



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

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

Zollinger commented on a recent article in the Record Eagle regarding Acme Township resident, Roy Challenger, and his work on the Yuba School.

Zollinger also stated that on the Grand Traverse Road commission website a link can be found to give residents an update on the road construction.

Members present: J. Aukerman, C. Dye, A. Jenema, 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:

Motion by White, seconded by Aukerman, to approve the agenda as presented with the addition of Saylor Park presentation, Grand Traverse County Treasurer report, Fireworks request, M-72 /Lautner scheduling road work, DEQ sewer violation, VGT Spring erosion plans, VGT progression on ponds and SAD resolution. 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. RECEIVE AND FILE:

- a. Treasurer's Report
- b. Clerk's Revenue/Expenditure Report and Balance Sheet
- c. Draft Unapproved Meeting Minutes:
 - 1. Planning Commission 03/09/15
 - 2. Parks & Rec 01/22/15
- d. Metro Fire 2014 Annual Report
- e. Parks and Maintenance Report – Tom Henkel

2. APPROVAL:

- 1. Township Board meeting minutes of 03/03/15
- 2. Accounts Payable Prepaid of \$124,273.60 and Current to be approved of \$98,465.24 (Recommend approval: Cathy Dye, Clerk)

E. ITEMS REMOVED FROM THE CONSENT CALENDAR:

Jenema asked that the Treasurer's report be removed to clarify to the Board unrestricted funds.

Motion by Jenema, seconded by White to approve the consent calendar with the removal of the Treasurer's report. Motion carried by unanimous roll call vote.

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

F. SPECIAL PRESENTATIONS/DISCUSSIONS:

Klaus Heinert, landscape architect/engineer from Gosling Czubak gave an overview on the engineering and construction plans for the Saylor Boat launch. Trustee, Aukerman gave a update on the two grants, MDNR and Oleson Foundation, that have been submitted.

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**
- 5. County Treasurer – Heidi Scheppe**
Scheppe presented a settlement history for Acme Township.

H. CORRESPONDENCE:

- 1. News Release "Oak Wilt Prevention" Recommendations**

I. PUBLIC HEARING: None

J. NEW BUSINESS:

- 1. Consumers Energy installations of upgraded meters**
Consumers Energy will be in our area in the next few weeks installing upgraded meters.
- 2. Budget resolution to amend Budget multiple accounts**

Motion by LaPointe, seconded by White, to approve Resolution R # 2015-12 for various fund moves adjustments. Motion carried by unanimous roll call vote.

- 3. Schedule 2015/16 Budget review**
The first scheduled meeting will be Tuesday, April 21, 2015, at 7:00 pm
- 4. Annual Road Brine application contract with GTCRC**

Motion by LaPointe, seconded by White, to approve the agreement between Grand Traverse County Road commission and Acme Township for annual road brining cost of \$1,508.63. Motion carried by unanimous roll call vote.

- 5. Zoning/Planning discussion on job ad for open position**
Jenema prepared a draft job description for a Zoning Administrator. Discussion followed. Jenema will prepare an ad and place in several different publications.
- 6. Fireworks request**
The Traverse City Boom Boom Club in its 4th year of producing a 4th of July fireworks show over West Bay requesting a contribution in the \$200-\$250 range from Acme Township. The monies are used to pay for fireworks production, insurance, etc.

Motion by LaPointe, seconded by Aukerman, to approve contributing \$250.00 to the Traverse City Boom Boom Club. Motion carried by unanimous roll call vote.

- 7. M-72 & Lautner Rd Construction Phasing**
The Board was given a chart of dates for the M-72 & Lautner Rd construction beginning April 20, 2015.

8. SAD Resolution

Motion by LaPointe, seconded by White to approve SAD Resolution R-2015-13, confirming Special Assessment Roll. Motion carried by unanimous roll call vote.

K. OLD BUSINESS:

1. Freedom of Information 2014 changes – Jocks

Jocks presented a summary of the Acme Township Freedom of Information Act procedures and Guidelines which need to be adopted by May or June. Discussion followed. Board was asked to direct any questions or concerns to Jock before the May meeting.

2. Review of updated draft for Rules and Procedures

Dye addressed the questions that were raised at the March meeting.

Motion by LaPointe, seconded by Aukerman to approve Resolution R-2015-14 adopting the Rules of Procedures for Acme Township. Motion carried by unanimous vote.

3. Part 41 Sewer violation notice DEQ:

Supervisor Zollinger provided an update that the Township had responded to the DEQ on the Violation Notice and requested an extension (DEQ suggested we request the extension) to provide final answers to the engineering questions the DEQ had asked us to answer. We just received an approval for that extension on 4/3/15 and have our engineers working to document our responses.

4. VGT/GTTC Update

Zollinger read into record a VGT/GTTC update prepared by John Iacoangeli of Beckett & Raeder concerning status of final basin engineering drawings and vegetation augmentation plans which is hoped to be ready for final approval the third week of April.

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

C. Abernethy, 4312 Westridge Dr, asked if there would be a meeting to discuss the Stormwater plan for the VGT/GTTC site. Zollinger commented that we are not ready for a meeting.

Adjourned at 10:25 pm



**ACME TOWNSHIP REGULAR BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Tuesday, April 7, 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**
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 - 1. Planning Commission 03/09/15**
 - 2. Parks & Rec 01/22/15****
- d. Metro Fire 2014 Annual Report**
- e. Parks and Maintenance Report – Tom Henkel**

2. APPROVAL:

- a. Township Board Regular meeting minutes of 03/03/15**
- b. Accounts Payable Prepaid of \$124,273.60 and Current to be approved of \$98,465.24 (Recommend approval: Cathy Dye, Clerk)**

E. ITEMS REMOVED FROM THE CONSENT CALENDAR:

- 1. _____
- 2. _____
- 3. _____

F. SPECIAL PRESENTATIONS/DISCUSSIONS:

G. REPORTS:

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

H. CORRESPONDENCE:

1. News Release "Oak Wilt Prevention" Recommendations

I. PUBLIC HEARING:

J. NEW BUSINESS:

1. Consumers Energy installation of upgraded meters-Supervisor
2. Budget resolution to amend Budget multiple accounts-Supervisor
3. Schedule 2015/16 budget reviews.-Supervisor
4. Annual Road Brine application contract with GTCRC
5. Zoning/Planning discussion on Job ad for open position.

K. OLD BUSINESS:

1. Freedom of Information -2014 changes-Jocks
2. Review of updated draft for Rules and Procedures

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

ADJOURN

ACME TOWNSHIP - Monthly Treasurer's Report

Reconciled with Bank as of February 28, 2015

		FUND #	January 31, 2015 Account Balance	NET CHANGE	February 28, 2015 Account Balance
Chase Bank		101	\$ 972,553	\$ 305,052	\$ 1,277,605
Chemical Bank - High Yield		101	\$ 156,713	\$ 12	\$ 156,725
Chemical Bank - Money Market Plus		101	\$ 297,113	\$ 23	\$ 297,136
Chemical Bank - Liquor Fund		101	\$ 12,191	\$ 1	\$ 12,192
A	TOTAL BANK ACCOUNTS FOR GENERAL FUND		\$ 1,438,570	\$ 305,088	\$ 1,743,658
	Self Funded Accts Payable 6 Months	<i>Committed</i> 101	\$ 351,177	\$ -	\$ 351,177
	Saylor Park Boat Launch Imp	<i>Committed</i> 101	\$ 95,868	\$ -	\$ 95,868
	Septage Plant Bond Buyout	<i>Committed</i> 101	\$ 201,589	\$ -	\$ 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	\$ 6,646	\$ 83,282
B	Sub-Total Assigned From GENERAL FUND	101	\$ 786,134	\$ 6,646	\$ 792,780
Funds within General Fund Bank Account (Restricted or Committed)					
	Cemetery Fund	<i>Committed</i> 209	\$ 4,752	\$ 400	\$ 5,152
	Fire Fund <i>Special Assessment</i>	<i>Restricted</i> 206	\$ 83,809	\$ 27,071	\$ 110,880
	Police Fund <i>Special Assessment</i>	<i>Restricted</i> 207	\$ 131,181	\$ 18,686	\$ 149,867
	Liquor Fund	<i>Restricted</i> 212	\$ 771	\$ 55	\$ 826
	Township Improvement (SAD)	<i>Committed</i> 246	\$ 50,000	\$ -	\$ 50,000
C	SUB-TOTAL (Restricted or Committed)		\$ 270,513	\$ 46,212	\$ 316,725
	UNRESTRICTED BALANCE (Net Assigned)	101	\$ 381,923		\$ 634,154
			Note ((A)-(B+C))		Note ((A)-(B+C))
RESTRICTED BY BOARD RESOLUTION ACCOUNTS:					
	Shoreline Preserv. Fund	<i>Committed</i> 224	\$ 1,362	\$ 15	\$ 1,377
	Parks & Recreation	<i>Committed</i> 226	\$ 16,098	\$ -	\$ 16,098
	Parks/Shoreline Fund (New Urbanist to Park/Shoreline)	<i>Committed</i> 227	\$ 27,886	\$ -	\$ 27,886
D	SUB-TOTAL		\$ 45,346		\$ 45,361
RESTRICTED BY MILLAGE:					
	Farmland <i>Millage Chemical Bank</i>	<i>Restricted</i> 225	\$ 5,197	\$ -	\$ 5,197
	Farmland <i>Millage Chase Bank</i>	<i>Restricted</i> 225	\$ 98,961	\$ 71,451	\$ 170,412
	Farmland Totals		\$ 104,158	\$ 71,451	\$ 175,609
	Tax Collection	<i>Temporary Funds</i> 703	\$ 459,648	\$ 91,104	\$ 550,752
E			\$ 563,806		\$ 726,361
RESTRICTED BY REVENUE SOURCE ACCOUNTS:					
	Sewer Fund Chemical Bank	<i>Restricted</i> 590	\$ 196,689	\$ 15	\$ 196,704
	Sewer Fund Chase Bank	<i>Restricted</i> 590	\$ 1,286,386	\$ 18,659	\$ 1,305,045
	Sewer Fund Totals	<i>Restricted</i> 590	\$ 1,483,075	\$ 18,674	\$ 1,501,749
	Planning Review Fees (Trust & Agency) Escrow	<i>Restricted</i> 701	\$ 21,936	\$ 15,792	\$ 37,728
F	ACME TOWNSHIP RESTRICTED FUNDS		\$ 1,505,011		\$ 1,539,478
ACME TOWNSHIP ALL ACCOUNT BALANCES			\$ 3,552,733		\$ 4,054,858
			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 2/28/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 1.1 GENERAL FUND							
Fund: 101 - GENERAL FUND							
Revenues							
Dept: 000							
402.000 CURRENT PROPERTY TAXES	214,300.00	214,300.00	178,868.80	100,455.27	0.00	35,431.20	83.5
403.000 STATE SHARED SALES TAX	0.00	0.00	-539.00	0.00	0.00	539.00	0.0
412.000 PERSONAL PROP TAXES	10,467.00	10,467.00	0.00	0.00	0.00	10,467.00	0.0
420.000 DELQUENT PERS PROP TAX	500.00	500.00	0.00	0.00	0.00	500.00	0.0
445.020 PENALTIES& INTEREST	500.00	500.00	325.93	81.27	0.00	174.07	65.2
446.000 DEL PERS INTEREST & PENALTY	300.00	300.00	0.00	0.00	0.00	300.00	0.0
447.000 ADMINISTRATIVE FEE 1%	102,059.00	102,059.00	94,597.23	12,455.19	0.00	7,461.77	92.7
448.000 CABLE TV FEE	82,224.00	82,224.00	42,786.22	21,576.89	0.00	39,437.78	52.0
465.000 PASSPORT FEES	3,000.00	3,000.00	2,684.50	650.00	0.00	315.50	89.5
574.000 ST SHARED SALES TAX	335,358.00	335,358.00	119,412.00	0.00	0.00	215,946.00	35.6
577.000 SWAMP TAX	750.00	750.00	1,035.39	0.00	0.00	-285.39	138.1
602.000 GRANTS	0.00	0.00	66,000.00	44,000.00	0.00	-66,000.00	0.0
607.000 CHARGES FOR SERVICES	200.00	200.00	200.21	86.66	0.00	-0.21	100.1
608.000 ZONING ORDINANCES	0.00	0.00	80.00	0.00	0.00	-80.00	0.0
608.001 Zoning Fees	15,000.00	15,000.00	15,430.38	1,040.00	0.00	-430.38	102.9
610.000 Revenues for Escrow Account	500.00	500.00	3,258.55	9.62	0.00	-2,758.55	651.7
631.000 CONS INDUSTRY ANNUAL MAINT FEE	6,785.00	6,785.00	6,645.54	0.00	0.00	139.46	97.9
665.000 INTEREST ON INVESTMENTS	1,800.00	1,800.00	290.85	34.81	0.00	1,509.15	16.2
665.001 INTEREST SEPTAGE RECEIVED	1,500.00	1,500.00	1,472.89	0.00	0.00	27.11	98.2
667.000 RENT-PARKS	200.00	200.00	75.00	0.00	0.00	125.00	37.5
671.000 MISC REVENUES	0.00	0.00	1,367.44	0.00	0.00	-1,367.44	0.0
676.000 REIMBURSEMENTS	27,000.00	27,000.00	15,722.45	1,662.68	0.00	11,277.55	58.2
687.000 REFUNDS & REBATES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
Dept: 000	803,943.00	803,943.00	549,714.38	182,052.39	0.00	254,228.62	68.4
Revenues	803,943.00	803,943.00	549,714.38	182,052.39	0.00	254,228.62	68.4
Expenditures							
Dept: 000							
465.001 POSTAGE FOR PASSPORTS	400.00	400.00	439.24	156.22	0.00	-39.24	109.8
992.000 CONTINGENCY	70,000.00	37,281.50	0.00	0.00	0.00	37,281.50	0.0
994.000 TC TALUS CONTRACT SERVICES	800.00	800.00	0.00	0.00	0.00	800.00	0.0
998.000 GT COUNTY ROAD COMMISSION TART	1,520.00	1,520.00	800.00	0.00	0.00	720.00	52.6
999.000 TRANSFER TO OTHER FUNDS	0.00	0.00	4,823.00	4,823.00	0.00	-4,823.00	0.0
Dept: 000	72,720.00	40,001.50	6,062.24	4,979.22	0.00	33,939.26	15.2
Dept: 101 TOWNSHIP BOARD OF TRUSTEES							
702.000 SALARIES	24,000.00	24,000.00	16,000.00	2,000.00	0.00	8,000.00	66.7
703.001 SECRETARY	28,614.00	28,614.00	18,578.98	2,208.80	0.00	10,035.02	64.9
705.001 PER DIEM TRUSTEES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
710.000 UNEMPLOYMENT EXPENSE	0.00	9,055.50	7,205.00	0.00	0.00	1,850.50	79.6
714.000 FICA LOCAL SHARE	4,000.00	4,000.00	2,448.63	234.04	0.00	1,551.37	61.2
726.000 SUPPLIES & POSTAGE	3,000.00	3,000.00	1,855.36	326.88	0.00	1,144.64	61.8
801.000 ACCOUNTING & AUDIT	12,000.00	12,000.00	9,934.99	0.00	0.00	2,065.01	82.8
801.001 INTERNAL ACCOUNTANT	7,000.00	7,000.00	3,445.00	655.00	0.00	3,555.00	49.2
802.001 ATTORNEY SERVICES LITIGATION	3,000.00	3,000.00	559.50	40.50	0.00	2,440.50	18.7
802.002 ATTORNEY SERVICES	17,000.00	17,000.00	12,199.22	2,645.00	0.00	4,800.78	71.8
802.005 CONTRACTED COMMUNITY SERVICES	0.00	59,000.00	59,000.00	44,000.00	0.00	0.00	100.0
803.003 ENGINEERING SERVICES	30,000.00	30,000.00	9,585.75	3,000.00	0.00	20,414.25	32.0
804.000 SOFTWARE SUPPORT & PROCESSING	18,495.00	22,195.00	16,187.02	1,940.65	0.00	6,007.98	72.9
860.000 TRAVEL & MILEAGE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
874.000 RETIREMENT/PENSION	2,861.00	2,861.00	0.00	0.00	0.00	2,861.00	0.0
900.000 PUBLICATIONS	1,800.00	1,800.00	6,523.04	2,568.70	0.00	-4,723.04	362.4
910.000 INSURANCE	6,600.00	6,600.00	4,670.94	707.53	0.00	1,929.06	70.8
956.000 MISCELLANEOUS	0.00	0.00	480.00	0.00	0.00	-480.00	0.0
958.000 EDUCATION/TRAINING/CONVENTIONS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
960.000 dues subscriptions	5,350.00	5,350.00	146.96	14.99	0.00	5,203.04	2.7
TOWNSHIP BOARD OF TRUSTEES	166,220.00	237,975.50	168,820.39	60,342.09	0.00	69,155.11	70.9

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2014 to 2/28/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 1.1 GENERAL FUND							
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 171 SUPERVISOR EXPENDITURES							
702.000 SALARIES	37,000.00	37,000.00	23,338.48	2,846.16	0.00	13,661.52	63.1
714.000 FICA LOCAL SHARE	2,812.00	2,812.00	1,785.30	217.72	0.00	1,026.70	63.5
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	0.00	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
SUPERVISOR EXPENDITURES	45,712.00	45,712.00	25,137.55	3,063.88	0.00	20,574.45	55.0
Dept: 191 ELECTION EXPENDITURES							
702.000 SALARIES	11,000.00	11,000.00	6,537.50	624.00	0.00	4,462.50	59.4
714.000 FICA LOCAL SHARE	0.00	0.00	48.47	47.74	0.00	-48.47	0.0
726.000 SUPPLIES & POSTAGE	4,000.00	4,000.00	3,066.82	107.87	0.00	933.18	76.7
900.000 PUBLICATIONS	700.00	700.00	518.20	0.00	0.00	181.80	74.0
ELECTION EXPENDITURES	15,700.00	15,700.00	10,170.99	779.61	0.00	5,529.01	64.8
Dept: 209 ASSESSOR'S EXPENDITURES							
702.000 SALARIES	5,000.00	5,000.00	3,333.36	416.67	0.00	1,666.64	66.7
714.000 FICA LOCAL SHARE	383.00	383.00	254.96	31.87	0.00	128.04	66.6
726.000 SUPPLIES & POSTAGE	2,500.00	2,500.00	1,488.03	1,479.42	0.00	1,011.97	59.5
803.002 ASSESSING CONTRACT SERVICES	30,000.00	30,000.00	20,000.00	2,500.00	0.00	10,000.00	66.7
803.004 ASSESSOR'S EVALUATION SERVICES	1,000.00	1,000.00	480.96	0.00	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
ASSESSOR'S EXPENDITURES	41,033.00	41,033.00	26,730.31	4,427.96	0.00	14,302.69	65.1
Dept: 215 CLERK'S EXPENDITURES							
702.000 SALARIES	37,008.00	37,008.00	23,343.40	2,846.76	0.00	13,664.60	63.1
703.000 WAGES DEPUTY/SEC/PRT TIME	16,640.00	16,640.00	9,549.60	640.00	0.00	7,090.40	57.4
714.000 FICA LOCAL SHARE	4,105.00	4,105.00	2,038.26	224.82	0.00	2,066.74	49.7
726.000 SUPPLIES & POSTAGE	1,500.00	1,500.00	574.18	163.67	0.00	925.82	38.3
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	353.04	246.82	0.00	646.96	35.3
874.000 RETIREMENT/PENSION	5,600.00	5,600.00	0.00	0.00	0.00	5,600.00	0.0
910.000 INSURANCE	11,200.00	11,200.00	7,227.78	960.71	0.00	3,972.22	64.5
958.000 EDUCATION/TRAINING/CONVENTIONS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
CLERK'S EXPENDITURES	81,553.00	81,553.00	43,086.26	5,082.78	0.00	38,466.74	52.8
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	140.00	140.00	0.00	0.00	0.00	100.0
BOARD OF REVIEW	961.00	1,101.00	140.00	0.00	0.00	961.00	12.7
Dept: 253 TREASURER'S EXPENDITURES							
702.000 SALARIES	25,159.00	25,159.00	15,869.42	1,935.30	0.00	9,289.58	63.1
703.000 WAGES DEPUTY/SEC/PRT TIME	25,159.00	25,159.00	15,869.43	1,935.30	0.00	9,289.57	63.1
714.000 FICA LOCAL SHARE	3,825.00	3,825.00	2,360.85	287.76	0.00	1,464.15	61.7
726.000 SUPPLIES & POSTAGE	5,000.00	5,000.00	2,786.93	50.50	0.00	2,213.07	55.7
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	0.00	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	808.81	91.62	0.00	1,691.19	32.4
958.000 EDUCATION/TRAINING/CONVENTIONS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
TREASURER'S EXPENDITURES	67,694.00	67,694.00	37,703.59	4,300.48	0.00	29,990.41	55.7
Dept: 265 TOWNHALL EXPENDITURES							
726.000 SUPPLIES & POSTAGE	2,400.00	2,400.00	389.50	240.12	0.00	2,010.50	16.2

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2014 to 2/28/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 1.1 GENERAL FUND							
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 265 TOWNHALL EXPENDITURES							
851.000 CABLE INTERNET SERVICES	4,500.00	4,500.00	2,336.54	325.70	0.00	2,163.46	51.9
920.000 ELECTRIC UTILITIES TOWNHALL	9,500.00	9,500.00	8,195.86	967.49	0.00	1,304.14	86.3
921.000 STREET LIGHTS	12,000.00	12,000.00	5,317.22	916.22	0.00	6,682.78	44.3
922.000 MICH CON GAS	4,000.00	4,000.00	2,027.06	853.14	0.00	1,972.94	50.7
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	5,709.95	406.78	0.00	1,290.05	81.6
TOWNHALL EXPENDITURES	40,300.00	40,300.00	24,336.13	3,709.45	0.00	15,963.87	60.4
Dept: 410 PLANNING & ZONING EXPENDITURES							
702.002 ZONING ADMIN SALARY	27,300.00	27,300.00	15,238.68	1,929.20	0.00	12,061.32	55.8
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	1,692.63	147.58	0.00	381.37	81.6
726.000 SUPPLIES & POSTAGE	400.00	400.00	56.87	20.46	0.00	343.13	14.2
802.002 ATTORNEY SERVICES	18,000.00	18,000.00	8,106.28	1,605.00	0.00	9,893.72	45.0
803.000 PLANNER SERVICES	20,000.00	20,000.00	12,946.75	0.00	0.00	7,053.25	64.7
803.001 PLANNING CONSULTANT	30,000.00	30,000.00	17,915.52	2,388.75	0.00	12,084.48	59.7
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	103.22	10.55	0.00	396.78	20.6
874.000 RETIREMENT/PENSION	2,730.00	2,730.00	0.00	0.00	0.00	2,730.00	0.0
900.000 PUBLICATIONS	2,500.00	2,500.00	175.40	0.00	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
PLANNING & ZONING EXPENDITURES	120,104.00	120,104.00	61,162.35	6,101.54	0.00	58,941.65	50.9
Dept: 750 MAINT & PARKS EXPENDITURES							
702.000 SALARIES	47,660.00	47,660.00	30,057.92	3,665.60	0.00	17,602.08	63.1
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	2,322.23	217.50	0.00	1,907.77	54.9
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	0.00	0.00	4,766.00	0.0
910.000 INSURANCE	9,100.00	9,100.00	7,253.40	964.10	0.00	1,846.60	79.7
930.000 REPAIRS & MAINT	34,875.00	34,875.00	13,264.61	873.88	0.00	21,610.39	38.0
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
MAINT & PARKS EXPENDITURES	115,631.00	142,631.00	85,201.06	5,721.08	0.00	57,429.94	59.7
Dept: 861 RETIREMENT/PENSION							
874.000 RETIREMENT/PENSION	1,200.00	1,200.00	430.00	0.00	0.00	770.00	35.8
RETIREMENT/PENSION	1,200.00	1,200.00	430.00	0.00	0.00	770.00	35.8
Dept: 865 INSURANCE							
910.000 INSURANCE	14,000.00	14,000.00	10,319.00	0.00	0.00	3,681.00	73.7
INSURANCE	14,000.00	14,000.00	10,319.00	0.00	0.00	3,681.00	73.7
Dept: 966 TRANSFER TO OTHER FUNDS							
999.000 TRANSFER TO OTHER FUNDS	0.00	4,823.00	0.00	0.00	0.00	4,823.00	0.0
TRANSFER TO OTHER FUNDS	0.00	4,823.00	0.00	0.00	0.00	4,823.00	0.0
Expenditures	782,828.00	853,828.00	499,299.87	98,508.09	0.00	354,528.13	58.5
Net Effect for GENERAL FUND	21,115.00	-49,885.00	50,414.51	83,544.30	0.00	-100,299.51	-101.1
Change in Fund Balance:			50,414.51				
Net Effect for GENERAL FUND	21,115.00	-49,885.00	50,414.51	83,544.30	0.00	-100,299.51	
Fund Type: 1.2 SPECIAL REVENUE FUNDS							
Fund: 206 - FIRE FUND							

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2014 to 2/28/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 1.2 SPECIAL REVENUE FUNDS							
Fund: 206 - FIRE FUND							
Revenues							
Dept: 000							
402.000 CURRENT PROPERTY TAXES	705,178.00	705,178.00	554,476.70	217,244.71	0.00	150,701.30	78.6
671.000 MISC REVENUES	0.00	0.00	-521.98	-521.98	0.00	521.98	0.0
698.000 TRANS IN FRM OTHER FUNDS	1,190.00	6,013.00	4,823.00	4,823.00	0.00	1,190.00	80.2
Dept: 000	706,368.00	711,191.00	558,777.72	221,545.73	0.00	152,413.28	78.6
Revenues	706,368.00	711,191.00	558,777.72	221,545.73	0.00	152,413.28	78.6
Expenditures							
Dept: 000							
802.004 CONTRACTED EMPLOYEE SERVICES	85,810.00	85,810.00	42,787.89	-39,220.00	0.00	43,022.11	49.9
805.000 METRO FIRE CONTRACT	620,557.00	620,557.00	489,960.67	233,694.79	0.00	130,596.33	79.0
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	537,767.56	194,474.79	0.00	168,599.44	76.1
Expenditures	706,367.00	706,367.00	537,767.56	194,474.79	0.00	168,599.44	76.1
Net Effect for FIRE FUND	1.00	4,824.00	21,010.16	27,070.94	0.00	-16,186.16	435.5
Change in Fund Balance:			21,010.16				
Fund: 207 - POLICE PROTECTION							
Revenues							
Dept: 000							
402.000 CURRENT PROPERTY TAXES	43,000.00	43,000.00	34,640.08	18,717.62	0.00	8,359.92	80.6
671.000 MISC REVENUES	26,846.00	26,846.00	-31.32	-31.32	0.00	26,877.32	-0.1
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	43,108.76	18,686.30	0.00	35,237.24	55.0
Revenues	78,346.00	78,346.00	43,108.76	18,686.30	0.00	35,237.24	55.0
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
Net Effect for POLICE PROTECTION	146.00	146.00	5,101.26	18,686.30	0.00	-4,955.26	3,494.0
Change in Fund Balance:			5,101.26				
Fund: 209 - CEMETERY FUND							
Revenues							
Dept: 000							
643.000 CEMETARY lot & plots	3,000.00	3,000.00	800.00	800.00	0.00	2,200.00	26.7
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	2,500.00	800.00	0.00	4,000.00	38.5
Revenues	6,500.00	6,500.00	2,500.00	800.00	0.00	4,000.00	38.5
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	763.39	541.48	0.00	3,236.61	19.1
Dept: 000	6,150.00	6,150.00	1,979.52	541.48	0.00	4,170.48	32.2

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2014 to 2/28/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 1.2 SPECIAL REVENUE FUNDS							
Fund: 209 - CEMETERY FUND							
Expenditures	6,150.00	6,150.00	1,979.52	541.48	0.00	4,170.48	32.2
Net Effect for CEMETERY FUND	350.00	350.00	520.48	258.52	0.00	-170.48	148.7
Change in Fund Balance:			520.48				
Fund: 212 - LIQUOR FUND							
Revenues							
Dept: 000							
443.000 LIQUOR LICENSE FEES	9,000.00	9,000.00	8,661.40	55.00	0.00	338.60	96.2
665.000 INTEREST ON INVESTMENTS	0.00	0.00	6.27	1.14	0.00	-6.27	0.0
Dept: 000	9,000.00	9,000.00	8,667.67	56.14	0.00	332.33	96.3
Revenues	9,000.00	9,000.00	8,667.67	56.14	0.00	332.33	96.3
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
Net Effect for LIQUOR FUND	500.00	500.00	167.67	56.14	0.00	332.33	33.5
Change in Fund Balance:			167.67				
Fund: 225 - FARMLAND PRESERVATION							
Revenues							
Dept: 000							
402.000 CURRENT PROPERTY TAXES	0.00	0.00	178,501.69	71,300.83	0.00	-178,501.69	0.0
665.000 INTEREST ON INVESTMENTS	0.00	0.00	117.11	3.22	0.00	-117.11	0.0
Dept: 000	0.00	0.00	178,618.80	71,304.05	0.00	-178,618.80	0.0
Revenues	0.00	0.00	178,618.80	71,304.05	0.00	-178,618.80	0.0
Expenditures							
Dept: 000							
802.002 ATTORNEY SERVICES	0.00	4,000.00	2,210.00	75.00	0.00	1,790.00	55.3
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	2,500.00	2,205.00	0.00	0.00	295.00	88.2
Dept: 000	130,000.00	661,226.00	647,635.25	75.00	0.00	13,590.75	97.9
Expenditures	130,000.00	661,226.00	647,635.25	75.00	0.00	13,590.75	97.9
Net Effect for FARMLAND PRESERVATION	-130,000.00	-661,226.00	-469,016.45	71,229.05	0.00	-192,209.55	70.9
Change in Fund Balance:			-469,016.45				
Fund: 226 - PARK and RECREATION FUND							
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	2.73	0.37	0.00	87.27	3.0
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	5,983.41	0.37	0.00	21,906.59	21.5
Revenues	27,890.00	27,890.00	5,983.41	0.37	0.00	21,906.59	21.5
Expenditures							

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2014 to 2/28/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 1.2 SPECIAL REVENUE FUNDS							
Fund: 226 - PARK and RECREATION FUND							
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
Net Effect for PARK and RECREATION FUND	10.00	10.00	5,983.41	0.37	0.00	-5,973.41	19,834.1
Change in Fund Balance:			5,983.41				
Fund: 227 - NEW URBANIST TOWN CENTER							
Revenues							
Dept: 000							
665.000 INTEREST ON INVESTMENTS	0.00	0.00	5.55	0.64	0.00	-5.55	0.0
Dept: 000	0.00	0.00	5.55	0.64	0.00	-5.55	0.0
Revenues	0.00	0.00	5.55	0.64	0.00	-5.55	0.0
Net Effect for NEW URBANIST TOWN CENTER	0.00	0.00	5.55	0.64	0.00	-5.55	0.0
Change in Fund Balance:			5.55				
Net Effect for SPECIAL REVENUE FUNDS	-128,993.00	-655,396.00	-436,227.92	117,301.96	0.00	-219,168.08	
Fund Type: 2.1 ENTERPRISE FUNDS							
Fund: 224 - SHORELINE PPRESERVATION							
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	0.25	0.05	0.00	-0.25	0.0
Dept: 000	1,430.00	1,430.00	0.25	0.05	0.00	1,429.75	0.0
Revenues	1,430.00	1,430.00	0.25	0.05	0.00	1,429.75	0.0
Expenditures							
Dept: 000							
902.000 BANK CHARGES	0.00	150.00	59.96	-15.00	0.00	90.04	40.0
Dept: 000	0.00	150.00	59.96	-15.00	0.00	90.04	40.0
Expenditures	0.00	150.00	59.96	-15.00	0.00	90.04	40.0
Net Effect for SHORELINE PPRESERVATION	1,430.00	1,280.00	-59.71	15.05	0.00	1,339.71	-4.7
Change in Fund Balance:			-59.71				
Fund: 590 - ACME RELIEF SEWER							
Revenues							
Dept: 000							
460.000 USAGE&CONNECTION FEES	849,297.00	849,297.00	542,882.80	15,129.07	0.00	306,414.20	63.9
665.000 INTEREST ON INVESTMENTS	658.00	658.00	327.73	44.64	0.00	330.27	49.8
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	543,210.53	15,173.71	0.00	311,492.11	63.6
Dept: 550 HOPE VILLAGE- WATER							
450.000 USAGE FEES	0.00	0.00	10,499.89	3,500.00	0.00	-10,499.89	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

REVENUE/EXPENDITURE REPORT

ACME TOWNSHIP

For the Period: 7/1/2014 to 2/28/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 2.1 ENTERPRISE FUNDS							
Fund: 590 - ACME RELIEF SEWER							
Revenues							
HOPE VILLAGE- WATER	8,000.00	8,000.00	10,499.89	3,500.00	0.00	-2,499.89	131.2
Revenues	862,702.64	862,702.64	553,710.42	18,673.71	0.00	308,992.22	64.2
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 PRINICIPAL 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 ACME RELIEF SEWER	118,683.64	118,683.64	382,903.84	18,673.71	0.00	-264,220.20	322.6
Change in Fund Balance:			382,903.84				
Net Effect for ENTERPRISE FUNDS	120,113.64	119,963.64	382,844.13	18,688.76	0.00	-262,880.49	
Grand Total Net Effect:	12,235.64	-585,317.36	-2,969.28	219,535.02	0.00	-582,348.08	

BALANCE SHEET

ACME TOWNSHIP

As of: 2/28/2015

Balances

Fund: 101 - GENERAL FUND

Assets

001.000 CASH-CHECKING	777,756.22
004.000 MONEY MARKET	297,136.11
005.000 HIGH YIELD	156,724.60
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>1,449,864.30</u>
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Liabilities

202.000 ACCOUNTS PAYABLE	-25.46
231.200 OTHER PAYROLL DEDUCTIONS	5,155.43
339.000 DEFERRED REVENUE	65,766.20

<u>Total Liabilities</u>	<u>70,896.17</u>
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Reserves/Balances

390.000 Fund Balance	916,633.62
393.000 Assigned Fund Balance	411,920.00
398.000 Change in Fund Balance	50,414.51

<u>Total Reserves/Balances</u>	<u>1,378,968.13</u>
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<u>Total Liabilities & Balances</u>	<u>1,449,864.30</u>
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Fund: 206 - FIRE FUND

Assets

001.000 CASH-CHECKING	110,879.79
123.000 PREPAID EXPENSE	290,657.08

<u>Total Assets</u>	<u>401,536.87</u>
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Reserves/Balances

390.000 Fund Balance	380,526.71
398.000 Change in Fund Balance	21,010.16

<u>Total Reserves/Balances</u>	<u>401,536.87</u>
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<u>Total Liabilities & Balances</u>	<u>401,536.87</u>
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Fund: 207 - POLICE PROTECTION

Assets

001.000 CASH-CHECKING	149,867.26
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<u>Total Assets</u>	<u>149,867.26</u>
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Reserves/Balances

390.000 Fund Balance	144,766.00
398.000 Change in Fund Balance	5,101.26

<u>Total Reserves/Balances</u>	<u>149,867.26</u>
--------------------------------	-------------------

BALANCE SHEET

ACME TOWNSHIP

As of: 2/28/2015

Balances

Total Liabilities & Balances

149,867.26

Fund: 209 - CEMETERY FUND

Assets

001.000 CASH-CHECKING

5,152.07

Total Assets

5,152.07

Liabilities

Total Liabilities

0.00

Reserves/Balances

390.000 Fund Balance

4,631.59

398.000 Change in Fund Balance

520.48

Total Reserves/Balances

5,152.07

Total Liabilities & Balances

5,152.07

Fund: 212 - LIQUOR FUND

Assets

001.000 CASH-CHECKING

825.54

004.000 MONEY MARKET

12,191.75

Total Assets

13,017.29

Reserves/Balances

390.000 Fund Balance

12,849.62

398.000 Change in Fund Balance

167.67

Total Reserves/Balances

13,017.29

Total Liabilities & Balances

13,017.29

Fund: 224 - SHORELINE PPRESERVATION

Assets

001.000 CASH-CHECKING

1,377.24

Total Assets

1,377.24

Reserves/Balances

390.000 Fund Balance

1,436.95

398.000 Change in Fund Balance

-59.71

Total Reserves/Balances

1,377.24

Total Liabilities & Balances

1,377.24

Fund: 225 - FARMLAND PRESERVATION

Assets

BALANCE SHEET

ACME TOWNSHIP

As of: 2/28/2015

Balances

Fund: 225 - FARMLAND PRESERVATION

Assets

001.000 CASH-CHECKING	170,220.30
004.000 MONEY MARKET	5,196.96
102.000 DUE FROM OTHER FUNDS	1,129.00

Total Assets 176,546.26

Liabilities

214.000 DUE TO OTHER FUNDS	11,290.00
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Total Liabilities 11,290.00

Reserves/Balances

390.000 Fund Balance	634,272.71
398.000 Change in Fund Balance	-469,016.45

Total Reserves/Balances 165,256.26

Total Liabilities & Balances 176,546.26

Fund: 226 - PARK and RECREATION FUND

Assets

001.000 CASH-CHECKING	16,098.43
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Total Assets 16,098.43

Liabilities

202.000 ACCOUNTS PAYABLE	279.08
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Total Liabilities 279.08

Reserves/Balances

390.000 Fund Balance	9,835.94
398.000 Change in Fund Balance	5,983.41

Total Reserves/Balances 15,819.35

Total Liabilities & Balances 16,098.43

Fund: 227 - NEW URBANIST TOWN CENTER

Assets

001.000 CASH-CHECKING	27,886.22
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Total Assets 27,886.22

Reserves/Balances

390.000 Fund Balance	27,880.67
398.000 Change in Fund Balance	5.55

Total Reserves/Balances 27,886.22

Total Liabilities & Balances 27,886.22

Fund: 246 - TWP IMPROVEMENT REVOLVING FUND

BALANCE SHEET

Page: 4

3/25/2015

9:01 am

ACME TOWNSHIP

As of: 2/28/2015

Balances

Fund: 246 - TWP IMPROVEMENT REVOLVING FUND

Assets

001.000 CASH-CHECKING	50,000.00
Total Assets	<u>50,000.00</u>

Reserves/Balances

390.000 Fund Balance	50,000.00
Total Reserves/Balances	<u>50,000.00</u>

Total Liabilities & Balances	<u>50,000.00</u>
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Fund: 590 - ACME RELIEF SEWER

Assets

001.000 CASH-CHECKING	1,305,044.92
004.000 MONEY MARKET	196,704.31
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	<u>8,454,322.18</u>

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	<u>1,773,014.63</u>

Reserves/Balances

390.000 Fund Balance	963,651.49
395.000 RETAINED EARNINGS	5,334,752.22
398.000 Change in Fund Balance	382,903.84
Total Reserves/Balances	<u>6,681,307.55</u>

Total Liabilities & Balances	<u>8,454,322.18</u>
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Fund: 701 - TRUST AND AGENCY

Assets

001.000 CASH-CHECKING	37,728.34
100.000 ACCOUNTS RECEIVABLE	65,766.20
Total Assets	<u>103,494.54</u>

BALANCE SHEET

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3/25/2015

9:01 am

ACME TOWNSHIP

As of: 2/28/2015

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
282.064	ARLINGTON RIDGE/GTTC	1,775.00
282.071	Acme 72 LLC, 3939 M-72	1,960.00
282.072	GRAVLIN, BEVERLY/PROPERTY TAX	100.00
282.073	TRAVERSE BAY RV RST 5555 M72	1,500.00
282.074	GRAND TRAVERSE RESORT	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	15,164.64

Total Liabilities 103,494.54

Total Liabilities & Balances 103,494.54

Fund: 703 - CURRENT TAX COLLECTION

Assets

001.000	CASH-CHECKING	356,570.76
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Total Assets 356,570.76

Liabilities

202.000	ACCOUNTS PAYABLE	310,823.09
273.000	UNDISTRIBUTED TAX	-65,935.37
274.000	EARNED INTEREST UNDISTRIBUTED	133,361.16

Total Liabilities 378,248.88

Reserves/Balances

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

Total Liabilities & Balances 356,570.76

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
March 9, 2015, 7:00 p.m.

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

Present: D. Rosa, J. DeMarsh, M. Timmins, B. Ballentine (Finch), D. White, S. Feringa, K. Wentzloff, T. Forgette
Excused: M. Binkley
Staff Present: N. Lennox, Zoning Administrator, J. Iacoangeli, Planner, J. Jocks, Legal Counsel
Recorder: T. Forgette

A. LIMITED PUBLIC COMMENT: None

B. APPROVAL OF AGENDA:

Motion by Timmins to approve agenda as presented; support by Balentine. Motion carried.

C. INQUIRY AS TO CONFLICTS OF INTEREST:

Feringa brought up for review and discussion the proposed GT Resort & Spa parking lot expansion that is on agenda. He was not planning to state a conflict of interest but would defer to legal counsel and the Planning Commission. The GT Resort is a separate business entity owned and operated by the Grand Traverse Band of Ottawa and Chippewa Indians. Though he is a tribal member, tribal members do not receive direct or indirect financial contributions from the GT Resort. He does work on projects at the GT Resort as part of normal duties as a corporate architect but has not worked on this particular project. J. Jocks reviewed policy and does not see an issue with bias. S. Feringa stated he would not recuse himself.

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

a) RECEIVE AND FILE:

1. Draft Unapproved Minutes of:

1. Township Board minutes 02/03/15
2. Zoning Admin. monthly report: Jan-Feb 2015
3. Bayshore Corridor Strategy meeting 2/24/15 Notes

b) ACTION:

1. Draft Unapproved Minutes of:

1. Planning Commission minutes: 02/09/2015

E. ITEMS REMOVED FROM THE CONSENT CALENDAR:

Motion by White to to approve the consent calendar as presented; support by Timmins. Motion carried.

F. CORRESPONDENCE: K. Wentzloff introduced into record a letter from Robert Garvey of Deepwater Point dated February 13, 2015 regarding the proposed plans for the Traverse Bay RV Park expansion and the potential impacts on Yuba Creek. Copy is available with the minutes.

G. PUBLIC HEARINGS: None

H. NEW BUSINESS:

a) Grand Traverse Resort & Spa employee parking lot improvement site plan review

Ken Ockert of RCA, a representative of Grand Traverse Resort & Spa, presented the project. The proposed project involves the expansion of the current gravel 138 car employee parking lot to a paved parking lot. If you are planning to attend and are physically challenged, requiring any special assistance, please notify Cathy Dye, Clerk, within 24 hours of the meeting at 938-1350.

lot that will accommodate 254 cars and up to 6 buses.

J. Iacoangeli provided a summary of the staff site plan review. Agency reviews were submitted and reviewed (GT Metro review was emailed today). We asked them to reduce the height of the lighting poles to be consistent with the form-based code standard of 27'. The applicant reduced them to 25'. Initial stormwater review has been completed however we have not received the finalized document. The plan meets or exceeds the standards and recommending the Planning Commission approval.

D. Rosa asked about the lighting and a provision for maintaining within the parking lot area.

J. Iacoangeli indicated that the lights are contained within the box so light directs downward and the lighting is evenly distributed. The photometrics are not that intense.

S. Feringa asked if more screening trees could be added along cart path. Understands this is not a requirement but a suggestion to block potential stray golf balls.

Motion by M. Timmins, second by T. Forgette to approve the site plan submitted by Grand Traverse Resort & Spa for the construction of a 260 vehicle parking lot located on a 3.00 acre parcel on the northwest corner of Grand Traverse Resort Village Drive and North Village Drive with the following stipulations:

- 1) The approved site plan package be signed by the Chairperson of the Planning Commission and the Applicant, or their representative.
- 2) Signage, if any, shall meet the Acme Township Zoning Ordinance.
- 3) Stormwater revisions must be completed prior and approved by Kris Enlow, P.E. (Beckett & Raeder) prior to issuance of land use permit.
- 4) Incorporation of additional trees along the south boundary of the project area.

Motion unanimously carried.

I. OLD BUSINESS:

- a) US-31/M-72 Business District Architectural Standards

J. Iacoangeli suggests postpone pending legal review of language and present at a later time. Discretionary areas were discussed and will be addressed after additional review by planner and legal counsel.

J. PUBLIC COMMENT & OTHER PC BUSINESS

1. Zoning Administrator update on projects: None

2. Planning Consultant: J. Iacoangeli provided updates. Developers of VGT getting very close to presenting to the township a final draft of the stormwater and system that is attached to the stormwater (wetlands and basins) per the SUP. PC will receive copy of the development vegetation augmentation plan being submitted to DEQ. Should have this information by the April meeting, no later than May. Additionally, Dr. Grobel, consultant for the township on this project has resigned. He feels to some degree that he is hearing too often that he is the one to ensure the stormwater system will work. Professionally he doesn't want to be put in this position because no one can tell on any of these stormwater systems if they are going to work the way they were intended. He also felt that on some issues that his recommendations were not taken seriously by the developer. Township is going to bring in a 3rd party stormwater review consultant who was not at all part of the project to provide a legitimate peer-review. A contract has been signed with Cardno JF New, out of Grand Haven, MI. They specialize in ecological assessment and wetland restoration projects. They will do the peer review on the designs that will be submitted.

3. P C Education etc.: Wentzloff- Report on T.A.R.T trails.

Currently looking at the possibility of taking T.A.R.T Trail down Bunker Hill. Looked at four routes and weigh them according to criteria. Routes considered were 1) taking it through the VGT property, 2) up Bunker Hill to Bates 3), take down the shore and Mount Hope to pedestrian tunnel and then to Bates, and 4) proposed taking it through Bayside parks and then looking at taking it through VGT. Julie Clark of T.A.R.T met K. Wentzloff and M. Timmins (Parks and Recreation) to look at possibility of bringing trail from Bayside Park, through Deepwater Point or to trails behind Christ the King up to get to Lochenheath or some other easement. Looking at crossing points, curb cuts, elevations, etc. taking it all the way to Elk

DRAFT UNAPPROVED

Rapids. Some like a crossing at Twisted Fish or water tower. Have to consult with MDOT. Cross at Bunker Hill possible to get to Acme parks along the shoreline. VGT and GT Resort would be spurs of the trail.

Forgette – Report on Bayshore Corridor/MDOT meeting.

Submitted a highlight summary provided by John Syche on the Bayshore Corridor/MDOT meeting with Grand Traverse County, area Townships, and MDOT personnel. Access management seems to be a big concern of all. Monies are available from MDOT to conduct an access management plan that all seem to be interested in. Acme relevance was provided and document attached to the meeting minutes. It may not be too late for township to look at some areas along US31 with respect to access management. Road construction on US 31 and M72 to begin in April. No detours.

Timmins/Ballentine- Report on Community Engagement Class. Rosa and Wentzloff also attended. Learned how to identify stake-holders in a project and how to work with the public. Instructor did a great job and it was very informative.

Lennox – Update on Traverse RV Park. Soil and Erosion unable to conduct site visit yet due to snow. Several outstanding issues with the site plan.

PUBLIC COMMENT: None

ADJOURN: Motion to adjourn by Timmins, seconded by Ballentine. Motion carried. Meeting adjourn at 8:16pm

Nikki Lennox

From: Karly Wentzloff <karly.wentzloff@gmail.com>
Sent: Friday, February 13, 2015 12:02 PM
To: Nikki Lennox
Subject: Fwd: Yuba Creek

Could you please forward this to the PC and include it as correspondence in our next packet.



----- Forwarded message -----

From: Robert Garvey <bobgarvey@me.com>
Date: Thu, Feb 12, 2015 at 4:57 PM
Subject: Yuba Creek
To: karly.wentzloff@gmail.com

Hello Karly ;

Hope all is well with you in the new year.

I am writing to you as Chair of the Planning Commission.

I wanted to express my concerns relating to mobile home development on M 72 adjacent to the Yuba Creek. I have no negative comments relating to the expansion itself . My concerns relate primarily to the close proximity of impervious surfaces and septic fields to the Creek. As you know, two branches wind their way through this property.

I appreciated your comments at the last Planning Commission meeting expressing concern with this issue after our experience with the VGT development as it relates to the Acme Creek. We are so fortunate to have two designated cold water trout streams self contained within our township.

As you may know , our family owns a 40 acre farm just north of this project . The Yuba Creek runs across our entire East property line. What goes into the Creek at this proposed site reaches our property a few minutes later. Our stretch of the Creek is still viable as a brook trout stream, meaning the water is cold enough and oxygenated enough to maintain a healthy trout habitat. We maintain a sand trap [permitted by the DEQ] in an effort to reestablish a natural gravel bottom . Development and roads adjacent to the creeks cause sand to wash into the streams ruining the natural gravel spawning habitat that you see further up stream in both the Yuba and Acme Creeks . The sand trap slowly accumulates sand which we remove when it fills up.

My concern and my request with regard to this project is straight forward. Would the Planning Commission PLEASE consider, as a prerequisite to allowing the project to move forward, an impact study ? I would suggest that the Planning Commission select the best qualified person to do the study and ask the proponent of the development pay for it . This seems a reasonable request .

We are a relatively small community . We simply don't have the expertise to make informed decisions relative to the impact of significant cumulative development adjacent to our Creeks . That's what experts are for. If mistakes are made at this stage the effects will live on long after we are gone . So , our decisions have consequences. Again, I have no problem with the concept of expanding the business, I just want reassurance that it is going to be done right with the least amount of harm to this important resource .

I remember my neighbor [now deceased] , Bill Hicks , standing up at a Board meeting when the "Town Center" was first being discussed . He introduced himself as someone who knew Fred Meijer personally . Actually , Mr Hicks was instrumental in locating the existing Meijer store in Town. His statement was to the effect that he had no problem with a "town center" in Acme but " I'll be damned if I will go along with a project that threatens the Acme Creek " . He was reassured that the project would not have a deleterious effect on the Acme Creek. Bill's home is located 5 or 6 houses North of the mouth of the Acme Creek where it enters the Bay . He was also an avid fisherman.

I feel the same way about this project. I have no problem with the expansion but there is no reason not to get it right as far as impact to the creek is concerned. Having a meaningful impact study before approval will give all of us the comfort of an informed decision as it relates to the Yuba Creek.

Please give me, as a downstream resident and taxpayer, assurances that before this plan is approved that someone with expertise , someone who is not beholdng to the business owner, will look at the plans and give the community assurances that there are no unreasonable threats in the design .

If there is a higher responsibility for our Township officials than protecting the watersheds I don't know what it would be .

Hopefully what I am asking for has already been made a condition of the project , if so can you let me know that ?

Thank you for taking the time to read this and please share my concerns with the other members of the Commission.

Sincerely, Bob Garvey

Highlights from Bayshore Corridor Strategy Meeting

February 24, 2015

Governmental Center

Grand Traverse County: John Sych, County Planning and Development
Townships Represented: Acme, East Bay, Garfield, Elmwood
MDOT Personnel: Rick Liptak Jr. – Manager, Transportation Service Center, TC
Patty O’Donnel – Transportation Planning Specialist, North Region

- MDOT is supportive of developing an access management plan for the corridor and may be able to provide some funding for development of a plan. Local communities will need to consider interest in a plan and providing funding for the plan.
- An access management plan would map out locations for driveway closures and cross-access locations. Implementation of the plan would be primarily in the form of site plan review actions, based on zoning ordinance provisions and cross-access agreements.
- MDOT may plan for central control of signals along the corridor. This may alleviate congestion problems. However, it could also limit gaps in the traffic to allow for pedestrians crossing the road and vehicles turning onto the road.
- Speed limit changes require a traffic study that may or may not warrant a speed limit change. In some instances, speed limits have gone up following a study. Elmwood Township will be conducting its own traffic study. MDOT has concerns about buildings being built at the right-of-way (ROW) line. They may be impacted by snow plows and some of the building features (signs, outdoor cafes) would require permits if they project into the ROW. The recommendation is to site buildings at distance to accommodate such features.
- Stormwater management improvements are being made during the reconstruction of US-31 in East Bay in 2015, but not to the extent to reduce water quality concerns of stormwater emptying into the bay. The cost of stormwater mitigation facilities can be high. Costs include finding property, construction, and maintenance.
- MDOT is accepting of building refuge islands/medians to accommodate pedestrian crossings where there are no intersections or driveways.

- US-31 project in 2015 will start in April and go through June. There will be a break for July and then the project will pick up again in August. Two lanes of traffic (one lane each way) will be provided throughout the project. No detour is planned.

Acme Relevance

- Need access management plan; look for crossovers for future parks area in Bayshore district
- MDOT has funded access mgmt. plans for communities; GT County has \$100k for corridor access mgmt.
- Look at vegetation as natural “tightening” of roadway to slow traffic down between 5 Mile and Holiday Road
- Review build out line and road right of way for Bayshore FBC district with respect to US31; MDOT has seen issues related to plow damage

Parks and Recreation Advisory Committee Meeting
Thursday, January 22, 2015 6:00 p.m.
Acme Township Hall

Meeting called to order at 6:02 p.m. with the Pledge of Allegiance.

Members present: Timmins (Chairperson), Challenger, Guy, Feringa, Goss
Members absent: Yamaguchi, Kerns, Kaetchen
Staff present: Henkel (Parks Supervisor)

The Minutes from the 11/5/14 meeting were approved with several changes.

OLD BUSINESS:

Aukerman gave a **boat launch update**.

- 1) Funding from 2% grant should get a yes/no in February. She requested that everyone contact people who have had "East Bay boating" experiences to show/write personal letters of support and interest for the launch.
- 2) Klaus Heinert, landscape architect/engineer from Gosling Czubak, gave an overview on the engineering and construction plans for the boat launch. We are processing a Bottom Lands Conveyance permit from the DEQ and Army Corps of Engineers which will give us the OK from the State of Michigan. Topographic studies, soil samples, designing dredge areas, discussions with the county road commission about the road rights and launch traffic patterns, ADA compliance issues, changes in launch design, skid pier, tie up site for waiting boats, and parking were all points of discussion. An early autumn start date and spring 2016 finish was tentatively proposed.

Feringa offered his resignation as Vice-Chair of Parks & Recreation Committee temporarily, but may return in the spring if his work load doesn't get too heavy.

Timmins has been talking with McDonough and Clark from Grand Traverse Conservancy regarding what is permitted by the original grant for the **Yuba Creek Natural Area**. They may explore snowshoe/bike trails for that area. Also, because we did not get the grant for South Park development, they're discussing what is needed to protect the beaches and waters along that stretch of US 31 (nonpoint source water pollution) and possible sand filtration systems to purify runoff returning to the Bay. After considerable discussion, the question was raised about whether water quality was under the Parks & Rec Committee's domain.

Extended Park Hours were revisited. The parks (Yuba, Saylor, and Bayside) are open May to October, when the snow flies. No snow removal limits their use. Henkel will be checking with insurance to explore liability issues for the township and ask Deputy Chub if there have been any problems related to extended park usage so far.

Acme Ace Hardware Shopping Nights in Nov/Dec raised \$435 for the boat launch fund (Men's Night \$200 and Ladies Night \$235). Thank you Acme and Ace Hardware! There is still plenty more to raise... Feringa encouraged contacting Lakes Fisheries Trust regarding the June 30th 2% tribal grant, as well.

Henkel announced he was looking for someone to help write a trust fund grant; Timmins offered support.

Meeting was adjourned.

Submitted by Margy Goss, Recording Secretary for Parks and Recreation Committee



2014 ANNUAL REPORT

**GRAND TRAVERSE METRO
EMERGENCY SERVICES AUTHORITY**



897 Parsons Road, Traverse City, Michigan 49686

www.gtmetrofire.org

2014 ANNUAL REPORT

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Report created by Capt. Troy Holliday with information received from the Fire Administration and officers of the department.

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

Cover Photo by United States Coast Guard. Photo was taken during an ice rescue incident on Spider Lake in early December 2014. Two residents were out ice skating and one person fell through the ice and was clinging to the side of the ice, while the other was lying down trying to help them. With the quick response from GT Metro personnel, East Bay EMS, North Flight EMS, Grand Traverse Sheriff Department, both victims were removed from the water in less than 14 minutes. The USCG was already in the air for training and was going to assist with a second rescue swimmer being launched from the Air Station in Traverse City.

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

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



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

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

MESSAGE FROM THE CHIEF

It is my pleasure to present to you the Grand Traverse Metro Emergency Services Authority's 2014 annual report. On behalf of the 84 men and women of the department, we thank you for your continued support. Our department is filled with dedicated individuals who are committed to enhancing safety and the quality of life in the communities of Acme, East Bay, and Garfield Townships. This report cannot possibly capture all of their individual efforts but does represent an overview of their collective accomplishments.

As you will read, in 2014 the department responded to 4622 calls for service which is a 9.3% increase from the previous year. Medical calls continue to lead our responses with 70.3% of the calls. Once again it was a challenging year, but our staff rose to the occasion.

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

1. The long awaited consulting project on the possibility of Metro and the Traverse City Fire Department consolidation was delivered. The report concluded that there were no short term savings, but it should remain a long term goal.
2. A new rescue/engine was delivered to Station 8 in Acme replacing a 20 year old truck.
3. We received two grants from the Grand Traverse Band of Chippewa and Ottawa Indians for three LUCAS external compression devices that replace manual CPR with mechanical. Our success rates have improved.
4. The department is close to choosing a piece of land for a new fire station in Acme. This project passed the budget process and there is hope for a summer of 2015 ground breaking.

Accreditation will continue to be an area that we focus our endeavors on again in the next year. Improved property values and increased construction are helping with the budgetary constraints of the past four years.

The department is committed to its mission: *"to care for, protect, and serve the community."* We attempt in all of our endeavors to perform our jobs safely and efficiently, so we all can go home to our loved ones. Our motto: *"Omnis Cedo Domus,"* is Latin for "we all go home!"

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

We sincerely thank you for your continued support!

Patrick Parker – Fire Chief



Grand Traverse Metro Fire Department

Chief: Patrick Parker



THE DEPARTMENT

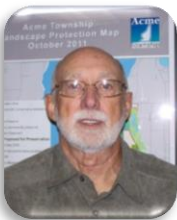
Grand Traverse Metro Emergency Services Authority (GTMESSA) provides fire and life safety services to Acme Township, East Bay Charter Township and the Charter Township of Garfield since 1980. The GTMESSA Authority Board governs and sets policy for the Department. The board consists of a township supervisor and trustee from each member township. On September 11, 2008, the department reorganized under Michigan PA 57 which created the Grand Traverse Metro Emergency Services Authority. The three townships believe in the concept of a regionalization and the economies of scale by sharing resources long before it became popular. The Authority has created a business model and foundation that could incorporate all modes of emergency services from Police to EMS. We will continue to do business as the Grand Traverse Metro Fire Department with the Authority as the legal body.

GTMESSA Fire Board:

2014 Chairman: Beth Friend, Vice Chairman: Chuck Korn

Acme Township

Supervisor Jay Zollinger



Rep. Paul Scott



East Bay Township

Supervisor Glen Lile



Rep. Beth Friend



Garfield Township

Supervisor Chuck Korn



Rep. Bob Featherstone



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

MISSION STATEMENT

To Care For, Protect, and Serve the Community

Code of Ethics

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

FIRE STATIONS

Station 1 843 Industrial Circle, East Bay Township



Station 8 6042 Acme Rd, Acme Township



Station 9 110 High Lake Rd, East Bay Township



Station 11 3000 Albany, Garfield Township



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

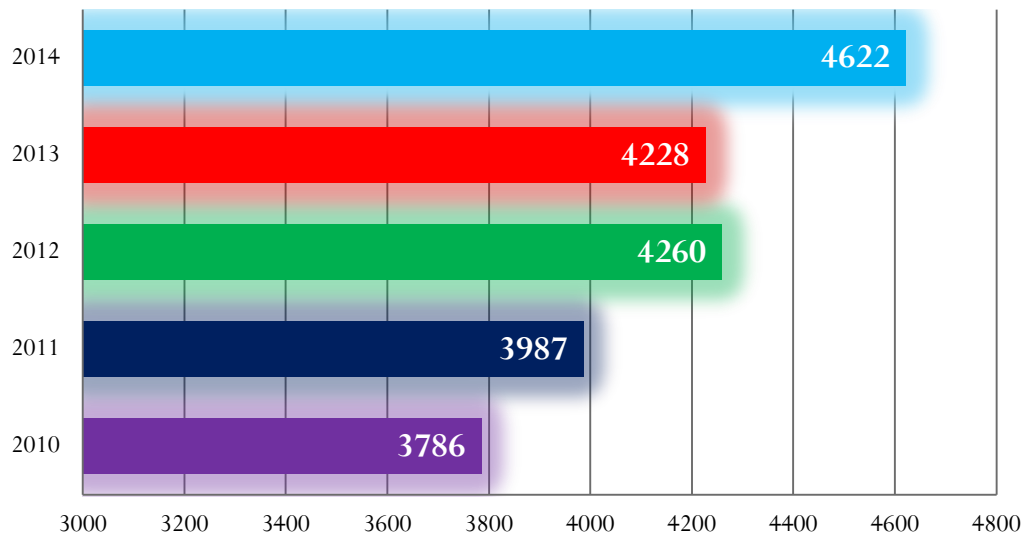
STATISTICAL SUMMARY

The Grand Traverse Metro Fire Department responded to 4,622 incidents in 2014.

An increase of 9.3% of incidents from 2013.

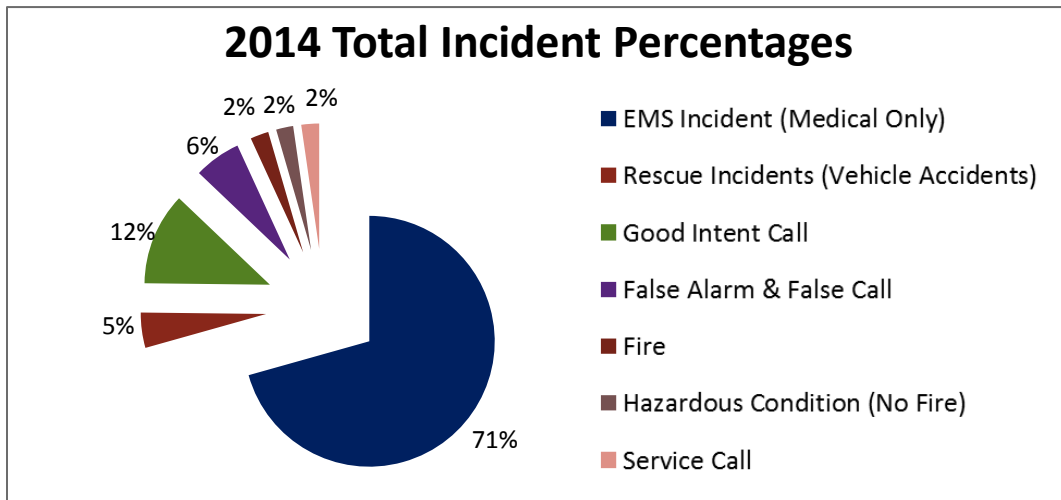


Year After Year Incident Comparison

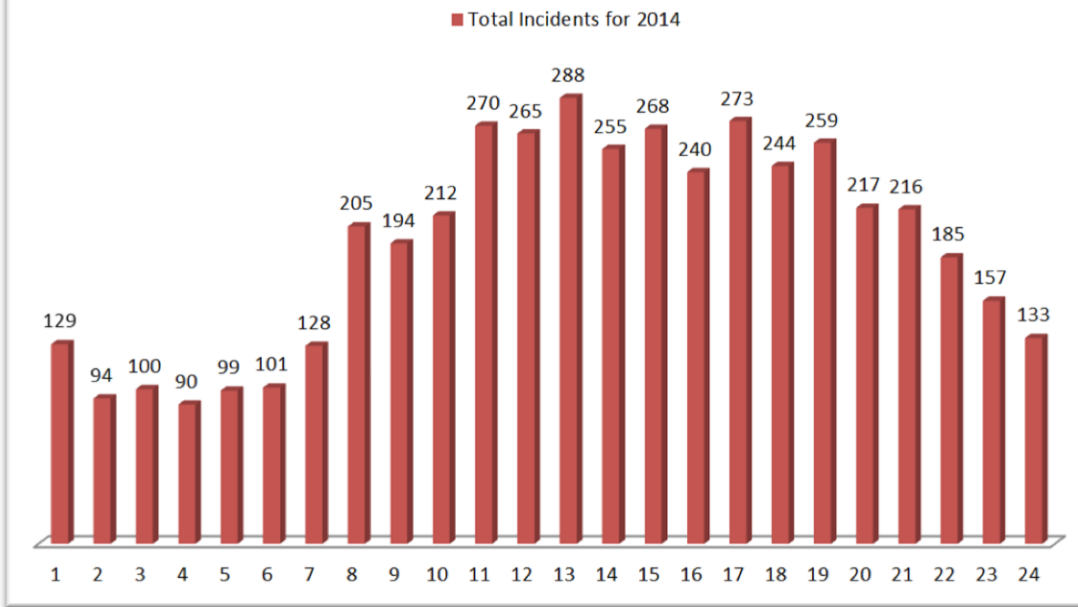


Statistics for the last few years shows our growth of incidents in the Acme, East Bay, and Garfield Townships.

2014 Total Incident Percentages



Total Incidents by Hour of Day



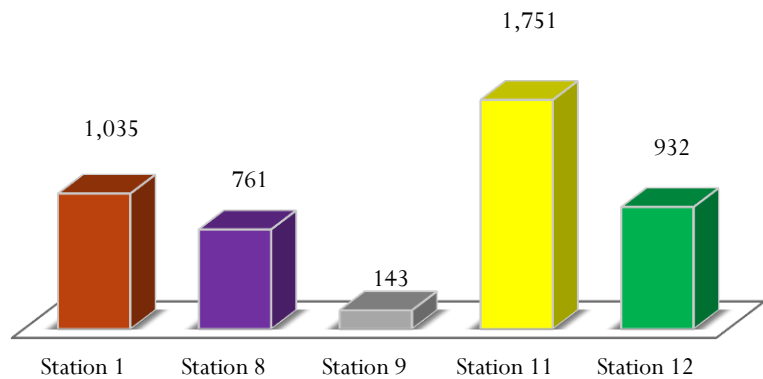
Our busiest time of day appears to be between the hours of 10am and 7pm.

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

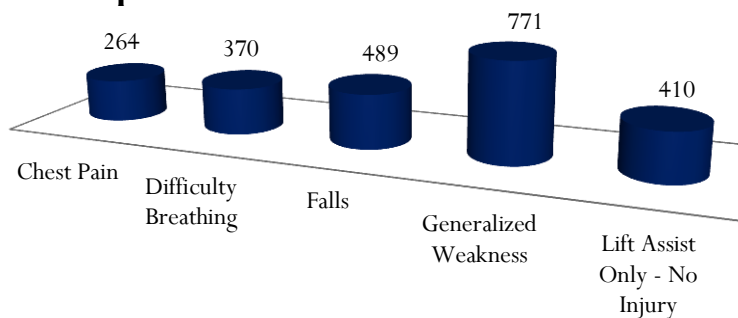
Total Medical Responses for 2014

3,265

2014 Incidents by Station



Top 5 Medical Responses



EMERGENCY MEDICAL SERVICES



Of the GTMESA's emergency calls, 70.3% are for medical response. In 2009, our services upgraded from a Medical First Responder level to a Basic Life Support level, which allows our members to provide a higher degree of medical attention to the community. Our members have the ability and training to provide basic life support measures to citizens, which include advanced airways, pre-hospital drug administration, and automatic defibrillation. The suppression personnel are certified as Medical First Responders, Emergency Medical Technicians, and Paramedics. East Bay Township operates a township-operated ambulance service that responds with members from both East Bay EMS and Metro fire personnel. The other four stations operate rescue units that respond and assist North Flight EMS, an Advanced Life Support agency. Three of our stations house a North Flight EMS unit with a paramedic.

Rescue units at each station respond to all motor vehicle accidents with injuries and are equipped with extrication equipment to free victims from entrapment. In 2014, rescue units responded to 210 motor vehicle incidents, which at least 8 of them required extrication of victims.

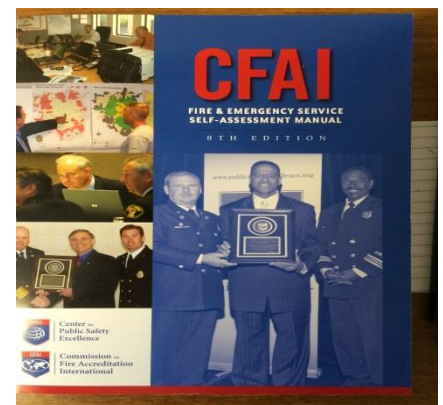
In 2014 we received multiple grants from The Grand Traverse Band of Ottawa and Chippewa Indians for the purchase of a Lucas Chest Compression System. This allows us to have this live saving tool at 3 of the 5 stations in Metro. Station 9's area is equipped through East Bay EMS which leaves Station 1 the only station without one. We have put in for another grant request at the end of the year for another Lucas device for Station 1.



SUPPRESSION HIGHLIGHTS OF 2014 by Asst. Chief Terry Flynn

ACCREDITATION

GTMESA has continued in its quest for accreditation from the Center for Public Safety Excellence (CPSE). The department's status has stalled due to the uncertainty of the ongoing study for consolidation of emergency services in the Traverse City metropolitan area. However, many of the principles and guidelines suggested by the CPSE have already been implemented into the department's daily routine including items such as data analysis and the review of the current training. GTMESA hopes to continue on the path toward our goal of accreditation by 2016. GTMESA is currently in Registered Status and plans to move through the process during 2015 and is included in the department's Strategic Plan.



ISO RATING

GTMESA has seen an improvement in its ISO PPC classification in 2012 from a 6 to a 5. All building owners should have seen a reduction in insurance premiums due to this improvement. GTMESA plans to petition for a re-evaluation of the ISO classification because of the further improvements made to the department.

STATISTICS

GTMESSA saw an increase of 9.3% in its call volume for the 2014 year. Medical calls account for 70.3% of all calls while fire incidents account for 2.3% of all calls. Station 11 (Veterans Drive) came in with the most calls for service in the district with 1751 incidents. Fire calls not including alarms were up 8 % in the last year at 109.

TRAINING

GTMESSA once again increased its training requirements for all personnel in 2014. Increases in call volume in the Metro area and a tightening budget have dictated a slight change in the level of training across the entire fire district. In 2014, a new training program was developed to provide a uniform and consistent level training across the entire fire district. This new program is a combination of computer based self-study training and hands on fire based evolutions involving multiple stations. This new training is based on national standards and industry accepted practices for the purpose of bringing all personnel to a higher competency level. The results so far have exceeded expectations. This is also the second year where GTMESSA has scheduled a majority of its training during the daytime hours which will include the duty shift personnel, thereby reducing training costs and providing additional efficiencies.

STAFFING

GTMESSA has increased the daily staffing in 2012 in an attempt to meet the increased demand for emergency services. GTMESSA currently staffs the stations with a flexible scheduling method where additional staffing is implemented during peak call times such as special events or inclement weather. This type of scheduling is a big factor in improving our response capability and allows for an increased state of readiness especially in the times of expected stormy weather and busy summer weekends. Normal business hours are usually the busiest time for call volume and GTMESSA has 17 personnel on duty during this time period. Station 8 has increased its staffed station hours and now has 1 personnel on duty 24 hours a day with a night-time on-call member to respond to help out, and 1 duty member on 16 hours during the day 7 days a week. This will be changed to 2 firefighters at all times when the new station is built. Stations 11 and 12 currently have at least two personnel on duty 24 hours per day as does Station 1 who also adds a third Firefighter/EMT at peak call times during the week. Station 9 has increased its staffing to every Friday-Sunday throughout the year instead of just the summer months as in previous years. We also have Firefighter/Inspectors working Monday through Friday and can augment the station personnel on an emergency if they are needed. There are also three Chief Officers on duty during normal business hours and at least two of them are on call while away from the office. Station staffing will be monitored periodically in order to maintain the most effective and efficient staffing possible. GTMESSA's roster of fire personnel has decreased to 84 in the past year. In April 2015, we are planning to add 1 Full-Time Firefighter / EMT to our roster.





COST RECOVERY PROGRAM

GTMESSA at the suggestion of the Fire Board rolled out a new program in 2012 to bring in additional revenue in an attempt to recover those costs associated with certain incidents which are allowed by law. These incidents where costs are recoverable include vehicle crashes, structure fires, vehicle fires, hazardous material releases and calls to down electrical wires. This program is one reason that GTMESSA is able to keep the fire tax millage the same for 2014.

HAZARDOUS MATERIALS RESPONSE

Although there were no major hazardous materials incidents in the GTMESSA district in 2014, the department increased the frequency of Hazardous Materials training for all members to comply with the new national standard. There were several large scale drills held during the year involving the National Guard and area industrial facilities to increase the preparedness of the Metro HazMat team. The team has a large scale event planned in Cadillac for 2016.



STATION 1 NEWS... By Capt. Tony Posey

Metro Station 1 has progressively increased call volume since it's opening in 2008. 2014 saw an increase of 35 calls from 2013 for a total of 1,035 calls for service. This only includes calls within the primary response area of Station 1, and does not include assists to other Metro Stations for medical calls, fire alarms, etc.

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

The Safe Neighborhood campaign was very successful for Station 1 in 2014. We completed installations of at least two working smoke alarms in a large majority of the residential units in our first due area for those that had no alarms. We also inspected and replaced batteries for those units that had alarms. Our goal is to ensure that every home in the Metro District has at least two working smoke alarms in their home. This is provided through Grant Assistance and is of no cost to our taxpayers. You can contact our administration office for further information.

Station 1 personnel also began an integral role in Metro's Company Inspection program in 2014. Some of our suppression staff who've been trained in doing fire inspections have begun visiting businesses in our first due area to complete inspections. This program is very valuable to us because it not only alleviates some of the inspection load on our full-time inspectors, but it also allows our suppression personnel to get in and preplan some of our buildings in the event of a fire or other emergency.

Station 1 consisted of 19 members in 2014 under the direction of Captain Tony Posey and Lieutenants Andy Doornbos and Adam Drewery. Five new probationary members were assigned to Station 1 during 2014 and are in various stages of completing their training at this time.

Specifications for a new Heavy Duty Squad and Special Operations trailer were written and completed in 2014. Delivery of the new Squad is expected in the first quarter of 2015. Delivery of a new Special Operations trailer is expected in late 2015.

STATION 8 NEWS... By Capt. Mark Shaul

Grand Traverse Metro received a new front line Engine/Rescue this past spring to replace one of its aging vehicles in its fleet. The new engine/rescue is now stationed at Station 8 as the first out apparatus. Training and outfitting the apparatus has been completed. Old Engine 8 which is now Engine 13 has become a reserve engine and will be used to replace our first out apparatus when needed. In the short time that new Engine 8 has been in service it has responded to numerous calls including working commercial and residential fires and has performed flawlessly. Please stop by Station 8 to tour the new engine, if you haven't already, as we are always happy to show off your new Grand Traverse Metro Fire Engine 8.



Along with having new equipment, Station 8 experienced a 12.0% percent increase in incident calls for 2014 vs. 2013. With the new development along the East M-72 corridor many of us are expecting this growth in incidents to continue. Because of the development in the Acme area, Grand Traverse Metro Fire board has been working hard to

finalize the location for a new Station 8. At the close of 2014 one parcel of land stood out as the front runner for that location. Hopefully by the 2015 annual report we will be announcing the proposed opening date for the new Station 8.

In review of 2014, we witnessed positive changes in Station 8. Lt. Adam Mervau and Lt. Tim Newton concluded their first year in the Lieutenant's position. Training did and will continue to be one of our primary objectives so we are ready for the next incident that we will respond to. It looks like for 2014 many of our Station 8 members did strive to protect their health by participating in GT Metro's Wellness programs as physical fitness is a requirement to doing our job and going home afterwards.

In conclusion, we are mindful of our response to our community needs is increasing and how we respond is changing. At Station 8 we will continue to achieve the level of expectation that is set forth by the GT Metro Chief, GTMESA Fire Board, and by our community we serve. This will include raising the bar again for 2015 and setting the objective and goals to perform at that level.

STATION 9 NEWS... By Capt. Mark Shaul

When reviewing 2014 the most remarkable achievement to note is the percentage of calls that Station 9 responded to vs. 2013. Station 9 had a 49.0% increase in incidents, GT Metro had a 9.3% overall increase in incidents. The reason behind this remarkable increase is not easy to explain and three probable reasons are listed below.



- GT Metro's Residency program at Station 9 has allowed Station 9 to respond to incidents vs. Station 1 or Station 8. This is a fantastic program that helps the entire east side of our response area. Being able to respond out of Station 9 allows better coverage and leaves other stations able to respond to the next incident.
- The number of calls for East Bay Township are increasing. East Bay Ambulance experienced a 19.0% increase in 2014 vs. 2013. In speaking to Manager Newton this trend seems to be continuing into 2015 as East Bay Ambulance responded to 65 calls for the month of January.
- Regarding East Bay ambulance, out of the twenty members on 9A fourteen are also members of GT Metro, this allows for a response of Station 9 apparatus on incidents that happen when the ambulance crew is at Station 9. The ambulance is still available since other GT Metro members will respond to replace that 9A member who is with the apparatus. It's a great shared benefit due to a great relationship between the two organizations.

In 2014 Medical Director Mikie Parker resigned her title with East Bay ambulance. She is still very much a member and plans on staying active in 9A. Tim Newton has been promoted to Manager of East Bay ambulance and will oversee the day to day activities for this organization. Manager Tim Newton is also a GT Metro Lieutenant for Station 8 and very active in helping with GT Metro issues at Station 9. We will continue to look forward to working closely with 9A in 2015.

In 2014, Station 9 became a voting location for East Bay Township. This is just another commitment from GT Metro to be an active member to the community we serve.

On December 5, 2014 Station 9 responded to a low frequency incident in which two East Bay township residents were ice skating on Spider Lake and broke through the ice. Station 9 was hosting an Initial Trauma Management class at the time of the incident and the response was quick. GT Metro's S.O.G.'s were followed and with the cooperation of many departments the husband and wife were rescued and the incident was handled in less than 30 minutes. Many times, similar low frequency calls end up with a lot of confusion and demands for changes because results were not what was expected, in this case everybody involved should be commended for a job well done. GT Metro did review how the water rescue equipment was distributed and changes were made to make it safer for our responders for this type of high risk rescue. It is always nice to make changes due to good results and being proactive for the next incident.

As in the past, please mark your calendar for May 3, 2015 for the next annual Pancake Breakfast at Station 9.



STATION 11 NEWS... By Capt. Brian Bloom

Station 11 finished out 2014 with 1,751 runs. This is an increase of 178 over 2013, and this does not include responses into Station 12 or Station 1's area. This equates to 38% of GTMESA's total run volume of the year.

We had several members have their families grow last year. My daughter (Emmalie Cook) had a daughter Audrielle on February 12, 2014, our first Granddaughter. FF Daren Mansfield and his wife Jessica welcomed a daughter, Finley on August 14, 2014. FF Cory Ellis and his girlfriend Kerrie welcomed a daughter, Makenna on October 4, 2014. Lt. Nick Lemcool and wife Belinda welcomed a son, Aiden on December 10, 2014. Lt. Lemcool also finished and passed his Paramedic program in December.

At the end of 2013, FF Chryst, Lt Lemcool and Lt Clute completed the Fire Inspection program. During 2014, they focused on helping the Fire Prevention Bureau complete inspections on the Company level while on duty.

Over Labor Day Weekend, Station 11 also helped in raising funds for Muscular Dystrophy Association, again with another record breaking year. We helped collect \$7,000 dollars for MDA over two days.

There was new and upgraded equipment added to several pieces of apparatus last year at Station 11. Engine 11 was outfitted with an MDT (Mobile Data Terminal). This piece of equipment allows us to gain access to our Central Dispatch's CAD monitoring. This allowed us to have better call information including greater narratives, hazards, locations, mapping and so much more. Grand Traverse Sheriff's Department also use the same MDT software we are using, allowing us to communicate back and forth if needed, or see the GPS location of a patrol car. It is also utilized for accessing our preplan information. Squad 11 was also outfitted with an MDT later in 2014.

In addition to the MDT being added to Squad 11, a Lucas device was also introduced to Squad 11 in early 2014. This device was made possible by a grant awarded by the Grand Traverse Band of Ottawa and Chippewa Indians. This life saving device is a safe and efficient tool that standardizes chest compressions in accordance with the latest scientific guidelines. It provides the same quality for all patients, independent of transport conditions or rescuer fatigue. By doing this, it frees up rescuers to focus on other life-saving tasks and creates new rescue opportunities. Performing manual chest compressions of high quality is both difficult and tiring, and impossible in certain situations. Studies have shown this device increases blood flow to the brain and heart compared to manual CPR. We have already experienced several saves by utilizing this device.

Rescue 11's vehicle extrication equipment was upgraded in 2014 with CORE technology hydraulic hoses. This allows us faster tool switch over as needed.

In 2014, an F-2 position was added to Station 11 and Station 1. This position allows newer inexperienced members an opportunity for additional training and call volume they may not experience at their respective home stations. This also provides a 3rd Firefighter on duty at Station 11 or Station 1. With this extra staff, we have the ability to split crews and handle multiple calls out of one station.



STATION 12 NEWS... By Capt. Troy Holliday



Station 12 ended the year with 14 members with a fluctuating number of probationary candidates throughout the year. Currently, we have zero candidates assigned to Station 12 but we are continuously training other members as they come over to the west side to learn our equipment and area. Capt. Holliday, Lt. Chris Comeaux and Lt. Mike Scanlon worked numerous hours, along with many other dedicated firefighters to ensure our probationary candidates and rookie firefighters are adequately trained and ready to provide all of the services we provide for our community.

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

I would like to congratulate FF Lee Bailey and wife Jessica, who welcomed their third daughter Lila Sue on August 5, 2014. Another warm welcome and congratulations goes out to FF Cody Lipe and his wife Emily with the birth of their son Logan on December 9, 2014. Cody has also successfully passed his Paramedic Program and is working towards being a licensed Medic. More congratulatory high-fives goes out to FF Chase Schelling who completed his Emergency Medical Technician (EMT) class and FF Austin Groesser who completed Fire School and is currently working through his EMT class. FF Rick Worm received his 20 years' service award for GT Metro FD. Way to hang in there Rick! Along with that was FF Hoffman who received his 5 years.

In 2013, Metro decided to award a Firefighter of the Year department wide. Each station nominated a member from their respective stations. Our nomination for 2014 was for FF/SO Josh Sprenger, which he was selected and was awarded to him by Chief Parker at our Recognition Awards Ceremony. He has spent numerous hours training new and current members, along with spending extra time devoted to his new position as Assistant Safety Officer. Thank you FF/SO Sprenger for your hard work and dedication to Station 12 and all the members working here.

In 2014, Station 12 is now the host for Precinct #1 Voting for Elections in Garfield Township. The election crew that volunteered the entire day deserves recognition for their hard work in making sure your vote counts!

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

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

increased by 20 calls for a total of 888 calls. For 2014, we increased it by another 44 calls for a total of 932.

As with Station 8 and Station 11, we too were the recipient of the Lucas 2 Chest Compression System. A lifesaving tool that has helped increase our successful resuscitation efforts.

After having a few non-emergent water rescue incidents at Silver Lake, we have decided to look into some grants that would help fund a water marine boat at Station 12 for quicker response. Lt. Comeaux, Meredith Hawes, and Capt. Posey are working hard with the grant writing process. Our hope is to have a water vessel at Station 12 by summer.

FIRE PREVENTION BUREAU by Asst. Chief / Fire Marshal Brian Belcher

MISSION STATEMENT

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

BUREAU OPERATIONS OVERVIEW – 2014

Since 2011 the Fire Prevention Bureau has undergone many changes which are helping determine our effectiveness and guide us into areas which require our focus in the future. One area we are already acting on this information is by devising ways to impact our residential properties. These single and multi-family properties are where the majority of our fires occur. We are addressing this problem through our Safe Neighborhoods door-to-door smoke alarm campaign to single family homes and also by reassigning Fire Inspectors and our company fire inspections to inspect multi-family housing complexes including the individual apartments. Occupants of these structures are subject to the actions of their neighbors where many lives are at risk should a fire occur, and also there is the responsibility of the landlords to maintain safe living situations. The impact of inspecting these occupancies will reduce the likelihood of fire and/or injury to a large percentage of our population.

2014 saw the first enforcement ticket issued for non-compliance to the East Bay Twp. Fire Prevention Ordinance. This business was over the allowable limit on hazardous chemicals. The courts assessed a fine, court costs and required the removal of all hazardous materials.

2014 also saw the 2nd appeal to the Acme Township Fire Prevention Ordinance asking for an alternative to the required water supply for firefighting purposes. After two hearings of the Fire Code Board of Appeals, the appeal was granted based on several contingencies in addition to the proposed alternative.

The Plan Reviewer position remains unfilled as the demand for plan reviews had declined during the recent recession. With the continued growth of our communities it is anticipated that this position will need to be

filled in the near future as construction increases. With the increase in programs anticipated in the future to make our Metro communities a safe place to work, live, and play a decision will need to be made whether to continue providing plan review and inspection services outside our district and thus the need to fill the vacant Plan Reviewer position. In 2014 these services consumed 29% of the Fire Marshal's time. This equates to time not spent on programs for our communities, it must be determined in the near future whether the financial cost recovery outweighs the loss of programming to our residents.

The Bureau continues to be staffed by the Assistant Chief/Fire Marshal, three Fire Inspectors, two JFS Counselors and a GIS data coordinator (part-time).

PROGRAM EFFECTIVENESS

Of the 44 reported structure fires in district in 2014, 31 occurred in single family residential occupancies while 13 occurred in multi-family/commercial/industrial properties. All fires resulted in a total loss of \$2,049,145 with reported total property valuations of \$19,322,912. This represents a total percent of property saved at 91%. The 13 fires other than single family resulted in a fire loss of \$1,877,120. The largest single loss which was \$1,755,000 of an auto parts manufacturer that was caused by the failure of a \$20 box fan left on overnight. Of the 13 commercial fires, 10 occupancies had been inspected in 2014 with fire losses of \$122,120. Four fires occurred in multi-family apartment buildings. Eleven fires were all attributed to equipment malfunctions or cooking fires in commercial residential properties. Two fires were incendiary in cause (arson) and are under investigation. These low loss numbers can be attributed to the investment in fire prevention and also to the quick, efficient response of suppression crews.

<u>All Fires</u>	<u>Injuries</u>	<u>Fire Related Deaths</u>
Firefighters	1	0
Civilian	2	0

Occupancy Type Data - # of Fires

Single Family Residential	31	Commercial/Industrial/Retail	4
Multi-Family Residential	5	Assembly/ Restaurants	4

INSPECTIONS

Three Fire Inspectors currently perform inspections on all existing occupancies within the district. A total of 996 annual inspections were performed. Out of these, 987 re-inspections were performed. There were 164 Firefighter-Right-to-Know updates performed in 2014 by the Fire Inspectors. Firefighter-Right-to-Know is a law which requires businesses to report any hazardous chemicals used or stored on the property. These are required by law to be updated every 5 years so this number can vary widely from year to year. A total of 25 phone-in public complaints were



investigated last year. Other activities involved witnessing required testing, updating Knox Boxes, meetings with business owners etc. There are a total of 2100 current occupancies identified within the district which require inspection. Inspectors continue to inspect all assembly, hotel/motel, target hazards (tier 2) and large box stores on an annual basis. These are the occupancies with large occupant loads where the greatest life safety hazards are present. 2014 also saw an increased focus on inspecting multi-family apartment buildings. Historically these are where a majority of our fires occur that are not in a single family dwelling.

With a goal to reach more businesses sooner than our current three year timeframes, we have started a fire company inspection program where the fire suppression crews in the stations perform fire inspections of certain assigned occupancies. This not only speeds up the inspection schedules but also allows the crews to see the layout and operations of buildings they may be responding to and allows the Fire Inspectors to concentrate on the more difficult and hazardous occupancies. A total of 10 suppression personnel have been trained to perform these inspections. These Company Fire Inspectors slowly began making their way into the field. Our current software program which allows these Fire Inspectors to conduct the inspections from an iPads has shown to be troublesome and require continual IT support. We are currently evaluating new software programs to alleviate the issues and hope to implement to all Fire Inspectors in 2015, streamlining the process with more efficiency. It has been a long process but one which will yield excellent long term results.

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

PLAN REVIEW

Assistant Chief/ Fire Marshal Belcher continues to perform all plan reviews and related inspections. Inspector Fordyce also has been trained in this field to help with the increased demand and to provide an alternate person of knowledge in this faculty and is doing an excellent job. We have continued our agreement with the Grand Traverse County Construction Code Office for GT Metro's Fire Prevention Bureau to perform plan review and inspections of all fire alarms and fire suppression systems within Grand Traverse County. The Plan Reviewer position has remained unfilled since the promotion of Asst. Chief/ Fire Marshal Belcher. It is anticipated that this position will need to be filled in the near future as construction activity increases. A total of 244 plan reviews, not including related inspections, were conducted in 2014. Of those, 172 (71%) were for in-district projects and 72 (29%) were conducted for out-of-district projects. These out-of-district reviews/inspections generated approximately \$22,055.00 in revenue in 2014. In district revenues for plan reviews for 2014 were \$37,135.63. The new plan review fee schedule adopted in late 2011 has produced the desired results with in-district projects no longer subsidizing out-of-district projects. In-district reimbursement was \$93.23 per hour, out-of-district projects reimbursed at a rate of \$126.02 per hour. These numbers can vary based on the complexity and hours spent on each project. We will continue to monitor these fees and adjust in the future as necessary.

SAFE NEIGHBORHOOD SMOKE ALARM CAMPAIGN

Smoke alarms are the first line of defense in preventing injury and death from fire. This is an area we need to concentrate our efforts by the entire department through awareness and education marketing campaigns. Our Safe Neighborhoods campaign is aimed to reduce injury and death by fire. This program requires on duty firefighters to perform door-to-door neighborhood sweeps to check for working smoke alarms, repair/ replace as needed and leave the occupants with home fire safety checklists for them to utilize to check their homes for fire and life safety hazards. Each of our fire stations is required to spend a minimum of 2 hours per week performing these door-to-door visits.

Our data from 2014 fire responses show that 26% of homes with fires did not have any smoke alarms and that 18% had alarms but they did not function during a fire. This equates to 44% of the homes in our area that had fires in 2014 did not have a working smoke alarm! This is an unacceptable number which is up from 2013 and 2012 where 36% percent did not have working smoke alarms. With our GIS database we will locate these properties and determine if this is a potential trend and how we can affect these numbers. Whenever a home is encountered without smoke alarms on an emergency call it is policy for responding crews to install working alarms before leaving the property. Since the inception of the program, crews have contacted 1619 homes and either performed the services (checked/replaced batteries/replaced smoke alarms) or left a program door hanger when no one has been home. In 2014, 198 smoke alarms were installed in homes. The Fire Prevention Bureau continues organizing the paperwork, acquiring the alarms and providing assistance to the suppression crews. The response to this program has been overwhelmingly positive with a majority of the comments heard from residents are “you mean you do this for free?” or “nobody ever did this where I used to live, thank you so much.” Many of our residents have even called our township offices asking if the program is for real. This program not only provides for the safety of our residents but also provides a positive public image and great public relations for our department.

INVESTIGATIONS

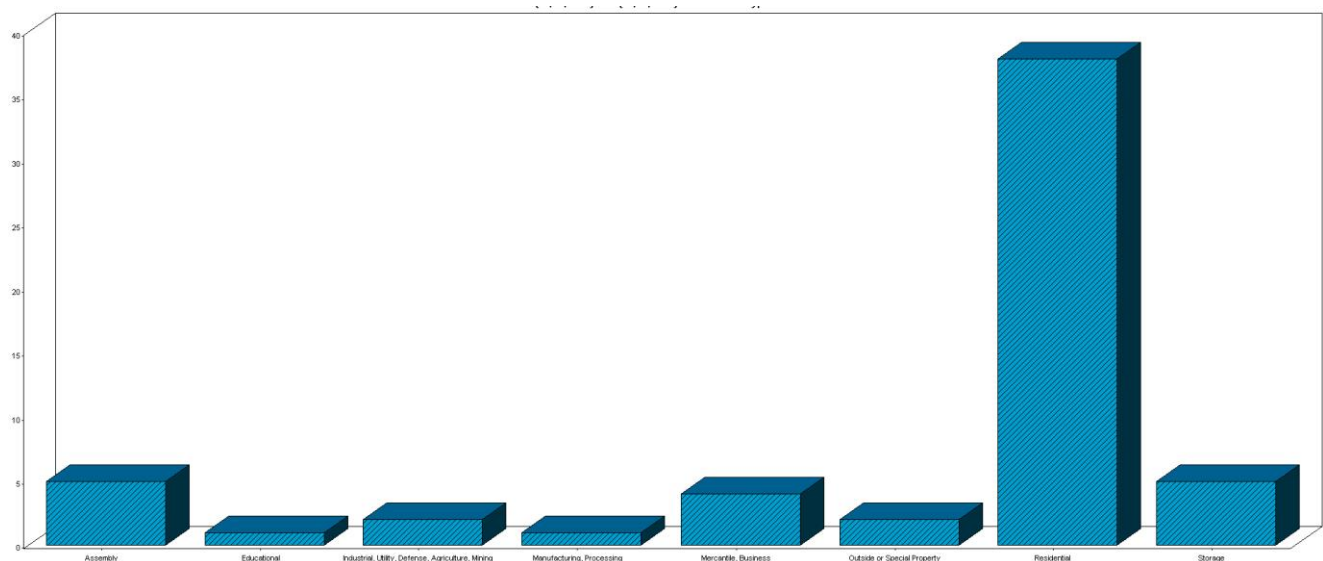
Fire investigations are performed by Inspector Mike Lince, Inspector Mike Scanlon and Assistant Chief/Fire Marshal Belcher. 2014 saw a total of 29 investigations performed by Investigators, including both vehicle and structure fires. Of those, 4 fires were intentionally set and are still under investigation in cooperation with the GT Sheriff’s Office and GT Prosecutor’s Office. These do not represent all fires in 2014 as some fires were investigated by the duty officer or responding Chief. Investigators are not called out to every fire if the damage is limited and the origin and cause are easily identified as accidental. Fire investigations can be a very labor intensive job which requires specific technical knowledge and must only be performed by trained, competent personnel. Investigators continue the partnership formed with the GT Sheriff’s Office which allows a fire investigation trained Sheriff’s Office Evidence Technician to work with Fire Department Investigators to determine origin and cause. This partnership allows for a very effective, seamless investigation culminating in several successful prosecutions in recent years.

JUVENILE FIRE SETTERS PROGRAM

This program provides counseling services to juveniles and their families who have a juvenile firesetter in the home. They are referred to the program by area law enforcement, parents and the juvenile courts. In 2014 one child was referred to the program. The intervention counseling was performed in a cooperative effort with Traverse City Fire Department as our new counselors are awaiting training. We have filled our Juvenile Firesetter Counselor positions with Capt. Mark Shaul and Lt. Kyle Clute. They are both currently in training and I expect them to fulfill their roles without assistance within the year.

INSPECTION DATA – 2014

	<u>ACME</u>	<u>EASTBAY</u>	<u>GARFIELD</u>	<u>TOTAL</u>
ANNUALS	66	62	868	996
REINSPECTIONS	66	105	816	987
FF RIGHT TO KNOW	2	0	162	164
PLAN REVIEWS	25	8	139	172
PERMIT INSPECTIONS	27	12	137	176
SPECIAL INVESTIGATIVE (INCLUDES COMPLAINTS)	6	8	11	25
SPECIAL EVENTS	5	4	8	17
COMPANY INSPECTIONS (TOTAL FOR DISTRICT)				
67 ANNUALS		38 REINSPECTIONS		



Graph above depicts the number of fires for 2014 in the different property use groups, with the majority being listed in the residential property use group with 38 incidents.

FIRE PREVENTION SUMMARY

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

FIRE AND LIFE SAFETY – PUBLIC EDUCATION by Meredith Hawes



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

Target groups continue to include: youth ages 4-14, people within the retirement ages of 60 and over, and the disabled. Further expansion within each target group has allowed for the development of additional programs and additional populations served. Statistical response information indicates that these population

segments are “at risk” target groups for fire and life safety education. The fire service continues to emphasize both fire and life safety as 70% of emergency calls that Metro responds to are medical calls.

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



Youth Outreach:

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

In 2014 The Grand Traverse Risk Watch Coalition formally partnered with Safe Kids North Shore to better use local and national resources to support the Risk Watch program. The curriculum remained consistent and continues to be divided into five age-appropriate teaching modules (Pre-K/Kindergarten, Grades 1-2, Grades 3-4, Grades 5-6, and Grades 7-8), each of which addresses the following topics:

- **Fire and Burn Prevention** – *GT Metro Fire Dept, Blair Twp Fire Dept, GT Rural Fire Dept, and TC Fire Dept*
- **Motor Vehicle Safety** – *Safe Kids North Shore*
- **Falls Prevention** – *North Flight*
- **Firearm Injury Prevention** – *GT Sheriff's Dept, and Michigan State Police Dept*
- **Water Safety** – *GT Sheriff's Dept, Grand Traverse Sail & Power Squadron,*
- **Bike and Pedestrian Safety** – *T.A.R.T., and the Cherry Capital Cycling Club*
- **Choking, Strangulation, and Suffocation Prevention** – *American Red Cross*
- **Poisoning Prevention** – *Home Town Pharmacy*
- **Chill Out - Winter Safety** – *Safe Kids North Shore*



Pictured above are 2nd graders from Cherry Knoll Elementary School as they participate in Risk Watch. "In and Around Car Safety" is presented by Safe Kids North Shore with the assistance of Grand Traverse Metro Fire Department. Students (and teachers) learn about blind spots as 18 students sit in a row behind a SUV and their teacher is unable to see any of them while relying on her side and rear-view mirrors.

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

Grand Traverse Metro Fire Dept, The American Red Cross, T.A.R.T., Home Town Health, The Grand Traverse Sheriff's Dept, Safe Kids North Shore, North Flight, The Coast Guard, The Coast Guard Auxiliary, The Grand Traverse Sail and Power Squadron, Grand Traverse Rural Fire Dept, and Blair Twp. Fire Dept. 2014 welcomed new partnerships with the Michigan State Police and their assistance with Firearm Injury Prevention, and the Cherry Capital Cycling Club and their assistance with the Bike and Pedestrian Safety program.



Risk Watch continues to be by invitation and has maintained program relationships with the following area schools; Blair Elementary School, Cherry Knoll Elementary School, Kingsley Elementary School, Traverse City Montessori Elementary School, the International School – formerly known as Bertha Vos. In 2014 the Coalition welcomed the addition of three new schools; Traverse Heights Elementary School, Central Grade School, and Kingsley Middle School! Approximately 3200 students have received both classroom lessons delivered by their teachers and supplemental presentations from Risk Experts on a monthly basis over the past year.



Pictured above are members of the Grand Traverse Sail and Power Squadron delivering a Water Safety lesson complete with blue plastic water and personal flotation devices for the kids.

In conjunction with the on-going development of the Risk Watch programs, fire and burn safety prevention education has been provided in many other schools, daycares, youth-serving organizations, local businesses, and neighborhoods.

In 2014 approximately 3,425 children were served in following locations: Grand Traverse Academy, Courtade Elementary School, Cherry Knoll Elementary School, the International School, The Foundation Christian Academy, the National Cherry Festival, A Little School House, Central Day Care, Pathways Preschool, and several home day cares.

Below, on left Captain Tony Posey, FF Steve Meek, and FF Curtis Walters demonstrate the uses of the ladder on Truck 1. On right the same crew guides a preschool visit through Station 1.



Below Captain Tony Posey takes time out to work with 2 little ones visiting Station 1 during the tour of Station 1.



Older Adult Outreach

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

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

Through steady outreach through the *Remembering When* program approximately 1,680 older adults in Grand Traverse County were served over the 2014 year. Audiences were reached at some of the following locations or



venues: The Village at Bay Ridge, South Ridge and Wood Creek Living Facilities, The Grand Traverse Senior Center, The Acme Senior Center, The Northwest Michigan Area Agency on Aging, the Bay Area Senior Advocates & Senior Expo, Glen Eagle, Hope Village, Grand Traverse Commission on Aging, Benzie County Commission on Aging, Meals on Wheels of Northwest Lower Michigan, and The Aging and Disability Resource Collaborative.



Above, attendees receive information as they listen to a Remembering When presentation at the Grand Travesre Senior Center.



Outreach to Disabled

“One Size Does Not Fit All”

In 2014, Grand Traverse Metro Fire Department continued its work to increase Fire and Life Safety programs specifically for people with disabilities through its Customized Outreach Program. The Customized Outreach Project is a fire and life safety public education initiative which focuses customized fire and fall prevention messages and home escape plans for those facing the obstacles of mobility impairment, hearing loss or deafness, sight impairment or blindness, and/or cognitive impairments. The program recognizes that the typical and traditional fire safety messages that are delivered through public education do not always reach or fit every audience.

An invitation was extended in 2014 for Meredith Hawes and Sign Language Interpreter Leanne Baumeler to co-present the model for the Customized Outreach program for the Michigan Fire Instructor’s Conference held at the Park Place Hotel on October 19th. Fire Instructors from around the state attended the 3 day conference.



Additionally Fire and Life Safety outreach was provided to the Grand Traverse Area Parkinson’s Support Groups and Annual Summer Forum, and the Disability Network, approximately 615 disabled individuals were served in 2013.

Above, Meredith Hawes, Fire and Life Safety Public Educator is pictured with Sign Language Interpreter Leanne Baumeler, and Fire Instructor Kymberly Pashkowsky who co-presented Customized Outreach for people who are Deaf or Hard-of-Hearing at the 2014 Michigan Fire Instructor's Conference.

Community Outreach

Community outreach was provided throughout the 2014 year to include Fire Prevention Week activities, along with community events at: Meijer, Home Depot, Lowes, the Acme Fall Festival, Northwestern Michigan College, The Mom's Club at Fellowship Church, Kmart – Cherryland, Kmart – Acme, Northern Michigan Area Agency on Aging, Goodwill Industries and Inn, Grand Traverse Industries, Great Lakes Community Mental Health, North Shore Safe Kids, The National Cherry Festival, King's Court, the Station 9 Pancake Breakfast, Grand Valley State University, Traverse Bay Area Intermediate School District, Up North TV, Grand Traverse Mall, and individual station tours.

In 2014 Grand Traverse Metro Fire Department's Fire & Life Safety Education Program received \$9,500.00 in support through a grant from the Schmuckal Family Foundation. Fire and Life Safety Education was also featured as a regular monthly program entitled "Safety Talk" on WTCM AM 580. In addition, Metro Public Education Programs provided 10 Community Press Releases, and provided 10 additional radio interviews and/or public service announcements, 3 newspaper articles, and 8 television news interviews on seasonal topics throughout the year. Overall community events reach over 3,400 individuals with fire and life safety messages in 2014.

Special Programs and Presentations

Hoarding

In 2014 the **Traverse Bay Area Hoarding Task Force** took shape through the coordination of the Grand Traverse Metro Fire Department's Public Education Program leadership. Over 30 agencies and 50 individuals came together to focus on reducing deaths and injuries related to Hoarding.

Homes that are filled with too many possessions can often lead to rooms that can no longer be used as they were designed, or a home that is so overloaded that everyday life is compromised. These characteristics combined with a person's strong urges to save items, or distress when discarding items, may be more than signs of a messy or extremely cluttered home, they may be symptoms of the condition recognized by the Diagnostic and Statistical Manual of Mental Disorders as Hoarding.



An estimated 3 percent to 5 percent of Americans suffer from Hoarding. But the impact of hoarding extends beyond the afflicted individual and relatives in the home, as the behavior can also put immediate neighbors at risk by creating perfect conditions for explosive house fires, and infestations of insects, rodents, and disease.

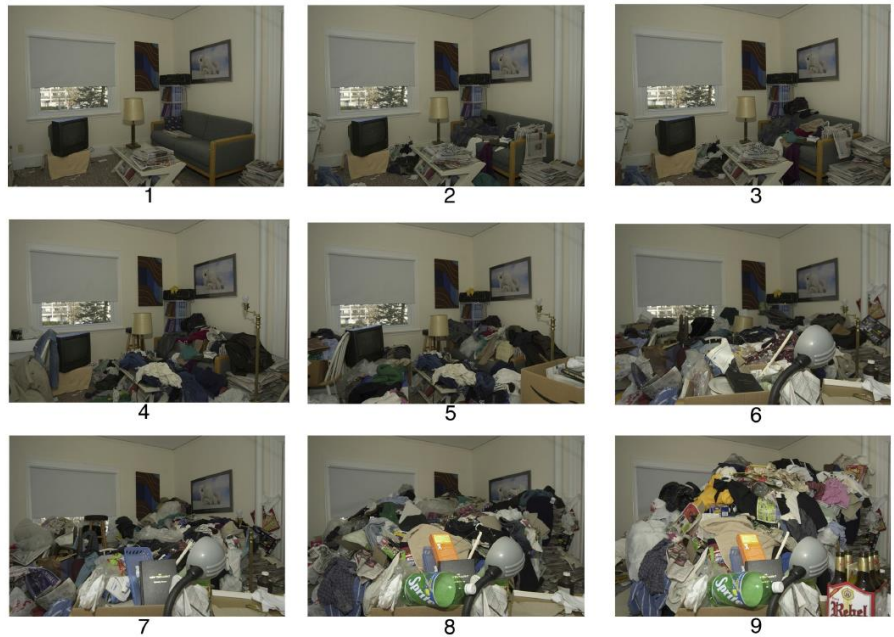
Hoarding homes contain an abnormally high fuel load, that not only increases the chances of a fire occurring, but it also increases the fire intensity and extreme fire behaviors should one happen. In addition it creates many other potential dangers such as: blocked ingress and egress for firefighters and first-responders, blocked exits for the residents, disorientation for firefighters while fighting the fire or searching for occupants, and falling or caving of possessions on both the residents and firefighters or first-responders during an emergency of any type.

Across the country, there is a new trend in the approach to assisting individuals and families living in hoarding conditions. Through task forces such as the newly formed Traverse Bay Area Hoarding Task Force, agencies can collaborate, gain knowledge and insight into the problem of hoarding behavior, share case information, and develop strategies. Some groups even serve as the intervention/response mechanism for hoarding situations. Coordinated and collaborative interventions are more likely to bring about positive outcomes than individual agencies that are working alone, or working in conflict.

Clutter Image Rating: Living Room

Please select the photo below that most accurately reflects the amount of clutter in your room.

The Traverse Bay Area Hoarding Task Forces is made up of mental health providers, building representatives, community service providers, faith based organizations, emergency agencies, public health representatives, and even family members. Through a multifaceted approach utilizing multiple resources, including local and surrounding fire departments, the goal is to stave off catastrophes and to help people who hoard to turn their lives around. The goal is not “house beautiful”, the goal is “house functional”, and this teamwork can play a huge part in effectively changing this often dangerous behavior.



Above: A Clutter Image Rating Scale, as pictured above, aids in the identification and classification of homes with hoarding conditions.



Left: Hoarding Task Force consultant Inspector Darren Johnson from Orange County California delivers a presentation on Hoarding to community members while visiting the Grand Traverse Metro Fire Department and the Traverse Bay Area Hoarding Task Force.

Chinese

In response to a local fire in 2013, two special presentations were provided at the International School for individuals in our community who speak Mandarin as their first language. Chinese teacher Xiling Liu served as an interpreter for the presentation.

1. 油炸食品或者用油或油脂烹饪时，切勿离开厨房。



Grand Traverse Band of Ottawa and Chippewa Indians

The Grand Traverse Band of Ottawa and Chippewa Indians asked for a partnership in 2014 to fulfill grant objectives as part of a public education outreach initiative. The Grand Traverse Metro Fire & Life Safety Public Educator provided three community presentations aimed at both the youth and elders at the Grand Traverse Band's Educational Center.

Autism Spectrum Disorder

Jason Dorval visited the Grand Traverse Metro Fire Department in 2014 through a FEMA Grant, and provided Autism Education for all Metro Firefighters. Jason has been a member of the fire service and an Emergency Medical Technician-Paramedic for over 15 years, and he is also a certified Public Fire and Life Safety Educator. He became a member and instructor of the Autism and Law Enforcement Education Coalition (ALEC) in 2007. He is the father of 4 children including a 12 year old son who has Down syndrome and Autism.

Dorval has instructed educators and responders alike all over the country on teaching and interacting with individuals on the Autism Spectrum. His goal has been to help foster a deeper understanding of Autism Spectrum Disorders among public safety officials, and help them develop tools to use in assessing the risks of emergency situations.



Above; Autism Awareness instructor Jason Dorval poses with Grand Traverse Metro's Fire & Life Safety Public Educator Meredith Hawes, and Fire Chief Patrick Parker

Mandated Reporting

Grand Traverse Metro Firefighters also had the opportunity to receive specialized training for mandated reporting through the Traverse Bay Children's Advocacy Center in 2014. Metro partnered with the TBCAC to help reinforce awareness for both abuse and neglect of children and adults, as well as review the proper channels for reporting abuse and neglect.

RECOGNITION AWARDS

It is with great honor to announce this year's Metro Firefighter of The Year Award to:

Safety Officer Josh Sprenger

Josh has been with Metro for almost 3 years. Prior to coming to Metro, he spent numerous years with Grand Traverse Rural Fire Department resigning from Station 10 as their Assistant Chief. He has taken on the added responsibility of Safety Officer and does so with a smile! He is



willing to go above and beyond what is expected of him. We never have to ask him twice to complete tasks or to find extra duties to perform. He makes things happen with his energetic personality. We foresee Josh growing with our department. Congratulations Josh!!!

Firefighter Class of 2014

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



YEARLY SERVICE AWARDS

FF Wayne Mervau—30 years of service

FF Rick Worm—20 years of service

FF Josh Morgan—5 years of service

FF Mike Courson—5 years of service

FF Daren Mansfield—5 years of service

FPB Meredith Hawes—5 years of service

FF Mike Lince—25 years of service

FF Chris Childers—20 years of service

FF Bryan Ferguson—5 years of service

FF Anthony Hoffman—5 years of service

Lt. Tim Newton—5 years of service

SPECIAL RECOGNITION

One of our stories shared at our Fire Prevention Week Open House held at Home Depot this year was that of the Tester family whose 3 year old daughter Elonica was pulled unconscious from a lake early this summer. Reviewing the 911 tape of the call will send a shiver down anyone's spine as the listener hears the babysitter and the 911 dispatcher working expeditiously together to resuscitate "Ellie" while our Metro Firefighters and North Flight crews were on their way. Thankfully Ellie was resuscitated that day, made a full recovery, and celebrated her third birthday just a week later.

We are grateful to the Tester family for joining us at the Fire Prevention Week Kick-off Event at Home Depot, and for sharing their story and their beautiful daughter Ellie with us. See Katie Tester's story below and for more stories visit our web site at www.gtmetrofire.org.

A MOM'S STORY..... By Katie Tester

Words cannot begin to describe my feelings in this situation. God's hand in the day of the accident is so evident. To say that we are thankful that our babysitter Audrey knew CPR and was prepared in the face of an emergency is a gross understatement. I have read other's words lots of times in situations like this, but it's true "you never think it will happen to you" ..and I never thought something like this would happen to my daughter. Fortunately, when it did happen, God had an amazing and prepared gal ready and in position. I remember leaving that morning to go to my work appointment, just saying good-bye like it was another normal day...never knowing that less than an hour later Audrey would use what she had learned to save my daughter's life.

Since that day I have gone back and gotten re-certified in my CPR. I also asked my current babysitter to be certified. How ridiculous would it be for me to be unprepared should a situation like that ever happen again? CPR is something everyone should know, and hopefully never use.

The Grand Traverse Metro Fire Department was amazing and we are so thankful for their quick response time and for doing what they do. Their response time was amazing and the care that they gave to us was the best.

What I would like people to take away is this: Become trained in CPR. Know what to do if you are faced with an emergency situation. It's like wearing your seat belt- you don't put it on every day knowing you will be in an accident....but you wear it every day nonetheless. Learn CPR, not because you know you will need it, but because if by chance you ever do need it - it could be the difference in the outcome for your story.



COMMUNITY PARTICIPATION

9/11 MEMORIAL

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



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



Our firefighters will begin construction on the memorial walkway in the spring of 2015. Brick pavers memorializing all 343 firefighters who lost their lives on 9/11/2001 will be installed, so we NEVER FORGET!



9/11 MEMORIAL SERVICE

The Grand Traverse Metro Fire Department hosted the 13th anniversary 9/11 memorial ceremony on Wednesday, September 11, 2014 at 8:30 am. The Memorial included a flag raising by the Metro Honor Guard, bell ceremony, inspirational speech by Fire Chief Peter O’Leary with the Fond du Lac Fire Department, and other words of remembrance.

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



2014 GRANTS AWARDED

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

- Art & Mary Schmuckal Foundation \$9,500 for an Inflatable Fire House
- Grand Traverse Band of Ottawa and Chippewa Indians for the purchase of three LUCAS Chest Compression Devices for approximately \$36, 000.



Above: LUCAS Chest Compression System that performs chest compressions on patients that are in cardiac arrest.

Left: The new Inflatable Fire House is pictured.

TOYS FOR TOTS

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

Over 50 bicycles were assembled by our firefighters for the Bikes for Tikes program.



CHILD PASSENGER SEAT SAFETY INSPECTIONS

Motor vehicle accidents are the leading cause of accidental deaths among persons living in Michigan between the ages of 1 – 24 years old. Did you know that 9 out of 10 child passenger seats for children are installed incorrectly? Our certified technicians for Grand Traverse Metro Fire Department through Safe Kids Worldwide and the National Child Passenger Safety Seat Program are Captain Troy Holliday, Captain Tony Posey, and FF Rob Harvey. This allows us to have a certified technician ready to help every shift, every day.

Station 11 hosts a monthly car seat check station for the community through the Safe Kids North Shore coalition program that is free of charge to the public.

You may contact Jennifer Ritter at 231-922-4843 for an appointment.

Approximately 100 car seat checks are completed and corrected at Station 11 alone each year.



FIRE CHAPLAIN PROGRAM

When firefighters respond to a burning building and focus attention on saving life and protecting property, the fire chaplain responds alongside but is focused on ministering to the needs of the firefighters and the needs of the crisis victims. Victims of an emergency crisis may be the family who has just been burned out of their home, or the scared and confused spouse of a heart attack patient.

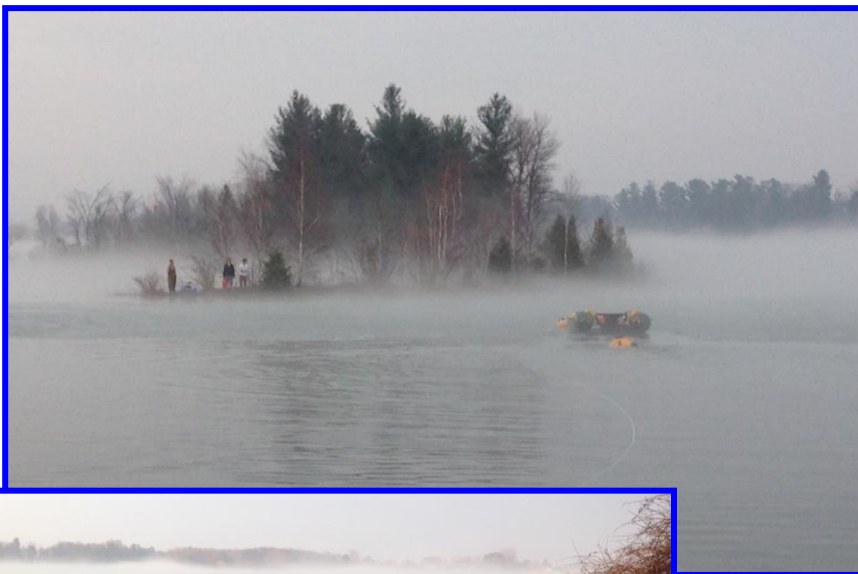
They could be the frightened children whose parents are being transported to the hospital after a tragic traffic accident. Firefighters are trained and able to deal with the varied emergency crisis in our modern world. Fire chaplains are equipped and called to deal with the people being affected by those same events. The fire chaplain is a spiritual presence in the world of fire department and emergency services.



PHOTO HIGHLIGHTS Photos by various photographers...



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



Crews responded to two teenagers that were trapped on the island on Silver Lake with Marine 1 Water Rescue Boat. Their canoe started taking on water while they were trying to break away the ice. No one was injured.



Right: Commercial fire at Smith Bros Leasing on Cass Rd. A quick response and fire attack extinguished the fire quickly.



Crews work on techniques for forcible entry at the old Horizon Outlet Center. The building was being torn down and our firefighters were able to spend an enormous amounts of training hours performing tasks such as live fire attack, fire suppression systems, Rapid Intervention Training, forcible entry, ventilation on the roof, etc.



Left: Seven firefighters participated in a “Light-and-Fight” live fire training at the Illinois Fire Service Institute to gain experience on advancing hose lines in a high rise, search and rescue of victims, and forcible entry under extreme heat and fire conditions.



Right: Units responded to a residential fire on Buttercup Lane. The occupant and her dog got out safely. Crews lead a quick fire attack to extinguish the fire.



We had the opportunity to participate in a full scale drill with the 51st Civil Support Team at the Regional Training Center. The drill was an exercise testing the capability of the fire departments in the area to handle an emergency involving hazardous chemical by terrorists. The drill tested the ability of the Grand Traverse Metro Fire HazMat Team and the Otsego County HazMat Team.



*Right: Vehicle fire at Kohl's parking lot...
Engine 11, Tanker 12, Chief Flynn responded.*



Below: Panaramic View of a Bio-Detection System (BDS) Drill at the USPS on Garfield Road.



GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY ORGANIZATIONAL CHART



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

CHIEF
PAT PARKER

OFFICE MANAGER
MARCIA SCHWIND
ADMINISTRATIVE ASSISTANT
MARY GRIGGS

FIRE LIFE SAFETY PUBLIC EDUCATOR
MEREDITH HAWES
ACCOUNTANT
ROBIN EHARDT

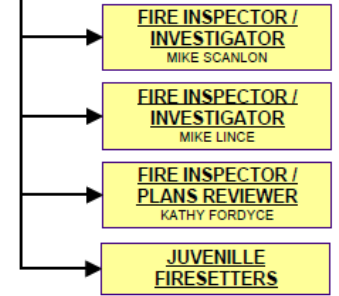
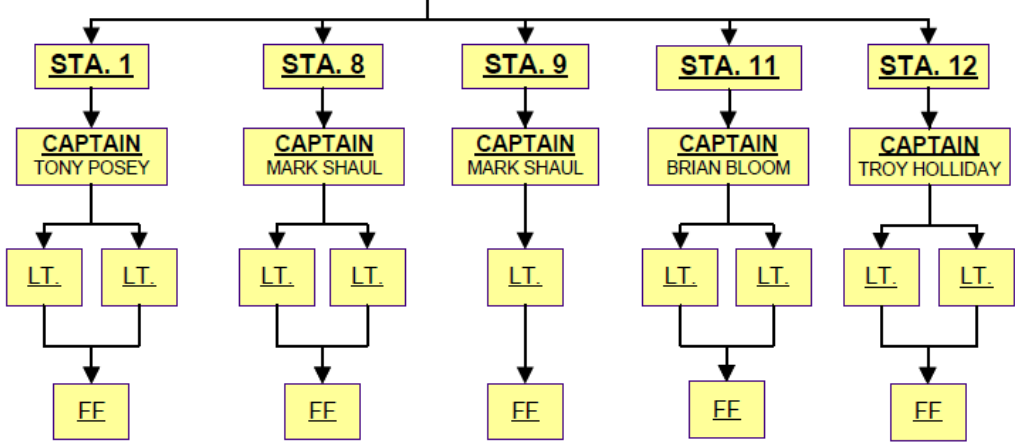
MEDICAL ADVISORY COMMITTEE
PUBLIC INFORMATION OFFICER

HEALTH & SAFETY OFFICER
LT. MIKE VAUGHN

PART-TIME SUPPORT STAFF

ASSISTANT CHIEF
OPERATIONS / TRAINING
TERRY FLYNN

ASSISTANT CHIEF / FIRE MARSHAL
FIRE PREVENTION
BRIAN BELCHER



DEPARTMENTAL ROSTER

at end of year

Full-Time – Administration

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

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

Part-Time – Admin

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

Full-Time Suppression

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

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

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

Fire Department Chaplains

Jude Younker
Vicki Lyon Steve Dodd

Part-Time – Suppression and Support Members

STATION ONE

FF Jarod Barber	FF Hal Miller	FF Michael Winter	Probation Derek McMullen
FF Stephanie Day	FF David Sicotte	Probation Cody Carlson	Probation Jordan Morgan
FF Chris Doornbos	FF Shawn Stinson	Probation Erin Fluharty	Probation Joseph Sondreal
FF Jacob Garris	FF Curtis Walters	Probation Brandon King	

STATION EIGHT

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

STATION NINE

FF Matt Adamek	FF Chris Childers	FF Rick Osburn	
FF Jeff Carpenter	FF Jack Ferris	FF Mike Wilkins	

STATION ELEVEN

Lt. Kyle Clute	FF Cory Ellis	FF Daren Mansfield	FF Josh Morgan
FF Eric Chryst	FF Bryan Ferguson	FF Steve Meek	FF Jesse Thomas

STATION TWELVE

FF Lee Bailey	FF Anthony Hoffman	FF Spencer Scanlon	FF Greg Walker
FF Austin Groesser	FF Cody Lipe	FF Chase Schelling	FF Rick Worm
	FF Gene Mayo	FF Josh Sprenger	FF Tim Wrede



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

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



To: Acme Township Board of Trustees

From: Tom Henkel, Facilities & Parks Manager

Date: 3/27/2015

Re: March Monthly Update

The Following is a summary of key activities underway.

Parks:

All replacement benches and tables are assembled, awaiting distribution when ground conditions permit.

Attended the Northwest Beach Safety Network Meeting. Should receive our equipment in May for both swimming beaches. At no cost to the Township other than a dock box to keep it in on the beach area which I would purchase to protect it from sun and weather. They will be in place, year-round.

Getting bids on driveway change for Bunker Hill Landing to coincide with curb cut removal the fall.

Cemeteries:

I will complete Yuba Cemetery fence soon as conditions allow.

Fall cleanup & Fertilization did not occur due to snow that stayed in November so it must be completed this spring as soon as conditions allow. Leaves must be dry for the equipment to work.

Buildings/Grounds:

Getting bids on painting the outside of the Town hall/ Fire Hall

Equipment/Fixtures:

Servicing equipment and preparing for summer.

Surface Water Quality Testing:

Test equipment was shipped for tune up and factory calibration-certification. Repairs are complete and it's being shipped as of today.

Beach Water Quality Testing:

Attended Beach Monitoring Stakeholders meeting on 3/27.

State funding was allocated elsewhere for new testing system, a change in a testing procedure, should keep the cost about the same to Acme Township as last year. Bacteria Monitoring will commence the last week in June until the first week in September. This is for Bayside Park and Saylor Park swimming areas. 11 weeks once a week.

Invasive Species:

Research underway show that Emerald ash borers, eat Olive Trees too. I hope they like Autumn Olives as well.

Planning:

Working on next year's budget.
Pricing fixtures for parks.

General Activities:

Normal cleaning routines.

Thanks,
T.K.H.



**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 Transporation 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 5th to May 12th 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. Sayler 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

Check Register Report

Date: 03/27/2015

Time: 2:05 pm

Page: 1

Acme Township

BANK: CHASE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
CHASE BANK Checks							
23062	03/05/2015	Printed		0000000300	ACE HARDWARE	SUPPLIES	73.90
23063	03/05/2015	Printed		0000002875	CHARTER COMMUNICATIONS	INTERNET/PHONE	325.70
23064	03/05/2015	Printed		0000004460	DTE ENERGY	GAS	887.37
23065	03/05/2015	Printed		0000025000	WASTE MANAGEMENT	GARBAGE	186.64
23066	03/06/2015	Printed		0000002900	CHERRYLAND RURAL ELECTRIC	ELECTRIC	423.40
23067	03/06/2015	Printed		0000003300	CONSUMERS ENERGY	ELECTRIC	574.97
23068	03/06/2015	Printed		0000007950	GRAND TRAVERSE METRO ESA	TAX DISBURSEMENT	82,634.81
23069	03/24/2015	Printed		00002880	CHASE USA	ROUTER SKILL/WOOD/HOTEL	493.58
23070	03/24/2015	Printed		0000003300	CONSUMERS ENERGY	ELECTRIC	877.70
23071	03/24/2015	Printed		0000007900	GRAND TRAVERSE COUNTY -DPW	SEWER	180.00
23072	03/24/2015	Printed		0000007950	GRAND TRAVERSE METRO ESA	TAX DISBURSEMENT	27,716.51
23073	03/24/2015	Printed		0000007950	GRAND TRAVERSE METRO ESA	TAX DISBURSEMENT	8,983.03
23074	03/24/2015	Printed		4416	NEOFUNDS BY NEOPOST	POSTAGE	400.00
23075	03/24/2015	Printed		0000017150	PETTY CASH	PASSPORT POSTAGE/BOARD OF REVI	285.76
23076	03/24/2015	Printed		0000020450	SHELL OIL COMPANY	GAS	230.23

Total Checks: 15 **Checks Total (excluding void checks): 124,273.60**

Total Payments: 15 **Bank Total (excluding void checks): 124,273.60**

Total Payments: 15 **Grand Total (excluding void checks): 124,273.60**

Edit List of Invoices - Detail w/GL

TO BE APPROVED

Date: 03/30/2015

Time: 3:31 pm

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Acme Township

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	A & D ASSESSING	04/07/2015	CHASE	ASSESSING	
	4949 BREEDS HILL TRL	04/07/2015	N		2,500.00
14296	WILLIAMSBURG	04/07/2015	N	N	0.00
0000000520	MI 49690	04/07/2015	0.00	Y	0
	<Emailing Stub Disabled>	04/07/2015			0.00
					<u>2,500.00</u>

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.		
	ACME TOWNSHIP	04/07/2015	TRUST	SPECIAL PLANNING MEETING	
	P O BOX 434	04/07/2015	N		1,100.00
14295	ACME	04/07/2015	N	N	0.00
0000000360	MI 49610	04/07/2015	0.00	N	0
	<Emailing Stub Disabled>	04/07/2015			0.00
					<u>1,100.00</u>

GL Number	Account Name	Pay Amount	Relieve Amount
701-400-282.901	VGT PHASE 1 SITE PLAN/SUP	1,100.00	0.00
Distribution Total		1,100.00	0.00

Vendor Total: 1,100.00

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.		
	AMERICAN PLANNING ASSOC	04/07/2015	CHASE	MEMBERSHIP	
	LOCK BOX 97774	04/07/2015	N		220.00
14322	CHICAGO	04/07/2015	N	N	0.00
0000000500	IL 60678-7774	04/07/2015	0.00	N	0
	<Emailing Stub Disabled>	04/07/2015	200682-1514		0.00
					<u>220.00</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-410-900.000	PUBLICATIONS	220.00	0.00
Distribution Total		220.00	0.00

Vendor Total: 220.00

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.		
	ANGELA FERNOW	04/07/2015	CHASE	CLERKS ACCRED MILAGE REIMB	
		04/07/2015	N		279.24
14284		04/07/2015	N	N	0.00
FERNOW		04/07/2015	0.00	N	0
	<Emailing Stub Disabled>	04/07/2015			0.00
					<u>279.24</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-215-860.000	TRAVEL & MILEAGE	279.24	0.00
Distribution Total		279.24	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.		
	ANGELA FERNOW	04/07/2015	CHASE	TRAVEL EXPENSE TRAINING QVF	
		04/07/2015	N		225.88
14304		04/07/2015	N	N	0.00
FERNOW		04/07/2015	0.00	N	0
	<Emailing Stub Disabled>	04/07/2015			0.00
					<u>225.88</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-215-860.000	TRAVEL & MILEAGE	225.88	0.00
Distribution Total		225.88	0.00

Vendor Total: 505.12

Edit List of Invoices - Detail w/GL

TO BE APPROVED

Date: 03/30/2015

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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.		
	B S & A SOFTWARE	04/07/2015	CHASE	SPECIAL ASSESS SYS ANNUAL S	
	14965 ABBEY LANE	04/07/2015	N		526.00
14288	BATH	04/07/2015	N	N	0.00
0000002300	MI 48808	04/07/2015	0.00	N	0
	<Emailing Stub Disabled>	04/07/2015	REFERENCE 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

	BAIRD, COTTER & BISHOP, P.C.	04/07/2015	CHASE	ACCOUNTANT ASSITANCE	
	134 WEST HARRIS STREET	04/07/2015	N		495.00
14282	CADILLAC,	04/07/2015	N	N	0.00
BAIRD	MI 49601	04/07/2015	0.00	N	0
	<Emailing Stub Disabled>	04/07/2015	25416		495.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-801.001	INTERNAL ACCOUNTANT	495.00	0.00
Distribution Total		495.00	0.00

Vendor Total: 495.00

	BECKETT & RAEDER	04/07/2015	CHASE	PROFESSIONAL SERVICES	
	535 WEST WILLIAM,SUITE 101	04/07/2015	N		1,453.60
14290	ANN ARBOR	04/07/2015	Y	N	0.00
0000001660	MI 48103	04/07/2015	0.00	N	0
	<Emailing Stub Disabled>	04/07/2015	2015-119		1,453.60

GL Number	Account Name	Pay Amount	Relieve Amount
101-410-803.000	PLANNER SERVICES	1,453.60	0.00
Distribution Total		1,453.60	0.00

	BECKETT & RAEDER	04/07/2015	TRUST	PLANNING SERVICES	
	535 WEST WILLIAM,SUITE 101	04/07/2015	N		9,822.71
14294	ANN ARBOR	04/07/2015	Y	N	0.00
0000001660	MI 48103	04/07/2015	0.00	N	0
	<Emailing Stub Disabled>	04/07/2015	2014-1689, 2014-1604,2015		9,822.71

GL Number	Account Name	Pay Amount	Relieve Amount
701-400-282.901	VGT PHASE 1 SITE PLAN/SUP	2,431.46	0.00
701-400-282.901	VGT PHASE 1 SITE PLAN/SUP	5,282.50	0.00
701-400-282.901	VGT PHASE 1 SITE PLAN/SUP	2,108.75	0.00
Distribution Total		9,822.71	0.00

	BECKETT & RAEDER	04/07/2015	TRUST	PLANNING SERVICES	
	535 WEST WILLIAM,SUITE 101	04/07/2015	N		1,680.00
14311	ANN ARBOR	04/07/2015	Y	N	0.00
0000001660	MI 48103	04/07/2015	0.00	N	0
	<Emailing Stub Disabled>	04/07/2015	2015-084		1,680.00

GL Number	Account Name	Pay Amount	Relieve Amount
701-400-282.073	TRAVERSE BAY RV RST 5555 M72	1,680.00	0.00
Distribution Total		1,680.00	0.00

Edit List of Invoices - Detail w/GL

TO BE APPROVED

Date: 03/30/2015

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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.		
	BECKETT & RAEDER	04/07/2015	CHASE	PLANNING SERVICES	
	535 WEST WILLIAM, SUITE 101	04/07/2015	N		1,230.00
4314	ANN ARBOR	04/07/2015	Y	N	0.00
0000001660	MI 48103	04/07/2015	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015	2015-178		1,230.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-410-803.001	PLANNING CONSULTANT	60.00	0.00
101-410-803.001	PLANNING CONSULTANT	420.00	0.00
101-410-803.001	PLANNING CONSULTANT	750.00	0.00
Distribution Total		1,230.00	0.00

Vendor Total: 14,186.31

	CATHY DYE	04/07/2015	CHASE	REIMBURSEMENT TRAVEL	
		04/07/2015	N		58.00
14320		04/07/2015	N	N	0.00
DYE		04/07/2015	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015			58.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-215-860.000	TRAVEL & MILEAGE	38.00	0.00
101-215-726.000	SUPPLIES & POSTAGE	20.00	0.00
Distribution Total		58.00	0.00

Vendor Total: 58.00

	CHERRYLAND RURAL ELECTRIC	04/07/2015	CHASE	ELECTRIC	
	P O BOX 500	04/07/2015	N		430.77
14324	GRAWN	04/07/2015	N	N	0.00
0000002900	MI 49637	04/07/2015	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015			430.77

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	17.50	0.00
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	33.78	0.00
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	18.42	0.00
101-265-921.000	STREET LIGHTS	69.88	0.00
101-265-921.000	STREET LIGHTS	31.85	0.00
101-265-921.000	STREET LIGHTS	11.35	0.00
101-265-921.000	STREET LIGHTS	174.04	0.00
101-265-921.000	STREET LIGHTS	10.25	0.00
101-265-921.000	STREET LIGHTS	11.35	0.00
101-265-921.000	STREET LIGHTS	13.43	0.00
101-265-921.000	STREET LIGHTS	18.42	0.00
101-265-921.000	STREET LIGHTS	20.50	0.00
Distribution Total		430.77	0.00

Vendor Total: 430.77

	CINTAS CORP #729	04/07/2015	CHASE	RUGS	
	P.O BOX 630910	04/07/2015	N		43.12
14310	CINCINNATI	04/07/2015	N	N	0.00
0000002990	OH 45263-0910	04/07/2015	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015	729718481		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

Edit List of Invoices - Detail w/GL

TO BE APPROVED

Date: 03/30/2015

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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				

Vendor Total: 43.12

14321	CULLIGAN WATER, MCCARDEL	04/07/2015		CHASE	WATER	
	40 HUGHES DRIVE	04/07/2015		N		7.00
000003400	TRAVERSE CITY	04/07/2015		N	N	0.00
	MI 49686	04/07/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015	7-6796			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

14309	EAST BAY TOWNSHIP	04/07/2015		SEWER	REIMBURSE NEW PUMPS LIFT #1	
	1965 THREE MILE ROAD	04/07/2015		N		5,510.88
0000004900	TRAVERSE CITY	04/07/2015		N	N	0.00
	MI 49684	04/07/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015	2015-1			5,510.88

GL Number	Account Name	Pay Amount	Relieve Amount
590-000-956.001	OPERATING & MAINT EXP	5,510.88	0.00
Distribution Total		5,510.88	0.00

Vendor Total: 5,510.88

14312	EASTWOOD CUSTOM HOMES	04/07/2015		TRUST	CLOSE ACCOUNT	
	830 COTTAGE VIEW DRIVE	04/07/2015		N		225.80
EASTWOOD	TRAVERSE CITY	04/07/2015		N	N	0.00
	MI 49685	04/07/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015				225.80

GL Number	Account Name	Pay Amount	Relieve Amount
701-400-282.210	EASTWOOD CUSTOM HOMES	225.80	0.00
Distribution Total		225.80	0.00

Vendor Total: 225.80

14286	ENGINEERING PROTECTION SYS	04/07/2015		CHASE	ALARM SYSTEM	
	750 FRONT STREET N W	04/07/2015		N		156.84
0000005200	GRAND RAPIDS	04/07/2015		N	N	0.00
	MI 49504	04/07/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015	A727030			156.84

GL Number	Account Name	Pay Amount	Relieve Amount
101-750-930.000	REPAIRS & MAINT	156.84	0.00
Distribution Total		156.84	0.00

Vendor Total: 156.84

14306	GORDIE LAPOINTE	04/07/2015		CHASE	MILLAGE REIMBURSEMENT	
		04/07/2015		N		135.60
Z-GORDIE		04/07/2015		N	N	0.00
		04/07/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015				135.60

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-860.000	TRAVEL & MILEAGE	135.60	0.00

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

Distribution Total						135.60	0.00
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Vendor Total: 135.60

14278	GOSLING CZUBAK ENGR	04/07/2015		SEWER	ENGINEERING		
	1280 BUSINESS PARK DRIVE	04/07/2015		N			6,535.00
0000007675	TRAVERSE CITY	04/07/2015		N	N		0.00
	MI 49686	04/07/2015	0.00	N	0		0.00
	<Emailing Stub Disabled>	04/07/2015	72587				6,535.00

GL Number	Account Name	Pay Amount	Relieve Amount
590-000-803.003	ENGINEERING SERVICES	6,535.00	0.00
Distribution Total		6,535.00	0.00

14279	GOSLING CZUBAK ENGR	04/07/2015		CHASE	ENGINEERING		
	1280 BUSINESS PARK DRIVE	04/07/2015		N			7,242.50
0000007675	TRAVERSE CITY	04/07/2015		N	N		0.00
	MI 49686	04/07/2015	0.00	N	0		0.00
	<Emailing Stub Disabled>	04/07/2015	72588				7,242.50

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-803.003	ENGINEERING SERVICES	3,550.00	0.00
101-410-803.000	PLANNER SERVICES	3,692.50	0.00
Distribution Total		7,242.50	0.00

14292	GOSLING CZUBAK ENGR	04/07/2015		CHASE	ENGINEERING		
	1280 BUSINESS PARK DRIVE	04/07/2015		N			650.00
0000007675	TRAVERSE CITY	04/07/2015		N	N		0.00
	MI 49686	04/07/2015	0.00	N	0		0.00
	<Emailing Stub Disabled>	04/07/2015	72546				650.00

GL Number	Account Name	Pay Amount	Relieve Amount
701-400-282.073	TRAVERSE BAY RV RST 5555 M72	650.00	0.00
Distribution Total		650.00	0.00

Vendor Total: 14,427.50

14287	GOVERNMENTAL BUSINESS SYS	04/07/2015		CHASE	ELECTION		
	4995 VARSITY DR. UNIT C	04/07/2015		N			145.74
0000007720	LISLE	04/07/2015		N	N		0.00
	IL 60532	04/07/2015	0.00	N	0		0.00
	<Emailing Stub Disabled>	04/07/2015					145.74

GL Number	Account Name	Pay Amount	Relieve Amount
101-191-726.000	SUPPLIES & POSTAGE	145.74	0.00
Distribution Total		145.74	0.00

14289	GOVERNMENTAL BUSINESS SYS	04/07/2015		CHASE	ELECTION SUPPLIES/ENVELOPE		
	4995 VARSITY DR. UNIT C	04/07/2015		N			588.69
0000007720	LISLE	04/07/2015		N	N		0.00
	IL 60532	04/07/2015	0.00	N	0		0.00
	<Emailing Stub Disabled>	04/07/2015	15-21640				588.69

GL Number	Account Name	Pay Amount	Relieve Amount
101-191-726.000	SUPPLIES & POSTAGE	588.69	0.00
Distribution Total		588.69	0.00

Vendor Total: 734.43

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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				
14297	GRAND TRAVERSE COUNTY	04/07/2015		SEWER	SEWER/WATER FOR FEB 2015	32,965.68
7890	FINANCE DEPT. ACCTS RECEIVA	04/07/2015		N		0.00
	TRAVERSE CITY	04/07/2015		N	N	0.00
	MI 49684	04/07/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015	89792,89793			32,965.68

GL Number	Account Name	Pay Amount	Relieve Amount
590-000-956.001	OPERATING & MAINT EXP	31,341.75	0.00
590-550-956.001	OPERATING & MAINT EXP	1,623.93	0.00
Distribution Total		32,965.68	0.00

Vendor Total: 32,965.68

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				
14281	GRAND TRAVERSE METRO ESA	04/07/2015		CHASE	EMS STAFFING FOR FEB 2015	6,582.75
0000007950	897 PARSONS ROAD	04/07/2015		N		0.00
	TRAVERSE CITY	04/07/2015		N	N	0.00
	MI 49686	04/07/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015	759			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

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				
14313	GREATAMERICA FINANCIAL SVC	04/07/2015		CHASE	COMPUTERS	311.65
GREAT	P.O. BOX 660831	04/07/2015		N		0.00
	DALLAS	04/07/2015		N	N	0.00
	TX 75266-0831	04/07/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015	16707313			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

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				
14308	GTR LAND CONSERVANCY	04/07/2015		CHASE	CONTRACT SERVICES PDR 2015	7,500.00
0000007912	3860 NORTH LAKE ROAD	04/07/2015		N		0.00
	TRAVERSE CITY	04/07/2015		N	N	0.00
	MI 49684-9601	04/07/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015	JAN 2015 TO DECEMBER 2			7,500.00

GL Number	Account Name	Pay Amount	Relieve Amount
225-000-802.004	CONTRACTED EMPLOYEE SERVICES	7,500.00	0.00
Distribution Total		7,500.00	0.00

Vendor Total: 7,500.00

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				
14315	INTEGRITY BUSINESS SOLUTION	03/24/2015		CHASE	OFFICE SUPPLIES	290.12
0000010300	1302 INDUSTRY B	04/07/2015		N		0.00
	TRAVERSE CITY	03/24/2015		N	N	0.00
	MI 49696	03/24/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/24/2015	1183940-0,1187988-0			290.12

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-726.000	SUPPLIES & POSTAGE	87.40	0.00
101-265-726.000	SUPPLIES & POSTAGE	94.71	0.00
101-215-726.000	SUPPLIES & POSTAGE	108.01	0.00

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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				

Distribution Total	290.12	0.00
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Vendor Total: 290.12

14285	KOPY SALES INC.	04/07/2015		CHASE	COPY MACHINE	125.11
	821 ROBINWOOD COURT	04/07/2015		N		0.00
0000011800	TRAVERSE CITY	04/07/2015	0.00	N	N	0.00
	MI 49686	04/07/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015	95128,95129			125.11

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-930.000	REPAIRS & MAINT	125.11	0.00
Distribution Total		125.11	0.00

Vendor Total: 125.11

14307	KWIK PRINT	04/07/2015		CHASE	ENVELOPES	146.70
	515 S GARFIELD ROAD	04/07/2015		N		0.00
0000012500	TRAVERSE CITY	04/07/2015	0.00	N	N	0.00
	MI 49686	04/07/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015	98504			146.70

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-726.000	SUPPLIES & POSTAGE	146.70	0.00
Distribution Total		146.70	0.00

Vendor Total: 146.70

14326	MACKINAC COUNTY WATER	04/07/2015		CHASE	CONFERENCE GREAT LAKES WA	15.00
	ATTN CANDY DEKEYSER	04/07/2015		N		0.00
0000014550	TRAVERSE CITY	04/07/2015	0.00	N	N	0.00
	MI 49686	04/07/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015				15.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-750-930.000	REPAIRS & MAINT	15.00	0.00
Distribution Total		15.00	0.00

Vendor Total: 15.00

14319	NIKKI LENNOX	04/07/2015		CHASE	MILEAGE REIMBURSEMENT	33.34
		04/07/2015		N		0.00
0000014550	TRAVERSE CITY	04/07/2015	0.00	N	N	0.00
	MI 49686	04/07/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015				33.34

GL Number	Account Name	Pay Amount	Relieve Amount
101-410-860.000	TRAVEL & MILEAGE	33.34	0.00
Distribution Total		33.34	0.00

Vendor Total: 33.34

14305	NORTHERN FIRE AND SAFETY	04/07/2015		CHASE	ANNUAL FIRE INSPECTION	36.00
	1798 NORTHERN STAR DRIVE	04/07/2015		N		0.00
0000015050	TRAVERSE CITY	04/07/2015	0.00	N	N	0.00
	MI 49686	04/07/2015	0.00	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015	270100			36.00

GL Number	Account Name	Pay Amount	Relieve Amount
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Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	101-265-930.000	REPAIRS & MAINT			36.00
	Distribution Total				36.00

Vendor Total: 36.00

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
4293	OLSON,BZDOK&HOWARD,P.C	04/07/2015	TRUST	ATTORNEY	3,096.00
	420 EAST FRONT ST.	04/07/2015	N		
1000016245	TRAVERSE CITY	04/07/2015	N	N	0.00
	MI 49686	04/07/2015	Y	0	0.00
	<Emailing Stub Disabled>	04/07/2015			3,096.00

GL Number	Account Name	Pay Amount	Relieve Amount
701-400-282.901	VGT PHASE 1 SITE PLAN/SUP	3,096.00	0.00
Distribution Total		3,096.00	0.00

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
14318	OLSON,BZDOK&HOWARD,P.C	04/07/2015	CHASE	ATTORNEY	4,265.00
	420 EAST FRONT ST.	04/07/2015	N		
1000016245	TRAVERSE CITY	04/07/2015	N	N	0.00
	MI 49686	04/07/2015	Y	0	0.00
	<Emailing Stub Disabled>	04/07/2015	5385-00,5385-91,5385-92		4,265.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-802.002	ATTORNEY SERVICES	225.42	0.00
101-410-802.002	ATTORNEY SERVICES	2,524.58	0.00
101-101-802.002	ATTORNEY SERVICES	120.00	0.00
101-101-802.002	ATTORNEY SERVICES	1,395.00	0.00
Distribution Total		4,265.00	0.00

Vendor Total: 7,361.00

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
14291	TRAVERSE CITY RECORD EAGLE	04/07/2015	CHASE	PUBLICATIONS	407.50
	120 W.FRONT STREET	04/07/2015	N		
0000022000	TRAVERSE CITY	04/07/2015	N	N	0.00
	MI 49684	04/07/2015	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015	392905,392963		407.50

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-900.000	PUBLICATIONS	73.50	0.00
101-215-726.000	SUPPLIES & POSTAGE	334.00	0.00
Distribution Total		407.50	0.00

Vendor Total: 407.50

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
14277	TYLER TECHNOLOGIES,INC	04/07/2015	CHASE	ANNUAL MAINTENANCE PERVAS	260.00
	PO BOX 203556	04/07/2015	N		
0000006700	DALLAS	04/07/2015	N	N	0.00
	TX 75320-3556	04/07/2015	N	0	0.00
	<Emailing Stub Disabled>	04/07/2015			260.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-101-804.000	SOFTWARE SUPPORT & PROCESSING	260.00	0.00
Distribution Total		260.00	0.00

Vendor Total: 260.00

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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.		
	WASTE MANAGEMENT	04/07/2015	CHASE	GARBAGE	
	PO BOX 4648	04/07/2015	N		79.02
14325	CAROL STREAM	04/07/2015	N	N	0.00
0000025000	IL 60197-4648	04/07/2015	0.00	N	0
	<Emailing Stub Disabled>	04/07/2015	7379467-1838-1,,739468-18		0.00
					<u>79.02</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-265-930.000	REPAIRS & MAINT	63.94	0.00
101-750-930.000	REPAIRS & MAINT	15.08	0.00
Distribution Total		79.02	0.00

Vendor Total: 79.02

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.		
	WYANT COMPUTER SERVICES	04/07/2015	CHASE	COMPUTER AGREEMENT	
	415 MUNSON AVE	04/07/2015	N		1,089.00
14280	TRAVERSE CITY	04/07/2015	N	N	0.00
WYANT	MI 49686	04/07/2015	0.00	N	0
	<Emailing Stub Disabled>	04/07/2015	MS17056		0.00
					<u>1,089.00</u>

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: 98,465.24
Less Credit Memos: 0.00
Net Total: 98,465.24
Less Hand Check Total: 0.00
Outstanding Invoice Total: 98,465.24

Total Invoices: 40



Administrator/Controller Report

March 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

Boardman River Dams Project (8)

- The US Army Corps of Engineers (USACE) asked the county to submit a revised Letter of Intent from the county to be included with the submission of the proposed Detailed Project Report and Environmental Assessment for the Boardman Dams project to the District Commander of the US Army Corps of Engineers. The letter does not obligate the county in any way, but it does indicate to the USACE that the submission has been reviewed by the Implementation Team and local interests (through the Aug. 7, 2014 public meeting) and the county agrees with the findings and recommendations.
- AECOM (formerly URS) forwarded final plans, specifications and cost estimates for the Cass Road Bridge to the Road Commission on April 6 for the final plan review. MDOT has indicated that it does not want documents submitted until the project is ready for obligation. MDOT has also informed us that from March 27th to April 10th, the federal government is shutting down the obligation system for technical upgrades. This creates a two week window where project obligations will be delayed. According to AECOM, this should not be an issue for our project as the construction is planned for 2016, and an obligation by April 24th is sufficient for our project needs.
- The Implementation Team will be reviewing the entire project with the Board of Commissioners in a special joint meeting with the Road Commission on March 12th at 7 pm in the commission chambers.

Central Dispatch/911 (7)

- A committee of the Central Dispatch Board has drafted revisions to the bylaws. The Director and Administrator/Controller provided input and are comfortable with the changes as proposed. The proposed revisions have been provided to the Central Board for its review and are on the agenda for the March 12th meeting.
- GTC has been working with a group of regional 911 center representatives (Northwest Michigan 911 Connect) to explore technology, equipment, funding options, and the opportunity to work together on various intergovernmental projects. One of the most

critical projects being pursued involves the funding and implementation of an ESI-net, which is an emergency services IP network. An ESI-net can provide a multitude of benefits for 911 based on the high-speed connectivity capabilities.

- Grand Traverse Metro Fire Department Fire and Life Safety Public Educator Meredith Hawes invited us to participate in a presentation for the deaf and hard-of-hearing community, where we were able to educate the attendees about the benefits of Smart911. The turnout and engagement of the attendees was excellent.
- Congratulations to Andrea Holczman and Jasen Mayersky, who were recently promoted to two open supervisory positions.

Finance (1)

- Preliminary closing of 2014 for all funds is complete. Additional transactions may be proposed and recorded for 2014 after the tax settlements are completed with the local units. Expenditures exceeded revenues by less than \$300,000 in the general fund, which was substantially less than budgeted. Personnel savings exceeded \$700,000, and the receipt of unanticipated revenue sharing payments and liquor tax funding helped reduce the planned use of fund balance in 2014 by nearly \$1.1 million.
- The Finance staff is currently preparing for the 2014 audit which is scheduled to start on March 30th. This work consists of completing questionnaires and systems narratives for the main accounting functions performed by various departments and offices. Several departments also assist with the annual updates of the documents required by the auditors. The list of information and account analysis is extensive and requires a significant amount of time for staff to complete, and requires considerable cooperation and assistance from numerous departments.
- The Director assisted the Road Commission in updating its qualified status with the state Municipal Finance division in order for the County and the Road Commission to issue Michigan Transportation Fund Bonds for road improvements that are planned in Acme Township this year.

Health Department & Emergency Management (7)

ADMINISTRATION & FINANCE DIVISION

- GTC received notice from the state that the Essential Local Public Health Services grants were cut by 3.75% with the negative supplemental bills that were enacted last month. More details and specifics to follow, but this cut rolls back the increase local health departments were initially given for the 2015 budget, meaning the result is the same amount as the 2014 fiscal year grants and any cost increases in these programs are effectively shifted to the county general fund.
- The state also notified local health departments that it will be providing additional funding for Ebola preparedness and monitoring efforts for the next 18 months.

MEDICAL EXAMINER DIVISION

- Held key-stakeholder meeting regarding forensic autopsy services. Representatives from law enforcement, prosecutors office, county administrators from Benzie, Grand Traverse and Leelanau Counties were all present, as well as medical examiner staff.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- Beach Monitoring- The Beach Monitoring Stakeholders Group which is comprised of individuals from the City of Traverse City, Traverse City State Park, Acme Township Officials, Watershed Center, Grand Traverse County Health Department, Michigan Department of Environmental Quality, and the Benzie/Leelanau District Health Department met on Friday, February 27th to discuss the 2015 beach monitoring program. With reduced funding from the State for monitoring this year, the group discussed our options for this year's monitoring, including: reducing the monitoring period from 13 weeks down to 8 weeks; going to composite sampling at each beach to reduce laboratory costs; trying to obtain funding from other sources to do our normal 13 week sample period.
- Animal Control- Negotiations are still on-going with the Cherryland Humane Society for a new contract for sheltering Grand Traverse County dogs.

EMERGENCY MANAGEMENT & PREPAREDNESS DIVISION

- Emergency Management - Applications are being accepted through mid-March for a new internship program.
- A Local Elected Officials Emergency Management workshop is scheduled for March 11, noon to 4pm at the Emergency Operations Center.
- Emergency Preparedness – The Mutual Aid agreement is currently being reviewed and signed by all Health Departments in the region. The revised Mass Casualty Plan has been signed by the Medical Examiner.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease Program- The staff has been able to call upon clients who have not followed up on their HIV tests, increasing follow up contacts to 89%, compared with 40-79% in the past. Area preschools are being contacted for improved weekly reporting of CD cases, and we have provided outreach education about measles to all GTC Schools and Preschools/Child Care Centers. A comprehensive physician health alert is being developed about measles, which will be going out to all area providers.
- Adolescent Clinics- Our Adolescent Health Centers, K Town Youth Care and Youth Health and Wellness Center sponsored the Ice Time for Charity hockey event, and attended the event as outreach for the clinics.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Healthy Futures - Staff was commended by Munson for diligence in enrolling all new moms in Healthy Futures and achieving high immunization and breast feeding rates.
- Children's Special Health Care Services - Legislation has been introduced in the legislature to remove "crippled children" everywhere it appears in current Michigan law, replacing it with "children and youth with special health care needs".
- Immunizations - Waiver education for those parents and children who request non-medical waivers for immunization who transferred into the local school districts. Education sessions have gone well and there have only been a handful of requests for

these appointments. GTC is participating in a community-wide immunization task force to address the need to increase our vaccination coverage in the community.

Human Resources (5)

- HR is currently recruiting for 13 positions county-wide, with a total of 17 requisitions posted so far for 2015. The Director has participated in several interview processes since the beginning of the year and HR is increasingly involved in all stages of the hiring process for several county offices.
- The Employee Recognition Team is seeking nominations for Volunteer of the Year. Nominations are due in Human Resources by April 6th.

Information Technology (2)

- CivicPlus has been approved by the Board as the County's new web site vendor and the contract has been signed. IT is working with the vendor to schedule a kick-off meeting and develop a project plan for taking the website committee through the design and implementation process, which is expected to take 4-6 months.
- Surveillance cameras and a digital video recorder (DVR) have been installed at various locations in the Governmental Center and are now operational.
- Network cabling was installed for the Senior Center at the Interlochen Library location to support a bank of computers and a smart TV. IT is assisting the Senior Center with reviewing options for video conferencing between satellite locations for training and exercise sessions.

MSUE (7, 8)

- Placemaking Strategy Development - The MIplace Partnership Initiative, in cooperation with the MSHDA, MML, the MSU Land Policy Institute (LPI), and MSU Extension (MSUE), developed a six-module Placemaking Training Curriculum two years ago. Hundreds of training programs have been offered throughout Michigan since then to more than 11,000 people.

This year, from March-May, the LPI and MSUE are co-hosting more than 30 Placemaking workshops to be offered to communities throughout Michigan. The intended audience for these workshops are city council and township boards; local, regional and county staff, all planning commissioners; key developers; and community members.

One of the workshops will be held at Michigan Works, 1209 S. Garfield Rd., Traverse City on May 6th, 6 p.m.-9 p.m. It is free and open to the public. Pre-registration is required and is available online. Space is limited to first come, first served. For general information, contact Holly Madill at madill@landpolicy.msu.edu or call 517-432-8800. More information and to register: <http://events.anr.msu.edu/placemakingstrategy/>.

Parks and Recreation (7)

- Twin Lakes – The Request for Proposals for a Twin Lakes Park event planner is posted on the County website until Monday, March 9, the extended deadline for responses. Electrical improvements in Gilbert Lodge have been completed by Facilities Management staff.
- Easling Pool – On-line and in-person registration for the Spring Session of American Red Cross lessons in Easling Pool will begin on March 30. Phone registration opens on March 31. The eight-week session begins the week of April 13 and end the week of June 6. Cost for county residents is \$58.80 per student, and \$84 for students from outside of the county. A Lifeguard Certification course will be held at the Civic Center on Saturday, March 28 through Tuesday, March 30. Visit www.grandtraverse.org/parks or call 231-922-4814. Easling Pool passed its annual Health Department inspection on February 23.
- Civic Center – The 200-capacity meeting room at the Civic Center has been repainted and recarpeted to improve the space for the community's increased use. Call 231-922-4814 for rental rates and reservations. Show season at the Civic Center kicks off with the Hunting and Fishing Show in Howe Arena, Friday, March 13. Other shows include: Northwest Michigan Camper and RV Show, March 27 through 29; Boat Show, April 10 through 12; Cottage and Lakefront Show, April 17 through 19; and Women's Expo, April 25 and 26.
- 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 at 5:30 p.m. Public is invited to mingle, meet, and greet area recreation providers, organizations and coaches to learn about recreation options for all seasons and all ages. County Parks and Recreation Commissioners and department staff will be on hand. Light refreshments will be served.

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

- It has been 8 years since the County developed its long range capital improvement plan for County facilities and operations. Since that time, many improvements have been accomplished, including construction of the new Health Services Building. The Capital Review Committee is meeting to draft an update to the long range plan and address short-term and long-term facility needs for the County.
- Staff met with representatives from the Villages of Fife Lake and Kingsley and the Townships of Fife Lake and Paradise to explore options to develop a common community and economic development strategy among the four communities. Staff will be assisting the communities with developing and organizing a proposal for a community engagement process. The four communities will reconvene in April to discuss the proposal.
- In its most recent meeting, the Joint Housing Task Force reviewed public-private partnerships for several development projects involving market rate and affordable housing units. The Task Force also received information about the target market analysis for Grand Traverse County which conservatively forecasts a demand for 1,215 new housing units annually in the county, including 996 rental units. As the Task Force

winds down, a findings report and guide for municipal leaders will be developed. The next meeting of the Task Force is April 16.

Prosecuting Attorney (7)

- Prosecution
 - Authorized 184 misdemeanor warrants
 - Authorized 39 felony warrants
 - Authorized 7 juvenile petitions
 - Initiated 1 neglect/abuse case
 - Handled 19 paternity cases
 - Obtained 11 judgments of child support
 - Handled 2 mentally ill commitment hearings

- Contract Drafting and Review - We reviewed four contracts for the following departments:
 - Parks and Recreation: two
 - Sheriff: one
 - Administration: one

- FOIA Coordination - We reviewed eleven FOIA requests and provided advice and consultation to the following departments:
 - Central Dispatch: six
 - Sheriff: two
 - Health: three

- Board of Commissioners/Staff Questions - We answered questions/prepared memos for the Board of Commissioners and various departments including:
 - Commission on Aging
 - Clerk
 - Sheriff
 - Health
 - Equalization

- Ordinance Drafting - We presented the proposed Twin Lake's Ordinance to the Board of Commissioners for review and action.

- Litigation - We represented the County in the following cases:
 - In the matter of the Petition of the Grand Traverse County Treasurer for Foreclosure of Certain Parcels of Property (2012 Unpaid Property Taxes). On February 9th, Judge Power conducted a hearing and granted the Treasurer's request for a judgment of foreclosure. This case is now closed.

 - David C. Baumann, et al v. Mary C. Kirby, et al. Plaintiffs filed this action pursuant to Michigan's Land Division Act, in the GTC Circuit Court seeking to vacate a portion of Grand Street and amend the Plat of Old Mission Harbor, located in Peninsula Township. Plaintiff has named over thirty individuals, businesses and other entities who may have an ownership interest located in the area of the plat to be amended. As required by state law, the County Drain Commissioner is named as a party. We represent the Drain Commissioner, and at this point we will be working with Plaintiffs

to resolve this case whereby the plat would be amended but the existing drain would not be affected.

- Grand Traverse County v. Adam McConnel, et al. In February, we filed 11 separate inmate reimbursement lawsuits seeking \$18,422.78 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.
- Miscellaneous - We continue to work with the Drain Commissioner in expanding the special assessment district for Duck Lake.
- Chris Forsyth provided Robert's Rules of Order training for the Commission on Aging and other appointed and elected officials in the month of February.
- Prosecuting Attorney Bob Cooney will be conducting a training session on Board Member Basics on Thursday, March 19, 2015. The session will be held from 9:00 a.m. to 11:00 a.m. in the Governmental Center, 2nd Floor Training Room, 400 Boardman Avenue, Traverse City. Topics will include OMA and FOIA among others. New County appointees and elected officials are required by County policy to attend this training during their first year of service. Board members from other public bodies are welcome to attend. RSVP to Chris Cramer in Administration at 922-4797.

Resource Recovery (8)

- Resource Recovery is pleased to announce a new household battery drop-off location for residents living in the eastern part of the county at the Acme Township Offices, 6042 Acme Road in Williamsburg. GTC residents may drop off all household batteries including single-use alkaline and rechargeable batteries, cellphones, and ink cartridges. This service is for residents only; businesses may utilize the Household Hazardous Waste (HHW) collection events to recycle batteries. Please tape all 9-volt battery terminals to prevent terminals from touching.
- The first HHW collection event of the year will be held on Thursday, March 26, 2015. Appointments are required and can be booked by calling the RecycleSmart Hotline at 941-5555 or via the website at recyclesmart.info.
- Weather and site conditions permitting, the Keystone Brush Drop-off Site at 2471 N. Keystone Road is scheduled to open for the season on Tuesday, April 7th. The site will be open through the summer and fall on Tuesday, noon-7pm, and Thursday and Saturday, 9am to 3pm.
- Staff have started the process to determine the 2014 waste diversion rate for GTC. The calculation will follow the EPA Municipal Solid Waste diversion rate methodology. The targeted diversion rate for GTC in the 2013-2015 Strategic Plan is 50%.
- Tire Drop-off Event August 7th and 8th: GTC has been awarded a Scrap Tire Cleanup Grant from the Michigan Department of Environmental Quality for tire disposal costs of up to \$6,000. This award will allow the Resource Recovery Department to offer a community drop-off day for up to 7 tires per resident. Similar to HHW collections, residents will be required to book an appointment and verify residency.

Treasurer (1)

- Following the 2012 foreclosure hearing in Circuit Court, all documents have been filed and final notices have been sent in preparation of the April 1 foreclosure date.
- Brownfield 2014 accounts have been closed and preliminary financial statements have been created in preparation for the auditors.
- Preliminary reconciliations with the 13 townships and City have been prepared to facilitate early settlement with the local units next month.

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

TO: Chair – Resource Management and Administration Committee

FROM: Jim Cook, Manager

DATE: March 4, 2015

**SUBJECT: MONTHLY REPORT FOR THE MARCH 11, 2015 MEETING
AT 6:00 P.M. IN THE COMMISSION CHAMBERS
400 BOARDMAN AVENUE, TRAVERSE CITY**

cc: RMA Distribution List Board of County Road Commissioners

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

1. **Core Financial Management System** - Kiosk entry of payroll is underway. It has improved efficiencies and will allow our Engineering and Field operations to better manage their budgets. Equipment and inventory processes are still being evaluated.
2. **Equipment Purchases** - Two aging snowplow trucks and associated equipment were sold to Kalkaska County Road Commission.
3. **Tree Removal** - The Board has contracted with Quality Tree Service to remove approximately 58 trees within three of our townships.
4. **Designated Commercial Vehicle Routes** - The Board adopted a formal designate truck route. The map is on our webpage which allow truckers a visual aid in determining routes based on their loads.
5. **Spring Weight Restrictions** - Our current long-range projection is that “frost laws” will go into effect around March 13-14 and remain in effect until the week of April 27. A meeting was held on March 6 with major truckers to review routes and discuss load limits.
6. **Board Policies** - The Board amended several policies: Credit card limit - ability to raise to \$10,000; Tuition Reimbursement - added \$500/semester for books; added the County Highway Engineer to a list of employees to open bids in the Manager’s absence.
7. **Staffing & Appointments** - Steve Harper has joined our staff as Bookkeeper/Administrative Assistant. Interviews are being arranged for the Inventory & Equipment Clerk and an engineering position.

Jay Zollinger

From: Kim Elliott <kelliott@grandtraverse.org>
Sent: Wednesday, March 04, 2015 3:11 PM
To: Jay Zollinger
Cc: Cathy Dye
Subject: Jay, Apology to you and the Acme Board

Mr. Jay Zollinger
Supervisor
Acme Township

Dear Jay:

I owe you and the Acme Board an apology. I appreciate the opportunity to briefly address the Acme Board with programs that we have available for its residents. It was totally my error to have missed last evening board meeting.

If possible, I would appreciate another opportunity to speak for 5-10 minutes at your April 7 board meeting.

I take my timeliness in appointments seriously and again offer my sincere apology.

Regards;

Kim

Kim Elliott
Marketing/Education Specialist
Grand Traverse County Resource Recovery
2650 LaFranier Road
Traverse City, MI 49686
Tel: 231.995.6075
Fax: 231.929.7226
www.RecycleSmart.info

News Release

Release Date: Immediate

Contact Person: Kama Ross

District Forester

Leelanau, Benzie and Grand Traverse Conservation Districts

231-256-9783, Ext. 15

kama.ross@macd.org

Oak Wilt Prevention Recommendations – April 15th is Around the Corner

Oak wilt, a non-native vascular wilt fungus that is fatal to red oaks, is present and spreading in Northern Michigan. Symptoms of oak wilt include the rapid loss of leaves, typically in mid-summer, and the slow progression from infected red oaks to adjacent healthy red oaks from one year to the next. Oak wilt once established spreads underground through the interconnected root systems of red oak trees. New infections can also begin when beetles spread spores from infected trees to healthy trees that are pruned or injured during the spring and early summer.

To help prevent new infections, property owners should refrain from doing any oak removal or pruning between April 15th and July 15th, when beetles move spores from trees killed last year. In addition, it is important not to move any firewood from trees that have been killed by oak wilt because this can transport the disease to unaffected areas. Infected trees should be removed prior to April 15 and should be chipped or burned to help reduce the amount of spores in the area.

Leelanau County had its second confirmed oak wilt site last summer and treatment practices are working toward containing the spread. Other surrounding counties have been battling oak wilt for a number of years, but vigilance is needed everywhere to keep losses from oak wilt to a minimum.

Residential treatment applications can be confounded by underground infrastructure, driveways, walks, gardens, property lines, and many other factors. However, high value residential oaks may be treated with an injected registered chemical that protects individual trees. The treatment needs to be repeated every two years. For homeowners, the injection costs for yard trees might be a viable option. Prevention is far cheaper but not always possible, as nature has a role

Oak wilt is here to stay in Michigan. Human activity will most likely move the disease into previously affected stands as time goes on, however, oak wilt can be successfully managed and the oak forest resource will remain a part of our forested landscape.

The DNR and Conservation District Foresters are trying to confirm and document the extent of oak wilt in Michigan. If you would like more information, or suspect you may have oak wilt and would like it confirmed contact the Michigan DNR Forest Health Program at (517) 284-5895 or DNR-FRD-Forest-Health@michigan.gov or the Leelanau, Grand Traverse and Benzie Conservation District Forester, Kama Ross, at (231) 256-9783 or kama.ross@macd.org.

Oak Wilt Pest Alert:

https://www.michigan.gov/documents/mdard/OakWilt_3-14_453040_7.pdf



CONGRATULATIONS!

SOON YOU'LL RECEIVE AN UPGRADED METER FROM CONSUMERS ENERGY!



Sample A. Sample
1234 Anystreet
Anytown USA 12345-6789

Re: Installation at 1234 Anystreet
Installation at 1234 Anystreet

Dear Sample A. Sample,

In the next few weeks, we'll be in your area to install upgraded meters. We're upgrading to enhance our customer service and provide new tools and information to help you make better-informed energy choices. The first step to help us serve you better is to install your smart meter. Already, more than 65 million state-of-the-art meters like the one you'll receive have been installed in homes and businesses nationwide. We'll be installing 1.8 million of them for our electric customers in Michigan by 2017.

Here's some important information about your installation:

- You only need someone present if your meter is being installed inside your home or office.
- If your current meter is outside, please make sure it's clear of any obstructions so our service technician can access it.
- If you operate sensitive medical or electronic equipment we should be aware of in your home or office, **or if you'd prefer to schedule an installation appointment**, please call 1-888-862-2199.
- Our technician will let you know when he or she arrives. At that time, you may power down your electronic devices. There will be a 5- to 10-minute interruption to your electric service during installation. We apologize for any inconvenience. The technician will leave a door hanger notifying you that your upgraded meter has been installed.
- Once installed, smart meters begin sending daily energy usage to Consumers Energy. To ensure accuracy, meter readers will continue to read meters for a period of time.

For more information, please contact us at 1-888-862-2199 or visit ConsumersEnergy.com/smartenergy. Energy that works smarter for you. That's our Promise to Michigan.

Sincerely,

Garrick J. Rochow
Vice President, Customer Operations & Quality

Para ayuda en español, llame al 1-888-862-2199.



TAKE CHARGE OF YOUR ENERGY USE ONLINE

Thanks to your smart meter, now you can visit ConsumersEnergy.com/smartenergy and explore new tools that let you:

- Review your energy use by hour, day or month
- Discover energy-saving tips
- Receive automated alerts when your energy use is trending higher

RECOGNIZING YOUR CONSUMERS ENERGY AUTHORIZED CONTRACTOR

The service technician installing your meter will be wearing a photo ID badge and safety vest and will be driving a vehicle displaying the Consumers Energy logo.



SAFETY VEST



ID BADGE



MARKED VEHICLE



Consumers Energy Smart Energy™ Program

There are more than 65 million smart meters in the United States. The Consumers Energy Smart Energy™ Program is installing meters through 2017. The information below provides insight into the benefits, facts about the program and where/when we will be installing meters.

HOW YOU BENEFIT



Meters can be remotely read in any weather — no estimated bills



Energy use is sent daily to us, minimizing estimated bills or bill surprises.

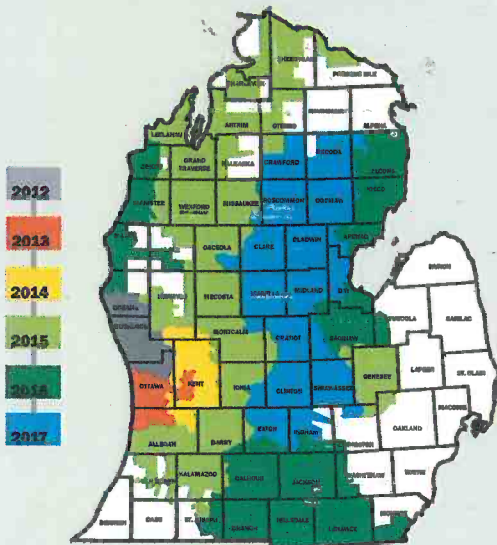


Track your energy use online via the Smart Energy Web Portal.



Better outage management - we will know when a customer's power is out
(Coming in the future)

INSTALLATION SCHEDULE



THE FACTS

- The meter contains no customer information, only usage and operational status.
- All information transmitted to/from the meter is protected by a private, secure network.
- The meters do not identify specific devices or appliances — only total energy use is sent to Consumers Energy.
- The radio frequencies used to transmit the data are the equivalent of sending one text message a day. The frequency emissions are well below guidelines set by the Federal Communications Commission (FCC).

INSTALLING THE METER: KEEPING YOU INFORMED

30
DAYS
BEFORE

POSTCARD



7
DAYS
BEFORE

PHONE CALL



14
DAYS
BEFORE

LETTER



DAY
OF
INSTALL

DOORHANGER



HOW CAN WE HELP?

- Visit www.ConsumersEnergy.com/smartenergy to learn more
- Call our dedicated team at 888-862-2199
- Schedule us to speak at your civic meeting

ENERGY THAT WORKS SMARTER FOR YOU.
THAT'S OUR PROMISE TO MICHIGAN.

Consumers Energy
Count on Us

RESOLUTION OF THE ACME TOWNSHIP BOARD OF TRUSTEES
RESOLUTION #R-2015_-
Resolution on Budget Amendments
Various fund moves adjustments 2014 Township Budget
April 7, 2015

At a meeting of the Acme Township Board of Trustees, held on April 7, 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 April 7, 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's listed below has a budget correction to be made. The following Fund's 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	Water Eng. Study Restricted	101			\$14000	\$14000	0
	To	Eng Services water	101	000	803-003	\$14000	\$35,000	\$49000
No.2.	From	Pa48 metro fund restricted	101			\$50000	\$76636	\$26636
	To	Holiday area SAD	818	000	698-000	\$50,000	0	\$50,000
No.3	From	SAD Township improvement Committed	246	000		\$50,000	\$50,000	\$0
	To	Holiday Area SAD	818	000	698.000	50,000	\$50,000	\$100,000.
No.4								

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:

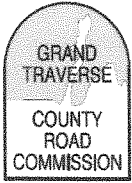
Nay: 0

Abstaining:0

Jay B. Zollinger Acme Township Supervisor

Cathy Dye Acme Township Clerk

2/18/2014



COUNTY ROAD IMPROVEMENT AGREEMENT BETWEEN THE GRAND TRAVERSE COUNTY ROAD COMMISSION AND ACME TOWNSHIP

Option A Mineral Brine

Road/Type	Mile	Total Est'd Cost	Twp 75%
Total Miles	5.4	2,011.50	
County Maintained	5.4	2,011.50	1,508.63

Grand Total 1,508.63

- _____ Acme Township has chosen _____ (number) applications of brine.
- _____ Acme Township has chosen not to brine.
- _____ The road list has been reviewed and there are no changes. (please initial)

The Board of County Road Commissioners' policy is to provide a 25% match for brine application on county maintained gravel roads with the Township paying 75%. The Township will pay 100% for all seasonal and public access roads requested.

This proposal is for the 2015 Brine Application. Please return by April 13, 2015 to schedule the first application. The second application is scheduled for July, weather permitting.

*The above amounts are based on the 2014 bids and are close approximations of costs to be incurred. Invoices will be based on actual costs billed to GTCRC which may vary from the estimates above.

Enclosed are road listings/approximated distances and maps of the areas to be brined. If any discrepancies are discovered, please contact us at your earliest convenience.

_____	_____
Township Supervisor	Dated
_____	_____
Township Clerk	Dated
_____	_____
Grand Traverse County Road Commission Manager	Dated

Acme Township Gravel Roads -2014

Road Name	From	To	Section	Length (in miles)	Small or Large Truck	Date	Gallons	Ticket #
Bennett Road	Brackett	Sayler	25	1.8				
Bunker Hill Road	Hampshire	Twp Line	7	1.4				
Crisp Road	Arnold	Twp Line	5	0.3				
Kesner Road	US-31		26	0.3	Small Truck			
Lautner	Brackett	end	25	0.2	Small Truck			
Shaw Road	US-31	End	13	0.5	Small Truck			
South Bates	end of pavement	start of seasonal	6	0.5				
Yuba Road	Bates		17	0.4	Small Truck			

Total Mileage: 5.4

[Color Map](#)

DRAFT: March 26, 2015

Acme Township Job Description

Position Title: Acme Township Zoning Administrator
Status: Full time; 40 hours/week; benefits
Reports to: Acme Township Supervisor
Salary Range: \$XXk to \$XXk, depending on experience

Position Summary

The Acme Township Zoning Administrator (ZA) has overall authority and responsibility to administer the township's Zoning Ordinance as written. Serves as staff liaison to the Zoning Board of Appeals and Planning Commission (Could Add Parks and Rec) and is responsible for working with other government agencies and Township departments on project proposals, reviews and approvals. The Zoning Administrator is responsible for the administration and enforcement of applicable local ordinances.

This critical work requires a combination of personal professionalism, administrative, and technical skills to ensure proper administration, compliance, resolution, and enforcement of the Zoning Ordinance. The ZA works with the general public, elected and appointed officials, volunteers, legal counsel, and other governmental agencies, as needed, to effectively and appropriately administer and enforce the provisions of the Acme Township Zoning Ordinance while also providing support, as requested, to the township's land use planning activities.

1. Responsibilities

The following list of responsibilities is not exhaustive and may be supplemented from time to time.

A. PRIMARY DUTIES (may include but are not limited to the following)

1. Maintain a thorough knowledge of the Acme Township Zoning Ordinance.
2. Administer, interpret, and enforce the Acme Township Zoning Ordinance, applicable state zoning laws, and other township ordinances granting such powers to the ZA in part or in whole.
3. Assist the general public with zoning and permit questions and with general customer service needs – by telephone, by email, and in person.
4. Proactively and effectively communicate Zoning Ordinance to interested businesses and public.
5. Issues appropriate permits and maintain files of the permits with supporting documentation.
6. Act as the Code Enforcement Officer and responds to complaints of potential code violations and initiates necessary corrective measures, as required. By promptly notify applicant, in writing, if the proposed use is not in compliance with Zoning Ordinance and assist with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance.
7. Maintains a variety of logs and records related to inspections and enforcement activities.
8. Provides information and assistance to the public regarding code enforcement matters.
9. Removes and discards illegal signage along the township roadways.
10. Perform inspections to ensure land use changes comply with the Zoning Ordinance.
11. Identify, inventory, and monitor non-conforming uses.
12. Reviews site plans and consults with developers and appropriate reviewing agencies to ensure quality and compliance with policies, regulations, and ordinances standards.

13. Receives and processes zoning applications including, land use, special use, site plan review, sign, outdoor events, zoning board of appeal/planning commission requests, outdoor events requests and development plans;
14. Conduct technical reviews and site inspections; make staff reports to the Planning Commission and Zoning Board of Appeals on specific project proposals such as special use permit applications, conditional use permit applications, zoning amendments, variances, and appeals.
15. Prepares Zoning Board of Appeals case files and publication notices if necessary; makes recommendations to the ZBA, and Township Board when needed and based on professional planning principles and the comments of the other reviewing agencies.
16. Assists Township Planner with Planning Commission case files such as notices, compliance with Township ordinances and Master Plan.
17. Prepares and monitors the department's annual budget and provides various periodic reports to the Planning Commission and Board of Trustees on department activities.
18. Participate in the Planning Commission process of developing Ordinance change proposals following the Planning Commission's time table and work plan.
19. Recommends and prepares requested or needed resolutions as may be deemed necessary.
20. Attend Planning Commission meetings; report on zoning issues and advise on issues related to zoning administration.
21. Consistently utilize effective verbal and written communications with permit applicants, related governmental agencies, and other offices as necessary.
22. Collaborates with the Township, County and State Departments on permitting and project approvals.
23. Inspects properties to ensure projects approved by staff, Planning Commission and Township Board are in compliance with the conditions of approval prior to the issuance of a **Certificate of Occupancy**. (Not sure if we issue this)
24. Participates as a part of the Land Division Review Committee for reviews and approval of Land Division related applications.
25. Identify and apply Best Practices, including but not limited to: check lists, instruction sheets, and other tools that enable most effective administration.
26. Develop recommendations regarding zoning amendments, zoning permit fee structures, zoning forms; proactively propose solutions to any problems encountered in administering the Ordinance.
27. Testify, as necessary, at public and judicial hearings.
28. Maintain the master document of proposed Ordinance changes during their development and make it available, electronically, to the Planning Commission.
29. Record the chain of change recommendations as resolved by the Planning Commission for submission to the Acme Township Board.
30. Research statutes and statute changes for inconsistencies with the Zoning Ordinance or with potential ordinance changes being considered by the Planning Commission; submit recommendations for ordinance changes to ensure conformity, consistency, and lack of redundancy with statute.
31. Perform research, draft language, and make recommendations to the Planning Commission, as requested, pertaining to specific intended amendments to the Ordinance initiated from the Master Plan or from other sources.
32. Assist the Planning Commission with reviewing the overall master document of proposed Ordinance changes together with the current Ordinance; recommend language to correct internal inconsistencies and ambiguities.

B. Office Administration

1. Submit, at least monthly: (a) transmittal of zoning permit fees collected; (b) cash; and (c) checks to the treasurer.
2. Submit copy of the zoning permit application to the tax assessor in a timely manner.
3. Maintain, administer and follow procedures and policies established for the office.
4. Keep the zoning map, text, and office records up-to-date by recording all amendments and retaining all official documents; distribute copies of the zoning ordinances to Planning Commissioners, Zoning Board of Appeals, and to the public.
5. Maintain the Acme Township web page (acmetownship.org) current with items listed in point 4, above, along with reports of all permit applications and permits issued on at least a monthly basis and other Planning/Zoning related documents and information as requested. (Might be too much)
6. Submit a written monthly report, one week in advance, to the Planning Commission meeting and to the Acme Township Board meeting. Report will include: permits issued/denied; appeals; request for amendments; requests for variances; and other pertinent zoning administration activity and information.
7. Attend meetings of the Acme Township Board as necessary.
8. Submit a monthly statement of all reimbursable expenses including: postage; forms; maps; mileage to meetings, etc. Zoning Administrator is responsible for non-mileage expenses of automobile use and cellular telephone.

C. General Public Relations, Professional Development, Other

1. Communicate and work with elected and appointed officials, the public, and other regional agencies with appropriate etiquette and diplomacy.
2. Assist the general public, applicants, developers and their representatives with zoning inquiries, proposals, and applications. Direct the individual(s) to the proper agencies for other needed permits.
3. Address various service groups and work with the media concerning zoning issues within the municipality as directed by the Supervisor.
4. Attend seminars and/or conferences to stay up-to-date on laws, zoning trends, and other information pertinent to zoning administration.
5. Be generally accessible to the public by telephone and email during business hours.
6. Perform other duties and accept other responsibilities as may be directed or specified by the Zoning Ordinance or policies and procedures or Township Board.
7. The omission of specific statements of duties in this document does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

2. Qualifications

A. Education/Experience

1. Two-year or four-year college degree in planning, geography, or related field or Minimum of five years in zoning administration.
2. A deductive, logical system of thought common in reading and interpreting legal documents.
3. An ability to read legal descriptions and similar documents pertinent to zoning administration.
4. Computer skills in: word processing; data base; web site maintenance.
5. Demonstrated problem-solving ability to identify workable solutions within the Ordinance.

B. Knowledge, Skills, and Abilities

1. Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy – written and verbal.
2. Seasoned at speaking before groups and organizations with appropriate, well-written presentation.
3. Practiced at writing clear reports, complete with relevant background as needed.
4. Comprehensive knowledge of the theory, principles and techniques of the planning profession and development process, and of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics.
5. Verbal communication skills to deal effectively with developers, attorneys, realtors, Township Engineer, other Township staff at all levels, and residents and/or developers who occasionally may be upset, frustrated and/or lacking knowledge of Township planning process.
6. Knowledge of construction and construction terms as appropriate to zoning reviews.
7. Ability to pay close attention to the details while still seeing the “big picture.”
8. Ability to maintain confidentiality of information and professional boundaries.
9. Excellent organization skills: (a) prioritize and schedule work load appropriately; (b) ability to work independently and with little supervision; and (c) complete work assignments on a timely basis in an environment where interruptions may occur; (d) requires high level of analytical skill as well as ability to comprehend, interpret and process detail information and data.
10. Must have current, valid Michigan vehicle operators license and good driving record; must provide own transportation.

C. PHYSICAL DEMANDS, WORK ENVIRONMENT AND OTHER REQUIREMENTS

1. Physical requirements include:
 - Work is typically performed in an office environment, but is often conducted out-of-doors at development sites. Exposure to occasional inclement weather and normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing of exposed and sometimes insecure walkways and platforms may be required. A moderate amount of local travel is required.
 - Prolonged walking over uneven terrain, on stairs, hand grip to pull one’s self over obstacles in order to conduct site inspections, perform site inspections, specific studies, and evaluations
 - Periodic bending, stooping, and kneeling to move items weighing up to 20 pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field, and to operate various field equipment (shovel, tape measure, etc.)
 - Frequent attendance at evening meetings is required.
2. Working conditions/environmental factors include:
 - Work inside the Acme Township Hall in open, cubicle office some of the time
 - Work outside frequently, despite weather conditions and exposure to environmental allergens
 - Regularly travel to locations throughout the township
 - Subject to irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible
 - Subject to work-related telephone calls after hours
3. Selection guidelines include: formal application; rating of education; oral interview; reference check; submission of examples of written reports; job-related tests may be required

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

Acme Township Job Description

Position Title: Zoning Administrator

Status: Part time 15-20 hours/week; no benefits

Reports To: Township Manager

Overview: Works with the general public, elected and appointed officials, volunteers, legal counsel, and other governmental agencies as needed to effectively and appropriately administer and enforce the provisions of the Acme Township Zoning Ordinance. Provides support to township land use planning activities as requested.

Responsibilities:

1. Administer, interpret, and enforce the Acme Township Zoning Ordinance, applicable state zoning laws, and other township ordinances granting such powers to the Zoning Administrator in part or in whole.
2. Accept and process applications for Land Use Permits and Sign Permits, issuing permits as appropriate and monitoring permit compliance.
3. Issue Land Use Permit Expiration notices as required by the Zoning Ordinance.
4. Identify and resolve zoning and/or permit violations on a regular and ongoing basis, working with legal counsel, township Sheriff's Deputy and/or Manager as needed. Enforcement activities should be cooperative with citizens if possible, but may include the issuance of civil infraction tickets, permit suspension or revocation and/or use of the court system.
5. Appropriately maintain physical and digital zoning files and data.
6. Assist the general public with zoning and permit questions, and with general customer service needs, by telephone, by e-mail and in-person.
7. Serve as staff to the Zoning Board of Appeals: coordinate agendas with chairperson, assist applicants, provide detailed zoning reports to support and facilitate decision-making, ensure appropriate public notice of public hearings and prepare follow-up paperwork.
8. Support the township planning function by facilitating timely, appropriate and effective information flow between Planning Commission, Planner, legal counsel, other officials, and the general public as directed. Assist Planner with land use planning tasks as directed.
9. Provide monthly zoning function activity report to the Board of Trustees and Planning Commission.
10. List of responsibilities is not exhaustive, and may be supplemented from time to time.

Qualifications:

1. Prior zoning enforcement training or experience required. MSU Zoning Administrator Certification preferred. Land use planning experience desirable.
2. Associates or Bachelor's degree preferred.
3. Excellent reading comprehension, written and oral communication, and critical thinking skills required.
4. Public service orientation with excellent interpersonal and problem solving skills, particularly in confrontational situations, required.
5. Strong general mathematical/geometric ability required.
6. Above-average computer skills. Systems currently used include but are not limited to: Windows, all Microsoft Office 2007 programs, Internet, GIS, BS&A Assessing & Taxation, and digital document storage and retrieval system.
7. Position requires driving within the Township and a 20-mile radius. Good driving record and use of personal vehicle required.
8. Must be capable of moderate physical exertion to perform site visits in a variety of conditions.

ACME TOWNSHIP FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES SUMMARY

The following is a summary of the Acme Township Freedom of Information Act (“FOIA”) Procedures and guidelines. The purpose of this summary is to provide a summary regarding how to submit written requests, and to explain how to understand written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. Note this is a summary of the Procedures and Guidelines which implements the FOIA (MCL 15.231 *et seq*).

1. Submission of Written FOIA Requests:

If you would like to view or to have copies of public documents then you must submit a written request to Acme Township. You can submit your own request or use the Township’s FOIA form. Deliver each FOIA request to the Acme Township Clerk by hand delivery, mail, email or fax. Each request must contain the following:

- a. Your name and address
- b. A statement that this is a FOIA request in the heading or first sentence
- c. A clear and concise description of the documents you are requesting
- d. Whether you would like copies or would like to view them at the Township Hall

2. Acme Township’s Written Response

You will receive a response from Acme Township within 5 days of the receipt of your FOIA request. The response will take the form of one of the following:

- a. A grant of your request with either an invoice for a good faith deposit or the requested documents and an invoice. If a good faith deposit is required it must be paid prior to receipt of the documents. If you requested to view the documents, the time and place for viewing.
- b. A certificate that the documents you requested do not exist.
- c. A complete or partial denial. Any denial will include the reasons for denial and describe your rights to appeal the denial.
- d. An extension for 10 days. If you receive an extension response, you can expect a second response taking the form of a.-c. above within the time line of the extension.

3. FOIA Costs

Acme Township will charge for copies and actual mailing costs for FOIA responses. It will also charge for document searches, examination, review, and deletion or separation of exempt documents, when failure to do so would result in unreasonably high costs to the Township. Your invoice will be attached to the FOIA response as set out above. Costs will be set out on the attached invoice form. In cases where the charges are estimated to exceed \$50.00, you will be required to make a good-faith deposit of 50% of the estimated charges.

4. Appeals

If your FOIA request is denied in part or whole, you will have the right to appeal. You can appeal in one of two ways.

- a. You can appeal to the Township Board asking for the Board to reverse the denial;
or
- b. You can appeal to the Grand Traverse County Circuit Court asking a judge to reverse the denial.

5. FOIA Questions

If you have further questions, the Acme Township Freedom of Information Act Procedures and Guidelines sets out the rules in more detail. You may also ask the Acme Township Clerk.

ACME TOWNSHIP FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

Pursuant to Michigan's Freedom of Information Act, Public Act 442 of 1976, as amended, ("FOIA") including Section 4(4) of the FOIA, Acme Township adopts these FOIA Procedures and Guidelines.

1. Purpose. It is the public policy of the State of Michigan and Acme Township that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of Acme Township and the official acts of those who represent them as public officials and public employees, consistent with the FOIA.

2. FOIA Coordinator. Acme Township's FOIA Coordinator shall be the Township Clerk. The FOIA Coordinator may designate another individual to act on his or her behalf. The FOIA Coordinator shall be responsible for accepting and processing requests for the Township's public records and shall be responsible for approving a denial under the FOIA.

3. FOIA Requests. All requests for public record must be in writing to the FOIA Coordinator. Requests must describe the requested public record sufficiently to enable Acme Township to find the record. Acme Township shall provide a FOIA request form that requesters may choose to use. Any Acme Township official or employee that receives a FOIA request shall immediately provide the request to the FOIA Coordinator.

a. Exceptions. No FOIA request is necessary for the following: 1) Copies of assessment/tax records by the property owner of his/her own property; 2) Copies of assessment/tax records that are reasonable and readily available at the time of request; 3) Copies of all current meeting agendas; and 4) Copies of meeting minutes are available on the Acme Township website, if hard copies are requested then copy charges will apply.

b. FOIA Request Sufficiency. All FOIA requests must contain the following:

- i. The name of the requester.
- ii. The mailing address of the requester or, if no mailing address, a statement that the requester will return on the fifth business day to receive the Township's response.
- iii. A statement indicating that the requester will pay the costs allowable under the FOIA, or documentation that the requester is receiving public assistance or other facts showing inability to pay due to indigence.
- iv. A description of the public record sought by the requester and whether the requester would like to inspect, copy, or receive copies of the public record (if copies, what form of copy is desired, e.g., paper, disc, email, etc.).

c. Alternative Delivery of FOIA Request. A written request made by facsimile, electronic mail, or other electronic transmission shall be considered received 1 business day after the transmission is made. If the transmission is delivered to a spam or junk-mail folder, then the transmission shall be considered received 1 business day after the transmission is discovered.

d. Oral Requests.

- i. The FOIA Coordinator shall accept a disabled person's oral FOIA request by assisting with the writing out of that request and then treating that request as a formal written FOIA Request.
- ii. If an oral request for information is for information on Acme Township's website, the Acme employee receiving said request shall inform the requester of the website address to the extent practicable. If hard copies are requested then a written FOIA request will be required.

4. FOIA Processing. The FOIA Coordinator shall process each FOIA Request according to the following procedures:

a. FOIA Response. Once received, the FOIA Coordinator shall respond to a FOIA Request within 5 business days by doing one of the following (unless otherwise agreed to by the requester):

- i. Granting the request;
- ii. Issuing a signed written notice denying the request that contains:
 - (1) an explanation of the basis under the act for which the FOIA Coordinator found the record exempt from disclosure,
 - (2) a certificate that the public record does not exist by the name given or another name reasonably know to the Coordinator,
 - (3) a description of the public record that is separated or deleted, and
 - (4) the following verbatim *"If you receive written notice that your request was denied in whole or in part, you may, at your option, either 1) submit to the FOIA Coordinator a written appeal that specifically states the word "appeal" and identifies the reason(s) you believe the denial should be reversed; or 2) file a civil action in the Grand Traverse County Circuit Court to compel Acme Township's disclosure of public records within 180 days after Acme Township's final determination to deny a request. If, after judicial review, the Circuit Court determines that Acme Township has not complied with the FOIA and orders disclosure of all or a portion of a public record, you may be awarded attorney's fees and damages as provided by Section 10 of the FOIA."*
- iii. Granting the request in part and issuing a signed written notice denying the request in part which includes the requirements in subsection ii. above; or
- iv. Issuing a notice extending for not more than 10 business days the period during which the FOIA Coordinator shall respond to the request which includes the reason for extension and the date by which he or she shall respond in a manner set out in this subsection 4(a)(i) through (iii).

b. Additional Writing to Requestor. All responses to a FOIA request shall also include the following:

- i. An invoice containing a detailed itemization of the fee charged pursuant to Section 5, below;
- ii. Information indicating where to inspect or receive copies, and pay the charged fee;
- iii. If the public record is available on Acme Township’s website, the web address where such information is available and a statement that there will be additional charge for copies of those records;
- iv. The following statement: *“The Township does not warrant or guarantee the accuracy of the information provided. Rather, it provides the documents only to comply in good faith with the Michigan Freedom of Information Act, and not for any other purpose.”*

c. Failure to Respond. Failure to respond pursuant to subsection 4(a), above, shall constitute a final determination to deny the request if either of the following applies:

- i. The failure was willful and intentional; or
- ii. The written request made the request for public records within the first 250 words of the request, or specifically included the following on the front of an envelope or in the subject line of the request: 1) “freedom of information”, 2) “information”, 3) “FOIA”, 4) “copy”, 5) a recognizable misspelling of the preceding, or 6) reference to the FOIA Act or code.

5. FOIA Fees and Costs. The FOIA Coordinator may charge a fee for copies and actual mailing costs for a FOIA response. In addition, the FOIA Coordinator may charge a fee for the cost of search, examination, review, and the deletion and separation of exempt from non-exempt records if failure to charge a fee would result in unreasonably high costs to Acme Township because of the nature of the request in the particular instance, and the FOIA Coordinator identifies the nature of those unreasonably high costs in the FOIA response. All charged fees and costs shall be set out in a detailed itemization form which shall be adopted by separate resolution of the Acme Township Board, and shall be reviewed and amended from time to time.

a. Material, Equipment and Mailing Costs.

Black and White Photocopies	\$0.10 per page
Compact Disc	\$1.00 per disc
Mailing	Actual mailing costs
Contracted Services for Producing Copies	Actual invoiced charge to Acme Township

b. Labor Costs. The per-hour costs for labor shall be adopted by separate resolution of the Acme Township Board, and shall be reviewed and amended from time to time. Labor costs shall be charged in increments of 15 minutes, with all partial time increments rounded down. Costs for labor are as follows:

i. Copies. Labor charges for making copies, creating compact discs, scanning documents, or faxing documents to respond to a FOIA request shall be at the hourly wage of the lowest-paid Acme Township clerical employee, regardless of who makes said copies, plus fringe benefits set out below.

ii. Searching, Locating and Examining. Labor charges for the necessary searching for, locating, and examining of public records to respond to a FOIA request shall be at the hourly wage of the lowest-paid Acme Township employee capable of searching for, locating and examining of public records, regardless of who actually does such work, plus fringe benefits set out below.

iii. Separation and Deletion of Exempt Information. Labor charge for the necessary review associated with separating and deleting exempt information from non-exempt information shall be at the hourly wage of the lowest-paid Acme Township employee capable of separating and deleting exempt information from non exempt information, regardless of who actually does such work, plus fringe benefits set out below.

If Acme Township does not employ a person capable of separating and deleting exempt information, then it may charge actual contracted hourly wage labor costs if the detailed itemization includes the name of the contracted person or firm. However, the hourly wage shall not exceed an amount equal to 6 times the state minimum hourly wage as determined by Public Act 138 of 2014, as amended.

No charge for separation and deletion shall be made for public records already available on Acme Township's website.

iv. Fringe Benefits. Acme Township shall charge a multiplier for fringe benefits of employees for the labor charges set out above in 5(b)(i) through (iii). The appropriate multiplier shall not exceed the actual fringe benefits of the employee, and in no case shall be greater than 50% of the charged hourly wage. However, if the public records requested are available on Acme Township's website and the requester stipulates that he or she wants copies then there is no 50% limitation and actual labor plus actual fringe benefit costs may be charged for those copies.

c. Waiver or Reduction of Fees and Costs. Fees and costs may be waived or reduced under the following circumstances and shall be reflected in the detailed itemization:

i. Public Interest. Upon request in a FOIA request, Acme Township may reduce or waive fees and costs it determines that searching for or furnishing the public record primarily benefits the general public.

ii. Waiver of first \$20.00. When a requester meets either of the following the first \$20.00 of the fee shall be waived:

(1) The requestor submits an affidavit stating he or she is indigent by either showing that he or she receives public assistance, or provides facts demonstrating the inability to pay the cost. Unless the requester has previously

received this waiver from Acme Township twice during that calendar year, or the requestor makes the request in conjunction with another party offering payment for the request. In the case of denial, the FOIA Coordinator shall provide the reason in the FOIA response.

(2) The requestor is a non-profit designated by the state to carry out activities under subtitle C of Public Law 106-402 of 2000 and Public Law 99-313, makes the request on its own or its clients' behalf, the reason is consistent with Section 931 of Public Act 258 of 1974 and is accompanied by documentation of its designation.

d. Good-Faith Deposit. A FOIA response under Section 4(a), above, may include the requirement for a good-faith deposit prior to providing the requested public records if:

- i. A detailed itemization estimate or charge is completed and the detailed itemization exceeds \$50.00;
- ii. The FOIA response include the detailed itemization;
- iii. The required deposit does not exceed ½ of the total charge on the detailed itemization; and
- iv. The FOIA response includes a best efforts estimate of the time to comply with the FOIA.

e. Full Deposit. The FOIA Coordinator shall require a 100% deposit of an estimated fee for a FOIA request if Acme Township has not been paid in full for a previous FOIA response to the same requester if all of the following apply:

- i. The final charge for the previous response did not exceed 105% of the estimate;
- ii. The public records compiled for the previous response remain in Acme Township's possession;
- iii. The previous response was timely;
- iv. Ninety days have passed since the FOIA Coordinator notified the requestor of the previous response's availability;
- v. The requestor cannot show proof of payment for the previous response;
- vi. The FOIA Coordinator provides a complete detailed itemization estimate; and
- vii. No more than 364 days have passed since the date of the FOIA request for which the requester did not make payment.

f. Failure to Respond in a Timely Manner. If Acme Township fails to respond to a FOIA request in a timely manner as required by Section 4 above, it shall do the following:

i. Reduce labor charges by 5% for each day the FOIA response is untimely with a maximum 50% reduction, if either of the following applies:

- (1) the late response was willful and intentional; or
- (2) the written request made the request for public records within the first 250 words of the request, or specifically included the following on the front of an

envelope or in the subject line of the request: 1) “freedom of information”, 2) “information”, 3) “FOIA”, 4) “copy”, 5) a recognizable misspelling of the preceding, or 6) reference to the FOIA Act or code.

ii. Fully note and account for a required charge reduction in the detailed itemization.

6. FOIA Disclosure Appeals. A requester may file an appeal of a disclosure denial to the Acme Township FOIA Coordinator and/or the Grand Traverse County Circuit Court. When a requester submits an appeal of a disclosure denial to the FOIA Coordinator, the FOIA Coordinator shall provide that appeal to the Acme Township Board of Trustees at its next regularly scheduled meeting at which time the appeal shall be considered received.

a. Because the FOIA requires a response to the appeal within 10 business days of receipt, the Township Board shall consider and decide the appeal at the regularly scheduled meeting at which the appeal received and instruct the FOIA Coordinator to do one of the following:

- i. Reverse the disclosure denial and provide the public records to the requester;
- ii. Issue a written notice to the requester upholding the disclosure denial; or
- iii. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

b. If Acme Township fails to respond or if it upholds in whole, or part, the disclosure denial then the requester may seek judicial review pursuant to Section 10 of the FOIA.

7. FOIA Fee Appeals. A requester may file an appeal of fees to the Acme Township FOIA Coordinator and/or the Grand Traverse County Circuit Court. When a requester submits a fee appeal to the FOIA Coordinator, the FOIA Coordinator shall provide that appeal to the Acme Township Board of Trustees at its next regularly scheduled meeting at which time the appeal shall be considered received.

a. Because the FOIA requires a response to the appeal within 10 business days of receipt, the Township Board shall consider and decide the appeal at the regularly scheduled meeting at which the appeal received and instruct the FOIA Coordinator to do one of the following:

- i. Waive the fee;
- ii. Reduce the fee and issue a written determination to the requestor indicating the specific basis under section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the Township Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and section 4; or
- iii. Uphold the fee and issue a written determination to the requestor indicating the specific basis under section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Township Board that the statements in the determination are accurate and that the fee amount complies with the public body’s publicly available procedures and guidelines and section 4.

b. If Acme Township fails to respond or if it upholds in whole, or part, the fee then the requester may seek judicial review pursuant to Section 10a of the FOIA.

8. FOIA Response Retention.

a. The FOIA Coordinator shall hold an un-retrieved completed FOIA response and all public records associated with that response for one year and one day from the date of completion. If the requester fails to pay the fee or retrieve the response and public documents prior to expiration of that time, then the FOIA Coordinator may recycle, destroy or return the documents to the appropriate department.

b. The FOIA Coordinator shall maintain a chronological file of all FOIA requests processed by him or her together with a copy of all public records provided as part of that response, letters and invoices for a period of one year and one day from the date of the completed response.

Acme Township Freedom of Information Act Request Cost Worksheet

<p>Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234, the following costs will be charged for responses to FOIA requests, according to the FOIA Fee Schedule adopted and periodically revised by the township board.</p>		
<p>Copying (per copy cost): Copying costs may be charged if a copy of a public record is requested, or if a copy is required to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.</p> <p style="text-align: right;">Letter or Legal size: 10 cents per page Other: _____ Cost per page: _____ Compact Disc Cost: \$1.00</p>	<p>Number of pages: x _____ = x _____ = x _____ = x _____ = x _____ = x _____ =</p>	<p>Total Cost \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____</p>
<p>Labor Cost for Copying Emailing Faxing or Scanning (hourly wage): Hourly Wage Charged: _____ Actual Outside Copying Cost: _____</p>	<p>Number of minutes: x _____ =</p>	<p>Total Cost \$ _____</p>
<p>Mailing:</p> <p style="text-align: right;">No. 10 Business Envelope: ___ cents 9 x 12 Envelope: ___ cents 10 x 13 Envelope: ___ cents Other: ___ cents</p> <p style="text-align: right;">Postage (select method): \$ _____</p>	<p>Number of envelopes: x _____ = x _____ = x _____ = x _____ =</p> <p>Actual Postage: x _____ =</p>	<p>Total Cost \$ _____ \$ _____ \$ _____ \$ _____ \$ _____</p>
<p>Labor Cost for Searching, Locating and Examining (hourly wage): Due to the nature of the request, a labor charge may be charged for the search, examination, and review, as provided in Section 4 of the Freedom of Information Act, MCL 15.234. This fee is being charged because failure to do so would result in unreasonably high costs to the township, specifically: _____ _____ _____ _____</p> <p style="text-align: right;">Hourly Wage Charged: _____</p>	<p>Number of minutes (15 minute increments with partial increments rounded down): x _____ =</p>	<p>Total Cost \$ _____</p>
<p>Labor Cost for Separating Exempt from Non-Exempt Information (hourly wage): Due to the nature of the request, a labor charge may be charged for the deletion and separation of exempt from non-exempt information as provided in Section 4 of the Freedom of Information Act, MCL 15.234. This fee is being charged because failure to do so would result in unreasonably high costs to the township, specifically: _____ _____ _____ _____</p> <p style="text-align: right;">Hourly Wage Charged: _____</p>	<p>Number of minutes (15 minute increments with partial increments rounded down): x _____ =</p>	<p>Total Cost \$ _____</p>
<p style="text-align: right;">Subtotal</p>		<p>\$ _____</p>
<p>Proof or Affidavit of Indigency Submitted</p>		<p>Subtract \$20.00 \$ _____</p>
		<p>Estimated Cost \$ _____</p>
<p>Note: Estimated Cost Exceeds \$50.00. Good Faith Deposit of 50% Required <u>Before</u> Request Will Be Processed</p>		<p>50% Deposit Date Paid: _____ \$ _____</p>
<p>Note: Request Will Be Processed, But Balance Must Be Paid <u>Before</u> Copies May Be Picked Up, Delivered, or Mailed</p>		<p>Balance Due Date Paid: _____ \$ _____</p>

Acme Township
FOIA Coordinator: Acme Township Clerk
6042 Acme Road
Williamsburg, MI 49690
Phone (231) 938-1350 Fax (231) 938-1510

Notice of Denial of FOIA Request

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.*

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

RE: Request for Copy Certified copy Record inspection Subscription to record

Date Request Received: _____ Date of This Response: _____

Record(s) Requested: _____

All or part of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact _____ at _____.

Reason for Denial:

1. This item is exempt from disclosure under FOIA Section 13, Subsection _____ (*insert number*), because:

2. This item does not exist under the name provided in your request or by another name reasonably known to the township. A certificate that the public record does not exist under the name given is enclosed.

3. A portion of the requested record had to be separated or deleted as it is exempt under FOIA Section 13, Subsection _____ (*insert number*), because: _____

A brief description of the information that had to be separated or deleted: _____

Notice of Requestor's Right to Seek Judicial Review

If you receive written notice that your request was denied in whole or in part, you may, at your option, either 1) submit to the FOIA Coordinator a written appeal that specifically states the word "appeal" and identifies the reason(s) you believe the denial should be reversed; or 2) file a civil action in the Grand Traverse County Circuit Court to compel Acme Township's disclosure of public records within 180 days after Acme Township's final determination to deny a request. If, after judicial review, the Circuit Court determines that Acme Township has not complied with the FOIA and orders disclosure of all or a portion of a public record, you may be awarded attorney's fees and damages as provided by Section 10 of the FOIA. (*See back of this form for additional information on your rights.*)

Signature of FOIA Coordinator:

Date:

(Adopted July 2015)

FREEDOM OF INFORMATION ACT (EXCERPT)
Act 442 of 1976

15.240. Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Acme Township
FOIA Coordinator: Acme Township Clerk
6042 Acme Road
Williamsburg, MI 49690
Phone (231) 938-1350 Fax (231) 938-1510

Notice to Extend Response Time for FOIA Request
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.*

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

RE: Request for Copy Certified copy Record inspection Subscription to record
Delivery Method (*upon payment of balance due*): Pick up records in person Mail to address below

Date Request Received: _____ Date of This Response: _____
Record(s) Requested: _____

We are extending the date to respond until _____ (*month, day, year*) _____.
(*This date can be no more than 15 business days from the date that the original request was received by the township.*)

If you have any questions regarding this extension, contact the Acme Township Clerk at (231) 938-1350.

Reason for Extension:

1. The township needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the township must:

2. The township needs to collect the requested public records from other facilities, or other establishments that are located apart from the township office. Specifically, the township must coordinate documents from the following locations: _____

3. Other (describe): _____

Signature of FOIA Coordinator:	Date:
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Acme Township Board: Rules of Procedure

- 1.0 IMPORTANT Note; Authority and Parliamentarian**
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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. Questions as to these requirements and all Township laws should be referred to an attorney.

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 (10th 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.

2.0 Scheduling; Communicating Meetings; Agendas

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<p><u>2.1 REGULAR</u></p> <p>Monthly; 1st 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>

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<p><u>2.2 SPECIAL</u></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 3rd 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 18 hours 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><u>2.3 EMERGENCY</u></p> <p>Called by Supervisor, or Called by majority of Board members (4 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>Notice of meeting specifying date, time, place, and purpose shall be given to each Board member per member's prior consent, email, text, phone, or personal delivery.</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 if time permits.</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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Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<p><u>2.4 CLOSED</u></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"> - Considering purchase or lease of real property - 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 - Meeting with attorney to consider attorney's written opinion - Reviewing specific contents of an application for township employment where applicant requests confidentiality. <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"> - Considering dismissal or discipline of staff member or public officer <p>A Closed Meeting enables discussion but no voting. Any vote, if one is to occur, must occur during an Open meeting.</p> <p>NOTE: The above is a summary. See MCL 15.267 and 15.268 for complete language and specific requirements concerning Closed meetings.</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><u>2.5 PUBLIC HEARING</u></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>NOTE: The above is not a complete list. Refer to specific statute to determine public notice requirements.</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>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.</p>

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<p><u>2.6 STUDY SESSION</u></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 **Regular scheduled monthly Board meeting** without first making a reasonable attempt to notify the Supervisor of his/her **intent to be absent under normal circumstances.**

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. New Business
13. Old 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***

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

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 April 7, 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 April 7, 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 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
April 7, 2015

Cathy Dye, Acme Township Clerk
April 7, 2015