



**ACME TOWNSHIP SPECIAL BOARD MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**Thursday, July 22, 2014, 7:00 p.m.**

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

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

**A. LIMITED PUBLIC COMMENT:**

B.Kelley, 4893 Ridge Crest, thanked Dye for getting the information together on ethics and procedures. He expressed concerns about the special meetings, timely postings on our website and written public comments (Copy attached to minutes)

M. Timmins, 4261 Bartlett Rd, also a Planning Commissioner, stated that at the July 14, 2014, PC meeting she was appointed to attend a meeting with DEQ regarding Fracking regulations. DEQ is considering changing regulations on oil and gas operations. Timmins asked the Board for permission to attend and any concerns or issues the Board would like her to address. Discussion followed.

**Motion by Scott to have Timmins ask for an extension of 30-60 days so that she may gather more data to present. Seconded by Aukerman. Motion carried by a roll call vote of 6 in favor (Aukerman, Dye, Jenema, LaPointe, Scott) and 1 opposing (White)**

**APPROVAL OF AGENDA:**

**Motion by Scott, seconded by LaPointe to approve the agenda as presented. Motion carried by unanimous roll call 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. ACTION – Consider approval:**

**1. Accounts Payable Prepaid \$1,803.40 and Current \$32,347.48 to be approved (Recommend approval: Cathy Dye, Clerk)**

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

**E. OLD BUSINESS:**

**1. Approval of Resolution to loan to Farmland to close farmland deal**

Bourdages from the Grand Traverse Regional Land Conservancy (GTRLC) stated that GTRLC has a grant from the Clean Michigan Initiative program of the Michigan Dept of Environmental Quality (MDEQ). Permission has been granted to use the remainder for the Sayler PDR project. The total amount of grant funds remaining and approved for Sayler is approximately \$161,000. The remainder of the Sayler project will be funded by a grant from American Farmland Trust for \$55,000 and the rest from Acme Township. The Clean Michigan Initiative program grant requires that we retain \$10,000 of the grant total until the final report is accepted by the MDEQ, typically between 60 and 90 days after closing. The GTRLC is requesting that Acme Township cover that \$10,000 at the Sayler closing, with reimbursement of funds as soon as GTRLC

## **FINAL MINUTES**

receives its final reimbursement between 60 and 90 days after closing.

**Motion by LaPointe, seconded by Scott to approve Resolution R # 2014-25 as presented. Motion carried by unanimous roll call vote.**

- 2. Approval Signature on Lautner Road agreement with Grand Traverse County Road Commission**  
Zollinger said that Lautner Road is under the jurisdiction of the Road Commission and the township is requesting improvements from approximately M-72 to Bunker Hill. The funding for this project will come from the Grand Traverse Band of Ottawa and Chippewa Indians. Zollinger is seeking permission from the Board to sign the agreement.

**Motion by LaPointe, seconded by Scott to allow Zollinger to sign the agreement with GTRC for road improvements to Lautner Road. Motion carried by unanimous vote.**

- 3. Ethics and Procedures**

Dye presented a Resolution for Code of Ethics for Acme Township. LaPointe and Scott were in agreement that this document had to do more with the offices of Treasury, Clerk and Supervisor. Scott pointed out two corrections in items # 9 under "A" section, Acme was misspelled and the wording "Peninsula" should be replaced with Acme. Discussion followed with additional corrections made.

**Motion by LaPointe, seconded by Scott to approve Resolution R # 2014-26 Acme Township Code of Ethics with the corrections noted. Motion carried by unanimous vote.**

#### **Rules of Procedures Draft**

Dye said we will skip the second meeting notes for now and go page by page in the document. Discussion followed.

**Recess from 8:35 p.m. – 8:40 p.m.**

**Resumed the meeting at 8:40 p.m.**

**Motion by Scott, seconded by LaPointe to continue meeting until 9:00 p.m. Motion carried by unanimous vote.**

Discussion continued until adjournment. This item will carry over to the August meeting.

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

**ADJOURN AT 9:00 pm**



**ACME TOWNSHIP SPECIAL BOARD MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**Tuesday, July 22, 2014, 6:30 p.m.**

**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.

**1. ACTION – Consider approval:**

- a) Accounts Payable Prepaid of \$1,803.40 and Current to be approved of \$32,347.48**  
**(Recommend approval: Cathy Dye, Clerk)**

**E. OLD BUSINESS:**

- 1. Approval of resolution/ Loan to close Farmland deal –Jenema/Zollinger**
- 2. Approval Signature on Lautner Road agreement with GTCRC-Zollinger**
- 3. Ethics and procedures-Dye**

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

**ADJOURN**

Check Register Report

PREPAID BILLS

Date: 07/17/2014

Time: 2:28 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>							
22668	07/16/2014	Printed		0000000300	ACE HARDWARE	SUPPLIES	121.90
22669	07/16/2014	Printed		00002880	CHASE USA	SUPPLIES	288.52
22670	07/16/2014	Printed		0000003300	CONSUMERS ENERGY	STREET LIGHTS	560.28
22671	07/16/2014	Printed		4416	NEOFUNDS BY NEOPOST	POSTAGE	400.00
22672	07/16/2014	Printed		0000017150	PETTY CASH	MONEY ORDER/POSTAGE	163.73
22673	07/16/2014	Printed		0000020450	SHELL OIL COMPANY	GAS	268.97
<b>Total Checks: 6</b>						<b>Checks Total (excluding void checks):</b>	<b>1,803.40</b>
<b>Total Payments: 6</b>						<b>Bank Total (excluding void checks):</b>	<b>1,803.40</b>
<b>Total Payments: 6</b>						<b>Grand Total (excluding void checks):</b>	<b>1,803.40</b>

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

TO BE APPROVED

Date: 07/17/2014

Time: 4:10 pm

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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
13682	ACME TOWNSHIP P O BOX 434	06/30/2014 07/23/2014		TRUST N	T.C. BULL DOGS/T.C RECORD EA	85.25
0000000360	ACME MI 49610 <Emailing Stub Disabled>	07/17/2014 07/17/2014 07/17/2014	0.00	N N N	N 0	0.00 0.00 85.25
			DEPOSIT gl#101-000610.00			

GL Number	Account Name	Pay Amount	Relieve Amount
701-400-282.054	TRAVERSE CITY BULL DOGS ATHLE	85.25	0.00
Distribution Total		85.25	0.00

Vendor Total: 85.25

13639	BAIRD, COTTER & BISHOP, P.C. 134 WEST HARRIS STREET	06/30/2014 07/23/2014		CHASE N	INTERNAL ACCOUNTANT	890.00
BAIRD	CADILLAC, MI 49601 <Emailing Stub Disabled>	06/24/2014 06/24/2014 06/24/2014	0.00	N N N	N 0	0.00 0.00 890.00
			22682			

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-801.001	INTERNAL ACCOUNTANT	890.00	0.00
Distribution Total		890.00	0.00

Vendor Total: 890.00

13632	BECKETT & RAEDER 535 WEST WILLIAM, SUITE 101	06/30/2014 07/23/2014		TRUST N	PROFESSIONAL SERVICES	1,260.00
0000001660	ANN ARBOR MI 48103 <Emailing Stub Disabled>	02/01/2014 02/01/2014 02/01/2014	0.00	N N N	N 0	0.00 0.00 1,260.00
			2014-0738			

GL Number	Account Name	Pay Amount	Relieve Amount
701-400-282.058	5980 US 31 N, SPEEDWAY	1,260.00	0.00
Distribution Total		1,260.00	0.00

13633	BECKETT & RAEDER 535 WEST WILLIAM, SUITE 101	06/30/2014 07/23/2014		TRUST N	PLANNING SERVICES	1,257.00
0000001660	ANN ARBOR MI 48103 <Emailing Stub Disabled>	02/01/2014 02/01/2014 02/01/2014	0.00	N N N	N 0	0.00 0.00 1,257.00
			2014-0737..2014-0911			

GL Number	Account Name	Pay Amount	Relieve Amount
701-400-282.060	GREAT LAKES TRIM	1,047.00	0.00
701-400-282.060	GREAT LAKES TRIM	210.00	0.00
Distribution Total		1,257.00	0.00

13634	BECKETT & RAEDER 535 WEST WILLIAM, SUITE 101	06/30/2014 07/23/2014		CHASE N	PLANNING SERVICES	700.00
0000001660	ANN ARBOR MI 48103 <Emailing Stub Disabled>	06/01/2014 06/01/2014 06/01/2014	0.00	N N N	N 0	0.00 0.00 700.00
			2014-1125			

GL Number	Account Name	Pay Amount	Relieve Amount
101-410-803.001	PLANNING CONSULTANT	700.00	0.00
Distribution Total		700.00	0.00

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

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Acme Township

Ref. No.	Vendor Name	Post Date	PO Number	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Req. No.	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Disc. %	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Invoice No.	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date				
	BECKETT & RAEDER	06/30/2014		CHASE	PROFESSIONAL SERVICES	
	535 WEST WILLIAM, SUITE 101	07/23/2014		N		445.00
13635	ANN ARBOR	06/01/2014		N	N	0.00
0000001660	MI 48103	06/01/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	06/01/2014	2014-1190			445.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-410-803.001	PLANNING CONSULTANT	445.00	0.00
Distribution Total		445.00	0.00

Ref. No.	Vendor Name	Post Date	PO Number	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Req. No.	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Disc. %	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Invoice No.	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date				
	BECKETT & RAEDER	07/01/2014		CHASE	PROFESSIONAL SERVICES	
	535 WEST WILLIAM, SUITE 101	07/23/2014		N		750.00
13636	ANN ARBOR	06/01/2014		N	N	0.00
0000001660	MI 48103	06/01/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	06/01/2014	2014-1115			750.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-410-803.001	PLANNING CONSULTANT	750.00	0.00
Distribution Total		750.00	0.00

Ref. No.	Vendor Name	Post Date	PO Number	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Req. No.	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Disc. %	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Invoice No.	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date				
	BECKETT & RAEDER	06/30/2014		TRUST	PROFESSIONAL SERVICES	
	535 WEST WILLIAM, SUITE 101	07/23/2014		N		420.00
13637	ANN ARBOR	06/01/2014		N	N	0.00
0000001660	MI 48103	06/01/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	06/01/2014	2014-1107			420.00

GL Number	Account Name	Pay Amount	Relieve Amount
701-400-282.901	VGT PHASE 1 SITE PLAN/SUP	420.00	0.00
Distribution Total		420.00	0.00

Ref. No.	Vendor Name	Post Date	PO Number	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Req. No.	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Disc. %	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Invoice No.	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date				
	BECKETT & RAEDER	06/30/2014		TRUST	PROFESSIONAL SERVICES	
	535 WEST WILLIAM, SUITE 101	07/23/2014		N		2,810.00
13638	ANN ARBOR	06/30/2014		N	N	0.00
0000001660	MI 48103	06/30/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	06/30/2014	2014-1111..2014-0974..2014			2,810.00

GL Number	Account Name	Pay Amount	Relieve Amount
701-400-282.062	M-72, TRACTOR SUPPLY CO.	2,810.00	0.00
Distribution Total		2,810.00	0.00

Vendor Total: 7,642.00

Ref. No.	Vendor Name	Post Date	PO Number	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Req. No.	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Disc. %	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Invoice No.	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date				
	CATHY DYE	06/30/2014		CHASE	MILEAGE/TRAVEL	
		07/23/2014		N		92.05
13672		07/16/2014		N	N	0.00
DYE		07/16/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	07/16/2014				92.05

GL Number	Account Name	Pay Amount	Relieve Amount
101-215-860.000	TRAVEL & MILEAGE	92.05	0.00
Distribution Total		92.05	0.00

Vendor Total: 92.05

Ref. No.	Vendor Name	Post Date	PO Number	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Req. No.	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Disc. %	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Invoice No.	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date				
	CINTAS CORP #729	07/07/2014		CHASE	RUGS	
	P.O BOX 630910	07/23/2014		N		41.29
13655	CINCINNATI	07/07/2014		N	N	0.00
0000002990	OH 45263-0910	07/07/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	07/07/2014	729670447			41.29

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

TO BE APPROVED

Date: 07/17/2014

Time: 4:10 pm

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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

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-930.000	REPAIRS & MAINT	41.29	0.00
Distribution Total		41.29	0.00

Vendor Total: 41.29

13640	EAST BAY TOWNSHIP 1965 THREE MILE ROAD TRAVERSE CITY MI 49684 <Emailing Stub Disabled>	06/30/2014 07/23/2014 06/30/2014 06/30/2014 06/30/2014	0.00	CHASE N N N	CLERK TRAVEL EXPENSE     	16.00 0.00 0.00 16.00
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GL Number	Account Name	Pay Amount	Relieve Amount
101-215-860.000	TRAVEL & MILEAGE	16.00	0.00
Distribution Total		16.00	0.00

Vendor Total: 16.00

13684	GINOP SALES 9040 M 72 EAST WILLIAMSBURG MI 49690 <Emailing Stub Disabled>	06/30/2014 07/23/2014 06/30/2014 06/30/2014 06/30/2014	0.00	CHASE N N N	SUPPLIES & PARTS     	115.68 0.00 0.00 115.68
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GL Number	Account Name	Pay Amount	Relieve Amount
101-750-930.000	REPAIRS & MAINT	115.68	0.00
Distribution Total		115.68	0.00

Vendor Total: 115.68

13642	GOSLING CZUBAK ENGR 1280 BUSINESS PARK DRIVE TRAVERSE CITY MI 49686 <Emailing Stub Disabled>	06/30/2014 07/23/2014 06/23/2014 06/23/2014 06/23/2014	0.00 70907	CHASE N N N	ENGINEERING SERVICES     	625.00 0.00 0.00 625.00
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GL Number	Account Name	Pay Amount	Relieve Amount
101-101-803.003	ENGINEERING SERVICES	625.00	0.00
Distribution Total		625.00	0.00

Vendor Total: 625.00

13643	GRAND TRAVERSE METRO ESA 897 PARSONS ROAD TRAVERSE CITY MI 49686 <Emailing Stub Disabled>	06/24/2014 07/23/2014 06/24/2014 06/24/2014 06/24/2014	0.00 731	CHASE N N N	EMS STAFFING JUNE 2014     	6,314.17 0.00 0.00 6,314.17
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GL Number	Account Name	Pay Amount	Relieve Amount
206-000-802.004	CONTRACTED EMPLOYEE SERVICES	6,314.17	0.00
Distribution Total		6,314.17	0.00

Vendor Total: 6,314.17

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

TO BE APPROVED

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Acme Township

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	GREATAMERICA FINANCIAL SVC:	07/01/2014	CHASE	COMPUTER RENTAL	
	P.O. BOX 660831	07/23/2014	N		381.15
13656	DALLAS	07/01/2014	N	N	0.00
GREAT	TX 75266-0831	07/01/2014	0.00	N	0
	<Emailing Stub Disabled>	07/01/2014	15533926		0.00
					<u>381.15</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-804.000	SOFTWARE SUPPORT & PROCESSING	381.15	0.00
Distribution Total		381.15	0.00

Vendor Total: 381.15

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.		
	INTEGRITY BUSINESS SOLUTION	06/20/2014	CHASE	OFFICE SUPPLIES	
	1302 INDUSTRY B	07/23/2014	N		190.51
13644	TRAVERSE CITY	06/20/2014	N	N	0.00
0000010300	MI 49696	06/20/2014	0.00	N	0
	<Emailing Stub Disabled>	06/20/2014	1065895-0..1068685-0		0.00
					<u>190.51</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-253-726.000	SUPPLIES & POSTAGE	61.49	0.00
101-265-726.000	SUPPLIES & POSTAGE	39.37	0.00
101-253-726.000	SUPPLIES & POSTAGE	57.68	0.00
101-265-726.000	SUPPLIES & POSTAGE	31.97	0.00
Distribution Total		190.51	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.		
	INTEGRITY BUSINESS SOLUTION	07/15/2014	CHASE	OFFICE SUPPLIES	
	1302 INDUSTRY B	07/23/2014	N		58.89
13678	TRAVERSE CITY	07/15/2014	N	N	0.00
0000010300	MI 49696	07/15/2014	0.00	N	0
	<Emailing Stub Disabled>	07/15/2014			0.00
					<u>58.89</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-215-726.000	SUPPLIES & POSTAGE	15.96	0.00
101-265-726.000	SUPPLIES & POSTAGE	42.93	0.00
Distribution Total		58.89	0.00

Vendor Total: 249.40

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.		
	JASON BOSTWICK	06/30/2014	CHASE	BURIALS	
	3575 VETERANS DRIVE	07/23/2014	N		500.00
13683	TRAVERSE CITY	07/17/2014	N	N	0.00
BOSTWICK	MI 49684	07/17/2014	0.00	N	0
	<Emailing Stub Disabled>	07/17/2014			0.00
					<u>500.00</u>

GL Number	Account Name	Pay Amount	Relieve Amount
209-000-802.004	CONTRACTED EMPLOYEE SERVICES	500.00	0.00
Distribution Total		500.00	0.00

Vendor Total: 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.		
	KC1	07/03/2014	CHASE	SUMMER 2014 TAX BILL MAILING	
	3901 E. PARIS SE	07/23/2014	N		822.68
13654	GRAND RAPIDS	07/03/2014	N	N	0.00
0000011105	MI 49512	07/03/2014	0.00	N	0
	<Emailing Stub Disabled>	07/03/2014	237425		0.00
					<u>822.68</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-253-726.000	SUPPLIES & POSTAGE	822.68	0.00



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

TO BE APPROVED

Date: 07/17/2014

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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. %	Hand Check Number/Date	Discount
	Email Address	Inv. Date	Invoice No.		Net Amount

Distribution Total					822.68	0.00
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Vendor Total: 822.68

13676	KENNETH MAY	07/17/2014	CHASE	PARK RENTAL REFUND		
	4619 BROOK VIEW DR	07/23/2014	N			25.00
MAY	WILLIAMSBURG	07/17/2014	N	N		0.00
	MI 49690	07/17/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	07/17/2014				25.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-000-667.000	RENT-PARKS	25.00	0.00
Distribution Total		25.00	0.00

Vendor Total: 25.00

13651	KOPY SALES INC.	06/30/2014	CHASE	COPY MACHINE		
	821 ROBINWOOD COURT	07/23/2014	N			236.36
0000011800	TRAVERSE CITY	06/30/2014	N	N		0.00
	MI 49686	06/30/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	06/30/2014	JULY INV 92391.	92392		236.36

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-930.000	REPAIRS & MAINT	236.36	0.00
Distribution Total		236.36	0.00

Vendor Total: 236.36

13674	LARK LAWN AND GARDEN	07/16/2014	CHASE	SUPPLIES		
	4037 NORTON ROAD	07/23/2014	N			27.92
0000012650	GRAWN	07/16/2014	N	N		0.00
	MI 49637-9747	07/16/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	07/16/2014				27.92

GL Number	Account Name	Pay Amount	Relieve Amount
101-750-930.000	REPAIRS & MAINT	27.92	0.00
Distribution Total		27.92	0.00

Vendor Total: 27.92

13677	LASER PRINTER TECHNOLOGIES	07/03/2014	CHASE	TONER		
	1379 TRADE CENTRE DRIVE	07/23/2014	N			110.00
0000012660	TRAVERSE CITY	07/03/2014	N	N		0.00
	MI 49686	07/03/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	07/03/2014	158553			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

13675	LEONARDO'S TREE SERVICE, INC	06/30/2014	CHASE	TREE SERVICE		
	P O BOX 1915	07/23/2014	N			1,200.00
0000012680	TRAVERSE CITY	07/16/2014	N	N		0.00
	MI 49685-1915	07/16/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	07/16/2014	02-762			1,200.00

GL Number	Account Name	Pay Amount	Relieve Amount
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**Edit List of Invoices - Detail w/GL**

TO BE APPROVED

Date: 07/17/2014

Time: 4:10 pm

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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	
	101-750-930.000	REPAIRS & MAINT			1,200.00	0.00
	Distribution Total				1,200.00	0.00

Vendor Total: 1,200.00

13679	OLSON,BZDOK&HOWARD,P.C	06/30/2014	CHASE	ATTORNEY		
	420 EAST FRONT ST.	07/23/2014	N			3,572.64
0000016245	TRAVERSE CITY	07/15/2014	N	N		0.00
	MI 49686	07/15/2014	0.00	Y	0	0.00
	<Emailing Stub Disabled>	07/15/2014				3,572.64

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-802.002	ATTORNEY SERVICES	2,145.42	0.00
101-410-802.002	ATTORNEY SERVICES	253.52	0.00
101-101-802.001	ATTORNEY SERVICES LITIGATION	918.70	0.00
101-410-803.000	PLANNER SERVICES	150.00	0.00
101-209-803.004	ASSESSOR'S EVALUATION SERVICES	45.00	0.00
101-101-802.001	ATTORNEY SERVICES LITIGATION	60.00	0.00
Distribution Total		3,572.64	0.00

13680	OLSON,BZDOK&HOWARD,P.C	06/30/2014	FARM	ATTORNEY		
	420 EAST FRONT ST.	07/23/2014	N			1,356.06
0000016245	TRAVERSE CITY	07/15/2014	N	N		0.00
	MI 49686	07/15/2014	0.00	Y	0	0.00
	<Emailing Stub Disabled>	07/15/2014	5385-71 . 5385-00			1,356.06

GL Number	Account Name	Pay Amount	Relieve Amount
225-000-802.002	ATTORNEY SERVICES	351.06	0.00
225-000-802.002	ATTORNEY SERVICES	1,005.00	0.00
Distribution Total		1,356.06	0.00

13681	OLSON,BZDOK&HOWARD,P.C	06/30/2014	TRUST	ATTORNEY		
	420 EAST FRONT ST.	07/23/2014	N			195.00
0000016245	TRAVERSE CITY	07/15/2014	N	N		0.00
	MI 49686	07/15/2014	0.00	Y	0	0.00
	<Emailing Stub Disabled>	07/15/2014				195.00

GL Number	Account Name	Pay Amount	Relieve Amount
701-400-282.901	VGT PHASE 1 SITE PLAN/SUP	60.00	0.00
701-400-282.062	M-72, TRACTOR SUPPLY CO.	135.00	0.00
Distribution Total		195.00	0.00

Vendor Total: 5,123.70

13645	PERFECT FENCE COMPANY	06/26/2014	CHASE	CEMETERY FENCE		
	4156 M-37 SOUTH	07/23/2014	N			2,853.00
0000017100	GRAWN	06/26/2014	N	N		0.00
	MI 49637	06/26/2014	0.00	N	0	0.00
	<Emailing Stub Disabled>	06/26/2014	12773			2,853.00

GL Number	Account Name	Pay Amount	Relieve Amount
209-000-930.000	REPAIRS & MAINT	2,853.00	0.00
Distribution Total		2,853.00	0.00

Vendor Total: 2,853.00

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

TO BE APPROVED

Date: 07/17/2014

Time: 4:10 pm

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Acme Township

Ref. No.	Vendor Name Vendor Address City	Post Date Pay. Date Disc. Date	PO Number Req. No.	Bank Hold? Sep. Ck.?	Invoice Description Line 2 Invoice Description Line 2 Use Description 1 On Check	Gross Amount Taxes Withheld
Vendor No.	State/Province Zip/Postal Email Address	Due Date Inv. Date	Disc. % Invoice No.	1099?	Hand Check Number/Date	Discount Net Amount
13652	TRAVERSE CITY BUSINESS NEW P.O. BOX 1810 TRAVERSE CITY	07/07/2014 07/23/2014 07/07/2014		CHASE N N	SUBSCRIPTION	35.00 0.00
0000021080	MI 49685-1810 <Emailing Stub Disabled>	07/07/2014 07/07/2014	0.00 #7242395	N 0		0.00 35.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-960.000	dues subscriptions	35.00	0.00
Distribution Total		35.00	0.00

Vendor Total: 35.00

Ref. No.	Vendor Name Vendor Address City	Post Date Pay. Date Disc. Date	PO Number Req. No.	Bank Hold? Sep. Ck.?	Invoice Description Line 2 Invoice Description Line 2 Use Description 1 On Check	Gross Amount Taxes Withheld
Vendor No.	State/Province Zip/Postal Email Address	Due Date Inv. Date	Disc. % Invoice No.	1099?	Hand Check Number/Date	Discount Net Amount
13646	TYLER TECHNOLOGIES,INC PO BOX 203556 DALLAS	07/01/2014 07/23/2014 07/01/2014		CHASE N N	ANNUAL 2015	2,728.83 0.00
0000006700	TX 75320-3556 <Emailing Stub Disabled>	07/01/2014 07/01/2014	0.00 025-98385	N 0		0.00 2,728.83

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-804.000	SOFTWARE SUPPORT & PROCESSING	2,728.83	0.00
Distribution Total		2,728.83	0.00

Ref. No.	Vendor Name Vendor Address City	Post Date Pay. Date Disc. Date	PO Number Req. No.	Bank Hold? Sep. Ck.?	Invoice Description Line 2 Invoice Description Line 2 Use Description 1 On Check	Gross Amount Taxes Withheld
Vendor No.	State/Province Zip/Postal Email Address	Due Date Inv. Date	Disc. % Invoice No.	1099?	Hand Check Number/Date	Discount Net Amount
13647	TYLER TECHNOLOGIES,INC PO BOX 203556 DALLAS	06/13/2014 07/23/2014 06/13/2014		CHASE N N	PERVASIVE/ NEW COMPUTER	1,144.00 0.00
0000006700	TX 75320-3556 <Emailing Stub Disabled>	06/13/2014 06/13/2014	0.00	N 0		0.00 1,144.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-970-975.000	TWNHALL CAPITAL IMPROVE	1,144.00	0.00
Distribution Total		1,144.00	0.00

Vendor Total: 3,872.83

Ref. No.	Vendor Name Vendor Address City	Post Date Pay. Date Disc. Date	PO Number Req. No.	Bank Hold? Sep. Ck.?	Invoice Description Line 2 Invoice Description Line 2 Use Description 1 On Check	Gross Amount Taxes Withheld
Vendor No.	State/Province Zip/Postal Email Address	Due Date Inv. Date	Disc. % Invoice No.	1099?	Hand Check Number/Date	Discount Net Amount
13673	WYANT COMPUTER SERVICES 415 MUNSON AVE TRAVERSE CITY	07/02/2014 07/23/2014 07/02/2014		CHASE N N	COMPUTER AGREEMENT	1,089.00 0.00
WYANT	MI 49686 <Emailing Stub Disabled>	07/02/2014 07/02/2014	0.00 MS15779	N 0		0.00 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

Grand Total: 32,347.48  
 Less Credit Memos: 0.00  
 Net Total: 32,347.48  
 Less Hand Check Total: 0.00  
 Outstanding Invoice Total: 32,347.48

Total Invoices: 33

**RESOLUTION OF THE ACME TOWNSHIP BOARD OF TRUSTEES**  
**RESOLUTION #R-2014-**  
***Resolution to loan Money from General Fund Balance to Farmland Fund***  
***7/22/2014***

At a Special meeting of the Acme Township Board of Trustees, held on 7/22/2014 the Acme Township Board of Trustees, on a motion made by, \_\_\_\_\_ and seconded by \_\_\_\_\_ passed the following resolution:

Whereas, Acme Township supports Farmland perseveration with tax millages received and uses this money to match grants from various resources and matching funds to purchase PDR rights with the assistance from the Grand Traverse Regional Land Conservancy ("GTRLC");

Whereas, a Clean MI Initiative Program ("CMI") grant will be one of the grants used to purchase the Sayler Farm development rights;

Whereas, the CMI grant withholds 10% of the grant at closing and then provides the remaining 10% upon completion and acceptance of the deal which normally takes 60 to 90 days after closing;

Whereas, Acme Township has the funds in the General Fund Reserves (101.Septage Plant Funds) to cover the 10% which will be in the amount of \$10,000;

Whereas, Acme Township will be reimbursed the entire \$10,000 when GTRLC is reimbursed by through the CMI grant process;

Now therefore be it resolved that:

1. Acme Township will move \$10,000 to the Acme Farmland Perseveration Fund (224.000.698.000) from the Acme General Fund Reserves (101.Septage Plant Funds);
2. Acme Township will contribute the \$10,000 at closing on the Sayler Farm development rights purchase;
3. GTRLC will present the \$10,000 back to Acme Township after completion of the proper forms to the MDEQ and GTRLC's subsequent receipt of the final 10% of CMI grant funds;
4. Acme Township will then deposit the \$10,000 back in the General Fund Reserves in 101.Septage Plant Funds

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

## IMPROVEMENT AGREEMENT

### LAUTNER ROAD

This Agreement is dated this \_\_\_\_ day of \_\_\_\_\_, 2014, by and between the Grand Traverse County Road Commission, a quasi-municipal corporation, of 1881 LaFranier Road, Traverse City, Michigan, (the "Road Commission"), and Acme Township, a Michigan municipal corporation, of \_\_\_\_\_ (the "Township").

WHEREAS, Lautner Road is a road under the jurisdiction of the Road Commission and located within the Township; and

WHEREAS, the Township desires that Lautner Road be improved from approximately M-72 to Bunker Hill, which improvement includes necessary engineering, design, property acquisition, and construction costs (the "Project"); and

WHEREAS, neither the Township nor the Road Commission have sufficient funding to undertake the Project; and

WHEREAS, funding in the amount of \$1,266,000.00 is available for the Project (the "Funds") through the Indian Reservation Roads ("IRR") Program and the parties desire that the Road Commission obtain the Funds from the IRR Program for the Project; and

WHEREAS, the Road Commission has approved a Memorandum of Agreement with the Grand Traverse Band of Ottawa and Chippewa Indians (the "Tribe") for the Funds; and

WHEREAS, this Agreement is authorized by MCL 124.1 *et seq.*, MCL 41.721 *et seq.*; and

NOW THEREFORE, the parties in consideration of \$1.00, receipt of which is hereby acknowledged, and the mutual benefits and promises set forth herein, the parties agree as follows:

1. Reconstruction of Lautner Road. In the event that the Memorandum of Agreement is approved by the Tribe and the Funds are obligated under the terms of the Memorandum of Agreement for the Project, the Road Commission will perform the Project with the Funds available under the Memorandum of Agreement according to the terms and conditions of the Memorandum of Agreement.

- a. All engineering with respect to the Project shall be performed by the Road Commission or under the supervision and subject to the approval of the Road Commission.

- b. All construction, including the awarding of contracts for construction, in connection with the Project shall performed by the Road Commission.

2. Conditions Precedent to Road Commission's Obligation . The obligation of the Road Commission to perform the Project or any portion thereof is subject to the following conditions precedent, which must be satisfied:

- a. The Tribe has approved the Memorandum of Agreement and the Funds have been obligated to the Project.
- b. No action, suit, proceeding or investigation shall be pending before any court, public board or body to which the Road Commission or the Township is a party, or threatened against the Road Commission or the Township contesting the validity or binding effect of this Agreement or the validity of the Memorandum of Agreement, which could result in an adverse decision which would have one or more of the following effects:
  - 1. A material adverse effect upon the ability of the Road Commission to receive the Funds under the Memorandum of Agreement to pay for the Project or any portion thereof.
  - 2. A material adverse effect on the Road Commission's ability to comply with the obligations and terms of this Agreement or the Memorandum of Agreement.
- c. Funds are available to the Road Commission under the Memorandum of Agreement to fund the Project or any portion thereof.
- d. There has been no change in statutes or other law which would have one or more of the effects described in b. above.
- e. All necessary easements have been secured for the Project.
- f. Proper approvals for the Project have been secured.
- g. The Road Commission has received the consent of any affected utility for relocation, burial or any other activity necessary to construct the Project.
- h. The total Project cost does not exceed the amount of Funds available under the Memorandum of Agreement.
- i. The Memorandum of Agreement remains in full force and effect.

In the event that any of the above conditions are not satisfied, the Road Commission will not be obligated to perform the Project or any portion thereof and this Agreement shall be terminated.

3. Not a Joint Venture. The parties do not intend this Agreement to be a joint venture.
4. Third Party Beneficiaries. This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.
5. Termination. This Agreement shall terminate upon completion of the Project or as set forth in paragraph 2. Upon termination, neither party shall have any further rights or obligations under this Agreement.
6. Execution in Counterparts. This Contract may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.
7. Entire Agreement. This Agreement, together with all items incorporated herein by reference, constitutes the entire Agreement of the parties and there are no valid promises, conditions or understandings which are not contained herein.

GRAND TRAVERSE COUNTY ROAD  
COMMISSION

Dated:

\_\_\_\_\_  
Marc McKellar, Chairperson

\_\_\_\_\_  
Debra J.M. Hunt, Clerk

Approved as to Substance:

Approved as to Form:

\_\_\_\_\_  
Jim Cook, Road Commission Manager

\_\_\_\_\_  
Karrie A. Zeits, Road Commission Attorney

ACME TOWNSHIP

Dated:

\_\_\_\_\_  
, Supervisor

\_\_\_\_\_  
, Clerk

# ACME TOWNSHIP BOARD

## RULES OF PROCEDURE **DRAFT**

### 1.0 AUTHORITY

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.

### 2.0 MEETINGS

#### 2.1 Regular Meetings\*\*\*\*QUESTION SECOND MEETING

The township board shall meet on the 1st Tuesday each month in regular session, except as otherwise provided by the township board. At its first meeting in each fiscal year, the board shall establish its schedule of regular meetings for the balance of the year. If any regularly scheduled meeting falls on a legal holiday, the regular meeting shall be held on a date determined by the township board that is not a legal holiday.

#### 2.2 Special Meetings

The township board shall meet in special session at the call of the supervisor or upon written request of a majority of the entire township board members filed with the township clerk. No less than 18 hours before the scheduled special meeting, the township clerk, or his/her designate, shall provide each member of the board a notice of the special meeting, specifying the date, time, place, and purpose of the special meeting. With written consent of a member of the board, that member's notice may be made by email. In the absence of such written consent, notice shall be given personally to each member of the board, left at the member's usual place of residence, or otherwise delivered as authorized by law.

#### 2.3 Emergency Meetings

Emergency meetings of the township board may be held only in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members of the board elected and serving decide that delay would be detrimental to efforts to lessen or respond to the threat.

#### 2.4 Place of Meetings

Meetings of the township board shall be held in the township hall or township office building, as determined by the township board, unless public notice of the meeting states a different location. Whenever the regular meeting place of the board shall appear inadequate for members of the public to attend, the supervisor may change the meeting location to a larger facility in the township, or surrounding area. A notice of such change shall be prominently posted on the door of the regular meeting place. The clerk shall also give notice of the change in the meeting place in a newspaper if time permits.



## **2.5 Time of Regular Meetings (QUESTION SECOND MEETING)**

The time of the regular meetings will be 7:00 p.m. on the 1<sup>st</sup> Tuesday and 1:00 p.m. on the 4<sup>th</sup> Monday and shall be stated in the regular schedule of meetings adopted under Rule 2.1, unless the township board by a vote of a majority of its entire membership specifies a different starting time. The township board shall not begin considering any matter on the agenda after 10:00 p.m. at the 2<sup>nd</sup> Tuesday meeting and after 5:00 p.m. at the 4<sup>th</sup> Monday meeting, except by unanimous consent of the members present. Matters on the agenda which have not been considered shall be placed on the agenda of the next regular meeting, or on the agenda of a special meeting, if one is called.

## **2.6 Change in Schedule**

Change in the regular meeting schedule shall not be made except upon the approval of a majority of the entire township board. In the event the board shall meet and a quorum is not present, the board, with the approval of those present, may only adjourn the meeting to a later day and time provided that proper notice to members and the public is given.

## **3.0 PUBLIC NOTICE OF MEETINGS**

The township clerk, or his/her designee, shall provide the proper notice for all meetings of the township board. All such notices shall comply with the Michigan Open Meetings Act and shall be posted in a conspicuous location at the township office building visible from the outdoors and include, but not necessarily be limited to, the following:

### **3.1 Regular Meetings**

A notice shall be posted on the township website within ten (10) days after the first meeting of the township board in each calendar year indicating the date, time, and place of the board's regularly scheduled meetings.

### **3.2 Schedule Change**

Whenever the township board changes its regular schedule of meetings, a notice of the change in the regular meeting schedule shall be posted within three (3) days following the meeting in which the change was made.

### **3.3 Special and Emergency Meetings**

If a special meeting of the township board is scheduled under Rule 2.2 or an emergency meeting of the township board is scheduled under Rule 2.3, then notice of such meeting shall be posted immediately. With written consent of a member of the board, that member's notice may be made by email. In the absence of such written consent, notice shall be given personally to each member of the board, left at the member's usual place of residence, or otherwise delivered as authorized by law. No meeting, except emergency meetings, shall be held until notice of the meeting has been posted at least eighteen (18) hours in advance of the meeting.

### **3.4 Notification to Media and Others**

The township clerk, or his/her designee, shall notify, without charge, any newspaper or radio or television station of the township board's meeting schedule, schedule changes, or special or emergency meetings whenever such newspaper or radio or television station has filed with the clerk a written request for such notice. The clerk, or his/her designee, shall also notify other individuals or organizations of regular meeting schedules, changes in the schedule, or special and emergency meetings, **but only upon their written request and agreement to pay the township for printing and postage expenses.** (QUESTION)

## **4.0 QUORUM AND ATTENDANCE**

### **4.1 Quorum**

A majority of members of the township board elected and serving (four members) shall constitute a quorum for the transaction of business of the board.

### **4.2 Attendance**

No member of the township board may absent himself or herself without first having notified the township supervisor of his or her intent to be absent from a scheduled meeting.

## **5.0 MEETING AGENDAS**

### **5.1 Agenda for Regular Meetings**

The township clerk, or his/her designee, shall prepare the agenda of business for all regular township board meetings. Any member of the township board, a board or commission created by the township board, a committee of the township board, or a member of the public desiring to place a matter on the agenda shall notify the clerk's office of such item by no later than 10:00 a.m. of the preceding Wednesday for the regular meeting of the month. Such items shall be placed on the agenda under Business or other agenda category as appropriate in the order they were received by the clerk's office. The township board reserves the right to alter the agenda, the order of items on the agenda, and remove items from the agenda by a majority vote of the members present at the meeting. In addition, the township board reserves the right to consider an item at a regular meeting not received by the clerk's office by the applicable deadline upon the consent of a majority of the members present.

### **5.2 Agenda for Special and Emergency Meetings**

Whenever the township board is called into special session pursuant to Rule 2.2, the agenda shall be prepared by the township ~~clerk~~supervisor, or his/her designee, and shall be included in the notice of the meeting, and no other matter shall be considered except when all members are present. The agenda for emergency meetings pursuant to Rule 2.3 shall be prepared by the township ~~clerk~~supervisor, or his/her designee, and shall be provided along with the notice of the meeting to members of the township board, if time permits. At other times,

the supervisor, or presiding officer, shall declare the agenda upon the approval of a majority of the members present.

### **5.3 Distribution of Agenda and Materials**

Upon the completion of the agenda, the township clerk~~supervisor~~, or his/her designee, shall distribute copies of the agenda together with copies of reports, explanations, etc., which relate to the matters of business on the agenda. Members of the township board shall be entitled to receive such materials no later than noon on the Thursday preceding the first regular meeting date of the month.

### **5.4 Consent Agenda – Defined**

The consent agenda shall consist of those matters that the township board has determined to be “routine” and usually are matters about which the board commonly concurs. These matters include, but are not necessarily limited to, reports and announcements, correspondence, the approval of payroll and invoices for payment, the approval of minutes, the appointment of persons to township boards, commissions, and committees, the scheduling of public hearings, and other matters that the township board is required by statute or rule to approve.

### **5.5 Consent Agenda – Procedure**

The township clerk~~supervisor~~, or his/her designee, in preparing the meeting agenda, shall list those matters under the heading of “consent agenda” and include the associated materials with those distributed to the members in accordance with Rule 5.3. 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 putting 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 agenda any item on which he/she has questions or wishes further discussion. The supervisor, or presiding officer, shall then direct the clerk to remove such 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.

### **5.6 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. Approve/Revise Agenda
5. Conflict of Interest
6. Approve/ Revise Agenda
7. Approve Consent Agenda
8. Special Presentations/Discussions

9. Reports
10. Correspondence
11. Public Hearing
12. New/Old Business
13. Citizens Comments
14. Adjournment

## **6.0 CONDUCT OF MEETINGS (OTHER THAN ZONING PUBLIC HEARINGS)**

### **6.1 Chair**

Except as provided herein, the supervisor shall preside at all meetings of the township board. In the absence of the supervisor, the township clerk shall assume the duties of the chair. In the absence of both the supervisor and township clerk, the township treasurer shall assume the duties of the chair for the purpose of the board electing one of its members present to preside at the meeting.

### **6.2 Form of Address**

Members of the township board wishing to speak shall first obtain the approval of the supervisor, or presiding officer. Other persons at the meeting shall not speak unless recognized by the supervisor, or presiding officer.

### **6.3 Rules for Citizen Comments to the Township Board**

1. The public may only address the township board at the times designated on the agenda, unless otherwise recognized by the supervisor, or presiding officer.
2. Members of the public addressing the board shall take into consideration the rules of common courtesy.
3. Members of the public shall not use the public participation portions of the meeting to make personal attacks against members of the board or against other township officials or employees. If the intended comments constitute a complaint or charge brought against a member of the board or against another township official or employee alleging that the official or employee has violated a federal or state statute, or an ordinance, resolution, or policy of the township, the individual shall contact the township clerk under Rule 5.1 to request placement on the agenda. Any such complaint or charge shall be in writing and signed by the individual making the complaint of charge as required by Rule 15.2.
4. Members of the public wishing to speak shall first obtain the approval of the supervisor, or presiding officer, and each person who speaks shall address the entire board.
5. The persons addressing the board shall identify themselves for the minutes.
6. Each member of the public addressing the board may speak for three (3) minutes unless they contact the township clerk under Rule 5.1 to request placement on the agenda and specify the purpose of the presentation and

- length of time requested (maximum time allowed 15 minutes per speaker or group).
7. A member of the public who desires to submit a written statement shall give the statement to the township clerk prior to the commencement of the meeting or any comments. All written statements and documents presented to the board by an individual are considered public documents and shall be retained in the record of the meeting.
  8. The above provisions, however, shall in no way impair the right of the supervisor, or presiding officer, to control the meeting as presiding officer.

#### **6.4 Disorderly Conduct**

The supervisor, or presiding officer, shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the supervisor, or presiding officer, has determined whether the person is in order. If a person so engaged in a presentation is ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the township board. If the person continues to be disorderly and to disrupt the meeting, the supervisor, or presiding officer, may request the sheriff, a deputy sheriff, or other police officer to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting. The township board shall also have the right to adjourn the meeting if it is interrupted due to the disorderly conduct of any person.

### **7.0 RECORD OF MEETINGS**

#### **7.1 Minutes and Official Records**

The township clerk, or recording secretary, shall be responsible for taking the minutes of each meeting of the township board. The minutes shall include all the actions and decisions of the board with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover and seconder and the vote of the members. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted. The township clerk, however, shall be responsible for maintaining in his/her office the official minutes and records of the township board and copies of each resolution and ordinance or other matter acted upon by the board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

#### **7.2 Record of Discussion**

Except for zoning public hearings conducted under Rule 8.0 below which require that the minutes reflect a detailed summary of all comments made during the public hearing, the clerk or recording secretary shall not be responsible for maintaining a written record or summary of the discussion or comments of the members of the township board nor of the comments made by members of the public. The clerk or recording secretary, however, shall be responsible for

making an audio tape recording of each regular meeting of the board. Each such recording shall be maintained in the office of the clerk until the minutes are transcribed and formally approved by the board. Thereafter, the recording may be erased or destroyed, unless the recording is pertinent to any pending or reasonably anticipated legal proceeding.

### **7.3 Request for Remarks to Be Included**

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

### **7.4 Public Access to Meeting Records**

The township clerk shall make available to members of the public the records and minutes of the township board meetings in accordance with the Michigan Open Meetings Act and the Michigan Freedom of Information Act. Minutes of board meetings, prepared but not approved by the board, shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the board shall be available within five (5) business days of the meeting at which they were approved. Within twenty-one (21) days after a meeting of the township board, the township clerk shall publish in a newspaper of general circulation within the township either the entire minutes of the board meeting or a synopsis of the board meeting prepared by the township clerk and approved by the supervisor showing the substance of each separate decision of the board and the vote of each member on those decisions.

## **8.0 CONDUCT OF ZONING AND SPECIAL USE PERMIT PUBLIC HEARINGS.**

### **8.1 Public Hearing Procedure**

The procedure for a zoning public hearing of the township board shall be as follows:

1. The supervisor, or presiding officer, shall open the public hearing by announcing the matter to be heard and by summarizing the standards or other regulations of the zoning ordinance on which the township board's decision must be based.
2. When the township planning commission has made a recommendation to the township board concerning the zoning ordinance matter before the board, the township board shall pass a motion incorporating by reference into the township board record the prior planning commission minutes and all evidence and exhibits compiled by the planning commission concerning the zoning matter before the board.
3. Determination by the supervisor, or presiding officer, whether a time limitation will be imposed on members of the public wishing to address the township board during the public hearing.

4. Staff report, if applicable.
5. Compilation of list of any additional exhibits (not presented to the planning commission) to be considered by the township board when making its decision.
6. Presentation by the applicant or applicant's attorney or other agents.
7. Correspondence not previously presented to the planning commission and/or persons speaking in favor of the application.
8. Correspondence not previously presented to the planning commission and/or persons speaking in opposition to the application.
9. Rebuttal comments by the applicant or applicant's attorney or other agents.
10. Supervisor, or presiding officer, declares public hearing portion of the case closed.
11. The township board begins its deliberations on the case.
  - a. During deliberations the township board may solicit information from the applicant, applicant's attorney or other agents, or from members of the public. However, the solicitation of additional information shall not be construed as the reopening of the public hearing, unless so declared by the supervisor, or presiding officer. If the public hearing portion of the case is reopened, then the procedures for the original public hearing shall be followed.
  - b. During deliberations the township board shall also specify in writing the findings of fact on which it bases its decision or may adopt by reference the findings of fact made by the planning, either with or without modifications.
  - c. If during deliberations the township board determines that additional information is needed to make its decision, it may adjourn the case to a specific time, date, and place to receive that additional information. At the adjourned time, date, and place, the public hearing portion of the case shall be reopened, but only to receive the requested additional information and other information relevant to that issue.
12. At the conclusion of its deliberations, the township board shall adopt a motion documenting its decision.

## **8.2 Members of the Public**

Members of the public wishing to address the township board during a public hearing shall first be recognized by the supervisor, or presiding officer, and each person who speaks shall state his or her name and shall address the entire township board.

## **8.3 Limitation of Public Comments during Public Hearings**

Prior to opening a public hearing, the supervisor, or presiding officer, shall determine the number of individuals from the general public who may desire to address the township board during the public hearing. Based on this determination, the supervisor, or presiding officer, may establish a reasonable

time limitation for each member of the general public when addressing the township board during the public hearing. Members of the general public expressing a desire to address the township board may transfer their allotted time to another individual, who may act as a spokesperson for the group. Provided, however, the time limitations imposed under this section shall not be less than three minutes for an individual and not less than five minutes for a group. Provided further, the time limitations imposed pursuant to this section shall not apply to the applicant or the applicant's attorney or other agents, since the applicant has the burden of proof on the matter before the township board.

#### **8.4 Written Statements Submitted by the Public**

All written statements and documents presented during a public hearing which are intended to be included in the public hearing record should be given to the township clerk or designated recording secretary. All written statements and documents presented to the township board by an individual are considered public documents and shall be retained in the public record of the meeting.

#### **8.5 Disorderly Conduct at Meetings**

Individuals addressing the township board during a public hearing should take into consideration the rules of common courtesy. The comments by members of the public cannot be used to make personal attacks against members of the township board or township staff. The supervisor, or presiding officer, may call out of order any person who is being disorderly by speaking or otherwise disrupting the meeting, failing to be germane, speaking longer than the allotted time, yelling, shouting or speaking vulgarities. Such person shall thereupon be seated until the supervisor, or presiding officer, determines whether the person is in order. If a person is called out of order, he or she shall not be permitted to continue to speak at the same public hearing, except by a majority vote of the township board members present. If the person continues to be disorderly to the extent that the township board cannot continue to conduct the public hearing or its deliberations, the supervisor, or presiding officer, shall consider the person to be in breach of the peace and may request the assistance of a law enforcement officer to remove the person from the meeting. The township board shall have the right to adjourn the meeting if it is interrupted due to the disorderly conduct of any person. No person shall be removed from a public hearing, except for an actual breach of the peace committed at the hearing.

#### **8.6 Rehearings (Question Jocks)**

1. Except as provided in this subsection and the Acme Township Zoning Ordinance, a decision of the township board concerning an administrative, discretionary zoning decision (SUP) shall be final. The township board may grant a rehearing under exceptional circumstances for any administrative, discretionary zoning decision made by it. Exceptional circumstances shall mean any of the following:
  - a. The applicant who brought the matter before the township board made misrepresentations concerning a material issue which was relied upon by the township board in reaching its decision.



- b. There has been a material change in circumstances regarding the township board's findings of fact which occurred after the public hearing.
  - c. The township attorney by a written opinion states that in the attorney's professional opinion the decision made by the township board or the procedure used in the matter was clearly erroneous.
2. A rehearing may be requested by the applicant or by township staff, or a rehearing may be granted by the township board on its own motion, pursuant to the following procedure:
- a. A request for a rehearing which is made by an applicant or by township staff must be made within twenty-one (21) days from the date of approval of the township board's minutes regarding the decision for which the rehearing is being requested.
  - b. A request for a rehearing made by township staff or a rehearing granted by the township board on its own motion may be granted at any time as long as the applicant has not been prejudiced by any delay.
  - c. Whenever the township board considers granting a rehearing, it shall provide written notice to the applicant that a rehearing will be considered. The notice may be served upon the applicant by first class mail at the applicants' last known address, or may be served personally on the applicant. The notice must be served at least nine (9) days before the time set for the hearing if served by mail, or at least seven (7) days before the time set for the hearing if served by personal service. Service by mail shall be complete upon mailing. In addition to serving the above notice on the applicant, all other notice requirements for the type of decision being heard shall be completed before the township board holds a hearing at which it considers whether to grant a rehearing.
3. If the township board grants a rehearing, then the rehearing on the merits shall not be held until all notice requirements for the type of decision being reheard have been satisfied.

## **9.0 CONFLICTS OF INTERESTS**

### **9.1 Nonzoning Matters**

A member of the township board shall declare a conflict of interest in connection with a nonzoning matter pending before the township board and shall disqualify himself or herself from deliberating and voting on the matter when any of the following circumstances exist:

- 1. The township board member or the member's spouse; the member's parent or child (regardless of where they reside); or any relative or individual who resides in the member's household has a pecuniary interest in the outcome of the matter.

2. A non-pecuniary matter before the township board, including but not limited to personnel matters, involves the child, grandchild, great-grandchild, parent, grandparent, great-grandparent, brother, sister, nephew, niece, aunt, or uncle of the township board member or the member's spouse.
3. The township board member concludes in good faith that because of prior business or personal relationships with the individual involved in the matter before the township board, or for other reasons, the member cannot decide the matter in a fair and unbiased manner and in furtherance of the township's best interests.
4. The township board member's participation in the matter would be in violation of the Acme Township Code of Ethics.

## **9.2 Zoning Matters**

A member of the township board shall declare a conflict of interest in connection with a zoning matter pending before the township board and shall disqualify himself or herself from deliberating and voting on the matter when any of the following circumstances exist:

1. The applicant is the township board member, the member's spouse, or the child, grandchild, great-grandchild, parent, grandparent, great-grandparent, brother, sister, nephew, niece, aunt, or uncle of the township board member or the member's spouse.
2. The township board member or the member's spouse; the member's parent or child (regardless of where they reside); or any relative or individual who resides in the member's household has a pecuniary interest in the outcome of the matter.
3. The township board member or the member's spouse resides on or has an ownership interest in land within 300 feet of the parcel regarding which the decision is to be made.
4. While being a member of the township board the township board member has made statements or taken any action outside the formal decision-making process that would suggest that he or she has prejudged the matter before the township board or would in any way preclude him or her from affording the applicant and the public a fair hearing.
5. If the township board member has expressed an opinion concerning a matter before the township board prior to becoming a member of the township board and cannot in good faith set aside that prior opinion and

decide the matter based on the information provided at the public hearing and the zoning ordinance requirements.

6. The township board member concludes in good faith that because of prior business or personal relationships with the applicant or with other participants in the public hearing process, or for other reasons, he or she cannot afford the applicant and the public a fair hearing.
7. The township board member's participation in the matter would be in violation of the Acme Township Code of Ethics.

## **10.0 COMMITTEES**

### **10.1 Standing Committees; Establishment; Appointment**

The township board hereby creates two standing committees, entitled "Personnel Committee" and "~~Public Utilities Committee.~~" Each standing committee shall be composed of three (3) members of the township board. The members of each standing committee shall be appointed by the township board and shall serve for a term of one (1) year.

1. Except as provided herein, the Personnel Committee shall be responsible for evaluating, resolving and making recommendations to the township board regarding all township personnel matters, including but not limited to, the appropriate number of township employee positions, job descriptions for township employee positions, appropriate compensation for township employee positions, the township personnel policies, workplace safety issues, the interview and selection of candidates for employment with the township, periodic employee evaluations in conjunction with that employee's immediate supervisor, and issues related to employee discipline in conjunction with that employee's immediate supervisor or to consider complaints made against or involving township employees. Provided, however, the Personnel Committee shall have no responsibilities concerning township employees to the extent the township board has delegated its personnel responsibilities over those employees to another board or committee, as authorized by law.
2. ~~The Public Utilities Committee shall be responsible for evaluating, resolving and making recommendations to the township board regarding all township utility matters, including but not limited to, sewer, water, rights-of-way, and tower questions.~~

### **10.2 Ad hoc Committees; Establishment; Appointment**

If deemed advisable, the township board by a vote of a majority of the entire township board may establish ad hoc committees. At the time an ad hoc

committee is established, the township board shall specify the number of and appoint the committee members, which shall not be limited to members of the township board, shall define the responsibilities of the committee, and shall specify the duration of the committee, which can be extended by a vote of a majority of the entire township board. The township board by a vote of a majority of the entire township board may at any time dissolve an ad hoc committee or may relieve the committee from further consideration of any matter originally included in its defined responsibilities.

### **10.3 Committee Meetings**

A majority of the members of a committee shall constitute a quorum. Each committee shall comply with the provisions of the Michigan Open Meetings Act and the Freedom of Information Act.

### **10.4 Exercise of Governmental Function**

A committee shall not exercise a governmental function as defined by the Michigan Open Meetings Act in a meeting not open to the public unless the act permits the action to be considered in a meeting closed to the public. The responsibility of each committee is to make recommendations to the township board and to report matters considered and rejected as well as those considered and recommended.

## **11.0 CLOSED MEETINGS**

### **11.1 Vote Required**

The vote to hold an executive meeting shall be recorded in the minutes of the meeting at which the decision was made.

### **11.2 Grounds for Closed Meeting; 2/3 Vote**

The township board may hold a meeting closed to members of the public upon the motion of any member and roll call approval by two-thirds of the entire members for the following purposes:

1. To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.
2. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the township.
3. To meet with an attorney to consider the attorney's written opinion.

4. To review the specific contents of an application for employment to a township position and the applicant requests that the application remain confidential. Whenever the personnel committee or township board meets to interview an applicant, the meeting shall be open to the public.

### **11.3 Grounds for Closed Meeting; Majority Vote**

The township board may also hold a closed meeting upon the motion of any member and roll call approval by a majority of the entire members for the following purposes:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed meeting the matter at issue shall thereafter be considered only in open public meeting.
2. To consider strategy connected with the negotiation of a collective bargaining agreement.

### **11.4 Minutes, Closed Meetings**

For each closed meeting, the township clerk or recording secretary shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The township clerk shall destroy the minutes after one year and one day have passed after the meeting at which the board approved the minutes of the meeting at which the board voted to hold the closed meeting.

## **12.0 PROCEDURAL MOTIONS AND RESOLUTIONS**

### **12.1 Statement by Supervisor, or Presiding Officer; Motions; and Resolutions**

No motion or resolution shall be entertained unless the same is seconded. No motion or resolution shall be adopted until the supervisor, or presiding officer, states the motion. All motions, except procedural motions and resolutions, may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.

### **12.2 Non-debatable Motions**

The motions to fix the time of the next meeting, adjourn, recess, point of privilege, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

### **12.3 Motion to Reconsider**

The motion to reconsider shall be in order on any question that the township board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken or at the next succeeding meeting at which the question may lawfully be raised. The motion to reconsider shall be made only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the board has adopted a motion to reconsider, however, motions to amend shall be in order.

### **12.4 Motion to Clear the Floor**

The motion to clear the floor may be made by the supervisor or a member, whenever procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they had been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

### **12.5 Temporary Suspension of the Rules**

These Rules may be suspended temporarily at any time by vote of two-thirds of the members elected and serving to achieve any legal objective of the township board in a legal manner.

### **12.6 Appeal Rulings of the Supervisor, or Presiding Officer, (Question Jocks)**

Any member of the township board may appeal the procedural ruling of the supervisor, or presiding officer. On all appeals receiving a second, the question shall be, "Shall the procedural decision of the supervisor, or presiding officer, stand as the decision of the township board?"

## **13.0 VOTING**

### **13.1 Abstaining from Voting**

Except as provided herein, whenever the supervisor, or presiding officer, puts a question to the township board, every member present shall vote on the question. No member present shall abstain from voting "yes" or "no". Provided, however, if a township board member has a conflict of interest, such conflict of interest shall be fully stated on the record. If a question exists whether the circumstances actually present a conflict of interest, the township board may, by

majority vote of the members present, adjourn the matter under consideration to a specific time, date, and place in order to obtain a written opinion from the township attorney. Once the conflict of interest is declared or confirmed, the township board member with the conflict of interest shall abstain from participating and voting in the matter under consideration.

### **13.2 Roll Call Votes**

The names and votes of members shall be recorded on board actions to adopt final measures such as ordinances, resolutions, appointment or election of officers, etc. A roll call vote shall be taken on other motions and actions at the request of any board member.

### **13.3 Votes Required**

Except as provided elsewhere in these Rules and except for those decisions required by statute to have a higher majority, procedural and other questions arising at a meeting of the township board shall be decided by a majority of the members present. A majority of the members elected and serving shall be required for final passage or adoption of an ordinance, resolution, or the allowance of a claim.

## **14.0 PARLIAMENTARY AUTHORITY (Question Jocks)**

Generally, *Robert's Rules of Order, Newly Revised* (10<sup>th</sup> Edition) shall govern all questions of procedure not otherwise provided by these Rules or by state or federal law. The township attorney shall serve as the board's parliamentarian and shall advise the supervisor, or presiding officer, regarding the Rules of Procedure.

## **15.0 MISCELLANEOUS PROCEDURES**

### **15.1 Distribution of Correspondence**

All correspondence received by the township supervisor, township clerk or township treasurer shall be distributed to all members of the township board either as part of the township board meeting agenda materials or independent of the meeting agenda materials, whichever method is the most efficient, given the urgency of the correspondence.

### **15.2 Personnel Complaint Procedures**

Any complaint against a township employee or official to be considered by the township board shall be in writing and signed by the individual making the complaint. A copy of this written complaint shall be given to the employee or official prior to the township board meeting at which the complaint will be considered. The township employee or official shall then be given the opportunity to request a closed meeting of the township board to consider the

complaint against that employee or official, as authorized by the Michigan Open Meetings Act.

**16.0 AMENDMENTS**

These Rules of Procedure may be added to, amended or repealed in whole or in part. Proposed changes to these Rules of Procedure must be submitted in writing to the members of the township board at least one (1) month in advance of the meeting at which the proposed changes will be considered. A majority vote of the entire regular township board shall be required to amend these Rules of Procedure.

**17.0 SEVERABILITY**

If any section, provision or clause of these Rules of Procedure or the application thereof to any person or circumstance shall be invalid, such invalidity shall not effect any remaining portion or application of these Rules of Procedure which can be given effect without the invalid portion or application.

The Acme Township Board Rules of Procedure were adopted by the AcmeTownship Board at its meeting held on \_\_\_\_\_, 2013.

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Cathy Dye, Clerk



**ACME TOWNSHIP**  
**Resolution No.            of 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 \_\_\_\_\_, 2014.

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

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

The following resolution was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, to-wit:

**Recitals**

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

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 AcmeTownship 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.

2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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 Acem Township and shall not solicit a contract between an entity in which they have a financial or personal interest and Peninsula Township.
10. 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.
11. 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 following procedures required by law.

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

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

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

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