



APPROVED

ACME TOWNSHIP REGULAR BOARD MEETING

6042 Acme Rd., Williamsburg MI 49690

Tuesday, March 3, 2020 7:00 p.m.

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

ROLL CALL: Members present: D. White, C. Dye, A. Jenema (arrived at 8:57 pm), J. Aukerman, P. Scott, D. Nelson, D. Hoxsie

Members excused: none

Staff present: L. Wolf, Planning & Zoning Administrator, V. Donn, Recording Secretary

A. **LIMITED PUBLIC COMMENT:** Open at 7:00 pm

Brian Kelley, Acme resident, stated the stormwater ordinance needs to reflect the priorities to protect Acme's water and wetlands.

Greg Klinger, Redbud Roots, 6669 M-72, addressed the topic of adult recreational marijuana. He would like the opportunity to do a presentation for the board and invited them to come see their facility.

Public comment closed at 7:05 pm

B. **APPROVAL OF AGENDA:**

Motion by Aukerman to approve the agenda as presented with the addition to E. Reports, g. Supervisor report, supported by Nelson. Motion carried unanimously.

C. **APPROVAL OF BOARD MINUTES:** Regular meeting 02/04/20. **Motion by Dye to approve the regular Board meeting minutes of 02/04/20 as presented, supported by Aukerman. Motion carried unanimously.**

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

White recused himself from discussion on the letter from Alward Fisher Rice Rowe & Graf, Attorney at Law regarding Engle Conservation easement dated 02/14/20.

E. **REPORTS**

a. **Clerk:** Dye reported:

The Presidential Primary Election is Tuesday, March 10. The clerk's office has been busy getting the absentee ballots issued. Dye looked up for a comparison the absentee ballots issued in 2016 and there were 444, currently there's 869. The volume has increased because the new law for no reason absentee voting is a convenient way to vote. An absentee ballot can't be issued after 4:00 pm, Monday, March 9. All the absentee ballots go to the Masonic Lodge and get counted in with the other ballots. Issued absentee ballots can be received up to 8:00 pm the day of the election. If someone sent in their ballot voting for a candidate that dropped out, that ballot can be spoiled and a new one issued. They would need to come in person to the clerk's office to do this.

b. **Parks:** No report

c. **Legal Counsel** – No report

d. **Sheriff:** Brian Abbring, reported for the month there had been 23 citations, 18 traffic accidents, and 10 arrests. The nice weather has increased people speeding on the roads. On April 25 from 10 am until 2 pm, there will be a DEA disposal of prescription drugs drop off. Scott requested a flyer with information of things to watch for on portable meth labs and asked to have it at the next meeting to share with the community.

APPROVED

e. County: G. Lapointe reported:

- There was a special public meeting for the Fife Lake residents on the Pugsley firing range. There were many complaints on the development.
- The County Commission board passed a resolution for the TIF 97 that states the county's opposition of the extension. It has already captured 4 million in tax revenue that should have been directed to county services. The resolution was put in a house bill to make it more difficult for the city to make an extension.
- There was a discussion on combining the county clerk and register of deeds to one position. Reviews were brought in from other townships and it was determined the register of deeds position was too complex to do this.
- Northern Lakes Mental Health came and talked to the commission board on their services. They cover six northern counties.
- There is a resolution coming up to support the 2nd amendment by different counties. The word sanctuary was eliminated in the resolution.
- The senior center mileage was discussed and supported by a 5-1 city vote. It is a county wide mileage for building the center in the city. Lapointe asked to identify all the satellite centers in the area and what their programs are. Acme has a satellite center at the Samaritas Senior Living

f. Planning Commission – Wolf 2019 Planning Commission Annual Report

Wolf explained this is to let the board be aware the Michigan Planning Enabling Act requires a 2019 Annual Report for consideration and actions of the Planning Commission. Priorities for 2020 would be to rewrite the Stormwater Control Ordinance #2007-01. There's one correction under 2019 Milestones to change the word accepted to appointed for Doug White's position.

g. Supervisor: White reported:

- East Bay Harbor Marina will be dropping off pilings to work on the harbor. They need to use the gate on the other side for a couple of weeks to get the project completed.
- The Grand Traverse Conservation District said adelgids are killing the hemlock trees over by Bertha Vos Deepwater natural area and they will be coming to eliminate them.
- He asked the board if they would like to have Redbud do a presentation to them on the recreational marijuana. It was determined to wait until legal policies are in place and not to have a presentation at this time.
- Trash hauling in the ordinance states the township should have a contract with a single hauler. Our current American Waste has expired. White will check into services available from local waste haulers then determine if we need to go out for bids.

F. SPECIAL PRESENTATIONS: 2020 Census, Partnership Specialist, Dave Springteen will Present.

Dave Springteen, partner specialist with the Census Bureau, informed the 2020 Census will be starting next week. A packet will be left at each resident's home to fill out and send back. Individuals can also complete the form online or call an 800 number to do over the phone. The census portal opens March 12 on my2020census.gov. The community loses money on everyone who does not complete the form and get counted. For those that don't respond they will be continuously contacted until their information is received.

G. CONSENT CALENDAR:

1. RECEIVE AND FILE:

- a. Treasurer's Report**
- b. Clerk's Revenue/Expenditure Report and Balance Sheet**
- c. RecycleSmart March**
- d. Draft Unapproved meeting minutes**
 - 1. Planning Commission 02/10/20**

APPROVED

2. APPROVAL:

1. **Accounts Payable Prepaid of \$159,829.48 and Current to be approved of \$11,976.05 (Recommend approval: Clerk, C. Dye)**

Motion by Dye to approve the Consent Calendar as presented, supported by Scott. Roll Call Motion carried unanimously.

H. ITEMS REMOVED FROM THE CONSENT CALENDAR: None

I. CORRESPONDENCE:

1. **Letter from Alward Fisher Rice Rowe & Graf, Attorney at Law regarding Engle Conservation easement dated 02/14/20**
The letter was noted as received and filed

J. PUBLIC HEARING: None

K. NEW BUSINESS:

1. **Sewer Video and Smoke Testing Select areas recommendation**
Mark Hurley with Gosling Czubak informed they have submitted a proposal to review Acme Township's sanitary sewers to identify sources of inflow and infiltration. The areas of consideration to review are Deepwater Point, pump station 4, and Grand Traverse Resort golf course collection. Gosling and Czubak requested quotes from contractors that have done previous projects of sewer video with smoke testing and are recommending the Taplin Group, LLC. They submitted the lowest quote of \$30,800 to include a 10% contingency for any overages that may occur.

Motion by Nelson to go with Gosling Czubak's recommendation to use Taplin with the amount no greater than \$30,800 including a contingency for overages, per the agreement in the letter dated February 26, 2020, supported by Scott. Roll call motion unanimously.

Hurley also stated the contract for services with Gosling Czubak of \$6,500 to oversee the project needed to be approved.

Motion by Scott to approve Gosling Czubak's contractor services agreement not to exceed \$6,500 on page 1-4 in the packet presented, supported by Nelson. Roll call motion carried unanimously.

2. RFP discussion Acme Stormwater Ordinance

Wolf stated the Planning Commission is requesting a rewrite of the current Stormwater Control Ordinance to align with their priorities for 2020. Currently the 2007 Grand Traverse Ordinance is what is being used. She would like to know if the board had any thoughts on whether to rebuild the ordinance or review the existing one and make revisions.

Aukerman suggested to get with some of the neighboring townships and see what they have in place.

Wolf would like to get with the engineer who is currently working on the township stormwater and get his objectives on what he thinks should be written in.

Aukerman will do some research and connect with the engineer to come back within two months to the board with recommendations.

3. Proposed Road Name

White explained Rosanne Eggleston submitted an application to propose a road to be named Stoney Bay Drive. It will be located off Bunker Hill road where there will be a house. The road needs to be named so if needed, emergency assistance can find the location.

APPROVED

Motion by Nelson to accept the name Stoney Bay Drive by applicant Rosanne Eggleston with the approval of the Grand Traverse County Equalization, supported by Hoxsie. Motion carried unanimously.

4. Resolution R-#2020-5 for Budget amendments

Dye informed this is a budget amendment for the Special Assessment District bond interest payment GL# 811-000-995-001 found in the revenue and expense report. The budget currently has \$17,000 and needs to have \$5,030 added to make the total amended budget amount \$22,030 for the interest payment to be made to the county.

Motion by Scott to approve Resolution R-#2020-5 to move \$5,030 into the budget to make \$22,030 for SAD interest payment, supported by Nelson. Roll Call motion carried unanimously.

5. Metro Fire Truck Purchase

Pat Parker, Metro Fire Chief explained the board approved to purchase a new fire truck that was in the budget. He needs Acme Township to approve the financing for the truck of \$544,814.00 to share in paying it off within six years.

Motion by Scott to approve Resolution R-#2020-6 to allow the purchase of the fire truck through Metro's budgeting process as written in the resolution agreement, supported by Aukerman. Roll call motion carried unanimously.

Parker gave Metro updates. They received a grant from their insurance company to affix surveillance cameras to see what is going on outside the front door. He will soon have the annual report available for the board to review. North Flight is requesting an updated contract between them and Acme Township, the last one was signed in 2012. It will be identical to the last contract. Another item to be completed is to review the fire station leases and look at the language in the agreements.

6. Consumers Power Lighting Contract

Dye stated Consumers Power did an audit on all the streets lights and found the township is to get a refund. As a result, they asked the township for a contract for the services that are currently being used and updated with LED lighting. They would like the contract signed and return.

Motion by Scott to approve Resolution R-#2020-7 the Consumers Power lighting contract as presented, supported by Aukerman. Roll call motion carried unanimously.

7. Review Draft revision of Acme Township Employee Handbook

Dye informed the personnel committee went over the language for the handbook specifically with the full and part time employee descriptions. Current language is listed in the draft handbook with the proposed language highlighted. The description of the Part-time Employees needs to be corrected at the end changing the wording to less than 40 hours per week and omitting the rest. There is a proposed addition of nonexempt, exempt and workweek definitions to make it clearer. Jeff Jocks the township's legal counsel has reviewed it as well.

Motion by Aukerman to accept the updated language to the full-time employees, part-time employees, nonexempt employee, exempt employee and workweek definitions with the edit to the part-time employees ends after 40 hours per week and the rest is deleted, supported by Dye. Motion carried unanimously.

8. TC Boom Boom Club 4th of July fireworks donation

White informed this is a donation the township does every year.

Motion by Nelson to approve of the donation of \$300 to the TC Boom Boom Club 4th of July fireworks, supported by Scott. Roll call motion carried unanimously.

APPROVED

Nelson asked about the request by Tim Korson from Gosling Czubak, on a color choice for the Acme Pump Station generator by the boat launch. The board decided to go with Cummings Beige.

L. OLD BUSINESS:

1. Discussion on future special events at Bayside Park

White felt this type of event at the park could create problems. The park is meant to be used by the community and could interfere with people not being able to access it while the event is going on.

The board stated that Bayside Park is a relatively new space and is not equipped to handle an art show. There are no parameters in place that limit the number or type of event. There was discussion on the circulation of traffic, potential damage to the grounds, maintenance, and future donations. Due to the nature of the Trust Fund Grant the township cannot limit access or charge an entrance fee to use the park.

Wolf said there should be something in place in the park's ordinance to addresses these requests. She will get with the Parks and Trails committee to discuss.

PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD: Opened at 9:33 pm


Brian Kelley gave his approval on the decision to not have special events at Bayside Park.

Public Comment closed at 9:34 pm

ADJOURN: Motion by Scott to adjourn, supported by Aukerman. Meeting adjourned at 9:34 pm

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a document from the official records of the township.


Cathy Dye, CMMC, Acme Township Clerk



**ACME TOWNSHIP REGULAR BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Tuesday, March 3, 2020, 7:00 p.m.**

GENERAL TOWNSHIP MEETING POLICIES

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

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

A. LIMITED PUBLIC COMMENT:

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

B. APPROVAL OF AGENDA:

C. APPROVAL OF BOARD MINUTES: Regular meeting 02/04/20

D. INQUIRY AS TO CONFLICTS OF INTEREST:

E. REPORTS

- a. Clerk - Dye**
- b. Parks –**
- c. Legal Counsel –**
- d. Sheriff –**
- e. County –**
- f. Planning Commission – Wolf, 2019 Planning Commission Annual Report**

F. SPECIAL PRESENTATIONS: 2020 Census, Partnership Specialist, Dave Springsteen will present

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

1. RECEIVE AND FILE:

- a. Treasurer's Report**
- b. Clerk's Revenue/Expenditure Report and Balance Sheet**
- c. RecycleSmart March**
- d. Draft Unapproved meeting minutes**
 - 1. Planning Commission 02/10/20**

2. APPROVAL:

- 1. Accounts Payable Prepaid of \$159,829.48 and Current to be approved of \$11,976.05 (Recommend approval: Clerk, C. Dye)**

H. ITEMS REMOVED FROM THE CONSENT CALENDAR:

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

I. CORRESPONDENCE:

- 1. Letter from Alward Fisher Rice Rowe & Graf, Attorneys at Law
regarding Engle Conservation easement dated 02/14/20**

J. PUBLIC HEARING:

K. NEW BUSINESS:

- 1. RFP discussion Acme Stormwater Ordinance**
- 2. Proposed Road Name**
- 3. Resolution for Budget amendments**
- 4. Metro Fire Truck Purchase**
- 5. Consumers Power Lighting Contract**
- 6. Review Draft revision of Acme Township Employee Handbook**
- 7. Sewer Video and Smoke Testing select areas recommendations**
- 8. TC Boom Boom Club 4th of July fireworks donation**

L. OLD BUSINESS:

- 1. Discussion on future special events at Bayside Park**

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

ADJOURN



ACME TOWNSHIP REGULAR BOARD MEETING
6042 Acme Rd., Williamsburg MI 49690
Tuesday, February 4, 2020 7:00 p.m.

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

ROLL CALL: Members present: D. White, C. Dye, A. Jenema, J. Aukerman, P. Scott, D. Hoxsie

Members excused: D. Nelson

Staff present: L. Wolf, Planning & Zoning Administrator, V. Donn, Recording Secretary

A. LIMITED PUBLIC COMMENT: Open at 7:01 pm

Brian Kelley, Acme resident, voiced his concerns on the seawall at the Martin property on Deepwater Point. (Written letter submitted)

Rachelle Babcock, 4261 Bartlett Rd., read the remainder of Kelley's letter regarding the seawall on the Martin property that he was not able to complete in the three-minute time limited.

Harold Lassers, 4678 Arthur Ct., would encourage before allowing a yielding lake access that there should be an opportunity for public comment with pictures, a proposal and map.

John Martin, Watseka, Illinois, it is his mother's home on Deepwater Point that is being discussed. The seawall was there when they purchased the property in 1975 and they maintained it over the years. There has always been accessibility to the water for the public they have never prevented people from using it.

Kay Martin, 7015 Deepwater Point, the wall was there when she purchased in 1975. In 1986 the wall started deteriorating and they fixed it. It needs it again with the raise of water levels.

Greg Klinger, Redbud Roots, 6669 M-72, would like the township to revisit opting-in to adult recreational marihuana. He suggested having the CEO and corporate counsel of his company come before the board and do a presentation.

John Pulciphier Jr., 7701 US-31, would like the board to consider opting-in to the recreational marihuana. The tax money from the sales would go towards the local roads, schools, and municipalities.

Public comment closed at 7:20 pm

B. APPROVAL OF AGENDA:

Motion by Dye to approve the agenda as presented, supported by Jenema. Motion carried unanimously.

Resend of the Approval of Agenda. Motion by Dye to resend the motion of approval of the agenda to add to I. Correspondence, Letter from Heather Smith with the Watershed Center and to K. New Business, 4. Fee Schedule, supported by Jenema. Motion carried unanimously.

C. APPROVAL OF BOARD MINUTES: Regular meeting 01/07/20. Motion by Dye to approve the Board meeting minutes of 01/07/20 as presented, supported by Aukerman. Motion carried unanimously.

D. INQUIRY AS TO CONFLICTS OF INTEREST: None

E. REPORTS

DRAFT UNAPPROVED

a. Clerk: Dye reported:

- Gave an update on the March 10 election, there will only be two ballots not three as originally thought. She is busy with absentee ballots they have doubled since last year, the count now is 1,200.
- The personnel committee met on January 23 to review the language in the employee handbook. The next meeting will be February 5 at 9:30 am
- The filing paperwork for Supervisor/Trustee/Clerk positions for the August election is available and in Clerk's office. Forms required are Nomination Petition and Affidavit of Identity to be filed no later than April 21, 2020.

b. Parks: Jenema reported:

- Lindsey Wolf and Chris Kushman are working on a date for the joint meeting with the board, planning commission and engineering of the Tart Trail.
- Jim Heffner and Karly Wentzloff from the Parks & Trails Committee are researching for new expansions of playground equipment at Bayside Park. They will be meeting with the representative from the company the bench swings were purchased from for options. The committee wants to have a plan together for anyone who might want to do a donation for the park.

c. Legal Counsel – No report

d. Sheriff: Brian Abbring, reported there has been some criminal retail fraud in the area, McDonalds was given counterfeit bills. He has completed instructions as a training officer and may have someone with him now and then to train. He informed everyone should lock their cars to prevent break ins.

e. County: G. Lapointe reported:

- Governor Whitmer approved to have refugees come to Michigan and the Commissioners voted unanimously to continue to welcome them to the area.
- There was a discussion on a proposal to combine the elected register of deeds and county clerks' position into one. It would possibly save the county money and other employees could be cross trained for some of the duties.
- There are concerns with MERS, the company that administers the pension, in trying to get consistent investment numbers from them.
- The airport's government model Act 137 which went in effect in 1945 has many conflicts with the current laws. Eminent domain is another airport issue that is being discussed to resolve. The current agreement has problems that continues to put the airport on the agenda.

F. SPECIAL PRESENTATIONS: None

G. CONSENT CALENDAR:

1. RECEIVE AND FILE:

- a. Treasurer's Report**
- b. Clerk's Revenue/Expenditure Report and Balance Sheet**
- c. Draft Unapproved meeting minutes**
 - 1. Planning Commission 01/13/20**

2. APPROVAL:

- 1. Accounts Payable Prepaid of \$360,063.59 and Current to be approved of \$24,544.44 (Recommend approval: Clerk, C. Dye)**

Motion by Scott to approve the Consent Calendar as presented, supported by Jenema. Roll Call Motion carried unanimously.

H. ITEMS REMOVED FROM THE CONSENT CALENDAR: None

I. CORRESPONDENCE: Letter from Heather Smith with the Watershed Center

J. PUBLIC HEARING: None

K. NEW BUSINESS:

1. Discussion on creating a Special Assessing District (SAD) for Springbrook Sub

White explained he received a request to put in a SAD district for funding major repairs to their streets. The requests were from Springbrook and Scenic Hills and felt they would have enough people to support it. White informed the township doesn't have the funds to do this.

Lapointe informed the request should go in now for 2021 or 2022. The board would need to get with the road commission to see what their contribution would be. 70% of landowners responding back with support are required to proceed with the project.

Jenema stated they had gone through all the procedures before with this and it was not supported with enough of the residents. She felt there should be a policy in place before putting out any funds and invested work.

Aukerman suggested to get the estimated cost it would be to the residents so they know up front what they would have to invest. The neighborhood would need to get together and see who supports the project before starting the process.

White will get in contact with the people who made the requests to meet and establish a plan to find out how many will support the project before moving forward. Road Commission would need to go out and take core samples in order to give estimate on the cost to residents.

2. Discussion on Special Events, Ordinance, & Committee Members

Wolf explained there has been a request for a fine arts/craft show at Bayside Park for a weekend in August. In the packet it has detailed information with the specifics of the event. There is no cost for admission to attend and is open to the public. It needs to conform to the township's Special Events Ordinance and Parks Ordinance. There would be no staking of any tents or motor vehicles in prohibited areas as part of the ordinance requirements. The art show would need a permit and a fee to cover the cost of services for an event on township property. They are thinking of having the booths go around the circle pathway in the park. Vendors would go through a judged juried panel to be sure they had quality works to sell. The show planner would get with Metro, health department and any other agencies involved. They will provide their own garbage removal, security, extra bathroom facilities and cleanup crew.

Scott felt township artist should be encouraged to participate and was concerned the juried process could eliminate them.

The census of the board was to get more information and see what amount of space the show would utilize. The park needs to be open to the public while the event is going on. It will be brought back for discussion at the next board meeting.

3. American Waste trash pickup contract

White informed the 2011-2018 American Waste contract has expired. Currently they have not been given a new contract to sign and are upholding the same service. He asked if the board wanted to get bids from other haulers to compare.

Jenema mentioned in the ordinance under Refuse Collection 2011-01, it states the requirements for a single hauler in the township. The board agreed to review the ordinance to discuss further at the next meeting.

Motion by Scott to review the ordinance for discussion at the next board meeting, supported by Hoxsie. Motion carried unanimously.

4. Acme Township Fee Schedule

Wolf informed under SUP/PD Administrative Amendment in the schedule, the application fee is \$150. The services that are provided at times exceed this amount. It doesn't leave any money left to consult with legal counsel or others that may be involved. She would like to change the amount to \$500 to cover the costs and any remaining will go back to the applicant.

Motion by Jenema to approve the change to the SUP/PD Administrative Amendment in the Acme Township Fee Schedule from \$150 to \$500, supported by Aukerman. Roll Call Motion carried unanimously.

L. OLD BUSINESS:

1. Continued discussion on Woodland Park Access Deepwater Point Rd.

White informed EGLE received an application for a permit to construct a riprap shoreline protection for the Martin property. They will not give authorization since the seawall extends beyond their property within the adjacent public access. The wall is 35 feet longer than the 100 feet in the permit. The township would need to give approval to EGLE for the seawall before the authorization of the permit can be given.

John Martin explained the existing seawall has been there since the property was purchased by his family in 1975. They have maintained the wall over the years from deteriorating. He was not aware of problems with it extending into the township access since it has always been there.

Jenema suggested to have EGLE work with the Martins to get a drawing and plan that is satisfactory and meets the objectives of The Watershed Center to have an opening for the public to access the water. Let EGLE get this where it needs to be before the township signs off on it.

White said Neil Schock with EGLE felt a 6-foot wide path to the water edge for the public access would work and bring the riprap up to that point. He will follow up with him right away.

Motion by Scott for Acme Township acknowledges that the Martin family has replaced the existing approximate 133 feet of seawall which includes about 108 feet on their property and an approximate 25 feet of Acme Township's public access. Furthermore, Acme Township will approve a minimum six-foot wide opening in the public access if and when EGLE approves a revised drawing improving the rough concept shown to the Acme Township Board at this evening's meeting, supported by Dye. Roll Call Motion carried unanimously.

2. Discussion on sanitary sewer testing

White informed this is to prioritize the areas needed to prevent blowouts. He has received proposals from three different companies for sewer videoing and smoke testing to look for infiltrated leak spots. Gosling Czubak suggested the pump station #4 service area, Grand Traverse Resort, Deepwater Point and Force Main at Bunker Hill to Five Mile were the top priority areas. He has not yet gotten with Gosling Czubak to go over the details. He wanted the board to see the proposals and will get with the companies on some questions about their pricing to bring back to the next month.

PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD: Opened at 10:00 pm

Harold Lassers said it would be helpful to have pictures and all the information available in the packet.

Brian Kelley suggested to have the board visit the public access paths. Some of the homeowners are encroaching into the public access.

ADJOURN: Motion by White to adjourn, supported by Jenema. Meeting adjourned at 10:04 pm

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a document from the official records of the township.

Cathy Dye, CMMC, Acme Township Clerk



Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

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

To: Acme Township Board of Trustees

From: Lindsey Wolf, Planning & Zoning Administrator

Date: February 11, 2020

Re: 2019 Planning Commission Annual Report

As required by the Michigan Planning Enabling Act, attached is the 2019 Annual Report of the Planning Commission for consideration and action by the Planning Commission. The Planning Enabling Act (MCL 125.3801 et seq.) states that "a planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

On February 10, 2020 during a regular meeting the Planning Commission recommended approval and submission of the 2019 Planning Commission Annual Report to the Board of Trustees.



Acme Township Planning Commission 2019 Annual Report

the Planning Commission. Trustee, Jean Aukerman was appointed as the new board representative.

- Two swing benches were installed in October at Bayside Park as a result of a donation from two generous township residents.
- A \$300,000 grant from the Michigan Natural Resources Trust Fund was award to the township for construction of the Acme Connector Trail.

Meetings

The Planning Commission held 11 meetings in 2019 (9 regular and 2 special meetings).

Name	14-Jan	11-Feb	11-Mar	8-Apr	13-May	21-May	10-Jun	8-Jul	12-Aug	23-Sep	14-Oct	Meetings attended out of 11
Aukerman	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	P	1
Balentine	E	P	P	P	P	P	P	P	E	P	P	9
Feringa	P	P	P	P	P	P	E	P	P	P	P	10
Rosa	P	P	P	P	P	P	P	P	P	E	P	10
Timmins	E	P	P	P	E	E	E	E	P	P	P	6
VanHouten	P	P	P	P	P	P	P	P	P	P	P	11
Wentzloff	P	E	P	P	P	P	P	P	P	P	P	10
White	P	P	P	P	P	P	P	P	P	P	n/a	10

Key: P- present E-Excused n/a - Not Applicable

Priorities for 2020

- Adoption of Zoning Ordinance by end of the fiscal year - June 30, 2020
- Refine and update CIP process and create a working plan
- Rewrite the Stormwater Control Ordinance #2007-01

Prepared by:
Lindsey Wolf
Planning & Zoning Administrator
(231)938-1350 / zoning@acmetownship.org



Acme Township Planning Commission 2019 Annual Report

Purpose

Pursuant to Section 19(2) of Public Act 33 of 2008, as amended, the Michigan Planning Enabling Act, "a planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

Planning Commission Membership

Karly Wentzloff – *Chair*

Steve Feringa – *Vice Chair*

Marcie Timmons – *Secretary*

Jean Aukerman – *Township Board Representative*

Daniel VanHouten

Beth Balentine

Dan Rosa

Reviews & Recommendations

<u>Applicant</u>	<u>Review Type</u>	<u>Recommendation</u>
Engle Ridge Farm	Special Use -TDR	Denied
Acme Greenworks	Site Plan Review -Provisioning Center	Approved with Conditions
Nature's ReLeaf	Site Plan Review -Provisioning Center	Approved with Conditions
Skymint	Site Plan Review -Provisioning Center	Approved with Conditions
Flintfields	Special Use - Minor Amendment	Approved with Conditions
Redbud Roots	Site Plan Review -Provisioning Center	Approved with Conditions
GR Hydro TC	Site Plan Review - Garden Center	Approved
Lormax Stern	PD - Pre-Application Review	Approved
KOTI	PD - Minor Amendment	Approved with Conditions
		Total: 9

Zoning Ordinance Text Amendments

ZO #50 Planned Development Transfer of Development Rights – *adopted July 16, 2019*

ZO #51 Childcare Facilities – *adopted August 22, 2019*

2019 Milestones

- Parks Master Plan 2019-2023– *adopted January 8, 2019*
- Shawn Winter accepted a new position at Beckett & Raeder in May and currently assists the township as a planning consultant.
- Community Master Plan – *adopted June 10, 2019*
- Jay Zollinger retired from his position as Township Supervisor in October. Trustee, Doug White was appointed to the position requiring him to step down from his long-time role on

02/25/2020 10:42 AM
 User: SARAH
 DB: ACME TOWNSHIP

CASH SUMMARY BY BANK FOR ACME TOWNSHIP
 FROM 01/01/2020 TO 01/31/2020

Page: 1/2

Bank Code		Beginning Balance 01/01/2020	Total Debits	Total Credits	Ending Balance 01/31/2020
Fund	Description				
CHASE	GENERAL FUND				
101	GENERAL FUND	948,340.36	29,336.87	64,574.90	913,102.33
206	FIRE FUND	338,868.94	58,752.17	334,637.55	62,983.56
207	POLICE PROTECTION	3,403.40	24,500.79	0.00	27,904.19
208	PARK FUND	11,896.22	0.00	0.00	11,896.22
209	CEMETERY FUND	17,138.53	0.00	0.00	17,138.53
212	LIQUOR FUND	16,714.45	0.00	15,910.21	804.24
	GENERAL FUND	1,336,361.90	112,589.83	415,122.66	1,033,829.07
FARM	FARMLAND PRESERVATION				
225	FARMLAND PRESERVATION	1,056,642.68	16,296.52	15,500.00	1,057,439.20
	FARMLAND PRESERVATION	1,056,642.68	16,296.52	15,500.00	1,057,439.20
FARM	FARMLAND PRESERVATION - MONEY MARKET				
225	FARMLAND PRESERVATION	5,209.47	0.22	0.00	5,209.69
	FARMLAND PRESERVATION - MONEY MARKET	5,209.47	0.22	0.00	5,209.69
GENHY	GENERAL FUND - HIGH YIELD				
101	GENERAL FUND	157,604.37	20.03	0.00	157,624.40
	GENERAL FUND - HIGH YIELD	157,604.37	20.03	0.00	157,624.40
GENMM	GENERAL FUND - MONEY MARKET				
101	GENERAL FUND	299,199.97	50.69	0.00	299,250.66
	GENERAL FUND - MONEY MARKET	299,199.97	50.69	0.00	299,250.66
LIQ	LIQUOR MONEY MARKET				
212	LIQUOR FUND	7,003.51	0.28	7,003.79	0.00
	LIQUOR MONEY MARKET	7,003.51	0.28	7,003.79	0.00
PARKS	BAYSIDE PARK				
403	TRAVERSE CITY TO CHARLEVOIX TRAIL FU	37,172.48	0.00	10,881.30	26,291.18
	BAYSIDE PARK	37,172.48	0.00	10,881.30	26,291.18
PETTY	PETTY CASH				
101	GENERAL FUND	200.00	0.00	0.00	200.00
	PETTY CASH	200.00	0.00	0.00	200.00
SADH	HOLIDAY 818				
811	HOLIDAY HILLS AREA IMPROVEMENT	287,991.58	3,087.28	0.00	291,078.86
	HOLIDAY 818	287,991.58	3,087.28	0.00	291,078.86

02/25/2020 10:42 AM
User: SARAH
DB: ACME TOWNSHIP

CASH SUMMARY BY BANK FOR ACME TOWNSHIP
FROM 01/01/2020 TO 01/31/2020

Page: 2/2

Bank Code		Beginning			Ending
Fund	Description	Balance	Total	Total	Balance
		01/01/2020	Debits	Credits	01/31/2020
SEWER	ACME RELIEF SEWER				
590	ACME RELIEF SEWER	2,286,856.59	152,500.80	1,480.00	2,437,877.39
591	WATER FUND- HOPE VILLAGE	1,401.17	2,461.42	0.00	3,862.59
	ACME RELIEF SEWER	2,288,257.76	154,962.22	1,480.00	2,441,739.98
SEWMM	ACME RELIEF SEWER MONEY MARKET				
590	ACME RELIEF SEWER	197,807.78	25.13	0.00	197,832.91
	ACME RELIEF SEWER MONEY MARKET	197,807.78	25.13	0.00	197,832.91
SHORE	SHORELINE PRESERVATION				
296	SHORELINE PPRESERVATION	1,385.67	0.21	0.00	1,385.88
	SHORELINE PRESERVATION	1,385.67	0.21	0.00	1,385.88
TAX	CURRENT TAX COLLECTION				
703	CURRENT TAX COLLECTION	1,101,925.59	645,728.14	1,281,969.67	465,684.06
	CURRENT TAX COLLECTION	1,101,925.59	645,728.14	1,281,969.67	465,684.06
TRUST	TRUST & AGENCY				
701	TRUST AND AGENCY	4,000.00	0.00	0.00	4,000.00
	TRUST & AGENCY	4,000.00	0.00	0.00	4,000.00
	TOTAL - ALL FUNDS	6,780,762.76	932,760.55	1,731,957.42	5,981,565.89

Sarah Lawrence
2/25/20
Deputy Treasurer

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2020 NORMAL (ABNORMAL)	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	CURRENT PROPERTY TAXES	241,700.00	122,856.10	16,207.25	118,843.90	50.83
101-000-412.000	PERSONAL PROP TAXES	15,400.00	0.00	0.00	15,400.00	0.00
101-000-445.020	PENALTIES& INTEREST	2,000.00	1,422.54	(96.39)	577.46	71.13
101-000-447.000	ADMINISTRATIVE FEE 1%	104,060.00	97,627.24	1,771.52	6,432.76	93.82
101-000-448.000	CABLE TV FEE	86,400.00	22,651.46	0.00	63,748.54	26.22
101-000-465.000	PASSPORT FEES	1,500.00	1,067.50	267.50	432.50	71.17
101-000-574.000	ST SHARED SALES TAX	380,564.00	139,503.00	0.00	241,061.00	36.66
101-000-577.000	SWAMP TAX	1,450.00	1,482.68	1,482.68	(32.68)	102.25
101-000-602.000	GRANTS	15,000.00	0.00	0.00	15,000.00	0.00
101-000-602.004	ENDOWMENT	9,465.00	0.00	0.00	9,465.00	0.00
101-000-607.000	CHARGES FOR SERVICES	3,010.00	592.23	0.00	2,417.77	19.68
101-000-608.001	Zoning Fees	17,600.00	19,050.00	990.00	(1,450.00)	108.24
101-000-610.000	Revenues for Escrow Account	6,200.00	5,300.00	0.00	900.00	85.48
101-000-631.000	CONS INDUSTRY ANNUAL MAINT FE	7,800.00	0.00	0.00	7,800.00	0.00
101-000-665.000	INTEREST ON INVESTMENTS	510.00	491.59	70.72	18.41	96.39
101-000-665.001	INTEREST SEPTAGE RECEIVED	2,450.00	0.00	0.00	2,450.00	0.00
101-000-667.000	RENT-PARKS	120.00	180.00	0.00	(60.00)	150.00
101-000-671.010	CIVIL INFRACTION FEES	100.00	0.00	0.00	100.00	0.00
101-000-676.000	REIMBURSEMENTS	30,100.00	17,003.60	1,134.00	13,096.40	56.49
101-000-699.000	TRANSFER IN	15,453.69	15,453.69	0.00	0.00	100.00
Total Dept 000		940,882.69	444,681.63	21,827.28	496,201.06	47.26
TOTAL REVENUES		940,882.69	444,681.63	21,827.28	496,201.06	47.26
Expenditures						
Dept 000						
101-000-465.001	POSTAGE FOR PASSPORTS	450.00	351.36	148.77	98.64	78.08
101-000-992.000	CONTINGENCY	56,000.00	0.00	0.00	56,000.00	0.00
101-000-994.000	TC TALUS CONTRACT SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
101-000-997.300	FOURTH OF JULY FIREWORKS	350.00	0.00	0.00	350.00	0.00
101-000-998.000	GT COUNTY ROAD COMMISSION TART	5,000.00	4,586.50	0.00	413.50	91.73
101-000-999.000	TRANSFER TO OTHER FUNDS	15,000.00	15,000.00	0.00	0.00	100.00
Total Dept 000		77,800.00	19,937.86	148.77	57,862.14	25.63
Dept 101 - TOWNSHIP BOARD OF TRUSTEES						
101-101-702.000	SALARIES	35,300.00	20,450.01	2,900.00	14,849.99	57.93
101-101-703.001	SECRETARY	33,078.00	19,876.03	2,636.81	13,201.97	60.09
101-101-705.001	PER DIEM TRUSTEES	300.00	0.00	0.00	300.00	0.00
101-101-714.000	FICA LOCAL SHARE	5,116.00	3,235.85	441.52	1,880.15	63.25
101-101-726.000	SUPPLIES & POSTAGE	1,800.00	967.31	73.85	832.69	53.74
101-101-801.000	ACCOUNTING & AUDIT	11,000.00	10,300.00	0.00	700.00	93.64
101-101-801.001	INTERNAL ACCOUNTANT	600.00	750.00	0.00	(150.00)	125.00
101-101-802.001	ATTORNEY SERVICES LITIGATION	1,200.00	75.00	22.50	1,125.00	6.25
101-101-802.002	ATTORNEY SERVICES	12,000.00	7,352.95	1,705.00	4,647.05	61.27
101-101-802.005	CONTRACTED COMMUNITY SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
101-101-803.003	ENGINEERING SERVICES	25,000.00	2,255.84	0.00	22,744.16	9.02
101-101-804.000	SOFTWARE SUPPORT & PROCESSIN	27,500.00	13,511.32	5,517.00	13,988.68	49.13
101-101-860.000	TRAVEL & MILEAGE	200.00	0.00	0.00	200.00	0.00
101-101-874.000	RETIREMENT/PENSION	3,808.00	2,320.93	296.76	1,487.07	60.95
101-101-900.000	PUBLICATIONS	1,800.00	1,465.20	139.15	334.80	81.40
101-101-910.000	INSURANCE	6,100.00	3,833.07	432.73	2,266.93	62.84

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2020 NORMAL (ABNORMAL)	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-101-958.000	EDUCATION/TRAINING/CONVENTION	300.00	0.00	0.00	300.00	0.00
101-101-960.000	dues subscriptions	5,970.00	6,089.88	0.00	(119.88)	102.01
Total Dept 101 - TOWNSHIP BOARD OF TRUSTEES		176,072.00	92,483.39	14,165.32	83,588.61	52.53
Dept 171 - SUPERVISOR EXPENDITURES						
101-171-702.000	SALARIES	40,000.00	26,047.94	3,076.92	13,952.06	65.12
101-171-714.000	FICA LOCAL SHARE	3,600.00	1,982.37	202.48	1,617.63	55.07
101-171-726.000	SUPPLIES & POSTAGE	50.00	0.00	0.00	50.00	0.00
101-171-860.000	TRAVEL & MILEAGE	300.00	205.32	205.32	94.68	68.44
101-171-874.000	RETIREMENT/PENSION	4,750.00	1,269.22	0.00	3,480.78	26.72
101-171-910.000	INSURANCE	13,000.00	3,877.32	914.10	9,122.68	29.83
101-171-958.000	EDUCATION/TRAINING/CONVENTION	1,500.00	205.00	0.00	1,295.00	13.67
Total Dept 171 - SUPERVISOR EXPENDITURES		63,200.00	33,587.17	4,398.82	29,612.83	53.14
Dept 191 - ELECTION EXPENDITURES						
101-191-702.000	SALARIES	9,000.00	0.00	0.00	9,000.00	0.00
101-191-714.000	FICA LOCAL SHARE	50.00	0.00	0.00	50.00	0.00
101-191-726.000	SUPPLIES & POSTAGE	5,000.00	746.38	157.25	4,253.62	14.93
101-191-900.000	PUBLICATIONS	200.00	0.00	0.00	200.00	0.00
Total Dept 191 - ELECTION EXPENDITURES		14,250.00	746.38	157.25	13,503.62	5.24
Dept 209 - ASSESSOR'S EXPENDITURES						
101-209-702.000	SALARIES	5,500.00	2,916.69	416.67	2,583.31	53.03
101-209-714.000	FICA LOCAL SHARE	400.00	223.12	31.87	176.88	55.78
101-209-726.000	SUPPLIES & POSTAGE	3,500.00	1,450.05	1,434.90	2,049.95	41.43
101-209-803.002	ASSESSING CONTRACT SERVICES	44,150.00	29,433.35	3,679.17	14,716.65	66.67
101-209-803.004	ASSESSOR'S EVALUATION SERVICES	3,000.00	1,177.30	72.00	1,822.70	39.24
101-209-804.000	SOFTWARE SUPPORT & PROCESSIN	1,700.00	1,497.00	0.00	203.00	88.06
Total Dept 209 - ASSESSOR'S EXPENDITURES		58,250.00	36,697.51	5,634.61	21,552.49	63.00
Dept 215 - CLERK'S EXPENDITURES						
101-215-702.000	SALARIES	41,508.00	23,946.90	3,192.92	17,561.10	57.69
101-215-703.000	WAGES DEPUTY/SEC/PRT TIME	21,164.00	11,021.42	1,900.88	10,142.58	52.08
101-215-714.000	FICA LOCAL SHARE	4,880.00	2,224.72	324.47	2,655.28	45.59
101-215-726.000	SUPPLIES & POSTAGE	700.00	815.29	162.04	(115.29)	116.47
101-215-804.000	SOFTWARE SUPPORT & PROCESSIN	2,300.00	2,215.00	0.00	85.00	96.30
101-215-860.000	TRAVEL & MILEAGE	1,000.00	273.38	15.02	726.62	27.34
101-215-874.000	RETIREMENT/PENSION	6,267.00	3,496.92	509.39	2,770.08	55.80
101-215-910.000	INSURANCE	12,500.00	5,769.86	975.36	6,730.14	46.16
101-215-958.000	EDUCATION/TRAINING/CONVENTION	1,700.00	220.00	0.00	1,480.00	12.94
Total Dept 215 - CLERK'S EXPENDITURES		92,019.00	49,983.49	7,080.08	42,035.51	54.32
Dept 247 - BOARD OF REVIEW						
101-247-702.000	SALARIES	746.00	48.00	0.00	698.00	6.43
101-247-714.000	FICA LOCAL SHARE	60.00	3.66	0.00	56.34	6.10
101-247-900.000	PUBLICATIONS	50.00	0.00	0.00	50.00	0.00

02/25/2020 03:34 PM

User: CATHY DYE

DB: Acme Township

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

Page: 3/11

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 01/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-247-956.000	MISCELLANEOUS	160.00	0.00	0.00	160.00	0.00
Total Dept 247 - BOARD OF REVIEW		1,016.00	51.66	0.00	964.34	5.08
Dept 253 - TREASURER'S EXPENDITURES						
101-253-702.000	SALARIES	25,159.00	14,514.75	1,935.30	10,644.25	57.69
101-253-703.000	WAGES DEPUTY/SEC/PRT TIME	28,159.00	16,245.60	2,166.08	11,913.40	57.69
101-253-714.000	FICA LOCAL SHARE	4,553.00	2,529.72	337.30	2,023.28	55.56
101-253-726.000	SUPPLIES & POSTAGE	5,600.00	2,264.18	136.50	3,335.82	40.43
101-253-804.000	SOFTWARE SUPPORT & PROCESSIN	2,700.00	1,979.00	0.00	721.00	73.30
101-253-860.000	TRAVEL & MILEAGE	200.00	0.00	0.00	200.00	0.00
101-253-874.000	RETIREMENT/PENSION	5,531.00	3,306.75	440.90	2,224.25	59.79
101-253-910.000	INSURANCE	4,000.00	2,307.75	307.70	1,692.25	57.69
101-253-958.000	EDUCATION/TRAINING/CONVENTION	400.00	0.00	0.00	400.00	0.00
Total Dept 253 - TREASURER'S EXPENDITURES		76,302.00	43,147.75	5,323.78	33,154.25	56.55
Dept 265 - TOWNHALL EXPENDITURES						
101-265-726.000	SUPPLIES & POSTAGE	2,200.00	2,287.32	349.14	(87.32)	103.97
101-265-851.000	CABLE INTERNET SERVICES	4,290.00	1,998.30	0.00	2,291.70	46.58
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	18,200.00	10,507.94	1,962.57	7,692.06	57.74
101-265-921.000	STREET LIGHTS	12,000.00	5,709.76	1,092.95	6,290.24	47.58
101-265-922.000	DTE GAS	3,800.00	837.40	361.18	2,962.60	22.04
101-265-923.000	SEWER TOWNSHIP HALL	720.00	360.00	60.00	360.00	50.00
101-265-930.000	REPAIRS & MAINT	20,000.00	14,059.67	1,049.82	5,940.33	70.30
101-265-970.000	CAPITAL OUTLAY	34,000.00	26,161.45	0.00	7,838.55	76.95
Total Dept 265 - TOWNHALL EXPENDITURES		95,210.00	61,921.84	4,875.66	33,288.16	65.04
Dept 410 - PLANNING & ZONING EXPENDITURES						
101-410-702.001	PLANNING & ZONING ASSISTANT	30,160.00	0.00	0.00	30,160.00	0.00
101-410-702.002	PLANNING & ZONING ADMINISTRATOR	65,000.00	32,769.27	4,461.54	32,230.73	50.41
101-410-705.000	PER DIEM PLANNING/ZBA	11,000.00	2,775.00	375.00	8,225.00	25.23
101-410-714.000	FICA LOCAL SHARE	8,530.00	2,673.63	352.50	5,856.37	31.34
101-410-726.000	SUPPLIES & POSTAGE	200.00	137.84	0.00	62.16	68.92
101-410-726.001	POSTAGE T & A	120.00	2.75	0.00	117.25	2.29
101-410-802.001	ATTORNEY SERVICES LITIGATION	500.00	0.00	0.00	500.00	0.00
101-410-802.002	ATTORNEY SERVICES	10,500.00	2,605.50	185.00	7,894.50	24.81
101-410-802.003	ATTORNEY T & A	1,000.00	0.00	0.00	1,000.00	0.00
101-410-803.000	PLANNER SERVICES	7,000.00	0.00	0.00	7,000.00	0.00
101-410-803.001	PLANNING CONSULTANT	12,500.00	3,780.88	0.00	8,719.12	30.25
101-410-803.003	ENGINEERING SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
101-410-803.004	ENGINEERING SERVICES T&A	3,000.00	55.00	0.00	2,945.00	1.83
101-410-803.005	PLANNING & CONSULTANT T & A	3,000.00	2,485.00	0.00	515.00	82.83
101-410-803.006	STAFF REVIEW T & A	1,800.00	128.84	0.00	1,671.16	7.16
101-410-804.000	SOFTWARE SUPPORT & PROCESSIN	2,850.00	0.00	0.00	2,850.00	0.00
101-410-860.000	TRAVEL & MILEAGE	700.00	0.00	0.00	700.00	0.00
101-410-874.000	RETIREMENT/PENSION	6,750.00	886.55	446.16	5,863.45	13.13
101-410-900.000	PUBLICATIONS	2,100.00	811.50	105.00	1,288.50	38.64
101-410-900.001	PUBLICATIONS T & A	1,000.00	109.55	0.00	890.45	10.96
101-410-910.000	INSURANCE	10,500.00	2,067.64	483.96	8,432.36	19.69
101-410-949.000	RENTAL OF SPACE	300.00	0.00	0.00	300.00	0.00
101-410-956.000	MISCELLANEOUS	100.00	0.00	0.00	100.00	0.00

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 01/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-410-958.000	EDUCATION/TRAINING/CONVENTION	2,000.00	26.95	0.00	1,973.05	1.35
101-410-960.000	dues subscriptions	500.00	0.00	0.00	500.00	0.00
101-410-964.000	REIMBURSEMENTS	0.00	2,843.86	0.00	(2,843.86)	100.00
Total Dept 410 - PLANNING & ZONING EXPENDITURES		184,110.00	54,159.76	6,409.16	129,950.24	29.42
Dept 750 - MAINT & PARKS EXPENDITURES						
101-750-703.000	WAGES DEPUTY/SEC/PRT TIME	21,600.00	15,522.00	0.00	6,078.00	71.86
101-750-714.000	FICA LOCAL SHARE	1,750.00	1,187.43	0.00	562.57	67.85
101-750-726.000	SUPPLIES & POSTAGE	1,000.00	0.00	0.00	1,000.00	0.00
101-750-860.000	TRAVEL & MILEAGE	150.00	0.00	0.00	150.00	0.00
101-750-930.000	REPAIRS & MAINT	40,615.00	15,181.94	2,003.27	25,433.06	37.38
101-750-930.001	PARK EQUIP MAINT	1,500.00	0.00	0.00	1,500.00	0.00
101-750-956.000	MISCELLANEOUS	2,400.00	0.00	0.00	2,400.00	0.00
Total Dept 750 - MAINT & PARKS EXPENDITURES		69,015.00	31,891.37	2,003.27	37,123.63	46.21
Dept 865 - INSURANCE						
101-865-910.000	INSURANCE	15,000.00	17,648.00	0.00	(2,648.00)	117.65
Total Dept 865 - INSURANCE		15,000.00	17,648.00	0.00	(2,648.00)	117.65
Dept 970 - CAPITAL IMPROVEMENTS						
101-970-750.000	MAINT & PARKS EXPENDITURES	5,000.00	0.00	0.00	5,000.00	0.00
101-970-975.000	TWNHALL CAPITAL IMPROVE	8,900.00	6,943.82	4,957.00	1,956.18	78.02
Total Dept 970 - CAPITAL IMPROVEMENTS		13,900.00	6,943.82	4,957.00	6,956.18	49.96
TOTAL EXPENDITURES		936,144.00	449,200.00	55,153.72	486,944.00	47.98
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		940,882.69	444,681.63	21,827.28	496,201.06	47.26
TOTAL EXPENDITURES		936,144.00	449,200.00	55,153.72	486,944.00	47.98
NET OF REVENUES & EXPENDITURES		4,738.69	(4,518.37)	(33,326.44)	9,257.06	95.35
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-402.000	CURRENT PROPERTY TAXES	780,566.00	411,289.13	51,872.11	369,276.87	52.69
206-000-402.002	CURRENT PROPERTY TAX AMBULANCE	115,273.00	54,551.54	6,880.06	60,721.46	47.32
Total Dept 000		895,839.00	465,840.67	58,752.17	429,998.33	52.00
TOTAL REVENUES		895,839.00	465,840.67	58,752.17	429,998.33	52.00
Expenditures						
Dept 000						

02/25/2020 03:34 PM
 User: CATHY DYE
 DB: Acme Township

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

Page: 5/11

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2020 NORMAL (ABNORMAL)	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Expenditures						
206-000-802.004	CONTRACTED EMPLOYEE SERVICES	106,425.00	53,211.34	8,186.36	53,213.66	50.00
206-000-805.000	METRO FIRE CONTRACT	778,000.00	411,289.13	326,451.19	366,710.87	52.86
Total Dept 000		884,425.00	464,500.47	334,637.55	419,924.53	52.52
TOTAL EXPENDITURES		884,425.00	464,500.47	334,637.55	419,924.53	52.52
Fund 206 - FIRE FUND:						
TOTAL REVENUES		895,839.00	465,840.67	58,752.17	429,998.33	52.00
TOTAL EXPENDITURES		884,425.00	464,500.47	334,637.55	419,924.53	52.52
NET OF REVENUES & EXPENDITURES		11,414.00	1,340.20	(275,885.38)	10,073.80	11.74
Fund 207 - POLICE PROTECTION						
Revenues						
Dept 000						
207-000-402.000	CURRENT PROPERTY TAXES	54,126.00	12,582.41	1,586.79	41,543.59	23.25
207-000-671.000	MISC REVENUES	18,300.00	0.00	0.00	18,300.00	0.00
207-000-699.000	TRANSFER IN	22,914.00	22,914.00	22,914.00	0.00	100.00
Total Dept 000		95,340.00	35,496.41	24,500.79	59,843.59	37.23
TOTAL REVENUES		95,340.00	35,496.41	24,500.79	59,843.59	37.23
Expenditures						
Dept 000						
207-000-802.000	COMMUNITY POLICING CONTRACT	81,000.00	41,306.50	0.00	39,693.50	51.00
207-000-956.000	MISCELLANEOUS	800.00	0.00	0.00	800.00	0.00
Total Dept 000		81,800.00	41,306.50	0.00	40,493.50	50.50
TOTAL EXPENDITURES		81,800.00	41,306.50	0.00	40,493.50	50.50
Fund 207 - POLICE PROTECTION:						
TOTAL REVENUES		95,340.00	35,496.41	24,500.79	59,843.59	37.23
TOTAL EXPENDITURES		81,800.00	41,306.50	0.00	40,493.50	50.50
NET OF REVENUES & EXPENDITURES		13,540.00	(5,810.09)	24,500.79	19,350.09	42.91
Fund 208 - PARK FUND						
Revenues						
Dept 000						
208-000-600.000	CONTRIBUTIONS FROM RESIDENTS	10,900.00	7,370.30	0.00	3,529.70	67.62
Total Dept 000		10,900.00	7,370.30	0.00	3,529.70	67.62
TOTAL REVENUES		10,900.00	7,370.30	0.00	3,529.70	67.62

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP
 PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 01/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 208 - PARK FUND						
Expenditures						
Dept 000						
208-000-930.000	REPAIRS & MAINT	7,500.00	6,187.12	0.00	1,312.88	82.49
208-000-930.005	SHORELINE REDEVELOPMENT	4,000.00	3,545.58	0.00	454.42	88.64
Total Dept 000		11,500.00	9,732.70	0.00	1,767.30	84.63
TOTAL EXPENDITURES		11,500.00	9,732.70	0.00	1,767.30	84.63
Fund 208 - PARK FUND:						
TOTAL REVENUES		10,900.00	7,370.30	0.00	3,529.70	67.62
TOTAL EXPENDITURES		11,500.00	9,732.70	0.00	1,767.30	84.63
NET OF REVENUES & EXPENDITURES		(600.00)	(2,362.40)	0.00	1,762.40	393.73
Fund 209 - CEMETERY FUND						
Revenues						
Dept 000						
209-000-643.000	CEMETARY lot & plots	3,500.00	400.00	0.00	3,100.00	11.43
209-000-646.000	BURIAL FEE PAYMENTS	5,000.00	2,650.00	0.00	2,350.00	53.00
Total Dept 000		8,500.00	3,050.00	0.00	5,450.00	35.88
TOTAL REVENUES		8,500.00	3,050.00	0.00	5,450.00	35.88
Expenditures						
Dept 000						
209-000-726.000	SUPPLIES & POSTAGE	400.00	100.00	0.00	300.00	25.00
209-000-802.004	CONTRACTED EMPLOYEE SERVICES	5,000.00	1,775.00	0.00	3,225.00	35.50
209-000-930.000	REPAIRS & MAINT	3,000.00	(241.04)	0.00	3,241.04	(8.03)
Total Dept 000		8,400.00	1,633.96	0.00	6,766.04	19.45
TOTAL EXPENDITURES		8,400.00	1,633.96	0.00	6,766.04	19.45
Fund 209 - CEMETERY FUND:						
TOTAL REVENUES		8,500.00	3,050.00	0.00	5,450.00	35.88
TOTAL EXPENDITURES		8,400.00	1,633.96	0.00	6,766.04	19.45
NET OF REVENUES & EXPENDITURES		100.00	1,416.04	0.00	(1,316.04)	1,416.04
Fund 212 - LIQUOR FUND						
Revenues						
Dept 000						
212-000-443.000	LIQUOR LICENSE FEES	12,500.00	11,446.60	0.00	1,053.40	91.57
212-000-665.000	INTEREST ON INVESTMENTS	3.10	2.04	0.28	1.06	65.81
Total Dept 000		12,503.10	11,448.64	0.28	1,054.46	91.57

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 01/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 212 - LIQUOR FUND						
Revenues						
TOTAL REVENUES		12,503.10	11,448.64	0.28	1,054.46	91.57
Expenditures						
Dept 000						
212-000-999.000	TRANSFER TO OTHER FUNDS	22,914.00	22,914.00	22,914.00	0.00	100.00
Total Dept 000		22,914.00	22,914.00	22,914.00	0.00	100.00
TOTAL EXPENDITURES		22,914.00	22,914.00	22,914.00	0.00	100.00
Fund 212 - LIQUOR FUND:						
TOTAL REVENUES		12,503.10	11,448.64	0.28	1,054.46	91.57
TOTAL EXPENDITURES		22,914.00	22,914.00	22,914.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		(10,410.90)	(11,465.36)	(22,913.72)	1,054.46	110.13
Fund 225 - FARMLAND PRESERVATION						
Revenues						
Dept 000						
225-000-402.000	CURRENT PROPERTY TAXES	260,779.00	122,314.29	16,135.78	138,464.71	46.90
225-000-665.000	INTEREST ON INVESTMENTS	600.00	1,075.25	160.96	(475.25)	179.21
225-000-671.000	MISC REVENUES	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 000		263,379.00	123,389.54	16,296.74	139,989.46	46.85
TOTAL REVENUES		263,379.00	123,389.54	16,296.74	139,989.46	46.85
Expenditures						
Dept 000						
225-000-802.002	ATTORNEY SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
225-000-802.004	CONTRACTED EMPLOYEE SERVICES	30,750.00	30,750.00	15,500.00	0.00	100.00
225-000-941.000	PDR PYMT TO LANDOWNERS	224,000.00	35,000.00	0.00	189,000.00	15.63
225-000-942.000	APPRAISAL EXPENSES	8,200.00	0.00	0.00	8,200.00	0.00
225-000-944.000	CLOSING EXPENSES	0.00	6,800.00	0.00	(6,800.00)	100.00
Total Dept 000		264,950.00	72,550.00	15,500.00	192,400.00	27.38
TOTAL EXPENDITURES		264,950.00	72,550.00	15,500.00	192,400.00	27.38
Fund 225 - FARMLAND PRESERVATION:						
TOTAL REVENUES		263,379.00	123,389.54	16,296.74	139,989.46	46.85
TOTAL EXPENDITURES		264,950.00	72,550.00	15,500.00	192,400.00	27.38
NET OF REVENUES & EXPENDITURES		(1,571.00)	50,839.54	796.74	(52,410.54)	3,236.13
Fund 296 - SHORELINE PPRESERVATION						
Revenues						

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 01/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 296 - SHORELINE PPRESERVATION						
Revenues						
Dept 000						
296-000-665.000	INTEREST ON INVESTMENTS	0.00	1.48	0.21	(1.48)	100.00
Total Dept 000		0.00	1.48	0.21	(1.48)	100.00
TOTAL REVENUES		0.00	1.48	0.21	(1.48)	100.00
Fund 296 - SHORELINE PPRESERVATION:						
TOTAL REVENUES		0.00	1.48	0.21	(1.48)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	1.48	0.21	(1.48)	100.00
Fund 402 - BAYSIDE PARK CAPITAL FUND						
Revenues						
Dept 000						
402-000-600.000	CONTRIBUTIONS FROM RESIDENTS	2,500.00	0.00	0.00	2,500.00	0.00
402-000-602.002	TRUST FUND DEVELOPMENT GRANT-MDNR	30,000.00	0.00	0.00	30,000.00	0.00
Total Dept 000		32,500.00	0.00	0.00	32,500.00	0.00
TOTAL REVENUES		32,500.00	0.00	0.00	32,500.00	0.00
Expenditures						
Dept 000						
402-000-803.003	ENGINEERING SERVICES	1,000.00	385.00	0.00	615.00	38.50
402-000-930.002	PARKS & RECREATION EXPENDITURE	15,000.00	0.00	0.00	15,000.00	0.00
402-000-999.000	TRANSFER TO OTHER FUNDS	20,453.69	20,453.69	0.00	0.00	100.00
Total Dept 000		36,453.69	20,838.69	0.00	15,615.00	57.16
TOTAL EXPENDITURES		36,453.69	20,838.69	0.00	15,615.00	57.16
Fund 402 - BAYSIDE PARK CAPITAL FUND:						
TOTAL REVENUES		32,500.00	0.00	0.00	32,500.00	0.00
TOTAL EXPENDITURES		36,453.69	20,838.69	0.00	15,615.00	57.16
NET OF REVENUES & EXPENDITURES		(3,953.69)	(20,838.69)	0.00	16,885.00	527.07
Fund 403 - TRAVERSE CITY TO CHARLEVOIX TRAIL FUND						
Revenues						
Dept 000						
403-000-602.006	COMMUNITY GROWTH GRANT	17,172.48	17,172.48	0.00	0.00	100.00
403-000-602.010	GRAND TRAVERSE BAND	15,000.00	15,000.00	0.00	0.00	100.00
403-000-699.000	TRANSFER IN	5,000.00	5,000.00	0.00	0.00	100.00
Total Dept 000		37,172.48	37,172.48	0.00	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2020 NORMAL (ABNORMAL)	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 403 - TRAVERSE CITY TO CHARLEVOIX TRAIL FUND						
Revenues						
TOTAL REVENUES		37,172.48	37,172.48	0.00	0.00	100.00
Expenditures						
Dept 000						
403-000-803.000	PLANNER SERVICES	25,000.00	0.00	0.00	25,000.00	0.00
403-000-803.003	ENGINEERING SERVICES	0.00	10,881.30	10,881.30	(10,881.30)	100.00
Total Dept 000		25,000.00	10,881.30	10,881.30	14,118.70	43.53
TOTAL EXPENDITURES		25,000.00	10,881.30	10,881.30	14,118.70	43.53
Fund 403 - TRAVERSE CITY TO CHARLEVOIX TRAIL FUND:						
TOTAL REVENUES		37,172.48	37,172.48	0.00	0.00	100.00
TOTAL EXPENDITURES		25,000.00	10,881.30	10,881.30	14,118.70	43.53
NET OF REVENUES & EXPENDITURES		12,172.48	26,291.18	(10,881.30)	(14,118.70)	215.99
Fund 590 - ACME RELIEF SEWER						
Revenues						
Dept 000						
590-000-460.000	USAGE&CONNECTION FEES	902,640.00	377,304.18	152,144.40	525,335.82	41.80
590-000-633.000	REPLACEMENT	2,500.00	0.00	0.00	2,500.00	0.00
590-000-634.000	IMPROVEMENTS	21,500.00	0.00	0.00	21,500.00	0.00
590-000-665.000	INTEREST ON INVESTMENTS	2,600.00	2,593.38	381.53	6.62	99.75
Total Dept 000		929,240.00	379,897.56	152,525.93	549,342.44	40.88
TOTAL REVENUES		929,240.00	379,897.56	152,525.93	549,342.44	40.88
Expenditures						
Dept 000						
590-000-802.002	ATTORNEY SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
590-000-803.003	ENGINEERING SERVICES	34,500.00	2,727.50	0.00	31,772.50	7.91
590-000-956.001	OPERATING & MAINT EXP	425,000.00	162,805.10	1,480.00	262,194.90	38.31
590-000-956.003	HOCH ROAD #697 EXP	1,200.00	222.12	0.00	977.88	18.51
590-000-995.001	INTEREST on BONDS	22,500.00	4,433.98	0.00	18,066.02	19.71
590-000-995.002	PRINCIPAL ON JOINT VENTURE	103,402.00	0.00	0.00	103,402.00	0.00
Total Dept 000		587,602.00	170,188.70	1,480.00	417,413.30	28.96
TOTAL EXPENDITURES		587,602.00	170,188.70	1,480.00	417,413.30	28.96
Fund 590 - ACME RELIEF SEWER:						
TOTAL REVENUES		929,240.00	379,897.56	152,525.93	549,342.44	40.88
TOTAL EXPENDITURES		587,602.00	170,188.70	1,480.00	417,413.30	28.96
NET OF REVENUES & EXPENDITURES		341,638.00	209,708.86	151,045.93	131,929.14	61.38

02/25/2020 03:34 PM

User: CATHY DYE

DB: Acme Township

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

Page: 10/11

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 01/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND- HOPE VILLAGE						
Revenues						
Dept 550 - HOPE VILLAGE- WATER						
591-550-460.000	USAGE&CONNECTION FEES	14,749.00	6,154.66	2,461.42	8,594.34	41.73
Total Dept 550 - HOPE VILLAGE- WATER		14,749.00	6,154.66	2,461.42	8,594.34	41.73
TOTAL REVENUES		14,749.00	6,154.66	2,461.42	8,594.34	41.73
Expenditures						
Dept 550 - HOPE VILLAGE- WATER						
591-550-956.001	OPERATING & MAINT EXP	12,700.00	4,052.97	0.00	8,647.03	31.91
Total Dept 550 - HOPE VILLAGE- WATER		12,700.00	4,052.97	0.00	8,647.03	31.91
TOTAL EXPENDITURES		12,700.00	4,052.97	0.00	8,647.03	31.91
Fund 591 - WATER FUND- HOPE VILLAGE:						
TOTAL REVENUES		14,749.00	6,154.66	2,461.42	8,594.34	41.73
TOTAL EXPENDITURES		12,700.00	4,052.97	0.00	8,647.03	31.91
NET OF REVENUES & EXPENDITURES		2,049.00	2,101.69	2,461.42	(52.69)	102.57
Fund 703 - CURRENT TAX COLLECTION						
Expenditures						
Dept 000						
703-000-876.000	REFUNDS & OVERPAYMENTS	0.00	5.91	8.36	(5.91)	100.00
Total Dept 000		0.00	5.91	8.36	(5.91)	100.00
TOTAL EXPENDITURES		0.00	5.91	8.36	(5.91)	100.00
Fund 703 - CURRENT TAX COLLECTION:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	5.91	8.36	(5.91)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(5.91)	(8.36)	5.91	100.00
Fund 811 - HOLIDAY HILLS AREA IMPROVEMENT						
Revenues						
Dept 000						
811-000-672.000	ASSESSMENTS CURRENT	68,000.00	42,836.01	3,087.28	25,163.99	62.99
811-000-672.020	PREPAID ASSESSMENTS	6,000.00	3,322.10	0.00	2,677.90	55.37
Total Dept 000		74,000.00	46,158.11	3,087.28	27,841.89	62.38
TOTAL REVENUES		74,000.00	46,158.11	3,087.28	27,841.89	62.38

02/25/2020 03:34 PM

User: CATHY DYE

DB: Acme Township

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

Page: 11/11

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 01/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 811 - HOLIDAY HILLS AREA IMPROVEMENT						
Expenditures						
Dept 000						
811-000-995.001	INTEREST on BONDS	17,000.00	11,471.25	0.00	5,528.75	67.48
811-000-997.000	DEBT PAYMENT TO COUNTY	55,000.00	55,000.00	0.00	0.00	100.00
Total Dept 000		72,000.00	66,471.25	0.00	5,528.75	92.32
TOTAL EXPENDITURES		72,000.00	66,471.25	0.00	5,528.75	92.32
Fund 811 - HOLIDAY HILLS AREA IMPROVEMENT:						
TOTAL REVENUES		74,000.00	46,158.11	3,087.28	27,841.89	62.38
TOTAL EXPENDITURES		72,000.00	66,471.25	0.00	5,528.75	92.32
NET OF REVENUES & EXPENDITURES		2,000.00	(20,313.14)	3,087.28	22,313.14	1,015.66
TOTAL REVENUES - ALL FUNDS		3,315,005.27	1,560,661.48	279,452.10	1,754,343.79	47.08
TOTAL EXPENDITURES - ALL FUNDS		2,943,888.69	1,334,276.45	440,574.93	1,609,612.24	45.32
NET OF REVENUES & EXPENDITURES		371,116.58	226,385.03	(161,122.83)	144,731.55	61.00



RecycleSmart

WWW.RECYCLESMAART.INFO



GTC Earth Celebration 2020

Please **mark your calendars** for Saturday April 25th to attend the 4th annual Earth Celebration at the Civic Center in Traverse City. More details will be announced in our March Newsletter.

Interested in participating?

Contact the Resource Recovery Department at recyclesmart@grandtraverse.org.

Looking for the latest episodes of the very popular 9&10 News TV series "Talking Trash"? Look no further. Click this [LINK](#) and you will be whisked away to the glorious land of responsible recycling!



KNOW IT BEFORE YOU THROW IT!



EGLE

MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Have questions about where to
recycle an item?

Click on the Take it Back Logo
and you will be magically
transported to the Take it Back
Directory!

If you are unable to find a solution on the
directory, please contact the Resource
Recovery Department and we'll be sure to help you out!



Smoke Alarm Drop Off Program

The GTC Resource Recovery Department and the Grand Traverse Metro Fire Department have teamed up to bring GTC residents a Smoke Alarm Drop Off program.

You may now bring your old smoke alarms to either the [Grand Traverse Metro Fire Administration at 897 Parsons Rd. in Traverse City](#) or the [Grand Traverse Metro Fire Station #11 at 3000 Albany Dr. in Traverse City](#) during their normal hours of operation.



The drop off containers are located just inside the main entry doors. It is recommended that smoke alarms be tested monthly, the batteries replaced bi-annually and whole units replaced every 10 years. Batteries can be brought to any of the 9 drop off locations (listed below) around GTC. Please contact the Resource Recovery Department if you have any questions.

**119,173 lbs. of Household
Hazardous Waste and
71,456 lbs. of Scrap Tires were
collected from Grand Traverse
County Residents in 2019!**



2020 HHW Event Schedule

Thursday, May 14th - 1:00 pm to 7:00 pm

Thursday, June 18th - 1:00 pm to 7:00 pm

Thursday, August 6th - 1:00 pm to 7:00 pm

Saturday, September 26th - 9:00 am to 2:00 pm

*****Appointments will not be accepted until
approximately one month before each event.*****

RESIDENTS

- Appointments are required for all HHW events and can be made by:
- Using the online scheduling system at [HHW Sign Up Page](#)
- Or, if internet access is not an option, please call the RecycleSmart hotline at 231-941-5555

NON-RESIDENTS (businesses, organizations, schools, etc.)

1. Download the [2020 VSQG Registration and Certification form](#).
2. Download the [2020 VSQG Hazardous Materials Inventory Worksheet](#).
3. Appointments are required. Call the RecycleSmart Hotline at 231-941-5555 to register for an HHW event. (VSQGs are NOT allowed to make an online appointment).
4. Not sure if you are a Very Small Quantity Generator (VSQG)? Review the State of Michigan guidelines [here](#).

What Can I Bring to a Household Hazardous Waste Event? Click [here](#).



Scrap Tire Collections 2020

May 14
August 6
September 20

Appointments are required and can be made by
calling the Resource Recovery Department @
231-995-6075.

Scrap Tire Collections are funded by the EGLE
Scrap Tire Grant



Drop Off Battery Recycling
BE SURE TO TAPE ALL YOUR BATTERY TERMINALS
(CLEAR MASKING TAPE PLEASE)

Batteries from Grand Traverse County residents are accepted at any of the battery drop off locations. Batteries from commercial businesses or nonresidents are not accepted. Businesses may bring batteries to the Household Hazardous Waste Collection events.

Battery drop off boxes are at the following locations:

Building / Location	Address
Acme Township Hall	6042 Acme Road Williamsburg, MI 49690
Blair Township Hall	2121 County Road 633 Grawn, MI 49637
City of Traverse City / Grand Traverse County Building	400 Boardman Avenue Traverse City, MI 49684
Civic Center	1213 W Civic Center Drive Traverse City, MI 49686
Fife Lake True Value	119 East Lake Street Fife Lake, Mi. 49633
Grand Traverse County Public Service Building	2650 LaFranier Road Traverse City, MI 49686
Metro Emergency Services Building	897 Parson Road Traverse City, MI 49686
Traverse City Fire Department	500 W Front Street Traverse City, MI 49684
Whitewater Township Hall	5777 Vinton Road Williamsburg, MI 49690



Watch this short video on battery recycling.

231-941-5555 | recyclesmart@grandtraverse.org | www.recyclesmart.info



**ACME TOWNSHIP PLANNING COMMISSION MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Monday, February 10, 2020 7:00 p.m.**

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

ROLL CALL: Members present: K. Wentzloff (Chair), S. Feringa (Vice Chair), M. Timmins, D. Rosa, D. VanHouten, B. Balentine, J. Aukerman

Members excused: None

Staff present: L. Wolf, Planning & Zoning Administrator, S. Winter, Planning Consultant Beckett & Raeder, V. Donn, Recording Secretary

A. LIMITED PUBLIC COMMENT: Open at 7:03 pm

Brian, Kelley, Acme resident, voiced his concerns of the rezoning parcel request on the agenda with the wetlands on it (written comments submitted)

Limited Public Comment closed at 7:05 pm

B. APPROVAL OF AGENDA: Motion by Timmins to approve the agenda as presented with the addition to G. 1. Correspondence, Brian Kelley letter dated February 10, 2020, supported by Balentine. Motion carried unanimously.

C. INQUIRY AS TO CONFLICTS OF INTEREST: None

D. SPECIAL PRESENTATIONS: None

E. CONSENT CALENDAR:

1. RECEIVE AND FILE

- a. Township Board Regular Meeting Minutes 01.07.20

2. ACTION:

- a. Approve Draft Planning Commission Meeting Minutes 01.13.20

Motion by Balentine to approve the consent calendar as presented, supported by Timmins. Motion carried unanimously.

F. ITEMS REMOVED FROM THE CONSENT CALENDAR: None

G. CORRESPONDENCE:

- 1. Brian Kelley letter dated February 10, 2020

H. PUBLIC HEARINGS: None

I. OLD BUSINESS:

1. 2019 Planning Commission Annual Report

Wolf informed the Michigan Planning Enabling Act requires a 2019 Annual Report of the Planning Commission for consideration and action by the Planning Commission. It is a written report to the legislative body concerning its operations and status of planning activities, including recommendations. Once the report has been approved it will be submitted to the Board of Trustees.

Aukerman suggested under the 2019 Milestones to change the word from accepted to appointed for Doug Whites position.

Wentzloff said under priorities for 2020 to rewrite the Stormwater Control Ordinance #2007-01 it would need to go before the board. She asked Aukerman as the liaison with the board if she would talk to them to help develop a plan and get an RFP out to get the project done for 2021.

Winter suggested to look at the CIP process and create a working plan later in the year to have it done by next spring.

Motion by Timmins to adopt the Annual 2019 Planning Commission Report with the change of the word accepted to appointed, supported by Aukerman. Motion carried unanimously.

J. NEW BUSINESS:

1. Zoning Amendment #052 Fisk Rezoning Request – set hearing date

Wolf explained the applicant Jody Fisk was out of town and not able to attend the meeting. She is seeking a rezoning of approximately 3.60-acre parcel at the corner of Bates Road and M-72 from A-1 Agricultural District, to B-4: Material Processing and Warehousing district. Fisk will be back in town for a Public Hearing in March. She wants to open a retail business with equipment for independent living.

Wolf consulted with Jeff Jocks, legal counsel, and used a write up he did of points to consider for a request to change zoning classification. Forms of development would need to be obtained and brought before the PC for approval from the agencies of MDOT, EGLE, Metro, soil erosion and stormwater. These reviews would be a protection mechanism of the wetlands and Yuba Creek.

Motion by Balentine to set a public hearing for the regularly scheduled March 16, 2020 Planning Commission meeting to consider Zoning Ordinance Amendment 052 for the application to request to rezone approximately 3.60 acres of land from A-1 Agricultural to B-4: Material Processing located at 5990 Bates Road, Parcel ID 28-01-002-031-00, owned by Jody Fisk/M-72, LLC., supported by Timmins. Motion carried unanimously.

2. Special Event Ordinance Committee – PC rep needed

Wolf informed in the Special Event Ordinance it states there is a Special Events Committee. The committee will consist of Paul Scott from the board, Wolf, an Acme Township citizen and needs a representative from the Planning Commission. Beth Balentine volunteered to be on the committee.

3. Draft Zoning Ordinance Review Articles 1-3

Winter stated the objective is to review the entire Zoning Ordinance draft, open it up for a 30 day viewing period and then have a public hearing. He, Wolf, and Jocks have reviewed the draft to give to the Planning Committee to begin with Articles 1-3 for revisions. Additional sections of the Articles will be given at each meeting until the draft is completed.

In Article 2: Zoning Districts and Map, the districts have mostly changed along M-72, West of US 31 and east of Lautner. In 2.1 new names for the zoning districts have been created to make them more intuitive to what the district is allowing. 2.2 the Intent and Purpose the structure has been changed to combine all the districts intent and purposes into one section with all the uses allowed.

The PC reviewed the description of each district on clarification and any adjustments. Manufactured homes and affordable housing options in the township were discussed.

Winter explained in Article 3: Regulated Uses and Dimensions, a table form shows the districts marked with P: Permitted Use, S: Special Use, PD: Planned Development and those with asterisk for *Use with Supplemental Standards and ** Land Development Options. The PC went over each listed regulated use for clarification and definitions that falls under them.

DRAFT UNAPPROVED

It was decided to bring back the discussion of duplex dwellings to the next meeting. Winter will work on the definitions under some of the uses in question to expand the category more for allowances in township. He asked the PC to continue to review the draft and give him the revisions to the descriptions of the uses.

K. PUBLIC COMMENT & OTHER PC BUSINESS: Open at 9:09 pm

Brian Kelley, Acme resident, voiced his concerns with the agriculture property rezoning will give protection to the wetlands.

Public comment closed at 9:11 pm

1. **Planning & Zoning Administrator Report:** Lindsey Wolf informed there is a special meeting on February 24 and the potential of three public hearings at the March 16 meeting.
2. **Township Board Report:** Jean Aukerman informed there is a need for election workers and if anyone is interested or knows of someone who might be to contact Cathy Dye.
3. **Parks & Trails Committee:** Wolf informed there is not a meeting on February 17 because the township hall is closed. Rich from Sinclair Recreation was going to come and provided a playground equipment master plan. She will contact him to reschedule and let everyone know when.

ADJOURN: Motion by Timmins to adjourn, supported by Balentine. Meeting adjourned at 9:13 pm

02/26/2020 05:12 PM

User: CATHY DYE

DB: ACME TOWNSHIP

CHECK DISBURSEMENT REPORT FOR ACME TOWNSHIP

CHECK DATE FROM 02/05/2020 - 02/29/2020

Banks: CHASE, FARM, PARKS, SEWER

Prepaid
A/P

Page 1/3

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/12/2020	CHAS	25634	AMERICAN WASTE	REPAIRS & MAINT-6042 ACME RD	101-265-930.000	55.00
		25634		REPAIRS & MAINT	101-750-930.000	80.00
						<hr/> 135.00
02/12/2020	CHAS	25635	B S & A SOFTWARE	SOFTWARE SUPPORT & PROCESSIN	101-253-804.000	568.00
02/12/2020	CHAS	25636	CHARTER COMMUNICATIONS/SPECTRUM	CABLE INTERNET SERVICES	101-265-851.000	678.25
02/12/2020	CHAS	25637	CHERRYLAND RURAL ELECTRIC	ELECTRIC UTILITIES TOWNHALL/SAYLER P	101-265-920.000	19.50
		25637		ELECTRIC UTILITIES TOWNHALL/ YUBA CE	101-265-920.000	138.20
		25637		ELECTRIC UTILITIES TOWNHALL/SAYLERPK	101-265-920.000	94.63
		25637		STREET LIGHTS/YUBA PK RD & US 31 N	101-265-921.000	23.97
		25637		STREET LIGHTS/PEACEFUL VAL.NEAR 7791	101-265-921.000	11.53
		25637		STREET LIGHTS/US 31 N-11 LIGHTS	101-265-921.000	151.63
		25637		STREET LIGHTS/SAYLOR PK	101-265-921.000	10.43
		25637		STREET LIGHTS/BAY VALLEY ST LITE	101-265-921.000	10.23
		25637		STREET LIGHTS/5 MILE NEAR ADD 4782	101-265-921.000	10.43
		25637		STREET LIGHTS/BUNKER HILL AND WHITE	101-265-921.000	18.87
		25637		STREET LIGHTS/FIVE MILE & HOLIDAY HL	101-265-921.000	20.86
		25637		STREET LIGHTS/YUBA HERITAGE	101-265-921.000	10.23
		25637		STREET LIGHTS/ HOLIDAY RD/HOLIDAY PI	101-265-921.000	72.61
						<hr/> 593.12
02/12/2020	CHAS	25638	CONSUMERS ENERGY	STREET LIGHTS	101-265-921.000	681.61
02/12/2020	CHAS	25639	CULLIGAN WATER, MCCARDEL	REPAIRS & MAINT	101-265-930.000	19.75
02/12/2020	CHAS	25640	DTE ENERGY	DTE GAS	101-265-922.000	540.50
02/12/2020	CHAS	25641	GOSLING CZUBAK ENGR	ENGINEERING SERVICES	101-101-803.003	330.00
		25641		PLANNING & CONSULTANT T & A	101-410-803.005	587.50
		25641		PLANNING & CONSULTANT T & A	101-410-803.005-111	372.50
						<hr/> 1,290.00
02/12/2020	CHAS	25642	GRAND TRAVERSE COUNTY -DPW	SEWER TOWNSHIP HALL	101-265-923.000	60.00
02/12/2020	CHAS	25643	GRAND TRAVERSE METRO ESA	CONTRACTED EMPLOYEE SERVICES	206-000-802.004	8,433.21
02/12/2020	CHAS	25644	HAMPEL & SON LLC	REPAIRS & MAINT	101-265-930.000	90.00
02/12/2020	CHAS	25645	INTEGRITY BUSINESS SOLUTIONS	SUPPLIES & POSTAGE	101-265-726.000	103.91

02/26/2020 05:12 PM
User: CATHY DYE
DB: ACME TOWNSHIP

CHECK DISBURSEMENT REPORT FOR ACME TOWNSHIP
CHECK DATE FROM 02/05/2020 - 02/29/2020
Banks: CHASE, FARM, PARKS, SEWER

Page 2/3

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/12/2020	CHAS	25646	NEOFUNDS BY NEOPOST	SUPPLIES & POSTAGE	101-191-726.000	400.00
02/12/2020	CHAS	25647	SOS ANALYTICAL	REPAIRS & MAINT	101-265-930.000	20.00
02/12/2020	CHAS	25648	TRAVERSE CITY RECORD EAGLE	PUBLICATIONS-TOWNSHIP BOARD	101-101-900.000	250.20
02/12/2020	SEWE	330	GOSLING CZUBAK ENGR	OPERATING & MAINT EXP	590-000-956.001	2,640.00
02/26/2020	CHAS	25649	A & D ASSESSING	ASSESSING CONTRACT SERVICES	101-209-803.002	3,679.17
02/26/2020	CHAS	25650	CHASE CARD SERVICES	REPAIRS & MAINT	101-750-930.000	140.08
02/26/2020	CHAS	25651	CINTAS	REPAIRS & MAINT	101-265-930.000	112.41
02/26/2020	CHAS	25652	CONSUMERS ENERGY	ELECTRIC UTILITIES TOWNHALL-6042 ACM	101-265-920.000	1,547.80
		25652		ELECTRIC UTILITIES TOWNHALL-5875 US	101-265-920.000	25.36
		25652		ELECTRIC UTILITIES TOWNHALL-5827 US	101-265-920.000	27.56
						<hr/> 1,600.72
02/26/2020	CHAS	25653	CONSUMERS ENERGY	STREET LIGHTS	101-265-921.000	91.64
02/26/2020	CHAS	25654	EAST BAY TOWNSHIP	SUPPLIES & POSTAGE	101-209-726.000	12.96
02/26/2020	CHAS	25655	KCI	SUPPLIES & POSTAGE	101-209-726.000	699.80
02/26/2020	CHAS	25656	KOPY SALES INC.	REPAIRS & MAINT	101-265-930.000	70.67
02/26/2020	CHAS	25657	KWIK PRINT	SUPPLIES & POSTAGE	101-191-726.000	36.00
02/26/2020	CHAS	25658	KWIK PRINT	SUPPLIES & POSTAGE	101-191-726.000	64.40
02/26/2020	CHAS	25659	MICHIGAN DEPT OF ENVIRONMENTAL	REPAIRS & MAINT	101-265-930.000	200.00
02/26/2020	CHAS	25660	MORTON PROPERTY MAINTENANCE, LL	REPAIRS & MAINT	101-750-930.000	1,085.00
02/26/2020	CHAS	25661	NATIONWIDE EMPLOYEE BENEFITS	INSURANCE	101-101-910.000	563.45
02/26/2020	CHAS	25662	SONDEE, RACINE & DOREN, P.L.C.	ATTORNEY SERVICES	101-101-802.002	707.00
		25662		ATTORNEY SERVICES	101-410-802.002	800.00
		25662		ATTORNEY T & A	101-410-802.003-080	60.00
						<hr/> 1,567.00
02/26/2020	SEWE	331	GOSLING CZUBAK ENGR	OPERATING & MAINT EXP	590-000-956.001	165.00
02/26/2020	SEWE	332	GRAND TRAVERSE COUNTY	OPERATING & MAINT EXP	590-000-956.001	115,961.23

02/26/2020 05:12 PM
User: CATHY DYE
DB: ACME TOWNSHIP

CHECK DISBURSEMENT REPORT FOR ACME TOWNSHIP
CHECK DATE FROM 02/05/2020 - 02/29/2020
Banks: CHASE, FARM, PARKS, SEWER

Page 3/3

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		332		OPERATING & MAINT EXP	591-550-956.001	1,086.09
						117,047.32
02/26/2020	SEWE	333	GRAND TRAVERSE COUNTY	OPERATING & MAINT EXP	590-000-956.001	15,207.55
		333		HOCH ROAD #697 EXP	590-000-956.003	66.40
		333		OPERATING & MAINT EXP	591-550-956.001	916.36
						16,190.31
TOTAL - ALL FUNDS				TOTAL OF 33 CHECKS		159,829.48

--- GL TOTALS ---

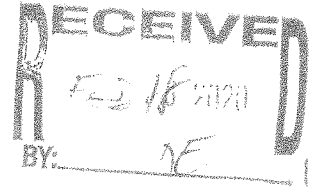
101-101-802.002	ATTORNEY SERVICES	707.00
101-101-803.003	ENGINEERING SERVICES	330.00
101-101-900.000	PUBLICATIONS	250.20
101-101-910.000	INSURANCE	563.45
101-191-726.000	SUPPLIES & POSTAGE	500.40
101-209-726.000	SUPPLIES & POSTAGE	712.76
101-209-803.002	ASSESSING CONTRACT SERVICES	3,679.17
101-253-804.000	SOFTWARE SUPPORT & PROCESSIN	568.00
101-265-726.000	SUPPLIES & POSTAGE	103.91
101-265-851.000	CABLE INTERNET SERVICES	678.25
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	1,853.05
101-265-921.000	STREET LIGHTS	1,114.04
101-265-922.000	DTE GAS	540.50
101-265-923.000	SEWER TOWNSHIP HALL	60.00
101-265-930.000	REPAIRS & MAINT	567.83
101-410-802.002	ATTORNEY SERVICES	800.00
101-410-802.003-080	ATTORNEY T & A	60.00
101-410-803.005	PLANNING & CONSULTANT T & A	587.50
101-410-803.005-111	PLANNING & CONSULTANT T & A	372.50
101-750-930.000	REPAIRS & MAINT	1,305.08
206-000-802.004	CONTRACTED EMPLOYEE SERVICES	8,433.21
590-000-956.001	OPERATING & MAINT EXP	133,973.78
590-000-956.003	HOCH ROAD #697 EXP	66.40
591-550-956.001	OPERATING & MAINT EXP	2,002.45
	TOTAL	159,829.48

ALWARD FISHER RICE
ROWE & GRAF

ATTORNEYS AT LAW

202 E. STATE STREET, SUITE 100
TRAVERSE CITY, MI 49684
Phone (231) 346-5400
Facsimile (231) 941-9679

WWW.NMICHILAW.COM



E-mail: eprice@nmichlaw.com
Direct: (231) 346-5415

February 14, 2020

Acme Township
Attn: Amy Jenema, Treasurer
6042 Acme Road
Williamsburg, MI 49690

Michigan Department of Agriculture and Rural Development
Farmland and Open Space Program Manager
Attn: James Johnson
P.O. Box 30017
Lansing, MI 48933

Re: Conservation Easement

Dear Ms. Jenema and Mr. Johnson

This firm represents Kenneth and Janet Engle. Please accept this letter in response to your letter dated January 10, 2020 (date stamped January 16, 2020 and received January 25, 2020), which alleges a violation of a conservation easement granted by Mr. and Mrs. Engle to Acme Township, the State of Michigan, and the United States.

Please be advised that we reject the conclusions of your letter, and will vigorously defend our clients if legal proceedings are filed.

If you wish to discuss this matter, please do not hesitate to contact me.

Sincerely,
ALWARD, FISHER, RICE, ROWE & GRAF, PLC

Edward G. Price

CC: Kenneth and Janet Engle (via email)



MEMORANDUM

Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

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

To: Acme Township Board of Trustees
From: Lindsey Wolf, Planning & Zoning Administrator
Date: February 25, 2020
Re: Acme Township Stormwater Ordinance #2007-01

The Acme Township Planning Commission is requesting a rewrite to the current Stormwater Control Ordinance (#2007-01) to align with their priorities for 2020 year as listed in the 2019 Planning Commission Annual Report. The following excerpt is taken directly from the 2.10.20 Planning Commission meeting minutes:

2019 Planning Commission Annual Report "Wentzloff said under priorities for 2020 to rewrite the Stormwater Control Ordinance #2007-01 it would need to go before the board. She asked Aukerman as the liaison with the board if she would talk to them to help develop a plan and get an RFP out to get the project done for 2021."

The current ordinance is technical and outdated. From my understanding it was written by the County Drain Commissioner and distributed to the townships – it has not been updated since and it is not specific to the needs of Acme Township. An RFP for this rewrite would also be beneficial to the Planning & Zoning Department as we budget for the 2020/2021 fiscal year.

Respectfully,

Lindsey Wolf, Planning & Zoning Administrator



Proposed Road Name

Applicant Name: Rosanne Eggleston

Location of Road:

Section: 22 T 28 N; R 10 W

Proposed Road Name:

<u>Directional</u>	<u>STONEY BAY</u>	<u>DR</u>
	Street Name	Street Type

Existing Road Name:
(If change is requested)

<u>Directional</u>	<u>Street Name</u>	<u>Street Type</u>
--------------------	--------------------	--------------------

Approval:

☒ Approved
☐ Denied by Grand Traverse Equalization on 1/30/2020

Comments: _____

Signature: Mike Steffes
Digitally signed by Mike Steffes
DN: cn=Mike Steffes, o=Grand Traverse County,
ou=Equalization Department,
email=msteffes@grandtraverse.org, c=US
Date: 2020.01.30 15:55:34 -05'00'

This notice attests to the uniqueness of the proposed road name within Grand Traverse County and its uniqueness against any other proposed road names in the last ninety (90) days since the above approval date.

This form does NOT constitute final acceptance of the proposed road name. The local governing unit must ultimately approve a proposed name in accordance with the Grand Traverse County Street and Road Naming Ordinance as amended. Following local unit approval, Grand Traverse Equalization will require notice and or minutes to prompt the naming of the road.

If this form appears blank or is missing information:

Please check your email filters, security settings, or the compatibility of your PDF reader application.

RESOLUTION OF THE ACME TOWNSHIP BOARD OF TRUSTEES
RESOLUTION #R-2020-
Resolution on Budget Amendments
March 3, 2020

At a meeting of the Acme Township Board of Trustees, held on March,3rd 2020, the Acme Township Board of Trustees, on a motion made by _____ and seconded by _____ passed the following resolution:

Whereas, at the Acme Township Board meeting held March 3, 2020, Resolution R-2020- __ was approved to make budget corrections to bring the Budget in balance and improve our 2019/2020 audit.

Whereas; The Funds listed below all have the same type of budget corrections to be made, but just in different amounts. All of the following Funds have budget amounts resulting in a drop down or expense exceeding revenue. This resulted in not enough Budgeted for Revenue. Please refer to the following data below.

- Amend budget amount for 811-000-995.001-- Holiday Hills Area Improvement Fund currently budgeted \$17,000.00, add \$5,030.00 making the total Amended Budget of \$22,030.00

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

Township Board members:

Present:

Absent:

Upon roll call, the following vote was cast:

Aye:

Nay:

Abstaining:

Doug white
Acme Township Supervisor

Cathy Dye
Acme Township Clerk

3/3/2020



GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

From the Desk of CHIEF PAT PARKER

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686

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

Omnis Cedo Domus - "everyone goes home"

Metro Authority Board
February 25, 2020

Agenda Item – Fire Truck Purchase

In May of 2018 staff came the Authority Board for a request to purchase a new engine to replace the 1995 Pierce that would not pass a DOT road inspection. That situation left us no reserve engine for which we get ISO credits for and use the truck when one of the other 5 are being serviced or broke down. The board allowed us to purchase a stock unit from Hatz Fire. That new engine went to Station 11. The 2009 Spartan/Spencer went to Station 12, and their 2007 American LaFrance went to Station 1. We currently are in a similar situation in that our reserve engine is a 32-year-old Pierce Engine that will not pass pump test and our primary engine at Station 9 is a 27-year-old Pierce that we had purchased from Rural.

In 2019 we made our final payment on Engine 8. This opened room in our budget to purchase a replacement vehicle for Engine 9. We have budgeted in the 2020 budget a truck payment for this new truck. The plan is to put the new engine at Station 1 and to move the 2007 American LaFrance to Station 9 which will make 1995 Pierce our reserve engine.

In talking to vendors, all new custom fire trucks are out 12-14 months. There are a few program trucks that could get us into a truck in 6-8 months. Most program trucks do not meet our specification of being a pumper/rescue and lack adequate storage space (full height storage & coffin boxes). That left us with looking for stock trucks that manufacturers have in production.

In review of numerous vendors, we found an identical truck to Engine 11 and that is Stock truck #34212 from Pierce Manufacturing. It however is on an Enforcer Chassis instead of an Impel Chassis. The difference is a cab that is 4" narrower, and the frame rails that are 10.25" instead of 13". This isn't a big issue as we are only putting a 450 HP engine in the truck not a 600 HP. There are few trucks that meet our spec of 1,000 gallons of water, 1500 gpm. pump, with ladders inside the water compartment.

The 2020 budget has allocated \$650,000 for this Engine. We also have looked at financing options for this truck (schedules & resolutions included). Metro has scheduled its first payment in July of 2020. The truck in question is \$544,814. The last 2017 Pierce

was purchased for \$501,224. Truck #34212 is a 2020 model and has had three price increase of 3% as well as steel tariff surcharges. I feel it is competitively priced and can be in the station by the end of March. With it still at the factory, some modifications can be made to it easily. It currently comes off the line on Friday the 21st. It is being held until the Authority Board meeting of February 25th.

The only comparable truck that meets our specs is a 2019 Rosenbauer Avenger for \$636,461, but it has been recently sold.

Staff is recommending the purchase of the 2020 Pierce Enforcer from Halt Fire in the amount of \$544,814.00. We have a resolution asking for \$575,000 which will allow us to purchase hose, nozzles, and some appliances. Having identical trucks has been a goal of ours in order to standardize. This will allow us to have a reserve engine and be in compliance with our recent ISO rating.

Pat Parker

From: Tom McDonald <tmcdonald@haltfire.net>
Sent: Wednesday, February 19, 2020 6:53 AM
To: Pat Parker
Cc: Bill Deckett
Subject: Pierce Enforcer Pumper #34212
Attachments: 34212 grand traverse metro enforcer SM pumper ppr customer copy with addtl changes 021820.pdf; 34212 grand traverse metro Enforcer rescue pumper with changes specs 021820.pdf; 34212AD (2).pdf

Chief Parker,

Attached are the latest files for Enforcer pumper #34212 since we made your requested changes:

- **Added two defroster fans to the windshield
- **Delete (2) forward facing rear seats and SCBA brackets (credit given for these)
- **Added an EMS compartment to match #30872
- **Added a hose bed cover to match #30872
- **Added an air horn button on the pump panel to match #30872
- **Added a Level 2 heat package that includes an enclosure, gauge heaters and hot water heater in the pump house
- **Added water level gauges to the DS and PS of the cab extension to match #30872
- **Added lettering, striping and logo to match #30872

With the above changes, the truck is priced at \$544,814.00 and includes the following:

Final inspection trip for (3) department members - drive to Appleton
(1) New chassis training session at your fire station
Post delivery inspection of the vehicle at your fire station

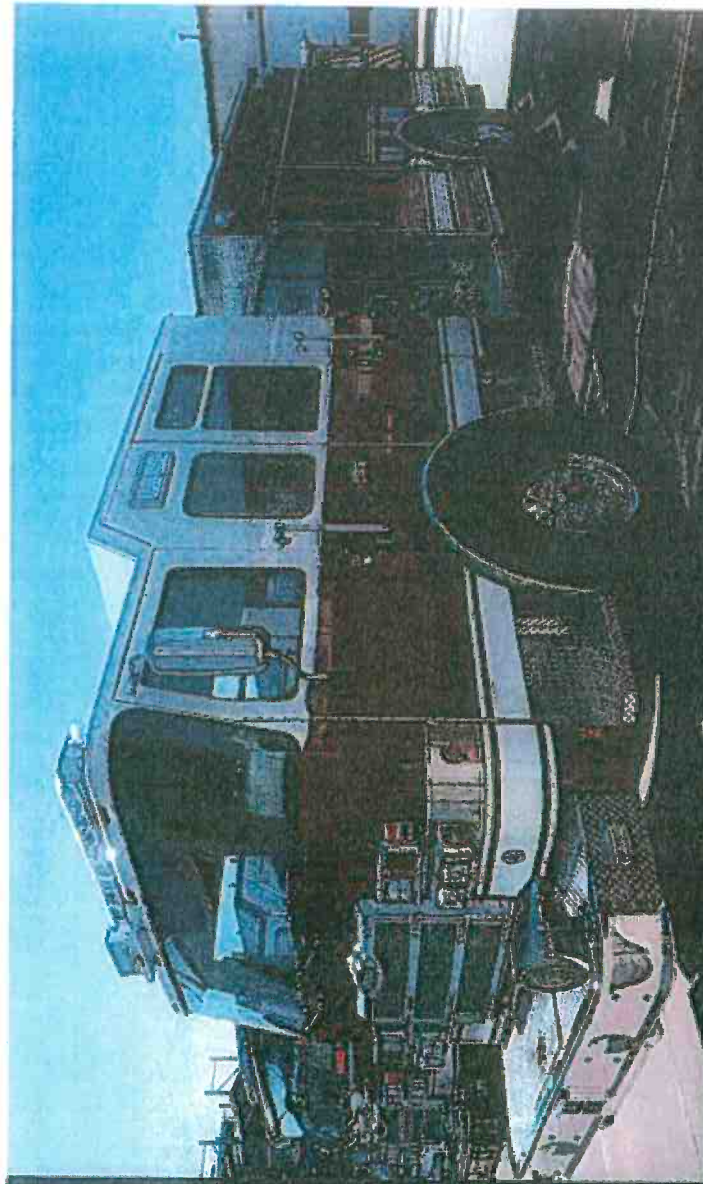
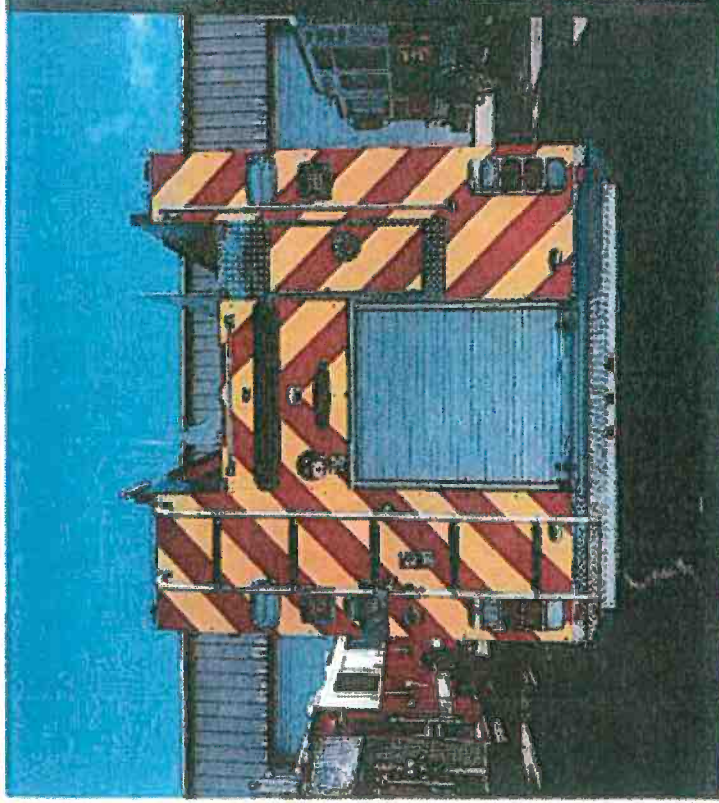
As I mentioned in my previous email, this truck will be completed and on the Pierce blue floor in the next couple of days. It is due to be shipped to the east coast to be used as a demo truck soon. Pierce has agreed to hold the truck on site until we hear something from you on the 25th. Once the truck leaves the Pierce plant, we lose about \$3000.00 credit for the (2) seats and SCBA brackets we plan to remove plus we have to pay extra to bring the truck back to Pierce for the above modifications.

Once you have had a chance to review this information, please let me know if you have any questions or concerns.

Thank You,

Tom McDonald
Sales Representative
Halt Fire, Inc.
(248)240-6046
tmcdonald@haltfire.net

Confidentiality Statement: This e-mail message, including any attachments, is intended only for the use of the recipient(s) and may contain privileged and confidential information, including information that is protected under the HIPAA privacy



2019 Pierce Enforcer
Job #34212
Completion Date: 2/21/20

ACME TOWNSHIP
GRAND TRAVERSE COUNTY, MICHIGAN
RESOLUTION 2020 - _____ - _____

**RESOLUTION APPROVING FINANCING FOR
FIRE TRUCK PURCHASE**

Resolution of a meeting of the board of Trustees of Acme Township, Grand Traverse County, Michigan held on the _____ day of March, 2020 at _____ o'clock p.m.

PRESENT: _____

The following preamble and resolution were offered by _____ and supported by _____.

WHEREAS, The Township is an Incorporating Township of the Grand Traverse Metro Emergency Services Authority ("Metro"), incorporated under the authority of Public Act 57 of 1988; and

WHEREAS, Article XII of Metro's Articles of Incorporation provides that a Township must approve capital expenditures requiring allocation of funds or financing for periods exceeding one year if that Township is to be responsible for financial obligations extending beyond Metro's regular annual budget; and

WHEREAS, Metro has an immediate need for a fire engine. Metro has solicited bids for fire engines that have already been built and has chosen the engine that best fits the specs and needs of the fire department.

WHEREAS, Metro intends to apply for financing from a commercial bank institution for the total cost of the fire engine; and

WHEREAS, the term of the bank financing would extend beyond Metro's regular annual budget.

WHEREAS, this equipment purchase and associated financing furthers the Township's interest in efficient provision of fire protection services.

NOW, THEREFORE,

BE IT RESOLVED that the Township hereby commits its financial resources to this expenditure in accordance with Metro's Articles of Incorporation and, subject to final approval of a bid not to exceed a total amount of \$575,000 and appropriate loan documents by Metro.

Ayes:
Nays:
Absent:

RESOLUTION DECLARED ADOPTED.

, Clerk

CERTIFICATE

I, _____, the duly elected and acting Clerk of Acme Township, hereby certify that the foregoing constitutes a true copy of a Resolution of the Township Board for the Acme Township, adopted during a meeting of the Acme Township Board, Grand Traverse County, Michigan, held on March ____, 2020, at which meeting _____ members were present as indicated in said Minutes and voted as therein set forth and that all signatures affixed thereto are the genuine signatures of those so indicated, and that each signatory was duly authorized to affix his or her signature, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and that due and proper notice of the meeting as required by law was given to the members of the Township Board, and that the minutes of said meeting were kept and will be and have been made available as required by said Act.

Dated: _____

, Clerk
Acme Township
Grand Traverse County, Michigan

**GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY
GRAND TRAVERSE COUNTY, MICHIGAN**

**RESOLUTION 2020-03
RESOLUTION APPROVING FINANCING FOR
FIRE TRUCK PURCHASE**

Resolution of a regular meeting of the Board of Grand Traverse Metro Emergency Services Authority Grand Traverse County, Michigan held on the 25th day of February, 2020 at 9:00 o'clock a.m.

PRESENT: Friend, Lile, Nelson, White,
Korn, Duell

The following preamble and resolution were offered by Friend and supported by Nelson.

WHEREAS, the Articles of Incorporation for the Grand Traverse Metro Emergency Services Authority ("Metro") provide it with the responsibility to acquire and hold title to equipment and property consistent with its purposes; and

WHEREAS, the Metro Board approves the purchase of a Fire Truck (the "Equipment") in the amount not to exceed \$575,000, at their February, 2020 Board Meeting. Metro is planning to finance the purchase of this equipment over a six (6) year period; and

WHEREAS, the Financing for the Equipment furthers Metro's interest in efficient provision of fire protection services; and

WHEREAS, pursuant to MCL 141.451, Metro has the authority to finance the purchase of the Equipment; and

WHEREAS, Metro has sufficient funds to support the payments required by the Financing arrangement, starting with payments on or about July, 2020.

WHEREAS, as required by Article XII in the Articles of Incorporation, Metro will present the truck purchase to each of the Incorporating Townships for their approval prior to finalizing the Equipment Purchase and Financing documents.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Metro Board approves and authorizes the execution and delivery of the Equipment Purchase and Financing documentation by Fire Chief Patrick J. Parker.

1.5 The Metro Board recommends that the incorporating townships pass a resolution to approve the purchase and financing of this equipment; and

2. Sufficient funds for each fiscal year to make the payments scheduled to come due shall be budgeted and appropriated for such purpose.

Ayes: 6
Nays: 0
Absent: 0

RESOLUTION DECLARED ADOPTED.


Glen Lile, Secretary

CERTIFICATE

I, Marcia Schwinn, the Assistant Secretary of the Grand Traverse Metro Emergency Services Authority, hereby certify that the foregoing constitutes a true copy of a Resolution of the Grand Traverse Metro Emergency Services Authority, held on February 25, 2020, at which meeting 6 members were present as indicated in said Minutes and voted as therein set forth and that all signatures affixed thereto are the genuine signatures of those so indicated, and that each signatory was duly authorized to affix his or her signature, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and that due and proper notice of the meeting as required by law was given, and that the minutes of said meeting were kept and will be and have been made available as required by said Act.

Dated: 2/25/2020


Grand Traverse Metro Emergency Services
Authority



Jackson Customer Service Center

1945 W Parnall Rd, Jackson, MI 49201 • (800) 477-5050 •

February 18, 2020

Acme Township
6042 Acme Rd
Williamsburg, MI 49690

Attn: Acme Township

Consumers Energy recently conducted a survey of the Company-Owned Streetlights within Acme Township. We have updated your streetlight accounts to reflect these changes found in the field along with changes to existing streetlights due to fixture failures where streetlights were replaced with LED.

Enclosed you will find a copy of each:

1. **Standard Lighting Contract – Form 548 (GUL)**
 - a) This contract represents the lights within Acme Township that are under the current GUL contract account #1000 0031 1256.
Please sign and return – we will return you an executed copy to you once returned.
2. **Standard Lighting Contract – Form 548 (GU-XL)**
 - b) This contract represents the LED cobrahead fixtures. A new contract account was created for the LED lights, it is: #1030 3716 0282.
Please sign and return – we will return you an executed copy to you once returned.

Please review this information to assure accuracy. The locations of these lights are listed on the contracts. If you agree with the information, please sign the enclosed contracts and return them electronically. If you would like me to send them out in the US Mail with a return envelope I can. If so, please provide the address you would like these mailed to.

If you have any questions or concerns regarding this information please do not hesitate to contact me.

Thank You,

Tami Opalek
Statewide Streetlight Team
Sr. Technical Analyst II
(517) 788-0483
tami.opalek@cmsenergy.com



Jackson Customer Service Center

1945 W Parnall Rd, Jackson, MI 49201 • (800) 477-5050 •

February 18, 2020

Acme Township – Streetlight Audit Results

The chart below details the quantity of each wattage size and type of CE owned streetlights within Acme Township. It reflects what your bill was prior to the billing changes and after. A GU-XL contract account had been created for the LED lights. These LED lights were added due to our cobrahead fixture failure replacement program where lights are changed to LED. The result of the audit of the Company-Owned General Unmetered Lighting (GUL) and (GU-XL) rate streetlights shown below:

Type of Light	Watts	GUL Bill Prior to Changes	New GU-XL Bill Added	GUL Bill After Changes	Difference
Incandescent	202	2	0	0	-2
Mercury Vapor	175	11	0	8	-3
Mercury Vapor	250	0	0	0	0
High Pressure Sodium	100	4	0	8	4
High Pressure Sodium	150	0	0	0	0
High Pressure Sodium	250	14	0	13	-1
LED	54	0	0	0	0
LED	85	0	1	0	1
TOTAL		31	1	29	-1

Consumers Energy has implemented the adjustments shown above. **If there are additional changes that need to be made, a new calculation and adjustment will be made to correct the error.**

Since the audit demonstrates an overbilling for streetlights by CE, under rules approved by the MPSC, is a refund of the overbilling for 3 years with 5% interest. Consumers Energy has provided the refund below as a credit on your Streetlight Account #1000 0031 1256.

Total amount of overcharge:	\$1,366.29
Total interest on overcharge:	\$84.68
Total amount to be refunded:	\$1,450.97

Approved By: _____
Nancy E Shirkey
Sr. Engineer Lead
Consumers Energy - Street Lighting

Standard Lighting Contract Terms and Conditions

1. The Company agrees to furnish the Customer with lighting service respecting the luminaires, lamps and other equipment constituting the installation(s) listed in Part I and also to furnish lighting service respecting any additional luminaires, lamps and other equipment to be installed hereunder as may be authorized by the Customer through execution of an Authorization for Change in Standard Lighting Contract, attached to and made a part of this Agreement as Form 547.

AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT (COMPANY-INITIATED)		RESOLUTION																									
<p>Consumers Energy Company is authorized as of _____ by the _____ and _____ to make changes, as noted below, in the lighting system covered by the existing Standard Lighting Contract between the Company and the _____ of _____ dated _____.</p> <p>Lighting Type _____ Street _____ Installation Number _____ Construction Work Order Number _____</p> <p>Consent to the changes in the lighting system is given by the _____ of the _____ of _____ Lighting Contract dated _____ by _____ and _____</p> <p>This Agreement may be executed and delivered in counterparts, including by electronic means, and each counterpart, when taken together with the other counterparts, shall be deemed to constitute the entire agreement between the parties. Any document generated by the parties with respect to this Agreement, including this Agreement, may be signed and sealed electronically and may be used as evidence in any proceeding and for all purposes. Further, each party is subject to the terms and conditions of such agreement as evidenced in any proceeding or otherwise.</p>		<p>RESOLVED, that it is hereby determined and agreed to by the Consumers Energy Company to make changes in the lighting system as provided in the Standard Lighting Contract between the Company and the _____ of _____ dated _____.</p> <p>RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization to change in the terms of the _____ STATE OF MICHIGAN COUNTY OF _____</p> <p>I, _____ Clerk of the _____ do hereby certify that the foregoing resolution was duly adopted by the Board of Directors of the Consumers Energy Company on this _____ day of _____, 2014.</p> <p>Signed _____ Municipal Clerk/County Clerk</p> <p>GENERAL SERVICES UNMETERED LIGHTING RATE GUL, UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL</p> <table border="1"> <thead> <tr> <th>Number of Luminaires</th> <th>Normal</th> <th>Fixture</th> <th>Phase</th> <th>Location</th> <th>Location ID</th> </tr> </thead> <tbody> <tr> <td>Luminaire Type</td> <td>_____</td> <td>Type</td> <td>_____</td> <td>Remove</td> <td>_____</td> </tr> </tbody> </table> <p>GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL</p> <table border="1"> <thead> <tr> <th>Number of Luminaires</th> <th>Normal</th> <th>Fixture</th> <th>Phase</th> <th>Location</th> <th>Location ID</th> </tr> </thead> <tbody> <tr> <td>Luminaire Type</td> <td>_____</td> <td>Type</td> <td>_____</td> <td>Remove</td> <td>_____</td> </tr> </tbody> </table> <p>_____ Submit</p>		Number of Luminaires	Normal	Fixture	Phase	Location	Location ID	Luminaire Type	_____	Type	_____	Remove	_____	Number of Luminaires	Normal	Fixture	Phase	Location	Location ID	Luminaire Type	_____	Type	_____	Remove	_____
Number of Luminaires	Normal	Fixture	Phase	Location	Location ID																						
Luminaire Type	_____	Type	_____	Remove	_____																						
Number of Luminaires	Normal	Fixture	Phase	Location	Location ID																						
Luminaire Type	_____	Type	_____	Remove	_____																						

Form 547 05-2014 Page 1 of 2

Form 547 05-2014 Page 2 of 2

2. The Company's service lines necessary to supply the energy for said lighting equipment shall be constructed in the public streets and highways of the Customer, or on private property, as mutually agreed between the Company and the Customer. In cases where such lines are to be constructed upon private property, the Customer shall obtain and furnish to the Company adequate written easements granting permission to install and maintain such lines.
3. Neither party shall be liable to the other for damages for any act, omission or circumstance occasioned by or in consequence of any act of God, labor disturbance, act of the public enemy, war, insurrection, riot, fire, storm or flood, explosion, breakage or accident to machinery or equipment, or by any other cause or causes beyond such party's control, including any curtailment, order, regulation or restriction imposed by governmental, military or lawfully established civilian authorities, or by the making of necessary repairs upon the property or equipment of either party hereto; provided, however, that the Company's responsibility for interruptions in service, phase failure or reversal, or variations in the service characteristics shall be as provided in the Company's Electric Rate Book as filed with and approved by the Michigan Public Service Commission and such amendments thereof as may be filed with and approved by the Michigan Public Service Commission from time to time. A copy of said Electric Rate Book will be furnished to the Customer upon request.
4. The Customer shall pay the Company for the lighting service herein provided for in accordance with the Company's applicable lighting rate, and in accordance with such revisions and amendments thereof, supplements thereto, or substitutions therefor as may be filed with and approved by the Michigan Public Service Commission from time to time.
5. The Company shall render to the Customer, as soon as possible after the first day of each month, a bill for all lighting service furnished hereunder during the preceding month. Such bills shall be due and payable within twenty-one days after their issuance.
6. The Company agrees to furnish a service for lighting and the Customer agrees to take service for lighting in accordance with the terms and conditions of the Company's General Service Unmetered Lighting Rate GUL and General Unmetered Experimental Lighting Rate GU-XL in accordance with such revisions and amendments thereof, supplements thereto, or substitutions therefor as may be filed with and approved by the Michigan Public Service Commission.

7. Further, the Company will, under the terms and conditions hereof and of the Company's General Service Unmetered Lighting Rate GUL and General Unmetered Experimental Lighting Rate GU-XL and such revisions and amendments thereof, supplements thereto, or substitutions therefor as may be filed with and approved by the Michigan Public Service Commission from time to time and at such locations as may be authorized by the Customer through execution of an Authorization for Change in Standard Lighting Contract (Form 547), relocate any lighting equipment which is included in the initial Company-owned installation or in the additional Company-owned lighting equipment identified in Part I, provided that:
 - a. Upon relocation of any of such lighting equipment, the Customer shall reimburse the Company for the Company's actual costs of such relocation regardless of the time period that such equipment has been installed, and
 - b. The relocated equipment shall conform with the provisions in such application rates
8. In addition, the Company will, upon termination of this Agreement by the Customer or breach of this Agreement by the Customer resulting in termination of this Agreement, remove all of the aforesaid Company-owned lighting equipment which is then installed and not thereupon covered by another lighting contract. Upon removal of all of such lighting equipment, upon termination of this Agreement as aforesaid, the Customer shall reimburse the Company for the Company's actual costs of removing such equipment regardless of the time period that such equipment has been installed. The Company reserves the right to require special contractual arrangements respecting the replacement of any of the Company-owned lighting equipment or the removal thereof prior to the termination of this Agreement.
9. This Agreement shall become effective on the Effective Date of Agreement identified in Part I and shall continue in effect for an initial term as stated in Part I and from year to year thereafter until terminated by mutual consent or upon twelve months written notice given by either party to the other. This Agreement, when effective, shall supersede all existing contracts with relation to the lighting service herein provided for.
10. This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.
11. Additional Items:
None



**STANDARD LIGHTING CONTRACT
(COMPANY OWNED) FORM 548**

Contract Number: 103037160282

Notification Number: 1051400330

Part I

Effective date of agreement: 2/1/2020

Company:
CONSUMERS ENERGY COMPANY

Customer: ACME

A Michigan Corporation
ONE ENERGY PLAZA
JACKSON, MI 49201-2357

Customer Type: Township

County: Grand Traverse

ZIP Code: 49690

Lighting Type: General Unmetered Experimental Lighting Rate GU-XL

Initial Term: 2 year(s) beginning with the Effective Date of Agreement stated above.

Part II

TERMS AND CONDITIONS, is attached hereto and is a part of this Agreement. CUSTOMER ACKNOWLEDGES HAVING READ SAID TERMS AND CONDITIONS.

CONSUMERS ENERGY

Customer: ACME

Customer Type: Township

CE Representative Signature:

Customer Representative Signature:

CE Representative Name:

Print Name: _____

Title: _____

CE Representative Title:

Clerk Attest: _____

GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Fixture Type Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>85</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Existing</u>	US-31 N & Kirkland Ct

Comments:
None

RESOLUTION OF THE ACME TOWNSHIP BOARD OF TRUSTEES
RESOLUTION #R-2020-_____

Acme Township Contract with Consumer Energy for Lighting Service

Date: March 3, 2020

At a meeting of the Acme Township Board of Trustees, held on March 3, 2020 the Acme Township Board of Trustees, on a motion made by, _____ and seconded by _____ passed the following resolution:

Whereas, it is advisable to enter into a contract with Consumers Energy Company of Jackson, Michigan, for furnishing lighting service within the Township of Acme.

Whereas, for a 5 year contract #100000311256 Lighting type: General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge, thereafter from year to year.

Whereas, and a 2 year contract #103037160282 Lighting type: General Unmetered Experimental Lighting Rate GU-XL, thereafter from year to year, in accordance with the terms of the contract heretofore submitted to and considered by this board.

Now therefore, be it resolved that the Supervisor, Doug White and the Clerk, Cathy Dye be authorized and directed to execute such contract on the behalf of Acme Township.

Township Board members present:

Absent:

Upon roll call, the following vote was cast:

Aye:

Nay:

Abstaining:

Doug White, Supervisor

Cathy Dye, Clerk

# Lights	Style	Wattage	Type	Location
1	center suspension	175	MV	Deepwater Point Rd & Dock Rd
1	cobrahead	100	HPS	Deepwater Point Rd, n/o Shore Rd
1	cobrahead	100	HPS	Shore Rd & Deepwater Point Rd
1	cobrahead	100	HPS	Shore Rd, btwn Mannor & Deepwater Pt Rd
1	cobrahead	175	MV	Shore Rd & Mannor St
1	cobrahead	175	MV	Shore Rd & Acme Rd
1	cobrahead	100	HPS	US-31 N & Shore Rd
1	cobrahead	175	MV	Pearl St & Mannor St
1	cobrahead	175	MV	Pearl St & Acme Rd
1	cobrahead	250	HPS	Acme Rd & US-31 N
1	cobrahead	250	HPS	US-31, btwn Acme Rd & M-72
1	cobrahead	250	HPS	US-31 & M-72
1	center suspension	175	MV	Acme Rd, btwn US-31 & M-72
1	center suspension	175	MV	M-72 & Acme Rd
1	center suspension	175	MV	3922 M-72
1	center suspension	100	HPS	M-72 & Mount Hope rd
1	cobrahead	100	HPS	E M-72 & Golfcrest Dr
1	cobrahead	100	HPS	4341 E M-72 (at Hilltop Way)
1	cobrahead	100	HPS	M-72 & Bates Rd
1	cobrahead	250	HPS	5908 US-31 N (south of)
1	cobrahead	250	HPS	5762 US-31 N
1	cobrahead	250	HPS	5700 US-31 N
1	cobrahead	250	HPS	US-31 N & Cresthaven Ln
1	cobrahead	250	HPS	US-31 N & Mt Hope Rd
1	cobrahead	250	HPS	5430 US-31 N
1	cobrahead	250	HPS	US-31 N & Bunker Hill Rd
1	cobrahead	250	HPS	5112 US-31 N
1	cobrahead	250	HPS	5074 US-31 N
1	cobrahead	250	HPS	US-31 N & 5 Mile Rd

ACME TOWNSHIP EMPLOYEE HANDBOOK
ADOPTED APRIL 6, 2010
REVISED MARCH 3, 2020

Table of Contents

DRAFT

	<u>Page</u>
I. INTRODUCTION	1
A. WELCOME TO ACME TOWNSHIP	1
B. HISTORY	1
C. DISCLAIMER	1
D. AT WILL EMPLOYMENT	1
E. SCOPE	1
F. REVISIONS	1
II. SELECTION POLICY	2
A. NON-DISCRIMINATION AND NON-HARASSMENT POLICY	2
B. DISABILITY ACCOMMODATION	2
C. ANTI-NEPOTISM	2
D. EMPLOYMENT PROCEDURES	3
1. STAFFING	3
2. POSTING	3
3. APPLICATION	4
4. SELECTION	4
5. PHYSICAL EXAMINATIONS	4
6. DRIVING RECORD	5
7. BACKGROUND CHECK	5
8. FALSIFIED APPLICATION	5
9. PERSONNEL RECORDS	5
III. CLASSIFICATION AND SCHEDULING	6
A. EMPLOYEE CLASSIFICATIONS	6
B. HOURS OF WORK	7
1. REGULAR WORKING HOURS	7
2. RECORDING OF HOURS	7
3. LUNCH PERIODS	8
4. SEVERE WEATHER	8
5. TARDINESS	8
C. ATTENDANCE POLICY AND PROCEDURE	8
1. DEFINITION OF ABSENCE	8
2. DEFINITION OF CHRONIC ABSENCE	8
3. ABSENTEE CONTROL PROCEDURE	8
4. ABSENCE NOTICE PROCEDURE	8
D. PERSONAL CONDUCT POLICY	9
E. DISCIPLINE	9
F. LAY-OFF/REDUCTION OF HOURS/FURLOUGH	10
IV. PAY PLAN AND ADMINISTRATION	11
A. SALARY ADMINISTRATION	11
1. METHOD OF PAYMENT	11

Table of Contents
(continued)

	<u>Page</u>
2. WORK WEEK.....	11
3. NORMAL PAY DAYS	11
B. WAGES	11
1. WAGE ADVANCES.....	11
2. VOLUNTARY DEDUCTIONS	11
3. WAGE ADJUSTMENTS	11
4. GARNISHMENT OF WAGES	12
C. REVIEW AND EVALUATION	12
V. BENEFITS.....	12
A. TOWNSHIP OFFICIAL HOLIDAYS	12
1. DESIGNATED HOLIDAYS.....	12
2. ELIGIBILITY FOR HOLIDAY PAY	13
3. METHOD OF PAYMENT	13
B. PAID TIME OFF	14
1. ELIGIBILITY	14
2. USE OF PAID TIME OFF	14
3. ACCUMULATION	15
4. PAY-OUT	15
5. EFFECTIVE DATE.....	15
C. CONTINUING EDUCATION	15
D. WORKER'S COMPENSATION INSURANCE	16
E. SUPPLEMENTARY INSURANCE:	16
F. RETIREMENT PLAN.....	16
G. LEAVES	16
1. MILITARY LEAVE.....	16
2. JURY DUTY/OTHER PAID PUBLIC SERVICE.....	16
3. MEDICAL/DISABILITY LEAVE.....	16
4. OTHER APPROVED LEAVES (LONGER THAN ONE PAY PERIOD).....	17
5. BEREAVEMENT LEAVE.....	17
VI. PROBLEM SOLVING	18
A. ELIGIBILITY	18
B. PROCEDURE.....	18
VII. GENERAL PERSONNEL POLICIES	19
A. COMPUTER, E-MAIL, AND INTERNET USAGE	19
B. DRUG-FREE WORKPLACE	19
C. SOCIAL SECURITY NUMBER PRIVACY	20
D. PERSONAL ELECTRONIC DEVICES	20
E. DRESS CODE	20
F. OUTSIDE EMPLOYMENT.....	21
G. CONFLICT OF INTEREST.....	21
H. SOLICITATION AND DISTRIBUTION	21
I. SMOKE-FREE ENVIRONMENT	21
J. CARE OF TOWNSHIP PROPERTY.....	22

Table of Contents
(continued)

	<u>Page</u>
K. REPORTING WORKPLACE INJURIES	22
L. WORKPLACE VIOLENCE PREVENTION	22
VIII. TERMINATION POLICY	23
A. NOTICE	23
B. METHOD OF PAYMENT	23
C. RETURN OF TOWNSHIP PROPERTY	23
D. EMPLOYMENT REFERENCES	23

I. INTRODUCTION

A. WELCOME TO ACME TOWNSHIP

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

B. HISTORY

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

C. DISCLAIMER

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

D. AT WILL EMPLOYMENT

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

E. SCOPE

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

F. REVISIONS

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

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

II. SELECTION POLICY

A. NON-DISCRIMINATION AND NON-HARASSMENT POLICY

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

B. DISABILITY ACCOMMODATION

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

C. ANTI-NEPOTISM

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

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

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

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

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

D. EMPLOYMENT PROCEDURES

1. STAFFING

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

2. POSTING

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

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

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

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

The Clerk will be responsible for posting the announcement.

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

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

3. APPLICATION

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

4. SELECTION

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

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

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

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

5. PHYSICAL EXAMINATIONS

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

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

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

6. DRIVING RECORD

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

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

7. BACKGROUND CHECK

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

8. FALSIFIED APPLICATION

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

9. PERSONNEL RECORDS

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

maintained in a separate confidential file, and only made available to those with a business need to know.

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

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

III. CLASSIFICATION AND SCHEDULING

A. EMPLOYEE CLASSIFICATIONS

Current Language

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

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

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

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

DRAFT Proposed Language for Full and Part-time Employees:

Full-time Employees are those employees who are hired with the understanding that they are to be full-time and are regularly scheduled to work 40 hours per week.

Part-time Employees are those employees who are hired with the understanding that they are to be part-time and are regularly scheduled to work less than 40 hours and do your best to avoid overtime for part-time employees.

No changes are proposed for Temporary and Special Project Employees.

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

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

Proposed addition of Nonexempt, Exempt, and Workweek definitions:

Nonexempt Employee refers to a category of worker who is entitled to earn at least the minimum wage for every hour worked. Additionally, a Nonexempt Employee qualifies for overtime pay which is 1.5 times the hourly rate in the State of Michigan when an individual works greater than 40 hours in one workweek.

Exempt Employee refers to an employee who is salaried and consequently is not entitled to cash compensation for overtime worked.

Workweek is a fixed, regularly-recurring period of 168 hours. In other words, a workweek is seven consecutive 24-hour periods. Once a workweek ends, a new workweek begins.

B. HOURS OF WORK

1. REGULAR WORKING HOURS

Regular work schedules may vary by position, or week to week for a given position, based on the needs of the position or township. The work schedule for each position will be communicated to each employee by their immediate supervisor.

2. RECORDING OF HOURS

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

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

3. LUNCH PERIODS

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

4. SEVERE WEATHER

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

5. TARDINESS

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

C. ATTENDANCE POLICY AND PROCEDURE

1. DEFINITION OF ABSENCE

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

2. DEFINITION OF CHRONIC ABSENCE

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

3. ABSENTEE CONTROL PROCEDURE

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

4. ABSENCE NOTICE PROCEDURE

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

D. PERSONAL CONDUCT POLICY

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

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

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

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

Violation of this policy shall be cause for disciplinary action.

E. DISCIPLINE

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

- Neglect of duty
- Disloyalty
- Theft
- Excessive unexcused absences
- Excessive tardiness
- Disregard, refusal, or failure to carry out instructions
- Fraudulent referenced, whenever discovered
- Falsification of any Township records

- Willful destruction of property
- Conviction of a crime, either committed on the premises, while in the course of employment, or which has an adverse impact on the Township
- Using alcohol or illegal substances during working hours, or being under the influence of alcohol or illegal substances except when used as prescribed
- Threatening or assaultive behavior toward co-workers or customers
- Disclosure of confidential information and internal matters of the Township.

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

F. LAY-OFF/REDUCTION OF HOURS/FURLOUGH

Employees (other than political appointees, who serve at the pleasure of their appointer) may be laid off at the discretion of the Township Board in the event of lack of work, lack of funds, or reorganization of job duties. The Functional Manager shall make a recommendation as to the employee(s) to be laid off. The employees to be laid off will be identified by the Supervisor. The decision to lay off employees is at the sole discretion of the Township Board, but the following factors may be considered: (1) the employee's classification, (2) length of service in the department and (3) performance.

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

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

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

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

IV. PAY PLAN AND ADMINISTRATION

A. SALARY ADMINISTRATION

1. METHOD OF PAYMENT

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

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

2. WORK WEEK

The work week will start Sunday at 12:01 a.m. through the following Saturday at 12:00 p.m.

3. NORMAL PAY DAYS

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

B. WAGES

1. WAGE ADVANCES

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

2. VOLUNTARY DEDUCTIONS

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

3. WAGE ADJUSTMENTS

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

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

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

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

4. GARNISHMENT OF WAGES

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

C. REVIEW AND EVALUATION

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

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

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

V. BENEFITS

A. TOWNSHIP OFFICIAL HOLIDAYS

1. DESIGNATED HOLIDAYS

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

Jan 1st	Veterans Day	
President's Day	Thanksgiving	
Good Friday	Day After Thanksgiving	

Memorial Day	December 24th	
July 4th	December 25th	
Labor Day	December 31st	

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

2. ELIGIBILITY FOR HOLIDAY PAY

All full-time employees are eligible for holiday pay.

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

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

3. METHOD OF PAYMENT

Holiday Not Worked

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

Holiday Actually Worked

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

B. PAID TIME OFF

1. ELIGIBILITY

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

FULL-TIME

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

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

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

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

PART-TIME

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

2. USE OF PAID TIME OFF

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

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

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

3. ACCUMULATION

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

4. PAY-OUT

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

5. EFFECTIVE DATE

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

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

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

C. CONTINUING EDUCATION

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

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

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

D. WORKER'S COMPENSATION INSURANCE

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

E. SUPPLEMENTARY INSURANCE:

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

F. RETIREMENT PLAN

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

G. LEAVES

1. MILITARY LEAVE

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

2. JURY DUTY/OTHER PAID PUBLIC SERVICE

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

3. MEDICAL/DISABILITY LEAVE

Occasionally, it may be necessary for employees to request a medical/disability leave of absence and be absent from the job for an extended period of time. However, such absences can create confusion in work scheduling and the need for replacement personnel. Medical/disability leaves of absence will be granted on a case-by-case

basis depending upon the employee's condition as documented by their health care provider. One example of a qualifying circumstance would be pregnancy.

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

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

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

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

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

5. BEREAVEMENT LEAVE

Upon request, an employee will be granted a leave of absence with pay for three consecutive days following the death of a member of the employee's immediate family. Immediate family shall be defined as sibling, spouse, parents or children. Other than immediate family,

bereavement leaves are to be taken using Total Time Off hours, if available.

VI. PROBLEM SOLVING

A. ELIGIBILITY

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

B. PROCEDURE

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

Step Two: If the problem is not satisfactorily resolved through the verbal procedure, the employee may reduce the problem to writing with all the facts outlined and present it to the Immediate Supervisor within two working days after the verbal discussion. The immediate supervisor will have three working days in which to give the employee a written answer.

Step Three: If the problem still is not resolved, the employee may, within two working days following the immediate supervisor's response, present the problem in writing to the Personnel Committee. The Personnel Committee will normally respond in writing within five working days.

Step Four: If the problem still is not resolved, the employee may present the problem to the Township Board at the next regularly scheduled meeting. The employee may request that discipline, discharge or evaluation matters be considered in closed session. The Board will act on the problem no later than the following regularly scheduled Board meeting. The Township Board's decision will be final and the official ruling of the Township.

VII. GENERAL PERSONNEL POLICIES

A. COMPUTER, E-MAIL, AND INTERNET USAGE

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

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

B. DRUG-FREE WORKPLACE

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

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

C. SOCIAL SECURITY NUMBER PRIVACY

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

D. PERSONAL ELECTRONIC DEVICES

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

E. DRESS CODE

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

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

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

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

Supervisors are responsible for interpreting and enforcing the dress code in their areas of responsibility. This includes counseling employees whose appearance or hygiene is inappropriate. Employees may be sent home to

change if they report to work wearing inappropriate attire. Employees will not be paid for the time they spend returning home to change their clothes.

F. OUTSIDE EMPLOYMENT

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

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

G. CONFLICT OF INTEREST

State law governs Acme Township when it is contemplating entering into a transaction, contract, or other arrangement that could benefit the private interests of an officer, director, or employee of the Township (MCL 15.321 et seq.). In the event that any Township employee, or any business in which an employee has an ownership interest, has the financial interest in a prospective contract or other arrangement with the Township, the employee must immediately disclose the financial interest to the Township supervisor prior to consideration of the contract by the Township Board.

H. SOLICITATION AND DISTRIBUTION

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

I. SMOKE-FREE ENVIRONMENT

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

J. CARE OF TOWNSHIP PROPERTY

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

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

K. REPORTING WORKPLACE INJURIES

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

L. WORKPLACE VIOLENCE PREVENTION

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

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

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

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

VIII. TERMINATION POLICY

A. NOTICE

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

B. METHOD OF PAYMENT

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

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

C. RETURN OF TOWNSHIP PROPERTY

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

D. EMPLOYMENT REFERENCES

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

Acme Township Employee Handbook
Adopted April 6, 2010
Admended July 5, 2016

Acknowledgement of Receipt

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

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

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

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

Employee Name

Date signed

Please return by: _____
(put date here)



Gosling Czubak
engineering sciences, inc.

*Engineers • Surveyors
Landscape
Architects
Environmental Services*

February 26, 2020

Doug White, Township Supervisor
6042 Acme Road
Williamsburg, MI 49690

Subject: Sewer Video and Smoke Testing Select Areas Recommendation

Mr. White:

Gosling Czubak Engineering Sciences, Inc. (GCES) received three quotes to complete sewer video and smoke testing of select areas in Acme Township. Each of the requested quotes was from an experience contractor GCES has worked with on previous projects. The lowest quote received is from the Taplin Group, LLC in the amount of \$27,339.15 (Agreement Attached). GCES recommends Acme Township contract with the Taplin Group to complete the sewer investigation. It is further recommended; Acme Township approve a spending amount of \$28,000 with a 10% contingency of \$2,800 for a total expendable amount of \$30,800.

We hope this meets your needs. If you have any questions regarding this pay request, please email or call.

Best Regards,

GOSLING CZUBAK

Tim Korson, P.E.
Project Engineer

cc: Mark J. Hurley, M.S., P.E.; GCES
File



CONTRACT FOR SERVICES

Sewer Video and Smoke Testing to Identify Sources of I&I

Client:	Acme Township	Date:	February 26, 2018
Client's Agent:	Doug White	Re:	Sewer Video and Smoke Testing to Identify Sources of I&I
Address:	6042 Acme Road Williamsburg, MI 49690	From:	Mark Hurley, M.S., P.E.
cc:	File		

Gosling Czubak Engineering Sciences, Inc. (GCES) and Acme Township (CLIENT) agree that GCES will perform the professional services described in the Proposed Scope of Work, subject to GCES's Terms and Conditions, attached.

Project Name and Location

Project Name: Sewer Video and Smoke Testing to Identify Sources of I&I

Proposed Scope of Work

Gosling Czubak will provide the professional services described below:

- Oversee video and smoke testing of select Acme Township sanitary sewers to identify sources of inflow and infiltration (I&I).
- Coordinate with Contractor and Grand Traverse County Public Works Department to schedule and access sewer sections.
- Review sewer videos and results of smoke testing.
- Review contractor pay application(s).
- Provide a summary of findings and recommendations in a technical memorandum.

Proposed Schedule

Field work to be completed in the spring of 2020 according to seasonal conditions. Final memorandum provided by June 19, 2020.

Proposed Fee

The total fee to provide these services shall not exceed \$ 6,500

- ☒ Will be based on a time and materials basis in accordance with GCES's normal rates and charges
- ☐ An initial deposit to be applied to the final invoice is required in the amount of \$

Sewer Video and Smoke Testing to Identify Sources of I&I

February 26, 2018

Approval

Client

Gosling Czubak Engineering Sciences, Inc

Name: _____

Mark Hurley, M.S., P.E.

Title: _____

Director of Engineering Services

Dated: _____

Dated: February 26, 2018

Terms and Conditions

Description of Services: GCES agrees to perform those professional services described in the attached Contract for Services which is incorporated herein by reference as if the same had been fully set forth.

Payment for Services: The estimated total fee for the services set forth in the Contract for Services. The Client understands and agrees that the aforementioned amount is an estimate for the scope of work described in the Contract. Additional fees may be billed if the scope of the work is changed. A statement for work done in a month will be billed in the following month, and that payment is to be made by the Client within 30 days of the invoice.

Estimated Date of Completion: GCES will complete the performance of the services as indicated with the dates provided in the Contract for Services absent an act, condition, or event beyond the control of the parties.

Ownership of Documents: All original documents, drawings, computer files and survey notes represent the product of training, experience and professional skill. All such items are, and will remain, the property of GCES, regardless if the project is completed. Upon full payment of all amounts due hereunder, GCES will furnish copies of suitable, original drawings and other final work products in the form required by applicable law to the Client. Such documents furnished to the Client are not intended or represented to be suitable for reuse by the Client or others on extensions of the project or any other project. Any unauthorized reuse of documents will be at the Client's sole risk and without liability or exposure to GCES.

Scope of Services Rendered: Client assumes full responsibility for determining the suitability of the described services to meet its needs. If indicated on the attached Contract for Services, such services may include preparation and attendance at public hearings or informational meetings, when so requested by the Client; but this Agreement does not include services that would pertain to the preparation or appearance on behalf of the Client in litigation.

Assignment of Contract: GCES will be solely responsible for all services performed under this Agreement and will supervise and direct the work in accordance with in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and in the same locality. Neither the Client nor GCES may assign, sublet, or transfer their interest in this Agreement, without the prior written consent of the other.

Lien for Services/Attorney's Fees: GCES reserves the right to file any statutorily authorized lien against the property which is the subject of this contractual Agreement in the event payment is not received for services rendered. If GCES is required to file suit to secure payment, GCES shall be entitled to receive its actual attorney's fees and costs incurred in such litigation.

Termination of Services: This contract may be terminated by the Client or GCES should the other fail to perform its obligations under this contract. In the event of termination, the Client shall pay GCES for all services and expenses rendered to the date of the termination.

Limitation of Liability: The Client agrees to limit the liability of GCES on this project for claims, losses or damages and claims expenses to a sum not to exceed \$25,000 or GCES's total fee for services on this project, whichever is greater.

Consequential Damages: Neither the Client nor GCES shall be liable to the other, shall make any claim for any incidental, indirect, or consequential damages arising out of this Agreement. This mutual waiver of consequential damages shall include any consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and GCES shall require similar waivers of consequential damages in all contracts and subcontracts with others involved in this project.

Dispute Resolution: Any claims or disputes between the Client and GCES shall be submitted to non-binding mediation. The Client and GCES agree to include a similar mediation agreement with all contracts, subcontractors, suppliers and fabricators that provides for mediation as the primary method for dispute resolution between all parties.

Entire Agreement: This Agreement constitutes the entire Agreement of the parties and no alteration or amendment shall be effective until such time as it is reduced to writing and signed by both parties.

Permits: GCES will assist the Client with preparation and submittal of permit applications to the approving agencies listed in the description of services. GCES's contract fee estimate for permitting assistance is based on its experience working with the listed agencies. The Client and GCES acknowledge that permitting requirements are subject to the opinions of the permit review official(s) and may result in unforeseen conditions imposed by the permitting official. Any permitting assistance, design changes or inspections made necessary by newly enacted laws, codes, regulations, or interpretations of codes made by permitting and code officials that are not described in the contract services or were unforeseen by GCES at the time that this contract was signed, can be provided by GCES for additional fees. The amount of additional fees required by unexpected permitting or inspection requirements will be presented to the Client for the Client's approval before the additional work is undertaken.



5140 West Michigan Avenue Kalamazoo, MI 49006

February 25, 2020

Tim Korson
Project Engineer
Gosling Czubak
1280 Business Park Drive
Traverse City, MI 49686-8607
tnkorson@goslingczubak.com

Regarding: Acme Township Sanitary Smoke Testing and Video
Taplin tracking #10619.0.01

Mr. Korson,

Pursuant to your request, Taplin Group, LLC appreciates the opportunity to submit this proposal for your consideration.

SCOPE OF WORK

It is understood that smoke testing and videoing of select sections of Acme Township's sanitary sewer system have been requested in an effort to identify sources of inflow and infiltration. The areas are divided into four specific areas. The description of each and the details regarding the quantity associated with each are as follows:

1. Deep Water Point Collection Area
 - a. Video Only
 - b. 54 manholes
 - c. 53 sewer sections
 - d. 12" sanitary sewer
 - e. Estimated 14,333 lineal feet
2. Pump Station 4 Collection Area
 - a. Smoke Testing and Video
 - b. 16 manholes
 - c. 15 sewer sections
 - d. 8" sanitary sewer
 - e. Estimated 2,864 lineal feet
3. Grand Traverse Resort Golf Course Collection Area
 - a. Video Only
 - b. 27 manholes



5140 West Michigan Avenue Kalamazoo, MI 49006

- c. 15 sewer sections
- d. Pipe sizes range from 8" to 12" in diameter
- e. Estimated 6,488 lineal feet

It is understood that the sewer will not be cleaned prior to the inspection. Should obstructions or debris be encountered, it is understood that the contractor is to notify Grand Traverse County (GTC) and they will perform any sewer cleaning.

Contractors will be allowed to use the easement trail at Deep Water Point between manholes 231 and 241. Most of this easement is accessible during the dryer months. However, in the Spring the area of the easement closer to Dock Road tends to flood. If need be, the contractor may have to televise the lower end of this stretch of pipe against the flow should the easement be inaccessible.

GTC will confirm when the sewer within the Grand Traverse Resort can be accessed. Should buried manholes be encountered within the project limits, GTC is to be notified and GTC will arrange to have these structures exposed.

Taplin Group, LLC will furnish necessary supervision, labor, and equipment to complete the project as described. The work to be performed in the Pump Station 4 Service Area and Deep-Water Point will be completed using conventional televising equipment. Taplin will provide additional labor and the necessary equipment to conduct the smoke testing within the Pump Station 4 Service Area upon completion of the inspection operations. Taplin will perform the televising within the Grand Traverse Resort Area using a portable skid mounted inspection which will be placed inside a Kawasaki Mule. This smaller equipment footprint will be necessary to minimize disruption and/or damage to the grounds and cart paths in and around the resort.

HEALTH AND SAFETY

The Taplin team embraces the Loss Prevention System (LPSTM) behavioral based safety program – LPSTM will be the key around which worker safety will be achieved on this project. All of the site personnel onsite will be trained in the ELKS System.

Taplin team operations will be conducted with safety at the forefront of every move, under the oversight of the Taplin Health and Safety Officer. This person's primary responsibility will be to implement the ELKS system on the site and inspect and evaluate the activities onsite to ensure safety of all employees. Taplin will also have a corporate health and safety officer perform safety audits at each site. The information and lessons learned from our site safety audits will be implemented immediately and be carried forward to the other sites.



5140 West Michigan Avenue Kalamazoo, MI 49006

The ELKS behavioral based system puts the implementation of safety initiatives in the hands of the people who can make a difference – the field staff. Management provides the stewardship and structure while the field staff puts it into motion through the various ELKS tools such as:

1. JSA – Job Safety Analysis – Identification of all associated hazards related to each task of a project by the safety department. This document precipitates a field document called an STHA, (Site Task Hazard Analysis). The STHA is prepared and implemented by the field staff. The STHA is a living document that changes as the project evolves. As the project conditions change the document is altered and all involved are informed.
2. LPO - Loss Prevention Observation – The LPO is a peer review of a task being conducted. The observer reads the JSA and STHA prior to the observation. The observer then documents the observation relative to its adherence to the JSA and STHA as well as providing input as to how the operation can be executed safer or improved in some other way. These observations are then shared with the party being observed.
3. SPSA – Self Performance Self-Assessment – A self-performance self-assessment simply asks each person to:
 - a. ASSESS the risk
 - i. What could go wrong?
 - ii. What is the worst thing that could happen if something does go wrong?
 - b. ANALYZE how to reduce the risk
 - i. Do I have all the necessary training and knowledge to do this job safely?
 - ii. Do I have all the proper tools and personal protective equipment?
 - c. ACT to ensure safe operations
 - i. Take necessary action to ensure the job is done safely!
 - ii. Follow written procedures!
 - iii. Ask for assistance, if needed!

Any near losses, losses or questionable behavior are documented at which point a root-cause analysis is conducted. The findings of these analyses are communicated throughout the entire company on a weekly basis through conference calls involving all project management and weekly meetings of upper management.



5140 West Michigan Avenue Kalamazoo, MI 49006

PRICING

Item	Description	Qty	Unit	Rate	Extension
	Area 1- PS No. 4 Service Area				
	Area 3- Deep Water Point				
1	Area 1 & 3 Mobilization	1	LS	\$1,900.08	\$ 1,900.08
2	Area 1- 8" Pipe Video Taping	2864	LFT	\$0.73	\$ 2,090.72
3	Area 1- 8" Smoke Testing	2864	LFT	\$0.63	\$ 1,804.32
4	Area 3- 12" Pipe Video Taping	14333	LFT	\$0.72	\$ 10,319.76
	Area 2- Grand Traverse Resort				\$ -
5	Area 2- Mobilization	1	LS	\$1,385.48	\$ 1,385.48
6	Area 2- 8" Pipe Video Taping	1875	LFT	\$1.52	\$ 2,850.00
7	Area 2- 10" Pipe Video Taping	3841	LFT	\$1.51	\$ 5,799.91
8	Area 2- 12" Pipe Video Taping	772	LFT	\$1.54	\$ 1,188.88
Total				\$	27,339.15

TERMS AND CONTINGENCIES

- Based on weekday hours only.
- Any delays caused by others and not directly the result of Taplin actions will be documented and billed at standby rates
- Mobilization charges are based on having to perform a separate mobilization for each service area. The equipment and labor anatomy associated with each project area varies; however, if the entire project could be scheduled at once, mobilization costs could be revised.
- Customer to provide water service for the jet truck required for the US-31 Force Main at no cost to Taplin.
- Grand Traverse County is responsible for obtaining the cost of the ROW permit for work along the rail road.
- Additional charges or a credit will be used at the rate of \$150.00/hour for hours in excess or less than the budgeted 40 hours for the flagman operation associated with the US-31 Force main.
- Taplin Group will utilize PACP standards during the CCTV investigation.
- Traffic Control will be maintained via orange cones, arrow board on the CCTV unit
- A signed Taplin Group Professional Services Agreement (PSA) or purchase order (PO) issued by Customer, incorporating the terms and conditions included in this proposal, must be in place prior to project scheduling.
- Change Orders. All change orders or amendments to this Agreement become effective only upon acceptance by Contractor and Customer. No modifications shall be accepted in any other way
- Payment. Terms are net thirty (30) days from invoice date. No discount rebates or credits may be taken unless agreed to by Contractor in writing. Invoices paid beyond thirty (30) days after invoice date will incur a service charge of one and one-half percent (1-½%) per month on the



5140 West Michigan Avenue Kalamazoo, MI 49006

unpaid balance, or, if lower, the highest percentage amount allowable by law. Contractor may suspend Services if Customer does not pay every invoice promptly and in full. At its discretion, Contractor may also require payment in full or satisfactory security prior to performance of any Services.

- This proposal is deemed proprietary information and its contents, including pricing may not be disclosed to any entity outside of the person addressed to without written permission by Taplin.

EXCLUSIONS

- Permits, approvals, testing, notifications, monitoring and/or inspection for our work not specifically named above
- Acceptable site access and a firm, dry, level, working area negating the need for equipment mats.
- Once Work has commenced, Work suspension or delay by Contractor or Owner for more than 30 days.
- Performance and Payment Bond, however, same can be provided on a cost reimbursement basis.
- Any items of work not specifically included or referenced in this proposal shall not be our responsibility.
- Bid is awarded as a single project
- Default or delay in the completion of the work when caused by strike, riot, weather, war, terrorism, Act of God, site access restrictions or other similar circumstances beyond our control

Thank you again for the opportunity to present this proposal. Please do not hesitate to contact me at (313) 695.1047 with any questions or clarification you might require. To indicate your acceptance of this proposal, please sign below and either email or fax it back to (269) 375-2830.

Submitted by:
TAPLIN CONTRACTING SERVICES, LLC

David Balogh
Vice President of Underground Infrastructure Services

Accepted By:	
Signature:	
Date	

Doug White

From: tmhtcmi07@aol.com
Sent: Tuesday, February 04, 2020 6:51 AM
To: Doug White
Subject: Fwd: Fourth of July fireworks request

Hello Doug! Happy 2020!!

This year happens to be TC Boom Boom Club's 10th anniversary!! Throughout this period of time, Acme Township has played an instrumental role in our ability to produce a quality fireworks display that we can all be proud of. Thank you so much!!

Once again, we respectfully request the Township's continued financial participation of \$300 that allows TCBBC to fulfill its mission of lighting up the sky on the 4th of July!! We appreciate your consideration, and enjoy your continued support..

Kindest regards,
Tim Hinkley, President
TC Boom Boom Club

Doug White

From: Timothy Korson, P.E. <tnkorson@goslingczubak.com>
Sent: Tuesday, March 03, 2020 3:18 PM
To: John Divozzo; Doug White; Sam Tyson
Cc: Bob Verschaeve, P.E.; Doug White; Sam Tyson; Mark Hurley, M.S., P.E.
Subject: Acme Pump Station No. 1 Generator - Color
Attachments: Acme LS #1 - Cummins C250N6 Paint options.pdf

We have received the shop drawings for the Acme Pump Station No. 1 Generator.

There are three color choices available that will not affect the project price. (See attachment) The choices include the following:

1. Onan Green (Standard Color)
2. Cummins Beige
3. Compartment Tan

If there is no preference, the generator will be Onan Green. Other colors are available at additional cost.

Please provide preference at your earliest convenience.

If you have any questions please contact me.

--

Tim N. Korson, P.E. | Project Engineer
Gosling Czubak Engineering Sciences, Inc.

231.946.9191 office | 231.933.5113 direct
tnkorson@goslingczubak.com | www.goslingczubak.com

[Connect with us on LinkedIn!](#)

Tim, All "Custom" paint (Other than Cummins Beige or Compartment Tan) will represent an additional cost adder due to special processing and handling, etc.,

So any color choice other than Onan Green, Cummins Beige or Compartment Tan would add an additional (Budget cost) of \$3,575.00 (high for budget).

Enclosure paint options

These standard enclosure colors are available as selected in Cummins pricing. All GenSet enclosures will be painted Onan Green Textured, unless otherwise ordered. Underwriters Laboratories (UL) colors noted are included in standard pricing; other colors selected for UL units would have additional charges. Contact your local sales representative for more information.



Onan Green Textured (UL)
Standard color



Moss Green



Cream



Sugar White



Cummins Red

No extra charge

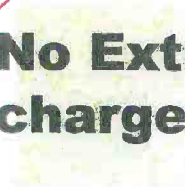


Cummins Beige (UL)



Chocolate Brown

No Extra charge



Compartment Tan Textured (UL)



Spectrum Gray



ANSI 61 Gray (UL)



Jet Black

Cummins Sales and Service
875 Lawrence Drive
DePere, Wisconsin 54115

cummins.com



Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

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

To: Acme Township Board of Trustees
From: Lindsey Wolf, Planning & Zoning Administrator
Date: January 27, 2020
Subject: Special Event & Ordinance Discussion

The department has received an inquiry on holding a fine art/ craft show at Bayside Park. Detailed information regarding the specifics of the event has been included with this memo for your review. Other examples can be found here: <https://daniellesblueribbonevents.com/>

There is potential to work with the applicant to make this an annual event. After discussion with legal counsel it was determined that this would not violate the conditions of the Trust Fund Grant subject to the following:

- No cost for admission/open to all members of the public
- Also, the event would need to conform with the applicable ordinances:
- Acme Township Special Events Ordinance No. 2014-01
 - Parks Ordinance No. 50-2019 – *no staking of any tents or motor vehicles in prohibited areas*

Discussion for the board:

Currently an art show is an allowed use under the Acme Township Special Event Ordinance with a permit. The application process requires acknowledgement and permission of the lot owner if the applicant is not the lot owner.

Would the board be interested in holding this type of event at Bayside Park?

If the answer is yes, would the board like to restrict the number of events to be held at Bayside Park?

Counsel and I agree this is important for township taxpayers to ensure that they will be able to continue their enjoyed use of the park without having it tied up with a flood of events. Section 9 of Ordinance No. 2014-01 Section 9. can be updated to reflect that change. Any other parameters?

To cover the cost of services (staff, committee review time, etc.) the fee for an event on township property should be explored.

Section 5 of Ordinance No. 2014-01 involves a committee to approve applications for any type of event. Who are the members of the committee at this time? I cannot find a record of this past or present.

Required:

- Zoning & Planner -Lindsey Wolf
- Township Board Designee - ?
- Planning Commission Designee -?
- Acme Township Citizen - ?

** A copy of the applicable ordinances have been provided for your reference.*

Lindsey Wolf

From: Danielle Lynch <blueribboneventsllc@gmail.com>
Sent: Tuesday, January 28, 2020 4:30 PM
To: Lindsey Wolf
Subject: Blue ribbon events

Hi Lindsey,

We are requesting the park to use as a venue for a fine art/craft show. The proposed date we are looking for is August 26-29, 2020.

We are looking to begin event setup Friday. Artists will begin loadin at 2pm With last artist checkin at 7pm. Setup would resume 7am Saturday. Show will run Saturday and Sunday 10am to 5pm.

Load out will be Sunday after 5pm and park vacated by 9pm.

This will be a no entry fee at the gate show. Free to the public.

We agree to provide only Crafts and art of good quality which will be judged and juried by an in house panel. We will be looking first for nature/water/earth themed artists to reflect on the natural park environment.

We will provide extra bathroom facilities if required to accommodate the extra foot traffic.

We will provide overnight security on both Friday & Saturday night.

We will also do our own garbage cleanup. Please let us know whether you have an on sight dumpster or if we need to provide our own removal.

We will accommodate visitors with disabilities by providing at least 10ft walkways. We will also utilize front handicap access parking.

This event will be advertised in local print, radio, social media and tourism websites. We will have directional signage for miles.

Our event will minimize any negative impact to the natural and/or cultural resources of the park by providing adequate trash/recycle receptacles. A cleanup crew will remove any debris, markings or materials upon end of event.

We will have standard event insurance stating you as the additional beneficiary.

I would like to get with you in May to review grounds, lay out tent and traffic flow and discuss any other relevant questions that may arise.

Other questions I always ask are :

Are there any overnight parking for rv artists? If not is there a local campground to recommend?

Are pets allowed in the park?

Is smoking allowed in the park?

This way we can have appropriate signage.

Thank you so much!

Very excited about this.

Danielle

Blue Ribbon Events

Sent from my iPhone

Lindsey Wolf

From: Danielle Lynch <blueribboneventslic@gmail.com>
Sent: Tuesday, January 28, 2020 4:43 PM
To: Lindsey Wolf
Subject: Re: Art Show Info

Sorry,

I do have one other backup week.

We have taken into consideration all of the other art events in Michigan.

Our in house email database is over 2100 artist/crafters. We also have a license to a portal with over 70000 artists.

I am looking for no more 100 artists for year one.

This allows us to work out any kinks that may arise on a smaller scale.

I would like to agree on a date for next year so artists will know this year to commit early.

Also if you are receptive, we would be open to doing multiple events in the future in the park. We would love to be the go to coordinator. Perhaps an early show in July third weekend and a fall show third week in September.

Let me know your thoughts or any other questions you may have.

Danielle

Sent from my iPhone

On Jan 28, 2020, at 1:51 PM, Lindsey Wolf <Zoning@acmetownship.org> wrote:

Hi Danielle,

Please send me the information for the Art Show that we spoke about yesterday so I can include it in the board packet. Thank you!

Lindsey Wolf

Planning & Zoning Administrator

Acme Township

6042 Acme Rd | Williamsburg, MI | 49690

Phone: 231.938.1350 Fax: 231.938.1510

zoning@acmetownship.org

**ACME TOWNSHIP
SPECIAL EVENT ORDINANCE
ORDINANCE NO. 2014-01**

1. Definitions.

- a. Applicant means a person that submits an application for a special event.
- b. Lot means any parcel of real property in Acme Township that has a Tax Identification Number.
- c. Person means any individual, partnership, limited liability company, or corporation.
- d. Special Event means any temporary use of a lot or Acme Township property for purposes other than its already permitted use, which offers products, goods or services, including entertainment services; whether or not conducted for fees or profit and include the following examples:
 - i. Car shows, antique shows, flea markets;
 - ii. Art, music, ethnic, food, theatrical, or other festivals providing lawful entertainment;
 - iii. Sporting events and competitions.

A Special Event does not include individual garage sales that last no more than 7 days and recur no more frequently than one time in any 60 day period; social gatherings such as family reunions, receptions, picnics or related family events that are not open to the public.

- e. Temporary means no longer than three days.

2. License Required.

No person shall hold a special event in Acme Township without first obtaining a license pursuant to this Ordinance.

3. Application for Special Event License.

- a. An applicant shall submit to the Zoning Administrator a completed application, on a form furnished by the Township, not less than 30 days prior to the proposed event.
- b. The application shall include all of the following information:

- i. The full and complete name, current address and telephone number of the applicant.
- ii. The name of the proposed event and the name under which the event will be operated if other than the name of the applicant.
- iii. A written statement describing the proposed special event, including the nature and purpose of the activity.
- iv. The days and hours of the special event.
- v. The anticipated number of workers and event presenters.
- vi. The anticipated number of attendees.
- vii. The lot or lots upon which the special event is proposed to take place, including the street address.
- viii. A description of the products and/or services to be provided or sold at the special event.
- ix. A description of the procedures to manage parking, traffic and circulation, and the location for parking.
- x. A description of the procedures and facilities to manage sanitation.
- xi. A description of the procedures for crowd control and public safety.
- xii. A description of all food and beverages whether provided with or without charge and whether consumption of alcohol is anticipated.
- xiii. A sketch, drawn to scale, showing the placement, number and location of the proposed parking, signage, sanitary facilities, cooking facilities, lighting and all structures to be used and/or erected and how each will be used.
- xiv. Acknowledgment and permission of the lot owner if the applicant is not the lot owner.
- xv. Written evidence of the status of all approvals and/or reviews by Grand Traverse County Sheriff, Grand Traverse Metro Emergency Services, Grand Traverse Health Department, Michigan Department of Transportation, Grand Traverse County Road Commission, Grand Traverse County Construction Codes, and any other necessary agency.

- xvi. A demonstration that the Applicant has sufficient liability insurance for the Special Event.
- xvii. Proof that the Applicant has notified owners of all property within 300 feet of the property upon which the Applicant requests a License of the following: (1) that the Applicant is seeking a License for a Special Event, (2) the date upon which the Special Event is to take place, (3) a short description of the Special Event, and (4) that the complete Application is available at the Acme Township Hall.

4. **License Fee.**

The fee for a special event license shall be based on the event size according to the Acme Township Special Event Fee Schedule which may be reviewed and amended by resolution of the Acme Township Board from time to time.

5. **Application Review.**

- a. Once the Zoning Administrator determines the Application to be complete, the Zoning Administrator shall convene a meeting of the Special Events Committee to review either approve, approve with conditions, or deny the Application. The Special Events Committee shall be made up of the Zoning Administrator, a Township Board designee, a Planning Commission Designee, the Township Planner, and one Acme Township citizen. All meetings of the Special Events Committee shall be subject to the Open Meetings Act, Public Act 267 of 1976, MCL 15.261 *et seq.*

6. **Standards for Approval.**

Each application for a special event shall meet the following standards for approval:

- a. The application is complete and the application fee is paid in full.
- b. The applicant has provided written evidence that he or she owns or leases the lot upon which the special event will be held, or that the applicant has permission to hold the special event upon which the special event will be held.
- c. The location of the special event does not negatively impact the public health, safety and welfare, including but not limited to traffic flow, parking, lighting, hours, signage and noise.
- d. The Special Event Application satisfies all of the elements necessary for approval.
- e. Minimum lot size for Special Events

Number of Attendees	Minimum Parcel Size
20 – 50	½ acre
51 – 100	2 acres
101 – 500	10 acres
501 – 1,000	25 acres
1,001 – 2,500	50 acres
2,501 – 5,000	80 acres
5,001 – 10,000	100 acres

7. **License Form:**

If approved by the Township Board, the Zoning Administrator shall complete the License with the name of the Applicant, a description of the Special Event, the dates permitted for the Special Event, and the conditions added to the Application. The Zoning Administrator and the Applicant shall sign the License and the Applicant shall post the License in a conspicuous place at the Special Event. The License shall also state that Acme Township does not endorse the Special Event.

8. **Inspection:**

The Applicant shall allow the Zoning Administrator or any Acme Township designee access to the property for inspection at any time during setup for the Special Event, during the Special Event, and after completion of the Special Event.

9. **Restrictions.**

- a. No license shall be issued to:
 - i. An applicant who has been convicted or found responsible for a violation of any federal, state or local law involving moral turpitude, fraud, theft, violence, or controlled substances.
 - ii. An applicant who is in default to Acme Township.
 - iii. An applicant that has previously received a special events license under which the Applicant violated any of the restrictions or requirements of that license.
 - iv. An applicant that has previously received a special events license which resulted in substantial and material complaints to Acme Township for the activities that resulted from that special events license.
- b. No privately owned lot may have more than three special events in one calendar year.

- c. The hours of operation for any special event shall be limited to the hours between 9 a.m. and 11 p.m., except athletic events that require an earlier start and meet all other requirements of this ordinance.

10. **Revocation of License.**

The Zoning Administrator may immediately revoke a special event license if the applicant violates any of this Ordinance's provisions, or for other good cause.

11. **Violations and Penalties.**

- a. A violation of this Ordinance is a Municipal Civil Infraction subject to Acme Township's Municipal Civil Infraction Ordinance and the enforcement officer for such violation can be the Zoning Administrator, Township Supervisor, or any other person designated by the Township Board.
- b. A violation of this Ordinance is a nuisance per se and is enforceable as such.

12. **Severability.**

If any portion of this Ordinance is found invalid by any court, such invalidation shall not affect or limit the remaining portions of this Ordinance or its application.

13. **Effective Date.**

This Ordinance shall become effective 30 days after its publication in a newspaper of general circulation in the Township.

ACME TOWNSHIP
ORDINANCE NO. 50 OF 2019

ACME TOWNSHIP PARKS ORDINANCE

THE TOWNSHIP OF ACME ORDAINS:

SECTION 1. Purpose of this Ordinance

The purposes of this ordinance are:

To protect the health, safety and welfare of visitors to the Township's parks.

To protect the health, safety and welfare of residents living near the parks.

To meet the Township's responsibility as the trustee of assets held for the present and future benefit of the public.

SECTION 2. Definitions as Used in this Ordinance:

"Facility" means any building, sign, structure, equipment, utility or other improvement in or on any park.

"Park" means any land or facility of any size or shape, including but not limited to linear ways, road ends, and submerged lands, owned by or under the full or partial control of Acme Township, that is used for recreation or held for future recreational use. Parks include areas within the riparian extensions of park boundary lines.

"Paths" means Paths 1, 2, 3 and 4, and Border Avenue, as depicted in the Plat of Woodland Acres. The paths include the beaches within the path boundary lines and the areas within the riparian extensions of those lines. (*See attached map.*)

"Personal Property" includes kayaks, kiteboards, paddleboards, boats, canoes, and other watercraft, beach chairs, hammocks and sun umbrellas as well as trailers, recreational vehicles, camping equipment or similar equipment used within a park.

"Recreation" includes picnicking, swimming, beach activities, hiking, boating, sports, lounging, photography, nature activities, fishing, and similar pursuits.

"Woodland Acres" means the subdivision platted in 1924 from a portion of Fractional Lot 3, and the SW 1/4 of the SE 1/4 and all of Fractional Lot 4, in Sec. 27, T 29 N, R 10 W, Acme Township, Grand Traverse County Michigan.

"Trail" means a path or narrow transportation-oriented corridor for the primary purpose of

biking, running, walking, or other non-motorized use. It may be of impervious surface, or other types of natural material, or may be left in its natural state. Trails usually have a beginning and ending point and have at least one trailhead.

SECTION 3. General Use Restrictions

All Township, State and Federal ordinances apply within the parks.

The following use restrictions shall be observed in all parks:

Hours. No person may be in a park from 30 minutes after sunset to 30 minutes before sunrise. Road ends and boat launches are open for launching and recovering boats 24 hours per day, and for swimming and wading in designated areas from 30 minutes before sunrise to 30 minutes after sunset.

Trespass. Users of the parks shall not trespass on adjacent property.

Litter. Littering in the parks or adjacent property is prohibited.

Vandalism. Vandalism or destruction of any public or private property is prohibited, including the cutting or removal of live vegetation or alteration of any surfaces.

Commercial and Vending Activities. Commercial and vending activities are not allowed. See ordinance #2016-02, as amended.

Hunting. Hunting is prohibited in all parkland areas other than Yuba Creek Natural Area. Hunting activities at Yuba Creek Natural Area must be in compliance with Michigan DNR regulations and may not include baiting of game.

Fires. Fires are prohibited in all parks except in designated and posted locations. Any fires for cooking must be made within the stoves or grills provided for that purpose or within other privately owned grills which are designed to retain the ashes and prevent their deposit upon the ground

Camping. Camping and overnight parking are prohibited in all parks.

Fireworks. Fireworks are prohibited in all parks. See Ordinance # 2016-01, as amended.

Storage. Storage of personal property is allowed only during designated park hours. No overnight storage is allowed.

Glass. Glass containers are prohibited within the areas of any park, including any water area, used for swimming or beach purposes.

Alcohol. No person may be intoxicated in any park.

Noise and conduct. Any activities or operation of equipment that disturbs the quiet, safety, comfort or repose of a reasonable person of normal sensitivities is prohibited. Any creation of a disturbance by obscene or disorderly conduct is prohibited.

Pets. Dogs and other pets are permitted within parks. All pets must be on a leash no longer than six feet and under the control of a responsible individual. The owner of any pet is responsible for cleaning up all solid waste left by the pet. No pets are allowed in designated swimming areas.

Motor vehicles. No person may operate any motorized vehicle in any park except where designated and posted. No person may operate a motorized vehicle in excess of 15 miles per hour in any park, except where designated and posted. Drivers of motorized vehicles shall obey all posted traffic control signs and devices. This section does not prohibit motorized wheelchairs and similar devices.

No person may park any motorized vehicle in any Park except where designated and posted. No motorized vehicle may be parked or left in any Park at times during which the Park is closed to the public. No motorized vehicle may be parked in any Park except for purposes directly related to use of said Park. The Township may post signs setting out parking regulations in any Park in which the Township determines a sign is necessary. The Township may also post signs stating that a motorized vehicle in violation may be towed and informing the vehicle's owner of the towing company's contact information.

Boats. Trailered boats shall only be launched from designated and posted launching sites. This section does not restrict the launching of kayaks, canoes and similar watercraft.

SECTION 3B. Park Specific Rules

1. Special Use Restrictions for the Paths in Woodland Acres

The paths in the Woodland Acres subdivision run into Grand Traverse Bay. The paths were dedicated to the public in 1924 with the intent and purpose of their use by residents in the neighborhood. The paths are public property under the jurisdiction and control of Acme Township. The general use restrictions in Section 3 of this ordinance shall apply to the paths, except as modified by the following special use restrictions shall be observed on the paths and their riparian extensions:

Hours. The paths may be used 24 hours per day.

Quiet hours. All persons shall observe quiet hours on the paths between the hours of 11 p.m to 7 a.m. Quiet hours shall mean any noise must be kept no louder than normal conversation.

Swimming. Swimming and wading are allowed on the paths.

Motor vehicles. Motorized vehicles are prohibited on the paths. This section shall not be interpreted to prohibit the use of boats on the water of Grand Traverse Bay within the riparian extensions of the paths. This section does not prohibit motorized wheelchairs and similar devices. Designated parking does not exist and parking on a shore path is prohibited.

2. Yuba Creek Natural Area:

The Yuba Creek Natural Area is additionally regulated by its management plan: [Yuba Creek Natural Area Management Plan](#)

3. Saylor Park:

Daily boat launch fees apply. Annual boat launch passes are available at the Acme Township Hall. Boat launch fees shall be determined by resolution of the Acme Township Board and maintained on the Township Fee Schedule.

The Saylor Park pavilion is available for rent by contacting Acme Township. Pavilion rental fees shall be determined by resolution of the Acme Township Board and maintained on the Township Fee Schedule.

SECTION 4. Violations and Penalties

Any person who violates any provision of this ordinance shall be responsible for a municipal civil infraction and shall be subject to a fine of not more than \$100.00. Each day this ordinance is violated shall be considered a separate violation. Any action taken under this section shall not prevent civil proceedings for abatement or termination of the prohibited activity.

The Township Zoning Administrator, Township Supervisor, authorized Township Parks employees, Township Manager, and the County Sheriff and his/her deputies are designated as the authorized local officials able to initiate municipal civil infraction actions directing alleged violators of this ordinance to appear in court.

SECTION 5. Nuisance Per Se

A violation of this ordinance is a nuisance *per se*.

SECTION 6. Separate Court Action

In addition to enforcing this ordinance through the use of municipal civil infraction proceedings,

the Township may initiate proceedings in the circuit court to abate or eliminate the violation.

SECTION 7. Validity of this Ordinance and Other Ordinances

If any portion of this ordinance or any application of it is held invalid, the remaining portions or applications of this Ordinance shall continue to be given effect. All prior ordinances in conflict with this ordinance are repealed and shall have no effect.

SECTION 8. Effective Date

This ordinance shall be effective 30 days after being published in the *Traverse City Record Eagle*.

TOWNSHIP OF ACME

By Jay B. Zollinger Date: 7-3-2019
Jay B. Zollinger, Supervisor

By: Cathy Dye Date: 7-3-2019
Cathy Dye, Clerk

WOODLAND ACRES.

Being a portion of Frs. Lot 3 and the SW 1/4 of SE 1/4 of all of Frs. Lot 4, Sec. 27, T. 12 N. R. 10 W. Acme Tp, Grand Traverse County, Michigan.

Examined and Approved

18836

Mar 25-1924
Notary Public
Grand Traverse County

Recorder's Office
Grand Traverse County
Plot of Woodland Acres
Recorded 27
Mar 24 1924
L. H. in 1891
Photo
Charlotte H. Nash

May 25-1924
C. W. Hansen

FILED IN AUDITOR GENERAL'S DEPT
Mar 28-1924
Geo. L. Hansen

BAY

TRAVERSE

GRAND



Description

The land contained in the annexed plat of Woodland Acres is a portion of Fractional Lot 3, a portion of the SW 1/4 of the SE 1/4, and all of Fractional Lot 4, in Sec. 27, T. 12 N. R. 10 W. Acme Township, Grand Traverse County, Michigan, and is more particularly described as follows: Beginning at an iron stake on the South line of said Section 27, 104.8 feet East of the 5th post then Thomas N. 15° 45' E., 1458 feet to an iron stake on the South line of Lot 3; Thomas N. 34° 30' E., 1559.3 feet to an iron stake on the East line of said Frs. Lot 3; Thomas N. 1° 31' E., 121 feet to the North-east corner of said lot; Thomas N. 80° 25' W., on the North line of Frs. Lots 4 and 3, 1092.6 feet to the water edge on East shore of Grand Traverse Bay; Thomas South 29° 0.6 feet more or less, following water edge, to the South line of said Section 27; Thomas N. 65° 30' E., on said South line 776.6 feet to the point of beginning.

Dedication

Know all men by these presents, that we Silas J. Gagnon & Sibyl Gagnon, husband and wife, as proprietors, of Traverse City, Mich., have caused the land in the annexed plat to be surveyed and platted, to be known as "Woodland Acres," Grand Traverse County, Michigan, said land being a part of Section 27, Township 12 North, Range 10 West, Acme Township, Grand Traverse County, Michigan, as above described, and we hereby dedicate all portions designated on said plat as, Avenues and Paths, to the use of the public.

In witness whereof we have set our hands and seals this 14 day of Feb. 1924 at Traverse City, Michigan.

State of Michigan
County of Grand Traverse

Silas J. Gagnon
Sibyl Gagnon

On this 14th day of Feb. 1924 before me a Notary Public in and for said County, personally appeared, Silas J. Gagnon & Sibyl Gagnon, husband and wife, to me known to be the persons who executed the above dedication, and acknowledged the same to be their free act and deed.

Notary Public
My commission expires July 4-1924

Surveyors Certificate

I hereby certify, that the annexed plat of "Woodland Acres," Grand Traverse County, Mich., is a correct one, and that monuments consisting of iron pipe 1/2 inch nominal in diameter and two feet or more in length are driven at points marked "a" on plat, at all angles in boundary lines, at angles in the center line of streets, at center intersections of streets and at intersection of center lines of streets with boundary lines. At lot corners cedar stakes two inches or more in diameter and eighteen inches or more in length are driven.

Registered Engineer
County Surveyor

Tax Certificate

Office of County Treasurer, Grand Traverse County, Michigan.

I hereby certify that there are no Tax liens or titles held by the State on the land described in this plat, and that there are no tax liens held by individuals on said lands for the five years preceding the 20th day of March 1924, and that the taxes, for said period of five years, are paid as shown by the records of this office.

County Treasurer

Approval of County Board
This plat approved 20th day of March 1924

Judge of Probate
County Treasurer
County Clerk

Approval by Township Board
This plat approved by the Township Board of the Township of Acme, Grand Traverse County, Michigan, at a meeting held March 14th 1924.

Mildred J. Cantner
Twp. Clerk