservancy had applied for. Zollinger would like to be able to cut a check tomorrow to the Conservancy. It will reflect in the March Post Prepays.

**Motion by Scott, seconded by White, to proceed with reimbursement to the Conservancy for the Blight Grant.**

Upon listening to the recording of the Board meeting for 2/3/15 we find that a motion by Scott was made and supported by White, but due to much discussion a vote was not taken. This bill will be paid as a pre-approved on the March 3rd Board meeting. for final board support.

**K. OLD BUSINESS:**

**1. Status Update of Board procedures - Dye**

Dye gave an update on the 'Rules for Procedure'. Aukerman has been working with Dye. It was Dye's goal to have a draft ready for the February Board meeting but that did not work out.

At the end of the meeting, Jean Aukerman asked if she could speak with her fellow Board members regarding "communication." She explained that she feels our township team, including John Iacoangeli and Chris Grobbel, is working very hard to contribute their expertise but she feels the communication process could be better. She wondered if other Board members felt the same. Board members discussed the subject. Jean volunteered to look into this and report back to the Board with possible process improvements. She welcomed any Board member to join her. Amy Jenema offered to work with Jean.

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

B.Kelley, 4893 Ridgecrest, read a prepared statement into the record which is attached to the minutes.

**Adjourned at 8:40 pm**

To: Acme Township Board of Trustees  
From: Brian Kelley  
Date: February 3, 2015

At the last board meeting I told you that the clay discharge into Acme creek on Saturday December 27 was the worst than at any time in November or December. Some claimed that the inspection reports did not support that.

None of the inspections were conducted during the rain on December 27. The rain was forecast, and the site should have been inspected during the weather event. County did not inspect until 3 days later, on Tuesday. Creek inspections must be timely.

Another problem with the inspections was not checking the creek. Clay discharge into the creek is visually obvious. It is more difficult to see running across a grassy field. So if you make a point of not looking in the right spot, you won't see it.

The most significant inspection result was from Gosling Czubak's Bernie Jacobson. He documented that he observed them pumping the basins out into the field and wetlands. There was no water treatment system on site. That pumping was likely the reason there was so much clay discharge, from so many points, into the creek. I heard those pumps running, from the creek, on Saturday.

This is not the first time that inspectors have documented the intentional pumping of discharge toward the wetlands and creek. If the site is warned of inspections in advance, as some propose, then it is almost certain that any pumping operation will be stopped before inspectors are on site.

The Corrective Action Plan provided to DEQ says basin water will be treated or trucked offsite. That is contrary to what Mr. Jacobson documented. Mr. Jacobson also noted numerous holes in silt fences. The crew repaired them with duck tape. That is not a best practice, by any definition. One wonders why they were not aware of those issues if they were walking their own silt fences as best practices require. I can see holes in silt fences from the M72 highway.

Construction site manager Mark Walters inspected on Sunday December 28. He reported no issues. He also did not mention the pumping. Would anyone believe that a construction manager on site would be unaware of the pumping operation?

It is important to note that when the basins are pumped out it may not actually occur on the day of the rain, but days later. Also, that activity can be stopped if an inspector arrives on site. If anyone suggests that discharge into the creek is from past events and not current, they probably aren't going to mention the repeated practice of pumping the basins out.

At the last board meeting the topic of creek monitoring cost was mentioned. The Infrastructure land use permit fee for this project was nearly \$70,000. That fee covers the cost of creek inspections and monitoring.

On January 29, 2015 MDEQ issued another Notice of Violation to the site.

Brian Kelley

Check Register Report

PREPAID

Date: 02/24/2015

Time: 3:27 pm

Page: 1

Acme Township

BANK: CHASE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>CHASE BANK Checks</b>							
23018	02/05/2015	Printed		BRICK	BRICK HOUSE INTERACTIVE	WEBSITE HOSTING RENEWAL	540.00
23019	02/05/2015	Printed		0000002875	CHARTER COMMUNICATIONS	PHONE & INTERNET	325.70
23020	02/05/2015	Printed		0000002900	CHERRYLAND RURAL	ELECTRIC	420.90
23021	02/05/2015	Printed		0000004460	ELECTRIC		
23021	02/05/2015	Printed		0000004460	DTE ENERGY	GAS	853.14
23022	02/05/2015	Printed		0000007950	GRAND TRAVERSE METRO ESA	TAX DISBURSEMENT	82,364.41
23023	02/05/2015	Printed		0000007800	GRD TRAV COUNTY	BOR ADJUSTMENTS OCT-DEC	1,047.09
23024	02/05/2015	Printed		0000011105	TREASURERS OFF	2014	
23024	02/05/2015	Printed		0000011105	KC1	POSTAGE FOR ASSESSMENT	1,351.00
23025	02/05/2015	Printed		0000025000	WASTE MANAGEMENT	CHANGE	
23025	02/05/2015	Printed		0000025000	GARBAGE		186.31
23026	02/13/2015	Printed		0000000300	ACE HARDWARE	SUPPLIES	57.29
23027	02/13/2015	Printed		0000003300	CONSUMERS ENERGY	ELECTRIC	555.15
23028	02/13/2015	Printed		GTRLC	GRAND TRAVERSE REGIONAL	PHASE III DEMOLITION COST	44,000.00
23029	02/13/2015	Printed		0000009955	LAND CO		
23029	02/13/2015	Printed		0000009955	INTERNAL REVENUE SERVICE	NANCY EDWARDSON	743.03
23030	02/13/2015	Printed		4416	NEOFUNDS BY NEOPOST	POSTAGE	400.00
23031	02/13/2015	Printed		0000020450	SHELL OIL COMPANY	GAS	133.75
23032	02/13/2015	Printed		0000021100	STATE OF MICHIGAN	NANCY EDWARDSON	210.53
23033	02/23/2015	Printed		00002880	TREASURY		
23033	02/23/2015	Printed		00002880	CHASE USA	SUPPLIES, EDUCATION, MEMBERS	558.92
23034	02/23/2015	Printed		0000003300	CONSUMERS ENERGY	HIP	
23034	02/23/2015	Printed		0000003300	ELECTRIC		907.66
23035	02/23/2015	Printed		0000007950	GRAND TRAVERSE METRO ESA	TAX DISBURSEMENT	133,500.78
23036	02/23/2015	Printed		0000007950	GRAND TRAVERSE METRO ESA	TAX DISBURSEMENT	46,276.88
23037	02/23/2015	Printed		0000017150	PETTY CASH	PETTY CASH	156.22

Total Checks: 20 Checks Total (excluding void checks): 314,588.76

Total Payments: 20 Bank Total (excluding void checks): 314,588.76

Total Payments: 20 Grand Total (excluding void checks): 314,588.76

**Edit List of Invoices - Detail w/GL**

TO BE APPROVED

Date: 02/25/2015

Time: 2:15 pm

Page 1

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.		
	A & D ASSESSING	03/04/2015	CHASE	ASSESSING	
	4949 BREEDS HILL TRL	03/04/2015	N		2,500.00
14221	WILLIAMSBURG	03/04/2015	N	N	0.00
0000000520	MI 49690	03/04/2015	0.00	Y	0
	<Emailing Stub Disabled>	03/04/2015	MARCH		2,500.00

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

Vendor Total: 2,500.00

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.		
	B S & A SOFTWARE	03/04/2015	CHASE	SPECIAL ASSESSMENT SYSTEM.	
	14965 ABBEY LANE	03/04/2015	N		526.00
14233	BATH	03/04/2015	N	N	0.00
0000002300	MI 48808	03/04/2015	0.00	N	0
	<Emailing Stub Disabled>	03/04/2015	099399		526.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-209-804.000	SOFTWARE SUPPORT & PROCESSING	526.00	0.00
Distribution Total		526.00	0.00

Vendor Total: 526.00

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.		
	BAIRD, COTTER & BISHOP, P.C.	03/04/2015	CHASE	ACCOUNTANT ASSISTANT	
	134 WEST HARRIS STREET	03/04/2015	N		450.00
14230	CADILLAC,	03/04/2015	N	N	0.00
BAIRD	MI 49601	03/04/2015	0.00	N	0
	<Emailing Stub Disabled>	03/04/2015	24551		450.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-801.001	INTERNAL ACCOUNTANT	450.00	0.00
Distribution Total		450.00	0.00

Vendor Total: 450.00

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.		
	BECKETT & RAEDER	03/04/2015	TRUST	PLANNING SERVICES	
	535 WEST WILLIAM, SUITE 101	03/04/2015	N		1,960.00
14212	ANN ARBOR	03/04/2015	N	N	0.00
0000001660	MI 48103	03/04/2015	0.00	N	0
	<Emailing Stub Disabled>	03/04/2015	2014-1694		1,960.00

GL Number	Account Name	Pay Amount	Relieve Amount
701-400-282.071	Acme 72 LLC, 3939 M-72	1,960.00	0.00
Distribution Total		1,960.00	0.00

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.		
	BECKETT & RAEDER	03/04/2015	TRUST	SITE PLAN REVIEW	
	535 WEST WILLIAM, SUITE 101	03/04/2015	N		910.00
14225	ANN ARBOR	03/04/2015	N	N	0.00
0000001660	MI 48103	03/04/2015	0.00	N	0
	<Emailing Stub Disabled>	03/04/2015	2014-1543		910.00

GL Number	Account Name	Pay Amount	Relieve Amount
701-400-282.064	ARLINGTON RIDGE/GTTC	910.00	0.00
Distribution Total		910.00	0.00

**Edit List of Invoices - Detail w/GL**

TO BE APPROVED

Date: 02/25/2015

Time: 2:15 pm

Page 2

Acme Township

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2		
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2		Gross Amount
	City	Disc. Date	Req. No.	Use Description 1 On Check		Taxes Withheld
	State/Province Zip/Postal	Due Date	Disc. %	1099?	Hand Check Number/Date	Discount
	Email Address	Inv. Date	Invoice No.			Net Amount
	BECKETT & RAEDER	03/04/2015	CHASE	PROFESSIONAL SERVICE		
	535 WEST WILLIAM, SUITE 101	03/04/2015	N			470.00
14247	ANN ARBOR	03/04/2015	N	N		0.00
0000001660	MI 48103	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	2015-105			470.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-410-803.001	PLANNING CONSULTANT	470.00	0.00
Distribution Total		470.00	0.00

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2		
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2		Gross Amount
	City	Disc. Date	Req. No.	Use Description 1 On Check		Taxes Withheld
	State/Province Zip/Postal	Due Date	Disc. %	1099?	Hand Check Number/Date	Discount
	Email Address	Inv. Date	Invoice No.			Net Amount
	BECKETT & RAEDER	03/04/2015	CHASE	PLANNING SERVICES		
	535 WEST WILLIAM, SUITE 101	03/04/2015	N			3,528.45
14249	ANN ARBOR	03/04/2015	N	N		0.00
0000001660	MI 48103	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	2015-096, 2015-085			3,528.45

GL Number	Account Name	Pay Amount	Relieve Amount
101-410-803.000	PLANNER SERVICES	2,688.45	0.00
101-410-803.001	PLANNING CONSULTANT	840.00	0.00
Distribution Total		3,528.45	0.00

Vendor Total: 6,868.45

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2		
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2		Gross Amount
	City	Disc. Date	Req. No.	Use Description 1 On Check		Taxes Withheld
	State/Province Zip/Postal	Due Date	Disc. %	1099?	Hand Check Number/Date	Discount
	Email Address	Inv. Date	Invoice No.			Net Amount
	BRICK HOUSE INTERACTIVE	03/04/2015	CHASE	FINAL HALF DOCUMENT CONVEF		
	P.O. BOX 8	03/04/2015	N			1,850.00
14217	WILLIAMSBURG	03/04/2015	N	N		0.00
BRICK	MI 49690	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	021715AT			1,850.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-804.000	SOFTWARE SUPPORT & PROCESSING	1,850.00	0.00
Distribution Total		1,850.00	0.00

Vendor Total: 1,850.00

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2		
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2		Gross Amount
	City	Disc. Date	Req. No.	Use Description 1 On Check		Taxes Withheld
	State/Province Zip/Postal	Due Date	Disc. %	1099?	Hand Check Number/Date	Discount
	Email Address	Inv. Date	Invoice No.			Net Amount
	CINTAS CORP #729	02/23/2015	CHASE	RUGS		
	P.O BOX 630910	03/04/2015	N			43.12
14223	CINCINNATI	02/23/2015	N	N		0.00
0000002990	OH 45263-0910	02/23/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	02/23/2015	729713167			43.12

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-930.000	REPAIRS & MAINT	43.12	0.00
Distribution Total		43.12	0.00

Vendor Total: 43.12

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2		
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2		Gross Amount
	City	Disc. Date	Req. No.	Use Description 1 On Check		Taxes Withheld
	State/Province Zip/Postal	Due Date	Disc. %	1099?	Hand Check Number/Date	Discount
	Email Address	Inv. Date	Invoice No.			Net Amount
	CULLIGAN WATER, MCCARDEL	03/04/2015	CHASE	WATER		
	40 HUGHES DRIVE	03/04/2015	N			7.00
14224	TRAVERSE CITY	03/04/2015	N	N		0.00
0000003400	MI 49686	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	ACCT #1055621			7.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-930.000	REPAIRS & MAINT	7.00	0.00
Distribution Total		7.00	0.00

Vendor Total: 7.00

**Edit List of Invoices - Detail w/GL**

TO BE APPROVED

Date: 02/25/2015

Time: 2:15 pm

Page 3

Acme Township

Ref. No.	Vendor Name Vendor Address City	Post Date Pay. Date	PO Number Req. No.	Bank Hold?	Invoice Description Line 2 Invoice Description Line 2	Gross Amount
Vendor No.	State/Province Zip/Postal Email Address	Disc. Date Due Date Inv. Date	Disc. % Invoice No.	Sep. Ck.? 1099?	Use Description 1 On Check Hand Check Number/Date	Taxes Withheld Discount Net Amount
14214	EXCEL OFFICE INTERIORS 2487 RICE STREET TRAVERSE CITY	03/04/2015 03/04/2015 02/23/2015		CHASE N N	STORAGE CABINET FOR SUPPLII	276.95 0.00
0000005400	MI 49684 <Emailing Stub Disabled>	03/04/2015 03/04/2015	0.00 84697	N 0		0.00 276.95

GL Number	Account Name	Pay Amount	Relieve Amount
101-750-726.000	SUPPLIES & POSTAGE	276.95	0.00
Distribution Total		276.95	0.00

Vendor Total: 276.95

14235	GOSLING CZUBAK ENGR 1280 BUSINESS PARK DRIVE TRAVERSE CITY	03/04/2015 03/04/2015 03/04/2015		CHASE N N	ENGINEERING	7,144.17 0.00
0000007675	MI 49686 <Emailing Stub Disabled>	03/04/2015 03/04/2015	0.00 72404,72427,72420	N 0		0.00 7,144.17

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-803.003	ENGINEERING SERVICES	3,155.00	0.00
101-101-803.003	ENGINEERING SERVICES	2,945.00	0.00
101-410-803.000	PLANNER SERVICES	1,044.17	0.00
Distribution Total		7,144.17	0.00

14236	GOSLING CZUBAK ENGR 1280 BUSINESS PARK DRIVE TRAVERSE CITY	03/04/2015 03/04/2015 03/04/2015		SEWER N N	ENGINEERING	2,650.00 0.00
0000007675	MI 49686 <Emailing Stub Disabled>	03/04/2015 03/04/2015	0.00 72426	N 0		0.00 2,650.00

GL Number	Account Name	Pay Amount	Relieve Amount
590-000-803.003	ENGINEERING SERVICES	2,650.00	0.00
Distribution Total		2,650.00	0.00

Vendor Total: 9,794.17

14219	GRAND TRAVERSE COUNTY FINANCE DEPT. ACCTS RECEIVA TRAVERSE CITY	03/04/2015 03/04/2015 03/04/2015		SEWER N Y	SEWER/WATER DECEMBER 2014	70,188.58 0.00
7890	MI 49684 <Emailing Stub Disabled>	03/04/2015 03/04/2015	0.00 89704, 89705	N 0		0.00 70,188.58

GL Number	Account Name	Pay Amount	Relieve Amount
590-000-956.001	OPERATING & MAINT EXP	68,669.29	0.00
590-000-956.001	OPERATING & MAINT EXP	1,519.29	0.00
Distribution Total		70,188.58	0.00

14245	GRAND TRAVERSE COUNTY FINANCE DEPT. ACCTS RECEIVA TRAVERSE CITY	03/04/2015 03/04/2015 03/04/2015		SEWER N Y	SEWER/WATER JANUARY 2015	9,237.31 0.00
7890	MI 49684 <Emailing Stub Disabled>	03/04/2015 03/04/2015	0.00 89774, 89775	N 0		0.00 9,237.31

GL Number	Account Name	Pay Amount	Relieve Amount
590-000-956.001	OPERATING & MAINT EXP	8,226.38	0.00
590-000-956.001	OPERATING & MAINT EXP	1,010.93	0.00
Distribution Total		9,237.31	0.00

**Edit List of Invoices - Detail w/GL**

TO BE APPROVED

Date: 02/25/2015

Time: 2:15 pm

Page 4

Acme Township

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2		
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Gross Amount	
	City	Disc. Date	Req. No.	Use Description 1 On Check	Taxes Withheld	
	State/Province Zip/Postal	Due Date	Disc. %	1099?	Hand Check Number/Date	Discount
	Email Address	Inv. Date	Invoice No.			Net Amount

Vendor Total: 79,425.89

14228	GRAND TRAVERSE METRO ESA	03/04/2015		CHASE	PT EMS STAFFING JANUARY,	
	897 PARSONS ROAD	03/04/2015		N		6,582.75
0000007950	TRAVERSE CITY	03/04/2015		N	N	0.00
	MI 49686	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	756			6,582.75

GL Number	Account Name	Pay Amount	Relieve Amount
206-000-802.004	CONTRACTED EMPLOYEE SERVICES	6,582.75	0.00
Distribution Total		6,582.75	0.00

Vendor Total: 6,582.75

14216	GREATAMERICA FINANCIAL SVCS	03/04/2015		CHASE	COMPUTERS	
	P.O. BOX 660831	03/04/2015		N		311.65
GREAT	DALLAS	03/04/2015		N	N	0.00
	TX 75266-0831	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	16571943			311.65

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-804.000	SOFTWARE SUPPORT & PROCESSING	311.65	0.00
Distribution Total		311.65	0.00

Vendor Total: 311.65

14220	INTEGRITY BUSINESS SOLUTION	03/04/2015		CHASE	SUPPLIES	
	1302 INDUSTRY B	03/04/2015		N		103.90
0000010300	TRAVERSE CITY	03/04/2015		N	N	0.00
	MI 49696	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	1170694-0			103.90

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-726.000	SUPPLIES & POSTAGE	34.99	0.00
101-215-726.000	SUPPLIES & POSTAGE	68.91	0.00
Distribution Total		103.90	0.00

14231	INTEGRITY BUSINESS SOLUTION	03/04/2015		CHASE	SUPPLIES	
	1302 INDUSTRY B	03/04/2015		N		13.20
0000010300	TRAVERSE CITY	03/04/2015		N	N	0.00
	MI 49696	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	INV. 1162903-0			13.20

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-726.000	SUPPLIES & POSTAGE	13.20	0.00
Distribution Total		13.20	0.00

14237	INTEGRITY BUSINESS SOLUTION	03/04/2015		CHASE	SUPPLIES	
	1302 INDUSTRY B	03/04/2015		N		31.09
0000010300	TRAVERSE CITY	03/04/2015		N	N	0.00
	MI 49696	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	1164804-0			31.09

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-726.000	SUPPLIES & POSTAGE	31.09	0.00
Distribution Total		31.09	0.00

**Edit List of Invoices - Detail w/GL**

TO BE APPROVED

Date: 02/25/2015

Time: 2:15 pm

Page 5

Acme Township

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2		
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2		Gross Amount
	City	Disc. Date	Req. No.	Use Description 1 On Check		Taxes Withheld
	State/Province Zip/Postal	Due Date	Disc. %	1099?	Hand Check Number/Date	Discount
	Email Address	Inv. Date	Invoice No.			Net Amount
	INTEGRITY BUSINESS SOLUTION	03/04/2015	CHASE	SUPPLIES		
	1302 INDUSTRY B	03/04/2015	N			4.27
14250	TRAVERSE CITY	03/04/2015	N	N		0.00
0000010300	MI 49696	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	1177723-0			4.27

GL Number	Account Name	Pay Amount	Relieve Amount
101-215-726.000	SUPPLIES & POSTAGE	4.27	0.00
Distribution Total		4.27	0.00

Vendor Total: 152.46

	KC1	03/04/2015	CHASE	ASSESSMENT NOTICES POSTAG		
	3901 E. PARIS SE	03/04/2015	N			302.48
14248	GRAND RAPIDS	03/04/2015	N	N		0.00
0000011105	MI 49512	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	242668			302.48

GL Number	Account Name	Pay Amount	Relieve Amount
101-209-726.000	SUPPLIES & POSTAGE	302.48	0.00
Distribution Total		302.48	0.00

Vendor Total: 302.48

	KOPY SALES INC.	03/04/2015	CHASE	COPY MACHINE		
	821 ROBINWOOD COURT	03/04/2015	N			271.79
14226	TRAVERSE CITY	03/04/2015	N	N		0.00
0000011800	MI 49686	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	94749, 94750			271.79

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-930.000	REPAIRS & MAINT	271.79	0.00
Distribution Total		271.79	0.00

Vendor Total: 271.79

	LASER PRINTER TECHNOLOGIES	03/04/2015	CHASE	TONER		
	1379 TRADE CENTRE DRIVE	03/04/2015	N			110.00
14215	TRAVERSE CITY	03/04/2015	N	N		0.00
0000012660	MI 49686	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	164116			110.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-253-726.000	SUPPLIES & POSTAGE	110.00	0.00
Distribution Total		110.00	0.00

Vendor Total: 110.00

	MICH. ASSOCIATION OF PLANNING	03/04/2015	CHASE	CE REGIONAL COM ENGAGEMENT		
		03/04/2015	N			460.00
14227		03/04/2015	N	N		0.00
0000013977		03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	21633,21632,21620,21619			460.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-410-958.000	EDUCATION/TRAINING/CONVENTIONS	460.00	0.00
Distribution Total		460.00	0.00

**Edit List of Invoices - Detail w/GL**

TO BE APPROVED

Date: 02/25/2015

Time: 2:15 pm

Page 6

Acme Township

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Gross Amount
	City	Disc. Date	Sep. Ck.?	Use Description 1 On Check	Taxes Withheld
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Discount
	Email Address	Inv. Date	Invoice No.		Net Amount

Vendor Total: 460.00

	NETONE COMMUNICATIONS INC	03/04/2015	CHASE	INTERNET SERVICE PROVIDER	
	2186 US 10	03/04/2015	N		109.00
14222	SEARS	03/04/2015	N	N	0.00
0000014412	MI 49679	03/04/2015	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	18394		109.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-946.001	SUPPLIES/POSTAGE	109.00	0.00
Distribution Total		109.00	0.00

Vendor Total: 109.00

	NORTHERN MICHIGAN JANITORI	03/04/2015	CHASE	SUPPLIES/ROLL TOWELS	
	726 HASTINGS	03/04/2015	N		75.00
14218	TRAVERSE CITY	03/04/2015	N	N	0.00
0000015070	MI 49686	03/04/2015	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	18238		75.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-750-726.000	SUPPLIES & POSTAGE	75.00	0.00
Distribution Total		75.00	0.00

Vendor Total: 75.00

	NW MI COUNCIL OF GOVERNMEI	03/04/2015	CHASE	WORKSHOP INTRO SHORELINE ;	
	NWMCOG	03/04/2015	N		165.00
14213	TRAVERSE CITY	03/04/2015	N	N	0.00
0000015120	MI 49865-0506	03/04/2015	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015			165.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-410-958.000	EDUCATION/TRAINING/CONVENTIONS	165.00	0.00
Distribution Total		165.00	0.00

Vendor Total: 165.00

	OLSON,BZDOK&HOWARD,P.C	03/04/2015	CHASE	ATTORNEY FEES	
	420 EAST FRONT ST.	03/04/2015	N		3,665.00
14210	TRAVERSE CITY	03/04/2015	N	N	0.00
0000016245	MI 49686	03/04/2015	Y	0	0.00
	<Emailing Stub Disabled>	03/04/2015	5385-00, 5385-91		3,665.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-802.002	ATTORNEY SERVICES	2,210.00	0.00
101-410-802.002	ATTORNEY SERVICES	540.00	0.00
101-101-802.002	ATTORNEY SERVICES	915.00	0.00
Distribution Total		3,665.00	0.00

	OLSON,BZDOK&HOWARD,P.C	03/04/2015	FARM	ATTORNEY FEES	
	420 EAST FRONT ST.	03/04/2015	N		1,466.44
14211	TRAVERSE CITY	03/04/2015	N	N	0.00
0000016245	MI 49686	03/04/2015	Y	0	0.00
	<Emailing Stub Disabled>	03/04/2015	INVOICE 5385-71		1,466.44

GL Number	Account Name	Pay Amount	Relieve Amount
225-000-802.002	ATTORNEY SERVICES	1,466.44	0.00

**Edit List of Invoices - Detail w/GL**

TO BE APPROVED

Date: 02/25/2015

Time: 2:15 pm

Page 7

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				1,466.44	0.00
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Vendor Total: 5,131.44

14232	PLANNING AND ZONING CENTER	03/04/2015		CHASE	SUBSCRIPTION	
	715 N CEDAR ST	03/04/2015		N		350.00
0000017400	LANSING	03/04/2015		N	N	0.00
	MI 48906-5275	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015				350.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-410-960.000	dues subscriptions	350.00	0.00
Distribution Total		350.00	0.00

Vendor Total: 350.00

14229	TRAVERSE CITY RECORD EAGLE	03/04/2015		CHASE	PUBLICATIONS	
	120 W.FRONT STREET	03/04/2015		N		260.00
0000022000	TRAVERSE CITY	03/04/2015		N	N	0.00
	MI 49684	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	390578, 390937			260.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-900.000	PUBLICATIONS	164.75	0.00
101-410-900.000	PUBLICATIONS	95.25	0.00
Distribution Total		260.00	0.00

Vendor Total: 260.00

14234	WYANT COMPUTER SERVICES	03/04/2015		CHASE	COMPUTER AGREEMENT	
	415 MUNSON AVE	03/04/2015		N		1,089.00
WYANT	TRAVERSE CITY	03/04/2015		N	N	0.00
	MI 49686	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015	MS16926			1,089.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-804.000	SOFTWARE SUPPORT & PROCESSING	1,089.00	0.00
Distribution Total		1,089.00	0.00

Vendor Total: 1,089.00

14246	WYANT COMPUTER SERVICES	02/24/2015		CHASE	MICROSOFT/SUBSCRIPTION LIC	
	415 MUNSON AVE	02/24/2015		N		480.20
WYANT	TRAVERSE CITY	02/24/2015		N	N	0.00
	MI 49686	02/24/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	02/24/2015	CW17011			480.20

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-804.000	SOFTWARE SUPPORT & PROCESSING	480.20	0.00
Distribution Total		480.20	0.00

Vendor Total: 1,569.20

14238	ZOLLINGER, JAY	03/04/2015		CHASE	MILEAGE REIMBURSEMENT	
	4232 WILLIAMSTON COURT	03/04/2015		N		357.08
0000026200	WILLIAMSBURG	03/04/2015		N	N	0.00
	MI 49690	03/04/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/04/2015				357.08

GL Number	Account Name	Pay Amount	Relieve Amount
101-171-860.000	TRAVEL & MILEAGE	357.08	0.00

**Edit List of Invoices - Detail w/GL**

TO BE APPROVED

Date: 02/25/2015

Time: 2:15 pm

Page 8

Acme Township

	Vendor Name	Post Date	Bank	Invoice Description Line 2	
Ref. No.	Vendor Address	Pay. Date	PO Number	Hold?	Invoice Description Line 2
	City	Disc. Date	Req. No.	Sep. Ck.?	Use Description 1 On Check
Vendor No.	State/Province Zip/Postal	Due Date	Disc. %	1099?	Hand Check Number/Date
	Email Address	Inv. Date	Invoice No.		

Gross Amount
Taxes Withheld
Discount
Net Amount

Distribution Total	357.08	0.00
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Vendor Total: 357.08

Grand Total: 117,949.43

Less Credit Memos: 0.00

Net Total: 117,949.43

Less Hand Check Total: 0.00

Outstanding Invoice Total: 117,949.43

Total Invoices: 35

## Grand Traverse Sheriff Department Calls for Service Statistics

Month    Year  
February    2015

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL					
	449	561	563	527	566	536	446	3,648					
Hour of Day	0	1	2	3	4	5	6	7	8	9	10	11	
	95	62	73	40	33	55	62	113	188	186	184	235	
Location	12	13	14	15	16	17	18	19	20	21	22	23	
	155	188	172	257	212	222	209	184	165	169	224	165	
Location	Citations	Traffic Crashes			Arrests			*Other	Criminal	Non-Criminal	Traffic Crashes	Total	
		Fatal	PIA	PDA	OWI	MIP	Criminal						
01 Acme	21	0	3	34	1	1	8	164	16	31	37	248	
02 Blair	76	0	3	43	1	0	56	279	71	73	46	469	
03 East Bay	49	0	3	68	4	8	23	291	58	74	71	494	
04 Fife Lake	7	0	3	8	1	0	3	62	5	10	11	88	
05 Garfield	180	0	9	110	6	3	81	826	269	278	119	1,492	
06 Grant	1	0	0	4	0	0	7	13	4	1	4	22	
07 Green Lake	19	0	1	19	3	0	12	111	24	29	20	184	
08 Long Lake	8	0	0	12	0	0	1	94	13	33	12	152	
09 Mayfield	11	0	4	12	1	0	0	57	6	11	16	90	
10 Peninsula	3	0	0	3	0	0	0	37	8	17	3	65	
11 Paradise	9	1	1	15	0	0	3	63	7	19	17	106	
12 Union	14	0	1	6	0	0	0	20	3	4	7	34	
13 Whitewater	11	1	0	7	0	0	6	49	11	9	8	77	
29 Fife Lake Vlg	3	0	0	1	0	0	1	16	6	7	1	30	
30 Kingsley Vlg	10	0	1	2	0	0	5	71	9	14	3	97	
66 Traverse City	12	0	0	0	0	0	61	0	0	0	0	0	
84 Out of County	0	0	0	0	0	0	13	0	0	0	0	0	
<b>Totals</b>	<b>434</b>	<b>2</b>	<b>29</b>	<b>344</b>	<b>17</b>	<b>12</b>	<b>280</b>	<b>2,153</b>	<b>510</b>	<b>610</b>	<b>375</b>	<b>3,648</b>	

\*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal papers; Traffic Stops; Warrant Attempts  
 Ticket stats are based on what District Court has entered as of 2/27/15.  
 Arrest stats are as of 3/01/15.



# Administrator/Controller Report February 2015

## 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 (1)

- The Administrator/Controller met with Township and Village officials on February 5<sup>th</sup> to discuss contracts for Sheriff deputies that serve those communities. The county proposed a standardized agreement that is based upon the most recent agreements in effect.
- The agreement for shared clerical staffing for the Sheriff and City Police is currently being discussed with the City Manager. The county has proposed that the cost be split based upon the number of staff using the services (approximately two-thirds/one-third). The city believes typed input data should be factored in to the equation and that the city should get a discount because city residents pay county taxes.
- The county and city managers are also beginning discussions on long-term lease agreements for the city space in the county-owned Law Enforcement Center and county space in the city-owned West Front Street offices that house the Commission on Aging and MSU Extension.

## Boardman River Dams Project (8)

- The Implementation Team will be holding informational meetings this month with community leaders on the status of the dam removal and Cass Road bridge replacement. The IT will be updating the Board of Commissioners at a special meeting in early March on a date to be determined by the Board. For anyone who wishes to know more about the project, the website, [www.theboardman.org](http://www.theboardman.org) has an enormous amount of information about the project.

## Central Dispatch/911 (7)

- A committee of the Central Dispatch Board met with the 911 Director and Administrator/Controller in January to discuss possible modifications to its governing structure. The committee is working on revisions to the bylaws to be presented to the Central Dispatch Board in the near future.
- CPR recertification training is taking place for all 911 supervisors, telecommunicators, and call-takers. This certification is necessary for us to provide pre-arrival medical instruction through Priority Dispatch Pro-QA, a software program that prioritizes medical calls and allows us to give medical instructions prior to EMS arriving on-scene.

- Our Grand Traverse 911 Facebook post regarding Superbowl halftime 911 “butt-dials” has been viewed by over 250,000 people, and ended up on 7 & 4 News. We are pushing 30,000 followers, and continue to use social media to provide beneficial information to our community.

### **Commission on Aging (7)**

- At the Commission on Aging February board meeting, the commission approved funding for the following senior organizations:
 

○ Northwest MI Community Action Agency (Meals on Wheels)	\$20,000
○ Catholic Human Services (Senior Companion Program)	\$10,000
○ Area Agency on Aging of NW MI (Annual Local Match)	\$ 7,503
○ Long Lake Township (Long Lakers Senior Center)	\$ 1,200
- COA employee Melissa Z. was recognized during the county’s Making a Difference quarterly employee recognition reception in January for her outstanding and caring service to her clients. Melissa helps her clients both during work hours and after work hours. Her kindness resulted in the Commission on Aging receiving a \$56,000 memorial contribution. Many of the Commission on Aging staff members go above and beyond their job responsibilities to help the senior citizens of Grand Traverse County. (5)
- The COA is planning a celebration in recognition of its 40<sup>th</sup> anniversary this year. (4)

### **Construction Code**

- As expected, construction activity remains very active. The somewhat mild winter weather has allowed contractors and developers to continue to work throughout the early winter months with very little slow down. 2015 is looking to be another active building year within Grand Traverse County.

### **GIS**

- The Director met with Garfield Board of Trustees on February 10<sup>th</sup> to discuss a tax map project in Garfield Township, and the Union Township Assessor has also opened discussions regarding a tax map project.
- Implemented changes to the GIS website which had been recommended by the Website Review Committee.
- The Tax Parcel Viewer now includes a *hard-copy* reporting function.
- Prepared GIS environment for the annual parcel layer/assessment roll reconciliation program. The process will begin upon receiving March Board of Review assessment rolls from local units.

### **Health Department & Emergency Management (7)**

#### *ADMINISTRATION & FINANCE DIVISION*

- Mutual Aid - A Public Health Mutual Aid Coordination Plan was also written for Region 7 by Grand Traverse County’s Emergency Preparedness Coordinator. The plan outlines the steps to be taken to operate the Region 7 Mutual Aid Agreement that is in the works of being signed by all agencies. The Health Officer presented it to the Northern Michigan Public Health Alliance for review and approval. This was partially in response to the recent outbreaks and need for additional staffing.

- Water Safety Network - Awaiting word on the 2% grant for funding for 2015 activities; reconvening group to work on installing safety stations, encouraging hotels with waterfront property to purchase and install safety stations and other water safety efforts.
- Accreditation - Beginning planning and coordination for 2015 Accreditation cycle #6.

#### *MEDICAL EXAMINER DIVISION*

- Morgue - The morgue expansion at Munson was delayed until fiscal year 2015. The Director plans to work with all three counties on payment once the morgue expansion team reconvenes at Munson.
- Cremation Permit - Working on logistics for processing cremation permit billing for January. There were 86 cremation permits issued in January.

#### *ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION*

- Mercury Spill Response - Environmental Health staff responded to a mercury spill incident at a residence on Wadsworth Street in Traverse City on January 16th. A broken fever thermometer containing mercury in the kitchen of the home resulted in a release of mercury vapors throughout the home. Our Department assisted in the clean-up effort to insure the mercury spill was properly remediated.
- ServSafe Training - Provided Manager Certification training to 21 Grand Traverse area food service managers. The day-long training program is taught by Environmental Health staff that is certified to instruct the ServSafe classes and proctor exams through the National Restaurant Association's Educational Foundation.
- Beach Safety Stations - The Environmental Health Staff spent their afternoon on Martin Luther King Day assembling 35 beach safety stations which will be placed at public beaches this Spring throughout Grand Traverse, Leelanau and Benzie Counties. The safety stations consist of a 4"X4"X8' treated post, drowning prevention sign, floatation buoy, and throw rope. Funding for the beach safety station project came from a grant by the Grand Traverse Band and is spearheaded by the Northwest Michigan Water Safety Network which is a community alliance formed in 2013 to improve the overall health and safety of the region's public beaches.
- Animal Control – The county held a meeting with the Cherryland Humane Society on February 3<sup>rd</sup> to discuss several issues related to the shelter contract. CHS has proposed a substantial increase in the cost of the agreement, and both parties reviewed the adequacy and effectiveness of current agreement. The county is reviewing data from the past year and will begin contract negotiations with CHS later this month.

#### *EMERGENCY MANAGEMENT & PREPAREDNESS DIVISION*

- Emergency Management – Local Elected Officials have been invited to register for the Incident Command System Overview for Executives/Senior Officials on March 11<sup>th</sup> from Noon - 4pm in the Emergency Operations Center. Planning meetings are also underway for a FEMA-sponsored exercise that will take place in Grand Traverse County on April 21-24. Planning meetings are also underway for Bayshore Marathon and Cherry Festival. Crowds are expected to grow by 10-20% for both events.

- The new Emergency Operations Plan was signed into effect by Commissioner Maxbauer on Jan. 6, 2015.
- The Updated Hazard Mitigation Plan has been sent to the state and FEMA for review.
- Emergency Health Preparedness - A plan for a Public Safety Essential personnel Closed POD Plan was established and finalized. The plan outlines specific personnel and operations for delivering required prophylaxis preventative medicine during large scale public health emergencies. For some health related emergencies, it is vital to prophylax our essential personnel first and this plan outlines how we will accomplish this. This plan is to be presented and discussed at the next Local Planning Team meeting.

#### *COMMUNITY HEALTH DIVISION*

- Communicable Disease Program - Monitored influenza in the area. Activity was very high late December/early January, but significantly decreased by month end, although it is not gone altogether. Followed up on 9 confirmed pertussis cases, a significant decrease from both November and December. Provided guidance to a local school battling an increase in gastrointestinal illness, which helped to decrease the occurrence in their students.
- Adolescent Clinics - Staff at the Youth Health and Wellness Center saw 210 unduplicated clients, up from 163 from the same quarter last year. Staff at K Town Youth Care saw 162 clients, up from 144 from the same quarter last year.
- Maternal Infant Health Program - Continue to be down 2 RN positions and 1 RN on leave of absence, yet maintaining care coordination for over 300 clients.
- Immunizations - Completed Immunization Waiver Education training and developed a waiver policy so we are ready for requests from parents for a certified waiver. Met with TCAPs administration to continue discussions about roll out process for the new requirement.
- WIC - Over the past month we have seen a significant increase in pregnant women new enrollee participants.
- Hearing & Vision - Banner month with over 1,300 screenings and over 150 referrals for specialty follow-up, in spite of the snow days and illness.

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

- The county sent a letter on January 26 to MERS asking for an exception to the MERS Plan Document section 43c, which requires a 50% funding requirement to close the Defined Benefit plan to the two remaining bargaining units and offer a Defined Contribution plan to new hires. The request has been placed on the MERS Board agenda in March.
- Currently recruiting for 13 positions County-wide. Currently in 2015 we have 14 requisitions posted County-wide.

- COAM Sergeants and Teamsters Command Labor Contracts settled. That leaves POAM Deputies still in negotiations.
- Great training sessions for MLK Training Day. We had Social Security Administration, Nationwide, ICMA-RC, and MERS. In the afternoon, we had Google Drive/Apps and Excel Basics and Advanced Training by the IT Staff.
- MIOSHA trainer, Dave Humenick trained Facilities, DPW, COA and some Parks and Recreation employees on 5 safety topics.
- Making a Difference Quarterly Reception for employees nominated by their peers or supervisors was held on January 20th. Melissa Z. won the award for going above and beyond her job duties. Other notable nominees were Becky Richards, Dawn Wagoner, Cindy Betts, Marsha Johnson, Josh Wolf, Mike Reed, Mike Lahey, Kim White, Amber Alderman, Martha Thorell, Karen Johnson, Carol Ritter, Sheila Corner, Lori Wesolowski, Erin Johnson, Chris Roggen, Theresa Orlikowski, Dianna Anderson, Jodi Kelly, Patti Friedli, Cheri Tuller, Joanne Tuck, Sarah Adams, and Don Sheehan. What a great team of employees we have!
- ❖ Thank you to Gabe Talaga and Don Sheehan for preparing and presenting training for employees on Google Drive/Apps, and Excel Basics and Advanced. We are better informed because of you!
- ❖ Thank you Commissioner Maxbauer for taking the torch that Commission Chair Lemcool held in our Making a Difference receptions! The Employee Recognition/Suggestion Award Team appreciates it!

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

- The I.T. department provided four training classes on Martin Luther King Day in the areas of Microsoft Excel basics, advanced Excel functions, and Google Drive/Docs.
- A new camera surveillance system was approved by the Board on January 28<sup>th</sup>. This is a joint effort by Facilities, Dispatch/911, and I.T. in going through a bid process, implementation and ongoing support.
- The I.T. department has been actively engaged with the Website Committee and county offices in selecting a new County website. Bids were received in November with follow up demonstrations and editing of test sites. A vendor recommendation will be presented to the Board this month.
- Monthly I.T. billing reports are now being generated as PDF documents and emailed to departments. This will save in printing and distribution costs. Staff is working on electronic delivery of paper reports wherever possible.

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

- Twin Lakes - A special event and weddings website, [www.twinlakesparkevents.com](http://www.twinlakesparkevents.com), for Twin Lakes Park was launched on January 26th. Inquiries are coming in fast, and

bookings are in process. An RFP for a Twin Lakes Park event planner is posted on the County website until Tuesday, February 10. The goal is to have a contracted event planner for the park hired by early March.

- Winter Survival Basics Program - Upon the recommendation of the Parks and Recreation Commission's Program Ad Hoc Committee, County Parks and Recreation will present a two-part Winter Survival Basics program at Twin Lakes Park on Saturday, February 21 at 10 a.m. A "pre-program" session devoted to proper cold weather attire will be held on Tuesday, February 17 at 6 p.m. at the Backcountry North store, U.S. 31 location. A team of area outdoorsmen educated in survival skills will facilitate the three-hour session by sharing specialized knowledge and experiences, and by leading live and interactive demonstrations. Presenters are Kingsley High School science teacher and Outdoor Adventure Club advisor Boone Scharp; Lead Instructor for Youth Programs, Program Director of Adult Programs, and Executive Director of the Human Nature School Matt Miller; and Corporal Ryan Rademacher, the Northern Zone Hunter Education Field Coordinator for the Michigan Department of Natural Resources Law Enforcement Division. Members of the Kingsley High School Outdoor Adventure Club also will participate by demonstrating and discussing how to build a snow shelter. Cost is \$29 per person and \$75 per family (7 years and up; limit of 3 family members). See [www.grandtraverse.org/parks](http://www.grandtraverse.org/parks) or call 231-922-4818 to register.

- Easling Pool - The winter session of American Red Cross Learn-to-Swim lessons kicked off January 24 & 25. There are 16 classes, and 89 of 102 openings have been filled.

A Lifeguard Certification course will be held at the Civic Center on Saturday, March 28 through Tuesday, March 30. Go to [www.grandtraverse.org/parks](http://www.grandtraverse.org/parks) or call 231-922-4814.

- Civic Center Meeting Room - The meeting room at the Civic Center was recarpeted during the last week in January. Painting should be finished by February 13<sup>th</sup>.
- Parks and Recreation Commission - County Parks and Recreation is hosting a "Parks and Rec Networking Night" at the Civic Center in the newly-improved meeting room on Thursday, March 12<sup>th</sup> at 5:30 p.m. The community is invited to learn all that our County parks and facilities, County parks user groups that provide programming (such as Breakers, American Legion Baseball, TBAYS, Masters Swimmers, and more), and Grand Traverse Parks and Recreation Network member entities and organizations have to offer our community. County Parks and Recreation Commissioners will be on hand to meet and greet.

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

- A \$295,000 Neighborhood Enterprise Zone grant was awarded to Grand Traverse County by the Michigan State Housing Development Authority (MSHDA). The grant will fund the Targeted Homeowner Rehabilitation Program within the City of Traverse City to improve housing for low to moderate income households in the area south of Eighth Street and west of Boardman Lake.

- Through the work of Planning Department staff, HomeStretch was awarded a \$383,440 grant from MSHDA to start Phase I of the Depot Neighborhood in Traverse City. The current plan is for HomeStretch to build 11 residential units. The HomeStretch board recently conducted a strategic planning session in its effort to improve its operations.
- Planning Department staff has been working with Northwestern Michigan College and the Upjohn Institute for Employment Research on a thorough economic analysis of Grand Traverse County. A noted finding is that there are 506 industries represented in the County, including many diverse manufacturers. While there is no apparent industry cluster, the county is a center of small business: 55% of all businesses employ 1 to 4 employees and 75% of all businesses employ less than 10 employees.

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

- Prosecution - As the County's Chief Law Enforcement Officer, the Prosecuting Attorney is responsible for the prosecution of crimes including juvenile, misdemeanor and felony offenses, protection of abused and neglected children, and establishment of child support for needy children. For the month of January, we engaged in the following:
  - Authorized 254 misdemeanor warrants
  - Authorized 52 felony warrants
  - Authorized 16 juvenile petitions
  - Initiated 6 neglect/abuse case
  - Handled the following matters in Family Court:
    - 19 paternity cases
    - Obtained 12 judgments of child support
    - 6 mentally ill commitment hearings

### *CIVIL COUNSEL*

- Contract Drafting and Review - As the County's civil counsel, we assist various County departments in reviewing and drafting contracts and other agreements. Our involvement ranges from reviewing a contract and approving it "as to form," to negotiating the terms and conditions of the contract with the other party. For the month of January, we reviewed six contracts for the following department:
  - Administration: two
  - Health: one
  - Parks and Recreation: two
  - Finance: one
- FOIA Coordination - In 1997, the County Board of Commissioners designated the Prosecuting Attorney as the FOIA coordinator for Grand Traverse County. As the coordinator, we ensure that the various county departments are complying with Michigan's FOIA law, including determining whether the requested information should be exempt from disclosure. For the month of January, we reviewed ten FOIA requests, and provided advice and consultation to the following departments:
  - Board of Commissioners: one
  - Central Dispatch: four
  - Finance: one
  - Health: three
  - Prosecuting Attorney: one
- Board of Commissioners/Staff Questions - Part of our duties as Civil Counsel involves answering questions and/or preparing opinion memoranda for the Board of

Commissioners and County staff related to a wide variety of issues, ranging from compliance with state and federal statutes to advising on exposure to liability. For the month of January, we answered questions/prepared memos for the Board of Commissioners and various departments including:

- Commission on Aging
  - Clerk
  - Sheriff
  - Administration
- Ordinance Drafting - Under MCL 46.11, a county board of commissioners has the authority to adopt ordinances related to county affairs. One of our responsibilities is to prepare, amend or repeal ordinances when requested by the Board of Commissioners. For January, we worked with the Parks and Recreation Commission to finalize the proposed Twin Lakes Ordinance, which will be presented to the Board of Commissioners in February.
- Litigation - We represent the County in civil actions filed in the Grand Traverse County District and Circuit Courts as well as the Federal District Courts. For the month of January, we represented the County in the following cases:
- *Grand Traverse County v. Kevin J. Stachnik, et al.* In January, we filed eight separate reimbursement lawsuits seeking \$25,867.08 in total. As with the other lawsuits, we will seek to obtain multiple default judgments against those Defendants who fail to answer the complaints, and consent judgments for those Defendants who are willing to pay the outstanding debt.
- Board of Commissioners' Meetings - We attend every Board meeting, committee meeting and any special meetings. For the month of January, Chris Forsyth attended the public health and safety committee meeting, and the ways and means committee meeting. Bob Cooney attended the resource management and administration committee meeting, and the regular board meeting.
- Miscellaneous - We are working with the Drain Commissioner in expanding the special assessment district for Duck Lake. We are also planning Robert's Rules of Order training for the Commission on Aging and other appointed and elected officials in the month of February.

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

- Resource Recovery (RecycleSmart) selected Bay Area Recycling for Charities (BARC) as the 2014 Take It Back Recycler of the Year for their commitment in assisting Grand Traverse County residents and businesses reduce, reuse and recycle materials that would otherwise end up in a landfill. BARC provides recycling and composting collection services to residents and businesses, as well as electronics recycling and mattress recycling at their Barlow Street Designated Recycling Facility. Bay Area Recycling for Charities and its founder, Andy Gale, demonstrate outstanding achievements in the promotion and practice of waste diversion programs within Grand Traverse County. The annual award will be presented to Bay Area Recycling for Charities by the County Board of Commissioners at the February Resource Management and Administration Committee meeting.
- The first Household Hazardous Waste collection event will be held on Thursday, March 26, 2015. Grand Traverse County 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 booking appointments for residents and small businesses starting the second week of March.

### **Soil Erosion (8)**

- Issued 19 new permits, 11 extensions, 1 preliminary review and responded to two FOIA requests in the month, which is comparable to the permit count in January 2014.
  
- It is with mixed emotions that we announce the retirement of Pete Bruski, Soil Erosion Inspector, who will be retiring on February 27<sup>th</sup> after 22 years of service. His expertise, commitment, and dedication have played an important role in the success of the department. The county thanks Mr. Bruski for his many years of service and wishes him all the best in his well-deserved retirement.

### **Treasurer (1)**

- The Treasurer's Office worked with Title Check to get certified notices out to delinquent taxpayers letting them know their parcels will be forfeited, and that forfeiture fees of over \$200.00 will be added to the 2013 taxes due on March 1, 2015.
  
- We are working on closing out the year for both the County, Brownfield and Building Authority accounts.
  
- Held our show cause hearing to give taxpayers the opportunity to come in and explore options regarding extensions or payment plans to delay foreclosure. We are compiling all the necessary documents, notices, and affidavits for our foreclosure court hearing next month.

## Jay Zollinger

---

**From:** Lee Kurt <lee@traversetrails.org>  
**Sent:** Wednesday, February 18, 2015 11:35 AM  
**To:** Lisa Habedank; joe johnson; Danny Brown; Paul Johnson; Mark Jones; Dave Green; drfisher58@aol.com; Jay Zollinger; NORTE! Youth Cycling  
**Subject:** 5-star reviews from the trail on SNOW REMOVAL - Congrats!

Howdy,

From Bunker Hill Road to Cherry Bend Road and all the miles in-between, multiple trail users are telling us what a ***fantastic job*** you and your crews are doing keeping the trail clear. Please let your operators know, too. Congratulations on the kudos and ***THANK YOU!***



Happy Gus walks the TART Trail

Cheers,  
Lee

Lee M. Kurt

Trail Planning & Management Director  
TART Trails, Inc.  
P.O. Box 252  
Traverse City, MI 49685-0252  
231.941.4300 x 202  
[www.traversetrails.org](http://www.traversetrails.org) / [www.SmartCommuteTC.org](http://www.SmartCommuteTC.org)  
[lee@traversetrails.org](mailto:lee@traversetrails.org)

“Enriching the Traverse region by providing a network of trails, bikeways and pedestrian ways; and encouraging their use.”



# Michigan Association of Municipal Clerks

February 19, 2015

Cathy Dye  
Acme Township  
6042 Acme Road  
Williamsburg, MI 49690

Dear Cathy,

Congratulations, the MAMC Board has awarded you a scholarship for the Basic Institute for Municipal Clerks. Please attach a copy of this letter to your application. We look forward to see you in March at Basic Institute.

A handwritten signature in black ink that reads "Lanie McManus". The signature is written in a cursive style with a long horizontal flourish at the end.

Lanie McManus  
Director, Co-chair of Education

**Resolution of the Acme Township Board of Trustees**  
**Resolution 2015      SAD**  
**March 3, 2015**

At a regular meeting of the Township Board of the Township of Acme, Grand Traverse County, Michigan, held on the 3rd day of March, 2015, at \_\_\_\_\_:\_\_\_\_\_.m., Eastern Standard Time, at the Acme Township Hall in Williamsburg, Michigan there were:

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**RESOLUTION APPROVING THE UNDERTAKING TO PROVIDE CONTINUING DISCLOSURE BY  
THE TOWNSHIP OF ACME FOR THE  
COUNTY OF GRAND TRAVERSE  
MICHIGAN TRANSPORTATION FUND BONDS, SERIES 2015**

WHEREAS, the Township of Acme (the "Township") by resolution of its Township Board will request the County of Grand Traverse to issue bonds for a Township road project and to approve the issuance of the County of Grand Traverse Michigan Transportation Fund Bonds, Series 2015 in the principal amount of not to exceed \$1,090,000 (the "Bonds"); and

WHEREAS, Bond Counsel, in order to comply with federal securities regulations, has prepared this resolution.

NOW, THEREFORE, IT IS RESOLVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF ACME as follows:

1. **Undertaking to Provide Continuing Disclosure:** This Board, for and on behalf of the Township of Acme, hereby covenants and agrees, for the benefit of the beneficial owners of the Bonds to be issued by the County of Grand Traverse, to enter into a written undertaking (the "Undertaking") required by Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the beneficial owners of the Bonds or by the Underwriter on behalf of such beneficial owners (provided that the Underwriter's right to enforce the provisions of the Undertaking shall be limited to a right to obtain specific enforcement of the Township's obligations hereunder and under the Undertaking), and any failure by the Township to comply with the provisions of the Undertaking shall not be deemed a default with respect to the Bonds.

The Township Supervisor, Township Manager, Township Clerk and/or other officer of the Township charged with the responsibility for issuing the Bonds shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the terms of the Township's Undertaking.

The Disclosure Certificate is hereby approved as is the execution thereof by the designated officials.

2. **Conflicting Resolutions**: All resolutions, or portions thereof, insofar as they may be in conflict with the foregoing, are hereby rescinded.

A vote on the foregoing resolution was taken and was as follows:

YES: \_\_\_\_\_

\_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

**CERTIFICATION**

The undersigned, being the duly qualified and acting Clerk of the Township of Acme, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board of the Township of Acme at a regular meeting held on March 3, 2015, at which meeting a quorum was present and remained throughout, (2) that an original thereof is on file in the records of the Township, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended), and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

\_\_\_\_\_  
Cathy Dye, Clerk  
Township of Acme

Las.rc-gra140a

## APPENDIX A

### FORM OF CONTINUING DISCLOSURE CERTIFICATE

TOWNSHIP OF ACME, Grand Traverse County Michigan

\$ \_\_\_\_\_  
Township of Acme,  
Capital Improvement Bonds, Series 2015

This Continuing Disclosure Certificate (the "Disclosure Certificate") is executed and delivered by the Township of Acme (the "Township") in the County of Grand Traverse in connection with the issuance by the Township of its \$ \_\_\_\_\_ Township of Acme Capital Improvement Bonds, Series 2011 (the "Bonds"). This Disclosure Certificate is being executed and delivered pursuant to a resolution adopted by the Township Board of the Township on \_\_\_\_\_ (the "Resolution"). The Township covenants and agrees as follows:

#### SECTION 1. Purpose of the Disclosure Certificate.

(a) This Disclosure Certificate is being executed and delivered by the Township for the benefit of the Bondholders and the Beneficial Owners and in order to assist the Participating Underwriters in complying with subsection (b)(5) of the Rule.

(b) In consideration of the purchase and acceptance of any and all of the Bonds by those who shall hold the same or shall own beneficial ownership interests therein from time to time, this Disclosure Certificate shall be deemed to be and shall constitute a contract between the Township and the Bondholders and Beneficial Owners from time to time of the Bonds, and the covenants and agreements herein set forth to be performed on behalf of the Township shall be for the benefit of the Bondholders and Beneficial Owners of any and all of the Bonds.

SECTION 2. Definitions. The following capitalized terms shall have the following meanings in this Disclosure Certificate:

"Annual Report" shall mean any Annual Report provided by the Township pursuant to, and as described in, Sections 3 and 4 of this Disclosure Certificate.

"Beneficial Owner" shall mean any person which has or shares the power, directly or indirectly, to make investment decisions concerning ownership of any Bonds (including persons holding Bonds through nominees, depositories or other intermediaries).

"Dissemination Agent" shall mean the Township, or any successor Dissemination Agent appointed in writing by the Township and which has filed with the Township a written acceptance of such designation.

"EMMA" shall mean the Electronic Municipal Market Access system of the MSRB. As of the date of this Disclosure Certificate, the EMMA Internet Web site address is <http://www.emma.msrb.org>.

"GAAP" shall mean generally accepted accounting principles, as such principles are prescribed, in part, by the Financial Accounting Standards Board and modified by the Government Accounting Standards Board and in effect from time to time.

"Listed Events" shall mean any of the events listed in Section 5(a) of this Disclosure Certificate.

"MSRB" shall mean the Municipal Securities Rulemaking Board.

"Official Statement" shall mean the Official Statement for the Bonds dated \_\_\_\_\_, 2011.

"Participating Underwriter" shall mean any of the original underwriters of the Bonds required to comply with the Rule in connection with the offering of the Bonds.

"Rule" shall mean Rule 15c2-12 promulgated by the SEC pursuant to the 1934 Act, as the same may be amended from time to time, together with all interpretive guidances or other official interpretations or explanations thereof that are promulgated by the SEC.

"SEC" shall mean the Securities and Exchange Commission.

"Securities Counsel" shall mean legal counsel expert in federal securities law.

"State" shall mean the State of Michigan.

"1934 Act" shall mean the Securities Exchange Act of 1934, as amended.

### SECTION 3. Provision of Annual Reports.

(a) Each year, the Township shall provide, or shall cause the Dissemination Agent to provide, not later than nine months after the first day of the Township's fiscal year, commencing with the Township's Annual Report for the fiscal year ending June 30, 2011, to the MSRB an Annual Report for the preceding fiscal year which is consistent with the requirements of Section 4 of this Disclosure Certificate. Currently, the Township's fiscal year commences July 1. Not later than fifteen (15) business days prior to said date, the Township shall provide the Annual Report to the Dissemination Agent (if other than the Township). In each case, the Annual Report may be submitted as a single document or as separate documents comprising a package, and may cross-reference other information as provided in Section 4 of this Disclosure Certificate; provided, however, that if the audited financial statements of the Township are not available by the deadline for filing the Annual Report, they shall be provided when and if available, and unaudited financial statements in a format similar to the audited financial statements most recently prepared for the Township shall be included in the Annual Report.

(b) If the Township is unable to provide to the MSRB an Annual Report by the date required in subsection (a), the Township shall send a notice, in a timely manner, to the MSRB in substantially the form attached as Exhibit A.

(c) If the Township's fiscal year changes, the Township shall send written notice of such change to MSRB, , in substantially the form attached as Exhibit B.

(d) Whenever any Annual Report or portion thereof is filed as described above.

(e) If the Dissemination Agent is other than the Township, file a report with the Township certifying that the Annual Report has been provided pursuant to this Disclosure Certificate, stating the date it was provided.

(f) In connection with providing the Annual Report, the Dissemination Agent (if other than the Township) is not obligated or responsible under this Disclosure Certificate to determine the sufficiency of the content of the Annual Report for purposes of the Rule or any other state or federal securities law, rule, regulation or administrative order.

SECTION 4. Content of Annual Reports. The Township's Annual Report shall contain or incorporate by reference the following:

(a) The audited financial statements of the Township for its fiscal year immediately preceding the due date of the Annual Report.

(b) An update of the financial information and operating data relating to the Township of the same nature as that contained in the following tables in the Official Statement: "Taxable Valuation," "State Equalized Valuation," "Major Taxpayers," "Township Tax Rates & Levies," "Tax Collection Record," "General Fund Revenues and Expenditures," "Largest Employers," and "Debt Statement".

The Township's financial statements shall be audited and prepared in accordance with GAAP with such changes as may be required from time to time in accordance with State law.

Any or all of the items listed above may be included by specific reference to other documents available to the public on the MSRB's Internet Web site or filed with the SEC. The Township shall clearly identify each such other document so included by reference.

SECTION 5. Reporting of Significant Events.

(a) The Township covenants to provide, or cause to be provided, notice of any of the following events with respect to the Bonds, if material, in a timely manner, but not to exceed 10 business days, and in accordance with the Rule:

(1) Principal and interest payment delinquencies;

(2) Non-payment related defaults;

- (3) Unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) Unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) Substitution of credit or liquidity providers, or their failure to perform;
- (6) Adverse tax opinions or events affecting the tax-exempt status of the security;
- (7) Modifications to rights of security holders;
- (8) Bond calls;
- (9) Defeasances;
- (10) Release, substitution, or sale of property securing repayment of the securities;
- (11) Rating changes;
- (12) Failure to Provide Event Filing Information as Required;
- (13) Tender Offer/Secondary Market Purchase;
- (14) Merger/Consolidation/Acquisition and Sale of All or Substantially All Assets;
- (15) Bankruptcy, Insolvency, Receivership or Similar Event; and
- (16) Successor, Additional or Change in Trustee.

(b) Whenever the Township obtains knowledge of the occurrence of a Listed Event, the Township shall as soon as possible determine if such event would be material under applicable federal securities laws. The Township covenants that its determination of materiality will be in conformance with federal securities laws.

(c) If the Township determines that the occurrence of a Listed Event would be material under applicable federal securities laws, the Township shall promptly cause a notice of such occurrence to be filed with the MSRB. In connection with providing a notice of the occurrence of a Listed Event described in subsection (a)(9), the Township shall include in the notice explicit disclosure as to whether the Bonds have been escrowed to maturity or escrowed to call, as well as appropriate disclosure of the timing of maturity or call.

(d) In connection with providing a notice of the occurrence of a Listed Event, the Dissemination Agent (if other than the Township), solely in its capacity as such, is not

obligated or responsible under this Disclosure Certificate to determine the sufficiency of the content of the notice for purposes of the Rule or any other state or federal securities law, rule, regulation or administrative order.

(e) The Township acknowledges that the "rating changes" referred to above in Section 5(a)(11) of this Disclosure Certificate may include, without limitation, any change in any rating on the Bonds or other indebtedness for which the Township is liable.

(f) The Township acknowledges that it is not required to provide a notice of a Listed Event with respect to credit enhancement when the credit enhancement is added after the primary offering of the Bonds, the Township does not apply for or participate in obtaining such credit enhancement, and such credit enhancement is not described in the Official Statement.

SECTION 6. Mandatory Electronic Filing with EMMA: All filings with the MSRB under this Disclosure Certificate shall be made by electronically transmitting such filings through the EMMA Dataport at <http://www.emma.msrb.org> as provided by the amendments to the Rule adopted by the SEC in Securities Exchange Act Release No. 59062 on December 5, 2008.

SECTION 7. Termination of Reporting Obligation.

(a) The Township's obligations under this Disclosure Certificate shall terminate upon the legal defeasance of the Resolution or the prior redemption or payment in full of all of the Bonds. If the Township's obligation to pay the principal of and interest on the Bonds is assumed in full by some other entity, such entity shall be responsible for compliance with the Disclosure Certificate in the same manner as if it were the Township, and the Township shall have no further responsibility hereunder.

(b) This Disclosure Certificate, or any provision hereof, shall be null and void in the event that the Township (i) receives an opinion of Securities Counsel, addressed to the Township, to the effect that those portions of the Rule, which require such provisions of this Disclosure Certificate, do not or no longer apply to the Bonds, whether because such portions of the Rule are invalid, have been repealed, amended or modified, or are otherwise deemed to be inapplicable to the Bonds, as shall be specified in such opinion, and (ii) delivers notice to such effect to the MSRB.

SECTION 8. Dissemination Agent. The Township, from time to time, may appoint or engage a Dissemination Agent to assist it in carrying out its obligations under this Disclosure Certificate, and may discharge any such Agent, with or without appointing a successor Disseminating Agent. The initial Dissemination Agent shall be the Township. Except as otherwise provided in this Disclosure Certificate, the Dissemination Agent (if other than the Township) shall not be responsible in any manner for the content of any notice or report prepared by the Township pursuant to this Disclosure Certificate.

SECTION 9. Amendment; Waiver. (a) Notwithstanding any other provision of this Disclosure Certificate, this Disclosure Certificate may be amended, and any provision of this Disclosure Certificate may be waived, provided that the following conditions are satisfied:

(1) If the amendment relates to the provisions of Section 3(a), (b), (c), 4 or 5(a), it may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature or status of an obligated person with respect to the Bonds, or the type of business conducted;

(2) This Disclosure Certificate, as so amended or taking into account such waiver, would, in the opinion of Securities Counsel, have complied with the requirements of the Rule at the time of the original issuance of the Bonds, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and

(3) The amendment or waiver does not, in the opinion of nationally recognized bond counsel, materially impair the interests of the Bondholders.

(b) In the event of any amendment to, or waiver of a provision of, this Disclosure Certificate, the Township shall describe such amendment or waiver in the next Annual Report, and shall include a narrative explanation of the reason for the amendment or waiver. In particular, if the amendment results in a change to the annual financial information required to be included in the Annual Report pursuant to Section 4 of this Disclosure Certificate, the first Annual Report that contains the amended operating data or financial information shall explain, in narrative form, the reasons for the amendment and the impact of such change in the type of operating data or financial information being provided. Further, if the annual financial information required to be provided in the Annual Report can no longer be generated because the operations to which it related have been materially changed or discontinued, a statement to that effect shall be included in the first Annual Report that does not include such information.

(c) If the amendment results in a change to the accounting principles to be followed in preparing financial statements as set forth in Section 4 of this Disclosure Certificate, the Annual Report for the year in which the change is made shall include a comparison between the financial statements or information prepared on the basis of the new accounting principles and those prepared on the basis of the former accounting principles. The comparison shall include a qualitative discussion of such differences and the impact of the changes on the presentation of the financial information. To the extent reasonably feasible, the comparison shall also be quantitative. A notice of the change in accounting principles shall be sent by the Township, or the Dissemination Agent (if other than the Township) at the written direction of the Township, to the MSRB.

**SECTION 10. Additional Information.** Nothing in this Disclosure Certificate shall be deemed to prevent the Township from disseminating any other information, using the means of dissemination set forth in this Disclosure Certificate or any other means of communication, or including any other information in any Annual Report or notice of occurrence of a Listed Event, in addition to that which is required by this Disclosure Certificate. If the Township chooses to include any information in any Annual Report or notice of occurrence of a Listed Event in addition to that which is specifically required by this Disclosure Certificate, the Township shall have no obligation under this Certificate to update such information or include it in any future Annual Report or notice of occurrence of a Listed Event.

SECTION 11. Failure to Comply. In the event of a failure of the Township or the Dissemination Agent (if other than the Township) to comply with any provision of this Disclosure Certificate, any Bondholder or Beneficial Owner may bring an action to obtain specific performance of the obligations of the Township or the Dissemination Agent (if other than the Township) under this Disclosure Certificate, but no person or entity shall be entitled to recover monetary damages under any circumstances, and any failure to comply with the obligations under this Disclosure Certificate shall not constitute a default with respect to the Bonds or under the Resolution.

SECTION 12. Duties of Dissemination Agent. The Dissemination Agent shall have only such duties as are specifically set forth in this Disclosure Certificate.

SECTION 13. Beneficiaries. This Disclosure Certificate shall inure solely to the benefit of the Township, the Dissemination Agent, the Participating Underwriters, the Bondholders and the Beneficial Owners, and shall create no rights in any other person or entity.

SECTION 14. Transmission of Information and Notices. Unless otherwise required by law or this Disclosure Certificate, and, in the sole determination of the Township or the Dissemination Agent, as applicable, subject to technical and economic feasibility, the Township or the Dissemination Agent, as applicable, shall employ such methods of information and notice transmission as shall be requested or recommended by the herein designated recipients of such information and notices.

SECTION 15. Additional Disclosure Obligations. The Township acknowledges and understands that other State and federal laws, including, without limitation, the Securities Act of 1933, as amended, and Rule 10b-5 promulgated by the SEC pursuant to the 1934 Act, may apply to the Township, and that under some circumstances, compliance with this Disclosure Certificate, without additional disclosures or other action, may not fully discharge all duties and obligations of the Township under such laws.

SECTION 16. Governing Law. This Disclosure Certificate shall be construed and interpreted in accordance with the laws of the State, and any suits and actions arising out of this Disclosure Certificate shall be instituted in a court of competent jurisdiction in the State. Notwithstanding the foregoing, to the extent this Disclosure Certificate addresses matters of federal securities laws, including the Rule, this Disclosure Certificate shall be construed and interpreted in accordance with such federal securities laws and official interpretations thereof.

TOWNSHIP OF ACME

By: \_\_\_\_\_

Cathy Dye,  
Its: Township Clerk

Date: \_\_\_\_\_, 2015

Las.cd-os-acm5

EXHIBIT A

NOTICE TO  
THE MSRB  
OF FAILURE TO FILE ANNUAL REPORT

Name of Issuer: Township of Acme, Grand Traverse County, Michigan

Name of Bond Issue: \$\_\_\_\_\_ Township of Acme Capital Improvement Bonds,  
Series 2011

Date of Bonds: \_\_\_\_\_, 2011

NOTICE IS HEREBY GIVEN that the Issuer has not provided an Annual Report with respect to the above-named Bonds as required by Section 3 of its Continuing Disclosure Certificate with respect to the Bonds. The Issuer anticipates that the Annual Report will be filed by \_\_\_\_\_,  
\_\_\_\_\_.

TOWNSHIP OF ACME

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_, \_\_\_\_\_

EXHIBIT B

NOTICE TO  
THE MSRB  
OF CHANGE IN ISSUER'S FISCAL YEAR

Name of Issuer: Township of Acme, Grand Traverse County, Michigan

Name of Bond Issue: \$ \_\_\_\_\_ Township of Acme  
Capital Improvement Bonds, Series 2011

Date of Bonds: \_\_\_\_\_, 2011

NOTICE IS HEREBY GIVEN that the Issuer's fiscal year has changed. Previously, the Issuer's fiscal year ended on \_\_\_\_\_, \_\_\_\_\_. It now ends on \_\_\_\_\_, \_\_\_\_\_.

TOWNSHIP OF ACME

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_, \_\_\_\_\_

Resolution of the Acme TOWNSHIP Board of Trustees

Resolution 2015-        SAD

March 3, 2015

At a regular meeting of the Township Board of the Township of Acme, Grand Traverse County, Michigan, held on the 3rd day of March, 2015, at \_\_\_\_\_:\_\_\_\_\_.m., Eastern Standard Time, at the Acme Township Hall in Williamsburg, Michigan there were:

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preambles and resolution were offered by  
Name \_\_\_\_\_ and seconded by Name \_\_\_\_\_:

**RESOLUTION REQUESTING THE COUNTY OF GRAND TRAVERSE  
TO ISSUE BONDS FOR THE TOWNSHIP OF ACME ROAD PROJECT1**

WHEREAS, this Township Board (the "Board") of the Township of Acme, Grand Traverse County, Michigan (the "Township"), has approved all the necessary proceedings to create the Holiday Hills Area Subdivision Road Improvement Special Assessment Project Special Assessment District for the purpose of constructing the road project located in the Township of Acme (the "Project") which is located on a County Road; and

WHEREAS, it has been estimated that the period of usefulness of the Project is not less than 15 years and that the amount of bonds to be issued for the Project will not exceed \$1,090,000; and

WHEREAS, it is in the public interest and for the public benefit that the Township request the County of Grand Traverse, Michigan (the "County") issue the bonds for the Project pursuant to Section 18c of Act 51, Public Acts of Michigan, 1951, as amended ("Act 51"), which authorizes a county to borrow money and issue bonds to pay all or any portion of the cost of construction or reconstruction of highways, including limited access highways and bridges, which by law a county road commission is authorized to construct or reconstruct, or participate with any other county road commission, city, or village in the construction or reconstruction of, including the construction or the enlargement, reconstruction or relocation of existing highways and the acquisition of necessary rights-of-way for those highways, and all work incidental to the construction or reconstruction, which bonds shall be issued only upon the written recommendation or approval of the county road commission and adoption of a resolution by a majority vote of the county board of commissioners of the county.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF ACME, MICHIGAN, AS FOLLOWS:

1. The preliminary plans and estimates relating to the Project and identified in EXHIBIT A hereto are hereby approved and ordered filed with the Township Clerk.
2. The Township hereby requests the County issue bonds pursuant to Act 51 to finance the Project.

3. All resolutions and parts of resolutions in conflict with the foregoing are hereby rescinded.

4. This Resolution shall become effective immediately upon its adoption and shall be recorded in the minutes of the Township as soon as practicable after adoption.

A roll call vote on the foregoing resolution was then taken, and was as follows:

YES: \_\_\_\_\_

\_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

The resolution was declared adopted.

**CERTIFICATION**

The undersigned, being the duly qualified and acting Clerk of the Township of Acme, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board of the Township of Acme at a regular meeting held on March 3, 2015, at which meeting a quorum was present and remained throughout, (2) that an original thereof is on file in the records of the Township, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended), and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

\_\_\_\_\_  
Cathy Dye, Clerk  
Township of Acme

Las.rl-gra140

**EXHIBIT A**  
**PROJECT DESCRIPTION**

The project (the "Project") will consist of the work described below on the following roads:

Greenwood Dr., Paper Birch Ln., Audubon Dr, W. Timberwood Dr., N. Timberwood Dr., E. Timberwood Dr., Baywood Dr., Deerwood Dr., Hardwood Dr., Basswood Dr. and Maplewood Ln.

and the work will consist of the following:

The proposed project is for 2.7 miles of crushing and shaping the existing failed asphalt and repaving with new Hot Mix Asphalt. Poor surface drainage issues will be addressed with various fixes including new asphalt curb, additional cross/drive culverts, adding shallow drainage swales and removing high berms where applicable. Survey and design will be completed this coming winter and spring with construction planned for the summer or fall of 2015.

**Estimated period of usefulness of the project: 15 years plus**

<b>Estimated Cost of the Road Construction Project:</b>	<b>\$1,350,000</b>
<b>Bonding Costs:</b>	<b>\$ 40,000</b>
<b>Township Contingency Fund:</b>	<b>\$ 50,000</b>
	<b><u>\$1,440,000</u></b>
<b>Acme Township Matching Funds:</b>	<b>\$ 100,000</b>
<b>GTCRC Matching Funds:</b>	<b>\$ 250,000</b>
	<b><u>\$ 350,000</u></b>

**Total to be financed by the Bonds not to exceed: \$1,090,000**

Las.r1-gra140

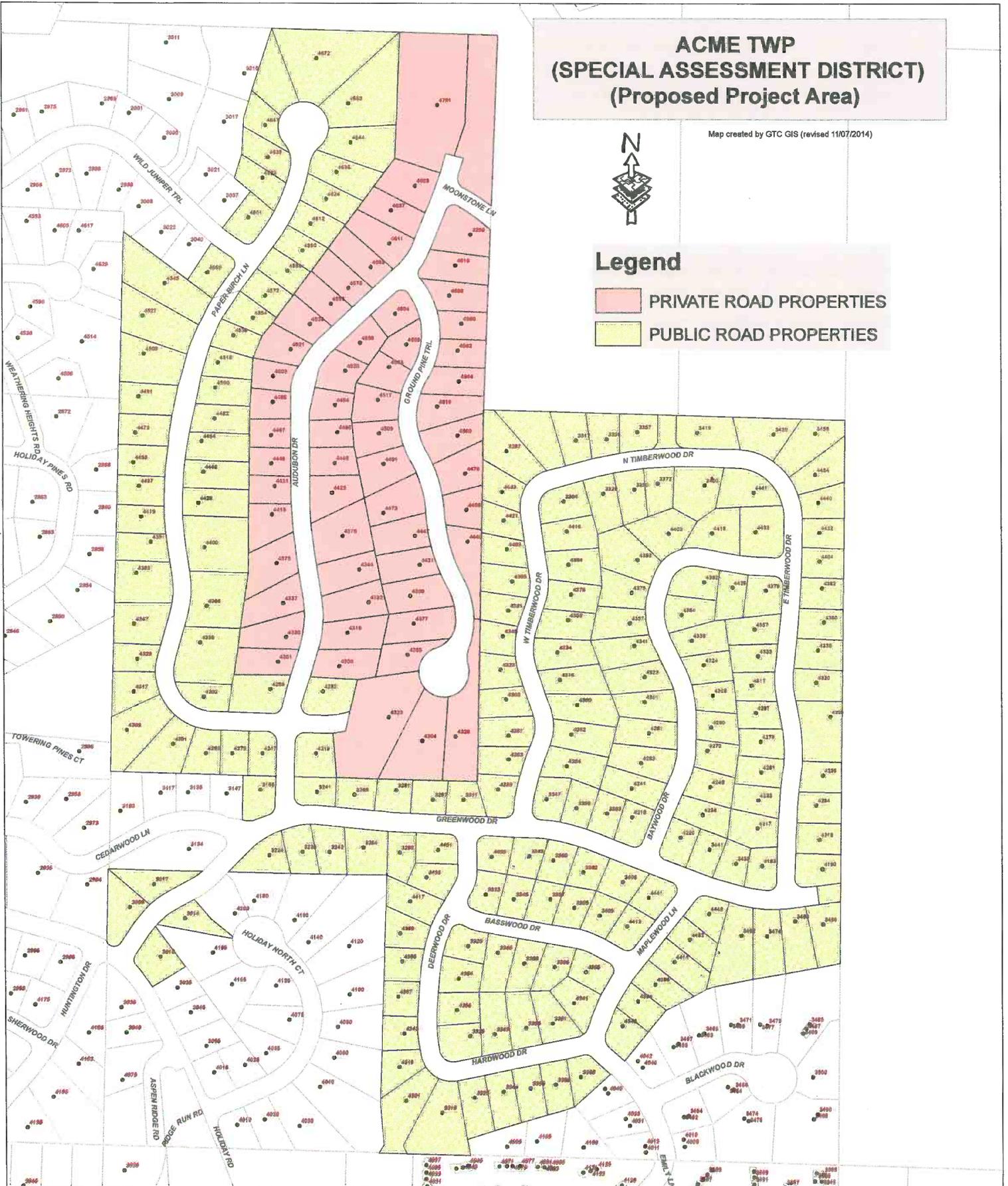
# ACME TWP (SPECIAL ASSESSMENT DISTRICT) (Proposed Project Area)

Map created by GTC GIS (revised 11/07/2014)



## Legend

-  PRIVATE ROAD PROPERTIES
-  PUBLIC ROAD PROPERTIES



## AGREEMENT FOR SUPPLEMENTAL LAW ENFORCEMENT SERVICES

AGREEMENT FOR SUPPLEMENTAL LAW ENFORCEMENT SERVICES, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between THE COUNTY OF GRAND TRAVERSE (County), 400 Boardman, Traverse City, Michigan, Michigan, and THE SHERIFF OF GRAND TRAVERSE COUNTY (Sheriff), 851 Woodmere, Traverse City, Michigan.

### RECITALS:

- A. The County and Sheriff are willing and able to provide certain supplemental law enforcement services to the Township;
- B. The Township desires such supplemental law enforcement services for the benefit of its citizens.

THEREFORE, the parties agree:

### Supplemental Services

- I. The County and Sheriff shall provide supplemental law enforcement to the Township which shall consist of services of two full-time deputies and patrol vehicle over and above those services otherwise provided by regular patrol. MCL 41.181; MSA 5.45(1).
- II. The patrol vehicles used by the deputies, in addition to normal markings, shall be lettered by magnetic signs or painted with the words "Acme Township". The patrol vehicles shall at all times be the property of the County. The County shall be solely responsible for the cost of maintaining and appropriately equipping the vehicles.
- III. The County/Sheriff agrees to provide all necessary ancillary equipment for the deputies, including but not limited to: uniforms, sidearm, portable radio, mobile data terminals, etc. In addition, the County/Sheriff shall provide the following services: law enforcement records, dispatch, LEIN/NCIC, detectives and evidence technicians, K-9 (canine) officer, dive team, marine division, snowmobile, ORV, and all necessary forms and miscellaneous supplies.
- IV. The Sheriff shall provide all necessary administrative services, supervision, and training

for the Acme Township Deputies. (The Township acknowledges the necessity of the deputies to be excused from Township duties to attend training, as well as vacation, sick leave, personal days, and other contractually mandated leave.) Duties to be performed within contracted municipality shall be determined by both the Sheriff's department and local municipal official's together, in order to better serve the community. Additional discussion may be necessitated by changes in community condition to allow for minor changes to hours and duties.

V. As is common in all law enforcement jurisdictions, it is occasionally necessary for an officer to provide emergency assistance to a neighboring jurisdiction. In cases of life threatening emergencies or other serious crimes in progress, the Sheriff's shift supervisor may authorize the Township Deputies to provide assistance to a neighboring jurisdiction; the Deputy shall return to the Township as soon as reasonably possible.

VI. Should the township desire to remove a contracted employee from their assignment in the Township the Official designated by the Township need only request the deputy removal and state a valid reason. It has been found that employees occasionally do not fit into a particular Township. If a Deputy is not compatible with the Township in which they are assigned, the Deputy may be removed from the Township by the Sheriff.

VII. INDEMNIFICATION AND SUPERVISION

The Township assumes neither responsibility nor liability for the use of said vehicles nor for the Deputies operating same or the execution of their duties as a police officer. The County agrees to indemnify and save harmless and defend the Township from any and all claims, demands, and causes of action and judgments which may occur by virtue of the use of the patrol vehicle in the Township or by the provision of the law enforcement services. The Deputies shall be under the jurisdiction of and solely responsible to the Sheriff.

VIII. RECORDS

The Sheriff shall maintain a record or log showing the time and circumstances of incidents occurring within the Township and will provide this information and the Daily

Activity report for each officer to the Township Supervisor on a month to month basis. Additionally, upon request of the Township, the Sheriff or County will provide reasonable information to the Township specific to the services provided by any Deputy assigned to their Township including information specific to billings.

IX. CONSULTING SERVICES

The Sheriff, or his representative, shall be available at reasonable times upon reasonable advance notice for consultation and assistance to the Township Board on matters relative to law enforcement services, crime prevention, public safety, traffic safety and any other matters relative to the general safety and peace of the Township.

X. PAYMENT FOR SERVICES

Payment for supplemental law enforcement services will be at the rate of \$77,509.00 per Officer, and the Annual increase will be determined by the lesser of the Consumers Price Index or 5% as published annually by the State Tax Commission. The County shall submit a quarterly invoice, due and payable within ten (10) days after receipt thereof.

Any special requests for additional hours to be worked for the township will be billed separately and at the contract rate of pay established by the Board of Commissioners.

XI. TERM

This agreement shall commence January, 1, 2015, and continue until such time that any party provides written notice, at least 90 days in advance to the other two parties, of the intent to terminate or re-negotiate this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first written above.

COUNTY OF GRAND TRAVERSE

Dated: \_\_\_\_\_

\_\_\_\_\_  
Christine Maxbauer, Chairperson  
Board of Commissioners

Dated: \_\_\_\_\_

\_\_\_\_\_  
Thomas J. Bensley, Sheriff  
Grand Traverse County Sheriff's Office

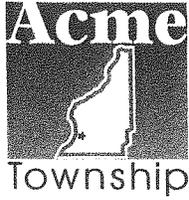
ACME TOWNSHIP

Dated: \_\_\_\_\_

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

Dated: \_\_\_\_\_

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



# Memo

To: Acme Township Board

From: Jay B Zollinger

Date: February 17, 2015

Re: Supervisor Recommended appointment to Acme Board of Review- Alternate

---

Our Board of Review does not have a alternate appointed to serve if one of the three present appointed person's is not able to serve. I recommend Appointing Sarah Lawrence to this position for the Term shown below.

- Sarah Lawrence---Term expires on December 31,2016

**RESOLUTION OF THE ACME TOWNSHIP BOARD OF TRUSTEES**  
**RESOLUTION #R-2015\_-**  
*Resolution on Budget Amendments*  
**Metro Fire EMS Driver 2014 Township Budget**  
**March 3, 2015**

At a meeting of the Acme Township Board of Trustees, held on March, 3<sup>th</sup> 2015, the Acme Township Board of Trustees, on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_

The following resolution:

Whereas, at the Acme Township Board meeting held March 3, 2015, Resolution R-2015-\_\_ was approved to make budget corrections to bring the Budget in balance and improve our 2014-15 audit.

Whereas; The Fund listed below has a budget correction to be made. The following Fund has budget amounts resulting in a drop down or expense exceeding revenue. This resulted in not enough Budgeted for Revenue or expense. Please refer to the following data below.

	Transaction	Description	Fund	Dept.	Line	Amend Amount	Beginning Balance	New Balance
No.1	From	Contingency	101	000	992.000	\$2600	\$37281.50	\$34681.50
	To	Fire Fund	206	000	698.000	\$2600	\$ 6013	\$ 8613
No2.	From	Fire Fund	206	000	802.004	\$2600	\$ 85810	\$88410
	To							
No.3	From							
	To							
No.4	From							
	To							

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

Township Board members

Present:

Absent:

Upon roll call, the following vote was cast:

Aye:

Nay:

Abstaining:

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

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

## Jay Zollinger

---

**From:** Jay Zollinger  
**Sent:** Thursday, February 05, 2015 5:44 PM  
**To:** 'Robin Ehardt'  
**Subject:** RE: 2015 Acme EMS Costs

Robin What is the Total budget amount you're looking for from Acme.

I budgeted our last fiscal year \$85,810 for EMS from July 2014 to end of June 2015 Are you looking for \$2600 above that amount at this time and is this something can make up in my new Budget cycle starting Jul1 2015 budget year.

Jay

**From:** Robin Ehardt [mailto:rehardt@gtmetrofire.org]  
**Sent:** Thursday, February 05, 2015 12:27 PM  
**To:** Jay Zollinger  
**Cc:** Pat Parker  
**Subject:** 2015 Acme EMS Costs

Hi Jay,

On 1/1/15, Metro gave an increase to all of our part-time firefighters of \$.75/hour (this was consistent with the minimum wage increase which took effect 9/1/2014).

When calculating Acme's EMS costs for your 2014/2015 fiscal year, we did not include this increase.....as it had not yet been approved in our budget. As a result, we will find that the revenues we receive from Acme for EMS for the first 6 months of 2015 will not cover our costs. I estimate that it's costing us \$200/pay more in 2015 than in 2014 (for a total effect of \$2,600 for the first 6 months of 2015).

Pat and I were wondering if you have any room in your budget to reimburse us for these costs?

Thanks! Robin.

*Robin Ehardt*

Accountant

Grand Traverse Metro Emergency Services Authority

897 Parsons Ave.

Traverse City, MI 49686

phone: (231) 947-3000 x1227

[rehardt@gtmetrofire.org](mailto:rehardt@gtmetrofire.org)

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**RESOLUTION OF THE ACME TOWNSHIP BOARD OF TRUSTEES**  
**RESOLUTION #R-2015-**  
***To Change the Acme Township Board 2015 Meeting Date for May 2015***  
***Date: March 3, 2015***

At a meeting of the Acme Township Board of Trustees, held on March 3, 2015, the Acme Township Board of Trustees, on a motion made by, \_\_\_\_\_ and seconded by \_\_\_\_\_ passed the following resolution:

**Whereas**, at the meeting of the Acme Township Board of Trustees, held on January 6, 2015 made a motion, seconded and passed resolution R-2015-3 to set their monthly board meeting dates for year 2015.

**Whereas**, Acme Township will have a May Election on May 5, 2015, therefore, the Acme Township Board Meeting scheduled for May 5, 2015 has to be changed to the following Tuesday May 12, 2015 meeting date.

Now therefore be it resolved that the Acme Township Board approves the May 2015 meeting date change from May 5, 2015 to May 12, 2015.

Township Board members present:

Absent:

Upon roll call, the following vote was cast:

Aye:

Nay:

Abstaining:

\_\_\_\_\_  
Jay B. Zollinger  
Acme Township Supervisor  
3/3/2015

\_\_\_\_\_  
Cathy Dye  
Acme Township Clerk  
3/3/2015



Quote Number: B123651  
Quote Date: 1/22/2015  
Quote Expiration Date: 2/21/2015

**Quotation Prepared For:**

Tom Henkel  
Acme Township, Michigan  
6042 Acme Road  
Williamsburg, MI 49690  
(231) 938-1350  
thenkel@acmetownship.org

**Submitted By:**  
Darrin Honious  
(937) 767-7241 x246  
dhonious@ysi.com



Quote Number B123651

## Proposal Summary

### ProDSS

#	Product	Description	Qty	Ext. Price
1	626870-1	ProDSS Handheld, No GPS -includes a rechargeable lithium-ion battery (pre-installed), hand strap, USB cable for charging the ProDSS battery and for connection to a PC, universal AC charger, cable for connection to a USB memory stick, ProDSS quick start guide, and USB memory stick containing KorDSS software and digital copy of the comprehensive manual	1	\$1,575.00
2	626909-4	DSS-4 Meter 4 port Cable Assembly, No Depth -No sensors included, must order Conductivity/Temp separately -Sensor ports are universal Maintenance kit included (3 port plugs, tube of Krytox, brush for conductivity probe, syringe for depth sensor, and sensor installation/removal tool)	1	\$1,750.00
3	626900	ProDSS Optical Dissolved Oxygen Sensor (accepts replacement sensor cap 626890)	1	\$1,000.00
4	626902	ProDSS Conductivity and Temperature Sensor	1	\$700.00
5	626901	ProDSS Turbidity Sensor	1	\$1,100.00
6	626904	ProDSS pH/ORP Sensor with Module	1	\$575.00

**Subtotal:** \$6,700.00

### Accessories and calibration standards

#	Product	Description	Qty	Ext. Price
1	626945	Small Hard Sided Carrying Case 18 x 13 x 7 inches	1	\$270.00
2	603075	Model 3075 Carrying Case, Soft Sided	1	\$125.00
3	603070	Shoulder Strap for Pro Series Meters	1	\$31.00
4	603824	3824 pH Buffer, Assorted Case	1	\$79.00
5	061320	3682 Zobell Solution, ORP Calibrator 125 mL	1	\$32.00
6	060906	3160 Conductivity Calibrator Solution 1413 umhos/cm, +/- 1%, 0.01 molar KCL, 8 ea pints	1	\$120.00



Quote Number B123651

#	Product	Description	Qty	Ext. Price
7	607300	6073G Turbidity Std. 100 NTU (6026), 126 NTU (6136), 1 Gallon	1	\$339.90

Subtotal: \$996.90

## Additional Items

#	Product	Description	Qty	Ext. Price
1	EstSHIP	Shipping Cost - Estimated shipping price, actual freight charge will be applied to invoice - Ground Shipping and Insurance	1	\$25.00

Subtotal: \$25.00

Total Net Price \$7,721.90

Subtotal \$7,721.90

**Grand Total \$7,721.90**
**Terms Net 30**
**FOB Origin**

This pricing is Proprietary and Confidential information. Neither this document nor its contents may be revealed or disclosed to unauthorized persons or sent outside the institution without prior permission from YSI Inc.



Quote Number B123651

**Ordering Instructions:**

Credit Card Reference This Quote Number	Call: (937) 767-7241 (Option 3)
Purchase Order Include a Copy of Quote with PO	Email: <a href="mailto:orders@ysi.com">orders@ysi.com</a> Fax: (937) 767-1058 Mail: <b>YSI Incorporated</b> Attn: Order Entry 1725 Brannum Lane Yellow Springs, OH 45387

- All purchase orders should be accompanied with a copy of this quote or clearly reference the quotation number.
- All purchase orders should have a complete billing and complete shipping address on the purchase order.
- For order acknowledgement please provide email address to send updates on order. Email Address: \_\_\_\_\_
- Taxes and Tariffs are additional and are not included in the above pricing unless explicitly stated as a line item.
- Shipping charges are additional and are not included in the above pricing unless explicitly stated as a line item.
- Tax Exempt customers must include their Tax ID on their Purchase Order. Proof of Tax Exempt status may be required.

**Business Information:**

**YSI Incorporated**

Tax Identification #: 31-0526418

DUNS #: 004246716

**Remit to Address for Orders:**

Checks (Drawn on US Banks Only)

**YSI Incorporated**

PO Box 640373

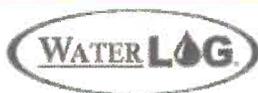
Cincinnati OH 45264-0373

ACH (With ADDENDA Record)

US Bank NA

Cincinnati, OH 45202

Acct# 8506321; ABA# 042000013





# GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

From the Desk of CHIEF PAT PARKER

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686

Ph: (231) 947-3000 ext. 1235 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [pparker@gtmetrofire.org](mailto:pparker@gtmetrofire.org)

*Omnis Cedo Domus - "everyone goes home"*

---

## MEMO

Date: February 25, 2015  
To: Supervisory Zollinger  
Re: Acme Fire Station Update

Jay,

This memo will update you and your board on what is happening with the new Acme fire station. As you know we have had some setbacks with the land acquisition. Here is the latest:

**NEED FOR NEW STATION** The Department has clearly demonstrated the need for a new station. Station 8 is a 1950's vintage station that has been added on three times and is shared with Acme Township. Utility expenses are split on a 50/50 basis with the Township. In a station lease agreement signed in August 2008, Metro is to pay all capital expenses up to \$10,000 and then any capital expenditures over that is to be split with the township at a rate of 30% Metro/70% Acme. We are at a point that this is not a good investment for Metro and a new station is needed. There are no dormitories, showers or a kitchen in the current facilities. We have 24 hour employees sleeping in a recliner. With the anticipated growth in calls for service, more employees will need to be using this facility not including a potential of 24 hour ALS ambulance services.

**LAND PURCHASE** In 2009 Steve Smith and the then Village at Grand Traverse LLC offered the fire department a piece of land in their development. After looking at numerous sites on US 31, Mount Hope, the old car dealership, we felt that the site at the now Town Center would be a good site. The site was next to the Williamsburg Dinner Theater and in fact MDOT had agreed to a curb cut for our access to M-72. With the problems at the GTTC this past fall, we decided that the delays incurred would hold us back from trying to get out of the ground in 2015. We next settled on a piece of land on Mount Hope near Andorra Drive and across from Hope Village (Johnson Family). The Metro board previously approved \$25,000 for due diligence costs associated with a possible land purchase. Our architect of record Jack Knol did some conceptual design, civil and geo-technical work for this site. The site was drilled and we are waiting for the reports back on whether to move ahead or not. Initial reports are that there may be expensive civil work needed on this site. Staff is continuing to look at other sites.



# GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

From the Desk of CHIEF PAT PARKER

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686  
Ph: (231) 947-3000 ext. 1235 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [pparker@gtmetrofire.org](mailto:pparker@gtmetrofire.org)

*Omnis Cedo Domus - "everyone goes home"*

**ARCHITECTUAL** Because it is expected that the new station will probably bid out in the \$2 Million range, the Authority Board decided to bid out the architectural work. Because there will not be major changes from Station 12, the thought was that architectural should not be as considerable. A Request for Proposal (RFP) went out in mid-January with over eleven (11) architectural/engineers submitting proposals. Prices range from \$112,000 to \$291,000. Staff is pairing these down to a short list. A subcommittee of the Authority Board will interview and recommend an architect to the full board in March.

**FINANCE** As was said earlier, the budget for new Station 8 is around \$2 Million. Current negotiations with local financial institutions have ruled out bonding this out. This bond financing would have issuing costs in the range of \$100,000. It is anticipated that a municipal lease or installment purchase would be the most cost advantageous. Currently we are seeing Metro incurring debt of \$2 Million at 3.2% with a 20 year amortization and a 10 year balloon. This payment would be \$136,000 a year or .09 mils at the current township's valuation. Would this mean an increase in taxes? That is unknown but it is hopeful that we will see a growth in the township valuations. The valuations of our three townships are growing but we are also seeing an associated increase in call volumes. Last year our calls for service grew over 9%. Increase in payroll will need to follow. That being said, an increase may be necessary.

If you or your board has any questions, I would be glad to answer them. Unfortunately, I will be out of town for your March meeting.

Sincerely,

*Pat*

Chief Parker

February 20, 2015

Brian W. Jankowski, P.E.  
Michigan Department of Environmental Quality  
Cadillac District Office  
120 West Chapin Street  
Cadillac, MI 49601-2158

Re: Partial Response and Extension Request to January 27, 2015  
Notice of Violation VN-175825 Township Wastewater Collection  
System Extension.

Dear Mr. Jankowski:

My firm represents Acme Township in connection with VN-175825 ("NOV"). This letter is a partial response to your request for a written response to certain items outlined in your NOV concerning the construction of a wastewater collection system at the Village at Grand Traverse ("VGT") property. Below is a response to items 1, 2, 3, and 8.

1. *Provide an explanation of why construction proceeded while the Township know or should have known, that a Part 41 construction permit was required. Please note that the Township has obtained several Part 41 permits from the DEQ in the past years for other sanitary sewer projects in the Township; therefore, the explanation should address what has changed to cause the failure to apply for a Part 41 permit in this instance.*

Response: Acme Township is and has been aware that a Part 41 construction permit is required. In 2012, the process for seeking and applying for the Part 41 construction permit for this project was moving forward. The VGT engineer had provided engineering drawings to the Township in June and those drawings were forwarded to the Township's consultants Beckett and Raeder. Beckett and Raeder forwarded comments to the VGT engineer and the VGT engineer made changes accordingly. Ex \_\_ (Letter Dated 9-4-12 with GFA Comments 9-6-12).

On September 10, 2012, Beckett and Raeder approved the revised sanitary sewer drawings in a letter addressed to then Township Manager Sharon Vreeland and copied to VGT engineer Terry Boyd which stated:

The design engineer shall furnish to the Acme Township signatory a complete Part 41 permit application for wastewater systems to be submitted to MDEQ. This permit application shall reflect the current facilities description and collection system as modified in the latest construction drawings.

Ex \_\_ (Letter Dated 9-10-12).

The Township can find no record of communication concerning the Part 41 construction permit after September 10, 2012.

In November 2012, a new Township Board took office and Sharon Vreeland was relieved from her position in the Township in March 2013.

VGT contractors started construction of sewer on October 17, 2013. At that time there was no discussion of a Part 41 construction permit by Acme Township staff or consultants. VGT contractors continued construction through the 2014 building season. On October 2, 2014 you contacted Acme Township Supervisor Jay Zollinger and informed him that you could find no record of a Part 41 construction permit. Very shortly thereafter, Acme Township provided an application for the Part 41 construction permit with engineering drawings and other related documents. From that point, Acme Township has been cooperative and been very interested in correcting this mistake.

To conclude, it appears that VGT engineers never provided a complete application for Acme Township to sign and that Acme Township, in its transition of 2012-2013, did not discover the lack of a Part 41 permit.

2. *Provide the dates on which sanitary sewer construction started and ended.*

Construction began on October 17, 2013. The last sewer pipe was laid on August 20, 2014.

3. *Indicate if, when, and by what organization the sanitary sewer was inspected.*

VGT engineer Gourdie-Fraser inspected construction on a day to day basis. Acme Township engineer Gosing Czubak made periodic inspections during construction. Final inspection and testing is not yet complete, but is expected to be done in the coming months.

8. *Provide a plan or procedure that the Township will take or follow to manage all future projects to assure that construction will not take place until a Part 41 construction permit has been issued.*

The Acme Township Zoning Ordinance prohibits any construction without the issuance of a Land Use Permit. Acme Zoning Ordinance §4.1. Acme Township's Commercial Land Use Permit Application has been amended to require the inclusion of a copy of an approved Part 41 construction permit. The requirement for inclusion of the permit will be an enforceable check against issuance of a Land Use Permit without a Part 41 permit.

NOV Items 4, 5, 6, and 7 require additional study and engineer work to complete. Acme and VGT engineers are currently working on them, but need additional time. In addition, your email dated February 17, 2015 indicated that you will not have your comments on these items to Acme Township until the week of February 23<sup>rd</sup>. Due to the preceding, Acme Township requests an additional 60 days to complete and respond to Items 4, 5, 6 and 7.

Please confirm your receipt and acceptance of this response to Items 1, 2, 3, and 8. Also, please provide your response to Acme's request for a 60 day extension to respond to Items 4, 5, 6 and 7. If you have questions concerning this response, please contact me or Acme Township Supervisor Jay Zollinger

Sincerely,

Jeffrey L. Jocks

Application #:

### Grant Application Cover Sheet

Date of Application: March 16, 2015		
Organization (legal name as on IRS determination letter): Acme Township FEIN #382281424		
Address: 6042 Acme Road		
City: Williamsburg	State: MI	Zip: 49690
Phone: 231.938.1350		Fax: 231.938.1510
Executive Director: Acme Township Supervisor: Mr. Jay Zollinger		
E-Mail Address: jzollinger@acmetownship.org		

Project Name: Saylor Park Boat Launch		
Purpose of Grant (one sentence) Purpose of grant is to help fund this much-needed boat launch on East Grand Traverse Bay.		
Date(s) of the Project: Fall, 2015 through Fall, 2016		
Amount Requested: \$ 50,000	Total Project Cost: \$ 342,463	
Contact Person/Title: Jay Zollinger, Acme Township Supervisor		
Phone #: 231.938.1350		
E-Mail Address: izollinger@acmetownship.org		
Address (if different than above):		
City:	State:	Zip:

Attachment Check List:	<input checked="" type="checkbox"/>
IRS 501 (c) (3) determination letter (not applicable for schools or units of government)	<input type="checkbox"/>
Project Narrative	<input checked="" type="checkbox"/>
Project Budget	<input checked="" type="checkbox"/>
Board List	<input checked="" type="checkbox"/>
Audited Financials (if necessary)	<input type="checkbox"/>
Annual Report (if available)	<input type="checkbox"/>
Organizational Chart	<input type="checkbox"/>
Letters of Support (if any)	<input checked="" type="checkbox"/>

Signature, Chairperson, Governing Board	
Typed Name & Title Jay Zollinger, Acme Township Supervisor	Date: March 16, 2015

Signature, Staff Head of Organization	
Typed Name & Title Jay Zollinger, Acme Township Supervisor	Date: March 16, 2015

*Oleson Foundation*  
*P.O. Box 904*  
*Traverse City, MI 49685-0904*  
*231-929-2605*  
*E-Mail: kathy@olesonfoundation.org*

## **Acme Township Board: Rules of Procedure**

- 1.0 IMPORTANT Note; Authority and Parliamentarian**
- 2.0 Scheduling; Communicating Meetings; Agendas**
  - 2.1 Regular Board Meetings**
  - 2.2 Special Board Meetings**
  - 2.3 Emergency Board Meetings**
  - 2.4 Closed Meetings**
  - 2.5 Public Hearings**
  - 2.6 Study Sessions**
- 3.0 Conducting Meetings**
  - 3.1 Chair of Meeting**
  - 3.2 Quorum and Attendance**
  - 3.3 Order of Business**
  - 3.4 Conflict of Interest**
  - 3.5 Consent Agenda**
  - 3.6 Motions and Resolutions**
    - 3.6(a) Statement by Supervisor
    - 3.6(b) Non-debatable Motions
    - 3.6(c) Motion to Reconsider
    - 3.6(d) Motion to Clear the Floor
    - 3.6(e) Temporary Suspension of the Rules
    - 3.6(f) Appeal Rulings of Supervisor/Presiding Officer
  - 3.7 Voting**
    - 3.7(a) Abstaining from Voting
    - 3.7(b) Roll Call Votes
    - 3.7(c) Votes Required
  - 3.8 Procedure to Make a Complaint About a Township Employee or Official**
- 4.0 Input and Rules of Common Courtesy During Meetings**
  - 4.1 Board and Public Input**
  - 4.2 Written Statements and Documents**
  - 4.3 Disorderly Conduct**
- 5.0 Record of Meetings**
  - 5.1 Minutes and Official Records**
  - 5.2 Record of Discussion**
  - 5.3 Request for Remarks To Be Included**
  - 5.4 Public Access to Meeting Records**
- 6.0 Establishing Committees and Appointing Members**
  - 6.1 Standing Committees**
  - 6.2 Ad Hoc Committees**
  - 6.3 Exercise of Governmental Function**
- 7.0 Amending These Rules of Procedure**

# Acme Township Board: Rules of Procedure

## 1.0 IMPORTANT Note; Authority and Parliamentarian

**IMPORTANT Note:** These rules include certain statutory requirements for Acme Township. However, this document is a summary of those rules and should not be relied upon as being a complete statement of those rules. All applicable Michigan laws can be found at [www.legislature.mi.gov](http://www.legislature.mi.gov). Questions as to these requirements and all Township laws should be referred to an attorney.

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### Authority and Parliamentarian

These rules are adopted by the Acme Township Board pursuant to its implied power to conduct meetings under Section 41.72a of the compiled Laws of Michigan, as amended.

Generally, Roberts Rules of Order, Newly Revised (10<sup>th</sup> Edition), shall be referred to for procedures not otherwise provided by these Rules or by State or Federal Law. However, this is not an adoption of Roberts Rules of Order. The Township Attorney shall serve as the Board's parliamentarian and shall advise the Supervisor or Presiding Officer regarding rules of procedure.

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## 2.0 Scheduling; Communicating Meetings; Agendas

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<p><b><u>2.1 REGULAR</u></b></p> <p>Monthly; 1<sup>st</sup> Tuesday of every month; 7pm; Acme Township Hall unless stated otherwise on agenda and in public notice.</p>	<p>Meetings shall be held in the Acme Township Hall. If determined that the Hall is inadequate, the Supervisor may change meeting location to a larger facility in surrounding area. Notice of this change shall be posted on web site and Township Hall's main door not less than 18 hours before the meeting.</p> <p>The year's schedule of Regular Meetings will be determined at first meeting in calendar year. Notice of date, time, place will be posted on township's web site and at main entrance door within 10 days after that first meeting. Regular Meeting dates may only be changed by the Board at a Board Meeting. The revised Regular Meeting schedule must be posted within 3 business days following the meeting date when that decision was made and not less than 18 hours before a rescheduled meeting.</p> <p>If media outlets, individuals, or organizations have requested notification of township's meetings – regular and changed – the Clerk shall notify them without charge.</p>	<p>Agenda shall be prepared by Supervisor or his/her designee. Any Board or public member may submit an agenda item no fewer than 5 business days in advance of meeting date.</p> <p>Upon completion of agenda, the Supervisor or his/her designee shall (1) distribute copies of agenda, reports, and other explanations relating to agenda to Board members and (2) post agenda and documents on township's web site. Under normal conditions, this shall be done no later than 3 business days prior to the meeting.</p> <p>Correspondence received by the Township that is pertinent to a Board agenda item or a possible future agenda item may be distributed to the Board either as part of the meeting agenda materials or independent of those materials, depending on relevancy and urgency.</p> <p>At the meeting and by majority vote of Board members present, the Board has the right to: alter order of agenda; remove items for a future meeting; and consider an item that was received after the deadline.</p>

<b>Meeting Type</b>	<b>Meeting Place, Board &amp; Public Notice</b>	<b>Agenda &amp; Distribution Of Materials</b>
<p><b><u>2.2 SPECIAL</u></b></p> <p>Can be (1) determined necessary at a Board Meeting, (2) called by Supervisor, or (3) called based upon verbal or written request of majority of Board members (4 of 7) to address a critical matter requiring action or where penalty will be incurred before next Regular Meeting.</p> <p>When possible, a Special meeting will be held on the 3<sup>rd</sup> Tuesday of the month at 7pm.</p>	<p>Meetings shall be held in the Acme Township Hall unless Hall is inadequate. (See Regular meeting.)</p> <p>Notice of meeting specifying date, time, place, and purpose shall be given to each Board member no less than 18 hrs ahead of meeting using, per member's prior consent, email, text, phone, or personal delivery.</p> <p>Posted immediately, through all channels, as stated under Regular Meeting, with at least a minimum of 18 hours ahead of meeting time/date.</p> <p>Meeting may not be held if not posted at least 18 hours in advance.</p>	<p>Agenda shall be prepared by Supervisor or his/her designee.</p> <p>Upon completion of agenda, the Supervisor or his/her designee shall (1) distribute copies of agenda, reports, and other explanations relating to agenda to Board members and (2) post agenda and documents on township's web site.</p> <p>This shall be done no less than <b>18 hours</b> prior to the meeting.</p> <p>No other matter shall be subsequently added to agenda except when all members are present and agree by majority vote.</p>

<p><b><u>2.3 EMERGENCY</u></b></p> <p>Called by 2/3 majority of Board members (5 of 7). Held only in the event of a severe and imminent threat to the health, safety, or welfare of the public when it is determined that delaying this meeting would be detrimental to efforts to lessen or respond to the threat. Examples of these events would be catastrophic flooding or a terrorist attack.</p> <p>No business other than that necessary to address the emergency shall be conducted at an Emergency Meeting.</p>	<p>Meetings shall be held in the Acme Township Hall unless Hall is inadequate. (See Regular Meeting.)</p> <p>Posted immediately through all channels as stated under Regular Meeting. Only an Emergency Meeting may be posted and held less than 18 hours ahead of meeting date/time.</p>	<p>Agenda shall be prepared by Supervisor or designee.</p> <p>Upon completion of agenda, the Supervisor or his/her designee shall distribute copies of agenda and reports to Board and post on web site <b>if time permits.</b></p> <p>At other times, the Supervisor or presiding officer shall declare the agenda upon the approval of a majority of the members present.</p>
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<b>Meeting Type</b>	<b>Meeting Place, Board &amp; Public Notice</b>	<b>Agenda &amp; Distribution Of Materials</b>
<p><b><u>2.4 CLOSED</u></b></p> <p>Called for, by roll call vote, during an Open meeting by either 2/3 majority of entire Board or simple Board majority, depending on subject.</p> <p><u>2/3 majority of Board members (5 of 7) needed for matters regarding:</u></p> <ul style="list-style-type: none"> <li>- Considering purchase or lease of real property</li> <li>- Consulting with its attorney re trial or settlement strategy with specific pending litigation when an Open meeting would have detrimental financial effect on township's position</li> <li>- Meeting with attorney to consider attorney's written opinion</li> <li>- Reviewing specific contents of an application for township employment where applicant requests confidentiality.</li> </ul> <p>[Note that applicant interviews are always open to the public.]</p> <p><u>Simple majority of Board members (4 of 7) for matters regarding:</u></p> <ul style="list-style-type: none"> <li>- Considering dismissal or discipline of staff member or public officer</li> </ul> <p>A Closed Meeting enables discussion but no voting. Any vote, if one is to occur, must occur during an Open meeting.</p> <p><b>NOTE: The above is a summary. See MCL 15.267 and 15.268 for complete language and specific requirements concerning Closed meetings.</b></p>	<p>Meetings shall be held in the Acme Township Hall unless Hall is inadequate. (See Regular meeting.)</p> <p>Not specifically posted.</p> <p>A Closed Meeting must only be conducted during the course of an Open meeting.</p> <p>The vote to hold a Closed Meeting shall be recorded in the minutes of the meeting when the decision to go into a Closed Meeting was made.</p> <p>During a Closed Meeting, minutes will be taken. These minutes will not be released to the public and they will be retained by the township for one year and one day after the date at which the minutes were finalized.</p> <p>Closed Meetings are not open to the public.</p>	<p>In order to go into a Closed Meeting on a topic, that topic must appear on the agenda of the Open meeting.</p>

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<p><b><u>2.5 PUBLIC HEARING</u></b></p> <p>A Public Hearing may be held as part of a Regular Board meeting (ex: during the annual Budget approval process in May/June) or as a Special Meeting if so called.</p> <p>The Supervisor or presiding officer shall open the Public Hearing by verbally announcing the matter to be heard and by summarizing the situation, background, any ordinance – if relevant, on which the Township Board’s decision must be based. The Public Hearing may include exhibits and presentations. If, during deliberations, Board determines that additional information is needed to make its decision, Board may adjourn to a specific time, date, and place to receive that additional information if declared by Supervisor. At that new time, the Public Hearing will be re-opened but only to receive the requested information.</p> <p>At conclusion of deliberations, the Board will adopt a motion stating its decision.</p>	<p>Meetings shall be held in the Acme Township Hall unless Hall is inadequate. (See Regular Meeting.)</p> <p>Notice of date, place, and time of Public Hearing will be published per the appropriate statutory requirements. Township shall obtain certified proof of publication date from official newspaper as validation.</p> <p>Examples of Public Hearings may be:          -Budget – MCL 141.412          -Special Assessment - MCL 41.724a          -Zoning Amendment – MCL 125.3103</p> <p><b>NOTE: The above is not a complete list. Refer to specific statute to determine public notice requirements.</b></p>	<p>Upon completion of agenda, the Supervisor or his/her designee shall (1) distribute copies of agenda, reports, and other explanations relating to agenda to Board members and (2) post agenda and documents on township’s web site.</p> <p><b>NOTE: Under normal conditions, the agenda shall be distributed and posted no later than 5 business days prior to the meeting. However, the statutory requirements of each specific Public Hearing may require that certain documents be available to the public and be posted by an earlier date. Refer to the specific statute to determine those requirements.</b></p>

<b>Meeting Type</b>	<b>Meeting Place, Board &amp; Public Notice</b>	<b>Agenda &amp; Distribution Of Materials</b>
<p><b><u>2.6 STUDY SESSION</u></b></p> <p>Called for by Supervisor or upon written or verbal request of Board member(s) to informally discuss issues that require more in-depth consideration of Board than may be possible at a Regular Meeting.</p> <p>In absence of having a quorum of the Board, a Study Session will be declared a sub-committee meeting. These Rules and Procedures apply.</p> <p>No formal action of the Board may be taken at a Study Session other than general consensus or conveying direction to staff for further action.</p> <p>Every Study Session shall follow all Open Meetings Act procedures for a Special Meeting.</p>	<p>Posted immediately, through all channels as stated in Regular Meetings, with at least a minimum of 18 hours ahead of meeting time/date.</p> <p>May be stand-alone session or conducted immediately before or after a Regular or Special Meeting of the Board.</p>	<p>May have single topic noted on Regular Meeting agenda or have specific agenda prepared by Supervisor or his/her designee.</p> <p>Upon completion of a specific agenda, the Supervisor or his/her designee shall (1) distribute copies of agenda, reports, and other explanations relating to agenda to Board members and (2) post agenda and documents on township's web site.</p> <p>This shall be done no less than 18 hours prior to the meeting.</p> <p>No other matter shall be subsequently added to the Study Session.</p>

### **3.0 Conducting the Meeting**

#### **3.1 Chair of Meeting**

The Supervisor presides at all township Board meetings. If Supervisor is absent, the Township Clerk will assume duties of the Chair to open the meeting. Upon opening the meeting, the Township Clerk will open nominations to the Township Board to nominate one of its members to Chair the meeting. The first person nominated and receiving a majority vote shall preside as Chair for the remainder of the meeting.

#### **3.2 Quorum and Attendance**

A majority of members of the township Board elected and serving (4 of 7 total members) shall constitute a quorum for the transaction of Board business.

No member of the township Board may miss a scheduled meeting without first making a reasonable attempt to notify the Supervisor of his/her intent to be absent.

#### **3.3 Order of Business**

The agenda shall be arranged in the following order:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Limited Public Comment
5. Approval of Agenda
6. Inquiry as to Conflicts of Interest
7. Approve Consent Calendar
8. Special Presentations/Discussions
9. Reports
10. Correspondence
11. Public Hearing
12. Old Business
13. New Business
14. Public Comment
15. Adjournment

### **3.4 Conflict of Interest and Code of Ethics**

Please refer to the *Conflict of Interest Policy for Acme Township* adopted by the Acme Township Board effective June 4, 2002, and the *Acme Township Code of Ethics*, adopted by the Acme Township Board effective July 22, 2014. Both are attached.

### **3.5 Consent Agenda – Defined and Procedure**

The Consent Agenda consists of matters determined by the Board to be “routine” and are usually matters where the Board commonly concurs. These matters include but are not limited to: reports and announcements; correspondence; approval of payroll and invoices for payment; approval of minutes; appointment of persons to township Boards, Commissions, and Committees; scheduling of public hearings; and other matters that the township Board is required by statute or rule to approve.

The township Supervisor or his/her designee, in preparing the meeting agenda, lists those matters under the heading of “Consent Agenda” and includes the associated materials with those distributed to the Board members in accordance with Rule 2.0 (see 2.0, Agenda, Distribution of Materials). At a meeting for which a Consent Agenda has been prepared, the Board, upon the motion of a member, shall vote on the approval of the matters included under the Consent Agenda. Before posing the question to the members, the Supervisor or presiding officer shall permit any member of the Board or any member of the public to remove from the Consent Calendar any item where he/she has questions or wishes further discussion. The Supervisor or presiding officer then directs the Clerk to remove the item and place it within the business portion of the meeting’s agenda. A vote shall not be required to remove a matter from the Consent Agenda.

### **3.6 Motions and Resolutions**

#### **3.6(a) Statement by Supervisor**

No motion or resolution shall be entertained unless it is seconded, or adopted until the Supervisor or presiding officer re-states it. All motions, except procedural motions and resolutions, may be required to be in writing upon demand of any Board member. A request to recess to write out the motion or resolution shall be in order.

#### **3.6(b) Non-debatable Motions**

These motions can be ordered and voted upon without discussion: fix the time of the next meeting, adjourn, recess, “point of privilege,” to table, vote immediately, limit or extend debate.

### 3.6(c) Motion to Reconsider

A “motion to reconsider” can be made on any question the Board has decided, but no question can be reconsidered more than once. This can be done at the same meeting or next succeeding meeting, and shall be made only by a Board member who voted with the prevailing side. If the Board has adopted a motion to reconsider, motions to amend shall be in order; however, a motion to amend cannot be done if the main question has been voted upon.

### 3.6(d) Motion to Clear the Floor

Whenever procedural matters have become sufficiently confused, a motion to clear the floor may be made by any Board member. If the motion is adopted, all previous motions on the floor will be cleared as if they were withdrawn; the adopted motion to clear will not be subject to debate or reconsideration.

### 3.6(e) Temporary Suspension of the Rules

These Rules may be temporarily suspended at any time by 2/3 vote of Board members present at meeting. Examples of “temporary suspension of the Rules” are:

- To allow a member of the Public or Board to continue speaking when allotted time has expired. *“I move to suspend the Rules to give the speaker two more minutes to complete his remarks.”*
- To permit consideration of a motion that would otherwise not be in order. *“I move to suspend the Rules and allow the Membership Committee to report at this time.”*
- To adopt a motion without debate or amendment.

### 3.6(f) Appeal rulings of Supervisor/Presiding Officer

Any Board member may appeal the procedural ruling of the Supervisor or presiding Officer. If the motion receives a second, the question is asked: “Shall the procedural decision of the Supervisor or presiding Officer stand as the decision of the Township Board?” This is followed by a vote of ‘ayes’ or ‘nays.’

## **3.7 Voting**

### **3.7(a) Abstaining from Voting**

No member of the Township Board may abstain from voting ‘yes’ or ‘no’ unless a member has fully stated a declared conflict of interest on record, or, after seeking opinion from the Township Attorney, has the conflict of interest confirmed. In either case, the Board member with a declared or confirmed conflict of interest abstains from participating in discussion and voting on the matter under consideration.

### **3.7(b) Roll Call Votes**

The names and votes of each Board member will be recorded on Board actions to adopt final measures such as: approving expenditures; ordinances; resolutions; appointment or election of officers, etc. A roll call vote may be taken on other motions and actions at the request of any Board member.

### **3.7(c) Votes Required**

In order to conduct any Acme Board meeting, a quorum of Board members (at least 4 of 7 members) must be present. Unless specified otherwise in these Rules and or other statutory requirements, votes required at a Board meeting will be a simple majority of members present.

## **3.8 Procedure to Make a Complaint About a Township Employee or Official**

Any complaint against a township employee or official shall be made in writing, signed by the individual making the complaint, and given to the Clerk in a sealed envelope marked Confidential. The Clerk will review the complaint and call a meeting of the township's Personnel Committee to conduct a thorough review and provide a response of findings to the

individual making the complaint. Depending on the findings, the Personnel Committee may bring the matter to the Board for a vote in an Open meeting.

## **4.0 Input and Rules of Common Courtesy During Meetings**

### **4.1 Board and Public Input**

The Supervisor presides at all township Board meetings. If Supervisor is absent, the Township Clerk will assume duties of the Chair to open the meeting. Upon opening the meeting, the Township Clerk will open nominations to the Township Board to nominate one of its members to Chair the meeting. The first person nominated and receiving a majority vote shall preside as Chair for the remainder of the meeting.

Any Board member wishing to speak shall first obtain permission from the Chair. Any Board member may speak a second time only after all other Board members have had the opportunity to speak.

The public may address the Board during times designated on the agenda unless otherwise recognized by the Chair. He/she shall first state name and address before addressing the Board. Rules of common courtesy shall apply. All written statements and documents he/she desires to present to the Board shall be given to the Chair, Clerk, or Recording Secretary prior to the start of the meeting, or immediately after the Public Comment portion. Written comments will be retained in the record of the meeting.

### **4.2 Written Statements and Documents**

If a member of the public desires to address the Board, all written statements and documents shall be given to the Chair, Clerk, or Recording Secretary prior to the start of the meeting, or immediately after the Public Comment portion. Written comments will be retained in the record of the meeting.

### **4.3 Disorderly Conduct**

At all times during a Board meeting, rules of common courtesy will apply. If any person is being disorderly by speaking or otherwise disrupting the meeting – including speaking longer than the allotted time, speaking off topic, or by speaking vulgarities – the Supervisor or presiding Officer shall call the person to order and not permit him/her to speak further on that topic at that meeting. If the person continues the disorderly conduct, the Supervisor or presiding Officer may ask a law enforcement representative to remove the person from the meeting. The Township Board also has the right to adjourn the meeting if the Board is interrupted due to the disorderly conduct of any person.

No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

## **5.0 Record of Meetings**

### **5.1 Minutes and Official Records**

The Clerk or Recording Secretary shall be responsible for taking minutes of each meeting. Minutes shall include actions, decisions on substantive motions, names of who made the motion and seconded, vote of the members, whether the vote was by voice or by roll call, and how each

specific member voted if by roll call. The Clerk shall maintain the official minutes and records and copies of each resolution and ordinance or other matter acted upon by the Board.

### **5.2 Record of Discussion**

The Clerk or Recording Secretary shall not be responsible for maintaining a written record or summary of the discussion or comments from Board or Public but will be responsible for making an audio tape of the meeting and retaining the tape until the meeting minutes are transcribed and approved by the Board. Following approval by the Board, the tape may be erased or destroyed unless deemed pertinent to any pending or reasonably-anticipated legal proceeding.

### **5.3 Request for Remarks To Be Included**

Any Board member may have his or her comments printed as part of the record upon the concurrence of a majority of other Board members present at that meeting. Comments to be included in the record shall be provided in writing by the Board member.

### **5.4 Public Access to Meeting Records and Publication of Board Meeting Synopsis**

The township Clerk shall make the meeting minutes available to the public in accordance with the Michigan Open Meetings Act and the Michigan Freedom of Information Act.

Minutes of Board meetings that are prepared but not yet approved by the Board shall be available to the public and posted on the township's web site within 8 business days following the meeting. Approved meeting minutes shall be available within 5 business days of the meeting date when they were approved.

Within 21 business days after a Board meeting, the Clerk shall prepare a synopsis of the meeting, obtain the Supervisor's approval, and publish in the local newspaper. The synopsis will briefly define all motions and state whether each was approved or not approved. For Resolutions, the assigned number will be noted. If any member of the public wants additional information, they will be directed to the meeting minutes on the township's web site.

## **6.0 Establishing Committees and Appointing Members**

### **6.1 Standing Committees**

The township Board shall have the authority to create standing committees. The members of each standing committee shall be appointed by the Supervisor, approved by the Board, and serve a 2-year term before re-appointment. Approved committees for Acme Township are:

**Personnel Committee of the Board:** Evaluates, resolves, makes recommendation to Board regarding all township personnel matters

**Advisories:** Parks & Recreation; Shoreline; Farmland

**NOTE: The Planning Commission and Zoning Board of Appeals are not Committees and are not subject to this Section 6.**

### **6.2 Ad Hoc Committees**

The township Board may establish ad hoc committees by a quorum vote (4 of 7) of entire Board. When a committee is established, the Board shall also specify number of members, appoint the members, define the responsibilities, and specify the duration of the committee. Each committee shall comply with the provisions of the Michigan Open Meetings Act and the Freedom of Information Act.

At any time and by a simple majority vote of Board members present, the Board may dissolve the committee or relieve it of any matter originally included in its responsibilities.

### **6.3 Exercise of Governmental Function**

The responsibility of each Standing and Ad Hoc committee is to make recommendations to the Board based on matters the committee considers and subsequently either rejects or supports. A committee shall not exercise a governmental function as defined by the Michigan Open Meetings Act in a Closed meeting – a meeting not open to the public, unless the action is permitted in a Closed meeting.

## **7.0 Amending These Rules of Procedure**

These Rules of Procedure may be added to, amended, or repealed in whole or in part. Proposed changes must be submitted in writing to the Board at least 1 month in advance of the meeting at which the proposed changes will be considered. A majority (4 of 7) vote of the entire Board shall be required to make any changes to these Rules.

If any section, provision, clause, or application of these Rules of Procedure shall be deemed invalid, it will not affect any remaining portion or application of these Rules.

The Acme township board Rules of Procedure were adopted by the Acme Township Board at its meeting held on \_\_\_\_\_, 2015.

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

**ACME TOWNSHIP BOARD OF TRUSTEES**  
**ACME TOWNSHIP CODE OF ETHICS**  
**Resolution No. #R-2014-26**  
**7/22/2014**

At a regular meeting of the Acme Township Board held in the Acme Township Hall, located in Acme Township, Grand Traverse County, Michigan, on July 22, 2014.

PRESENT: Auckerman, Dye, Jenema, LaPointe, Scott, White, Zollinger

ABSENT: None

The following resolution was made by LaPointe and seconded by Scott, passed the following resolution.

**Recitals**

WHEREAS, one of the most important roles of township government is to foster public confidence in the decisions made by elected officials, appointed township officials, committees and Acme Township employees;

WHEREAS, public confidence in the decisions of township government is enhanced when public officials avoid both actual conflicts of interest and the appearance of conflicts of interest;

WHEREAS, the establishment of a Code of Ethics for elected and appointed township officials which specify standards of conduct will assist those elected and appointed officials in avoiding circumstances that could negatively impact public confidence in the decisions those officials are called upon to make; and

WHEREAS, the Acme Township Board desires to adopt a Code of Ethics for all elected and appointed township officials by the adoption of this resolution.

**Resolution**

NOW, THEREFORE, BE IT RESOLVED that the Acme Township Board hereby establishes the following Code of Ethics which shall be applicable to all elected and appointed officials of Acme Township:

**ACME TOWNSHIP**  
**CODE OF ETHICS**

- A. All elected and appointed officials of Acme Township (township officials) shall abide by all of the following standards of conduct when discharging the duties of their respective offices:

1. Township officials shall treat each other and members of the public appearing before them with respect, fairness, and sincerity. *Township officials shall discharge the duties of their respective offices in accordance with prescribed constitutional, statutory, and regulatory procedures and shall apply the laws and policies of the township in an evenhanded manner without partiality, favoritism, or dishonesty and not for personal gain or benefit.*
2. Township officials shall not divulge to any unauthorized person confidential information acquired in the course of their duties in advance of the time prescribed for its authorized release to the public.
3. Township officials who acquire confidential information in the course of their duties that is not available at the time to the general public shall not use such information to further their private interests or the private interests of another person.
4. Township officials shall not represent their personal opinions as that of Acme Township or the township board, committee, commission, or board on which they serve, unless expressly authorized to do so.
5. Township officials shall not, directly or indirectly, make use of or permit others to make use of township property, equipment, vehicles, or supplies of any kind for personal gain or benefit.
6. Township officials shall not, directly or indirectly, solicit or accept any gift or a loan of money, goods, services or other thing of value which tends to influence or creates the appearance that it influences the manner in which they perform their official duties or is intended or has the appearance of being intended as a reward for any official act on their part.
7. Township officials shall not engage in or accept employment or render services that are incompatible or in conflict with the discharge of their official duties or that tends to impair their independence of judgment when discharging their official duties.
8. Except as permitted under the Contracts of Public Servants with Public Entities Act, MCL 15.321, et seq., township officials shall not, directly or indirectly, solicit or be a party to a contract between themselves and Acme Township and shall not solicit a contract between an entity in which they have a financial or personal interest and Acme Township.
9. Township officials shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates or other regulation or supervision relating to any business entity in which they have, directly or indirectly, a financial or personal interest.
10. Township officials shall not participate in and vote on decisions in which the member's immediate family has, directly or indirectly, a financial or personal interest. For purposes of this paragraph "immediate family" means that member's spouse and children.

12. Township officials shall not participate in and vote on land use decisions when they reside on or have an ownership interest in land within 300 feet of the parcel regarding which the decision is to be made.
  13. When making discretionary, administrative decisions, including but not limited to land use decisions, township officials shall refrain from making statements or taking any actions outside the formal decision-making process that would suggest they have prejudged the matter before them or would in any way preclude them from affording the applicant and the public a fair hearing.
- B. A willful violation of these standards of conduct may be grounds for removal of an appointed township official, committee member or employee of Acme Township following procedures required by law.

Upon roll call, the following vote was cast:

Aye: Auckerman, Dye, Jenema, LaPointe, Scott, White, Zollinger

Nay: 0

RESOLUTION DECLARED ADOPTED.

ACME TOWNSHIP

  
By: Jay Zollinger,  
Supervisor

I, the undersigned, the Clerk of Acme Township, Grand Traverse County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality of Grand Traverse County at its regular meeting held on July 22, 2014, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: 8-13-14

  
Cathy Dye, Clerk

## CONFLICT OF INTEREST POLICY-ACME TOWNSHIP

The Board of Trustees of Acme Township, a township organized under the laws of the State of Michigan, adopts this Conflict of Interest Policy (the "Policy") effective June 4, 2002.

Under Michigan law, the employees of Acme Township owe a fiduciary duty to the public. In order to provide assurances that the members of Acme Township's Board of Trustees, Planning Commission and Zoning Board of Appeals carry out their duties in good faith and for the sole benefit of Acme Township, the Board of Trustees has determined that it would be in the best interests of Acme Township to adopt a Conflict of Interest Policy.

1. **Applicability.** This Policy shall apply to the Acme Township Board of Trustees, Planning Commission, the Zoning Board of Appeals and employees of the Township.

2. **Conflicting Interest.** No member of the Acme Township Board of Trustees, Planning Commission or Zoning Board of Appeals shall derive any personal profit or gain, either directly or indirectly, by reason of his or her participation on the Board or Commission. Each member shall disclose to the Board or Commission on which he or she sits any conflicting interest which he or she may have in any matter pending before the Board or Commission. For purposes of this policy, conflicting interest means those transactions in which the member has a pecuniary or personal interest, and includes, but is not limited to:

- a. Owning stock or holding debt or other proprietary interests in any third-party that is the subject of, or party to, a matter pending before the Board or Commission;
- b. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third-party that is the subject of, or party to, a matter to the Board or Commission;
- c. Using the member's official position to make a profit from another person or entity;
- d. Voting on a matter or transaction that will result in a direct pecuniary benefit to the member; or
- e. Receiving remuneration for services with respect to individual transactions involving Acme Township.

Notwithstanding the foregoing, this Policy shall not prohibit the Board or Commission from approving a matter or transaction in which there is a conflicting interest so long as: (1) the conflicting interest is fully disclosed; and (2) the member with the conflicting interest does not participate in the discussion and decision on the transaction or matter (unless the Board unanimously agrees that the conflicting interest

is immaterial and that participation of the member with the conflicting interest is in Acme Township's best interest).

3. **Prohibited Conduct.** The members of the Board of Trustees, Planning Commission, Zoning Board of Appeals and Township employees shall not:

a. Solicit or accept payments, gifts of significant value or loans in excess of \$50 from third-parties that has submitted, or is the subject of, a matter to the Board or Commission; or

b. Use the resources of Acme Township for activities other than those necessary to carry out their responsibilities as members of the Board or Commission.

4. **Implementation of Policy.** Any member who believes that there may exist a conflicting interest shall immediately disclose same to the chairperson or vice-chairperson of his or her respective Board or Commission prior to or at the beginning of the meeting at which the vote or deliberations regarding the matter giving rise to the conflict of interest is to take place.

**ACME TOWNSHIP**  
**RESOLUTION FOR THE ADOPTION OF**  
**RULES AND PROCEDURES**  
**RESOLUTION # R-2015-**

At a regular meeting of the ACME TOWNSHIP BOARD OF TRUSTEES held on March 3, 2015, the ACME TOWNSHIP BOARD OF TRUSTEES, on a Motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, passed the following Resolution by a vote of : \_\_\_\_\_ in favor and \_\_\_ opposed: \_\_\_ Absence

WHEREAS, on March 3, 2015 the Acme Township Clerk presented proposed Rules of Procedure for Acme Township;

WHEREAS, the Acme Township Board of Trustees may adopt such rules of procedure in accordance with the laws of the State of Michigan, including MCL 125.3101 *et seq*, and MCL 41.8 *et seq*;

WHEREAS, the proposed Rules of Procedure are summaries of Michigan law and will provide the Township Board with guidance in managing its procedures, but recognizing that the proposed Rules of Procedure may require additional investigation and research to assure complete compliance with applicable laws, statutes and rules;

WHEREAS, A complete statement of applicable Michigan laws can be found at [www.legislature.mi.gov](http://www.legislature.mi.gov) and questions as to these requirements and all Township laws should be referred to an attorney; and

WHEREAS, the Acme Township Board of Trustees has reviewed and approves of the proposed Rules of Procedure attached hereto.

NOW THEREFORE BE IT HEREBY RESOLVED, that the Acme Township Board of Trustees hereby approves and adopts the Rules and Procedures attached hereto..

\_\_\_\_\_  
Jay Zollinger, Acme Township Supervisor  
March 3, 2015

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Cathy Dye, Acme Township Clerk  
March 3, 2015